

MNS	SPAS	V1.0					
Employer Registration Number (ERN)	Employer Name	Period	Telephone Number	Mobile Number	Email Address		
<i>Insert ERN of the Employer Here</i>	<i>Insert Full Name of the Employer Here</i>	<i>Insert Period here – YYYY Eg.: January 2018:- 1801 February 2018:- 1802</i>	<i>Insert Telephone Number Here Eg.: - 12345678</i>	<i>Insert Mobile Number Here Eg:- 51234567</i>	<i>Insert Email Address Here</i>		
Employee ID	Surname of Employee	Other Names of Employee	Mauritius Citizen (Y/N)	Employment Type : Part Time / Full Time ?	Bank Code	Bank Account Number	Basic Salary
<i>Insert Employee ID here</i>	<i>Insert Surname of Employee here</i>	<i>Insert Other Names of Employee here</i>	<i>Insert : (i) Y if Mauritian Citizen (ii) N if Non-Mauritian Citizen</i>	<i>Insert Employment Type : (i) P if Part time (ii) F if Full time</i>	<i>Insert Bank Code chosen Refer to Appendix A for Bank codes to be used for each banks</i>	<i>Insert Bank Account Number</i>	<i>Insert Basic Salary</i>

Information to be provided in csv files should be as follows:-

Line 1 and 2 should be exactly as indicated below.

Line 1 - Column labels

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Line 2 - Column labels

Employer Registration Number (ERN)	Employer Name	Period	Telephone Number	Mobile Number	Email Address
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Line 3 – Header information such as Employer Registration No. (PAYE No.), Employer Name (Company name), Period, Telephone Number, Mobile Number, Email address

<i>Insert ERN of the Employer Here</i>	<i>Insert Full Name of the Employer Here</i>	<i>Insert Period here – YYYY Eg.: January 2018:- 1801 February 2018:- 1802</i>	<i>Insert Telephone Number Here Eg.: 12345678</i>	<i>Insert Mobile Number Here Eg.: 51234567</i>	<i>Insert Email Address Here</i>
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Line 3 – Description of each columns

	Column	Max. width	Mandatory	Validations
1.	Employer Registration No. (ERN)	10	Yes	1. Characters allowed A to Z & 0 to 9.
2.	Employer Name	105	Yes	Characters allowed are A to Z a to z 0 to 9
3.	Period	6	Yes	Format YYMM (Eg. 1801 for January 2018)
4.	Telephone Number	7	Yes if Mobile Number NOT provided	Numbers allowed 0 to 9. Must be of 7 characters only
5.	Mobile Number	8	Yes if Telephone Number NOT provided	Numbers allowed 0 to 9. If mobile number should be 8 characters starting only with 5.
6.	Email Address	50	Yes	It must consist of a valid email address

Line 4 - Column labels

Employee ID	Surname of Employee	Other Names of Employee	Mauritius Citizen (Y/N)	Employment Type : Part Time / Full Time ?	Bank Code	Bank Account Number	Basic Salary
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Line 5 up to end of file - Detail information

	Column	Max. width	Mandatory	Remarks
1	Employee ID	14	Yes	Where the employee is a Mauritian Citizen, it is the NIC number Where the employee is not a citizen of Mauritius, it is the identification number issued by the Passport and Immigration Office(PIO); or any other identification number issued by the Director-General Characters allowed A to Z & 0 to 9. Valid NIC nos. should be provided for Residents. Valid NCID nos. should be provided for Non-Residents
2	Surname of employee	80	Yes	Surname of employee. Characters allowed A to Z.
3	Other Names of employee	80	Yes	Other Name of employee. Characters allowed A to Z.
4	Mauritian Citizen	1	Yes	Where the Employee is a Mauritian Citizen, value should be "Y". Otherwise, value should be "N".
5	Employment Type	1	Yes	Where the Employee works on a Full Time basis, value should be "F". Otherwise, value should be "P"
6	Bank code	7	Yes	The bank code of the bank where employee wishes to transfer the allowance obtained (if applicable). Possible Values: - The Mauritius Commercial Bank Ltd : MCB-01 - ABC Banking Corporation Ltd : ABC-01 - The Hongkong and Shanghai Banking Corporation Limited : HSBC-01 - Standard Chartered Bank (Mauritius) Limited : SCB-01 - Banque des Mascareignes Ltee : BMAS-01 - Barclays Bank PLC : BARC-01 - State Bank of Mauritius : SBM-01 - SBI (Mauritius) Ltd : SBI-01

				<ul style="list-style-type: none"> - MauBank Ltd : MPCB-01 - Investec Bank (Mauritius) Limited : INVB-01 - Bank of Baroda : BOB-01 - Habib Bank Limited : HABB-01 - Bank of India International Ltd : INIL-01 - Standard Bank (Mauritius) Limited : SBL-01 - Bank One Limited : BOL-01 - Afrasia Bank Limited : AFRB-01
7	Bank Account Number	25	Yes	The Bank Account Number of the Employee. Characters allowed A to Z. Numbers allowed 0 to 9
6	Basic Salary	7	Yes	The Basic Salary of the Employee. Numbers allowed 0 to 9

Note: Commas and special characters such as (&," , ` , > , <) are not allowed in any columns.

Notes on Import of SPAS return details

1. A csv format file has been designed for the uploading of SPAS details. Refer to format above.
2. Employer/Employee details with rows and columns as specified above can be created/exported in an excel file and saved as a comma separated value (csv) file.
3. User will have to upload csv file using Import facility available under Utilities Menu. If option is not available, system administrator will have to grant access.
4. If file contains errors, user will have to correct the errors in the csv file and re-import.
5. If NO errors are found in the file, the system will provide a button to allow the user to retrieve the return created by the system.
6. Maintenance of employee details can also be done in the return itself.
7. User can import more than one file for same company/period, provided that the previous statement for same company/period has already been Sent.

Appendix A

	Bank Name	Bank Code
1	ABC Banking Corporation Ltd	ABC-01
2	Afrasia Bank Limited	AFRB-01
3	Bank of Baroda	BOB-01
4	Bank of India International Ltd	INIL-01
5	Bank One Limited	BOL-01
6	Banque des Mascareignes Ltee	BMAS-01
7	Barclays Bank PLC	BARC-01
8	Habib Bank Limited	HABB-01
9	Investec Bank (Mauritius) Limited	INVB-01
10	MauBank Ltd	MPCB-01
11	The Hongkong and Shanghai Banking Corporation Limited	HSBC-01
12	The Mauritius Commercial Bank Ltd	MCB-01
13	SBI (Mauritius) Ltd	SBI-01
14	Standard Bank (Mauritius) Limited	SBL-01
15	Standard Chartered Bank (Mauritius) Limited	SCB-01
16	State Bank of Mauritius	SBM-01