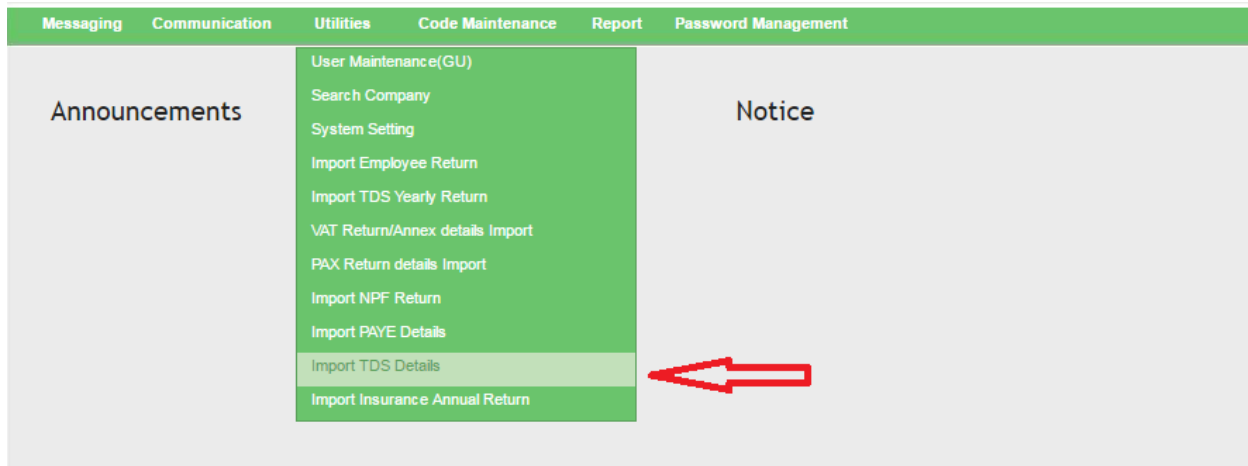


1. How to Importing TDS Non Interest Details Return

An import facility has been provided for tax payers having obligation to file TDS Non Interest Details Return.

Steps for the Import TDS Non Interest Details are described below:-

1. User clicks on application under Utilities → Import TDS Non Interest Details



2. System then display form below. User is requested to provide details below:

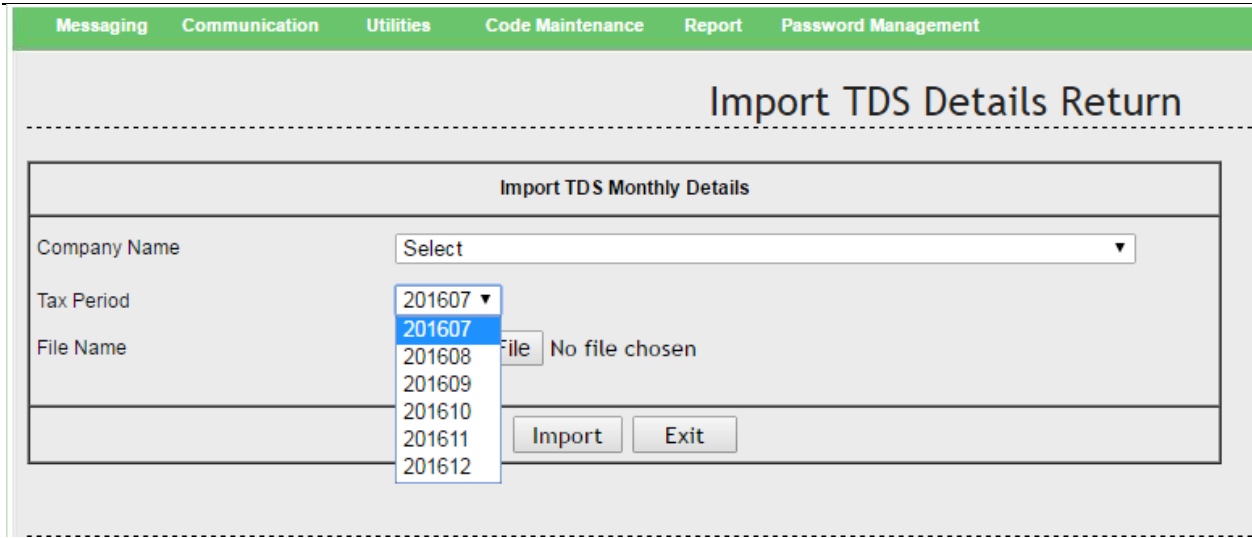
- a. Company Name
- b. Tax period for which the return is being filed
- c. Specify csv file

Messaging		Communication		Utilities		Code Maintenance		Report		Password Management	
Import TDS Details Return											
Import TDS Monthly Details											
Company Name	Select ▼										
Tax Period	201607 ▼										
File Name	Choose File No file chosen										
Import						Exit					

3. A list of values is provided for user to select the Company Name for which TDS Non Interest Details Return is to be filed.

Messaging		Communication		Utilities		Code Maintenance		Report		Password Management	
Import TDS Details Return											
Import TDS Monthly Details											
Company Name	Select ▼ Select LTP COMPANY TWO-- Tan No: 75487340 -- Brn No: MY TEST LOCAL COMPANY 1-- Tan No: 52342343 -- Brn No: C11230245 LTP COMPANY THREE-- Tan No: 98769030 -- Brn No: LTP COMPANY FIVE-- Tan No: 86928656 -- Brn No: LTP COMPANY SIX-- Tan No: 87324671 -- Brn No: LTP COMPANY ONE-- Tan No: 87236488 -- Brn No: LTP COMPANY SEVEN-- Tan No: 87598531 -- Brn No:										
Tax Period											
File Name											

4. A list of values is provided for user to select the tax period for which return is being created.



Messaging Communication Utilities Code Maintenance Report Password Management

Import TDS Details Return

Import TDS Monthly Details

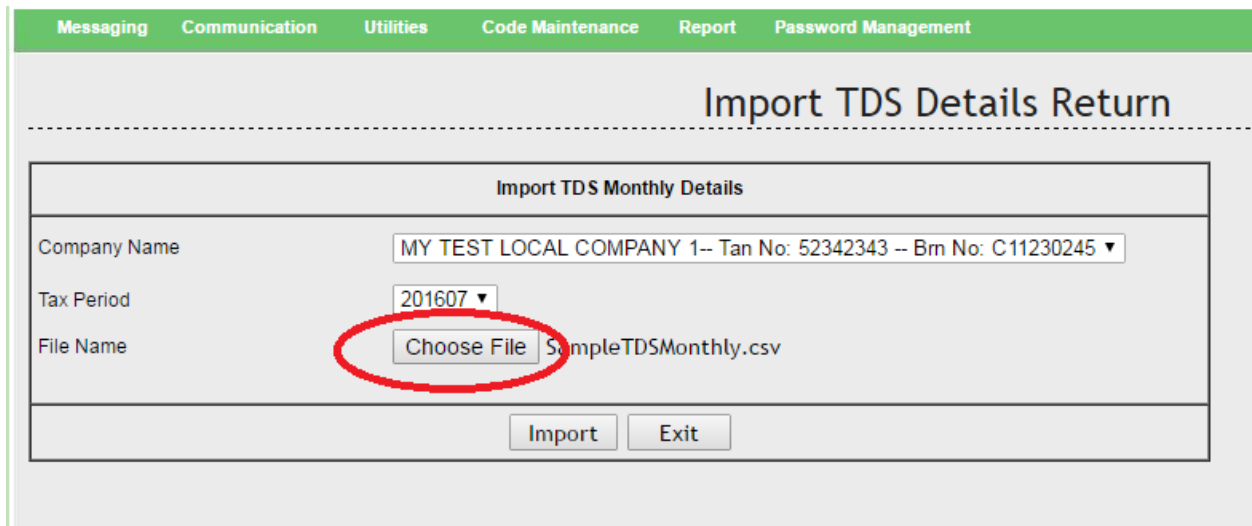
Company Name

Tax Period

- 201607
- 201608
- 201609
- 201610
- 201611
- 201612

File Name No file chosen

5. User has to click on the Browse button to specify which file is to be imported.



Messaging Communication Utilities Code Maintenance Report Password Management

Import TDS Details Return

Import TDS Monthly Details

Company Name

Tax Period

File Name SampleTDSMonthly.csv

7. On clicking the **Import** button, if the file is successfully uploaded, the following screen will be displayed.

Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
---------------------------	-------------------------------	---------------------------	----------------------------------	------------------------	-------------------------------------

Import TDS Details Return

Import TDS Monthly Details

Company Name	<input type="text" value="Select"/>
Tax Period	<input type="text" value="201607"/>
File Name	<input type="button" value="Choose File"/> No file chosen

Import successful. Total Records read : 9

By clicking on button 'Retrieve Return 201607', user will be able to retrieve his return.

Or he can also go under Messaging >> TDS Monthly Return to retrieve the return.

8. System will display error if the system has not been able to load the csv file successfully.

Messaging Communication Utilities Code Maintenance Report Password Management	
Import TDS Details Return	
Import TDS Monthly Details	
Company Name	Select ▼
Tax Period	201607 ▼
File Name	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Import"/> <input type="button" value="Exit"/>	
Some error has occurred while importing. Please see the Error Report for details	

9. To view the errors, user should click on Error Report link and errors will be displayed in the following format.

MNS Test Company Ltd

Error Log

Date/Time:	25/07/2016 09:45:38 AM
Time:	09:45:38 AM
Page:	1
Report Id:	ErrorLogReport.jsp

Source File Name: TESTUSER4_SampleTDSMonthly.csv Date Imported: 25/07/2016

Error No.	Error Description
1	Import TDS Monthly Details - Header : Invalid BRN no. - Length should be 9 characters.

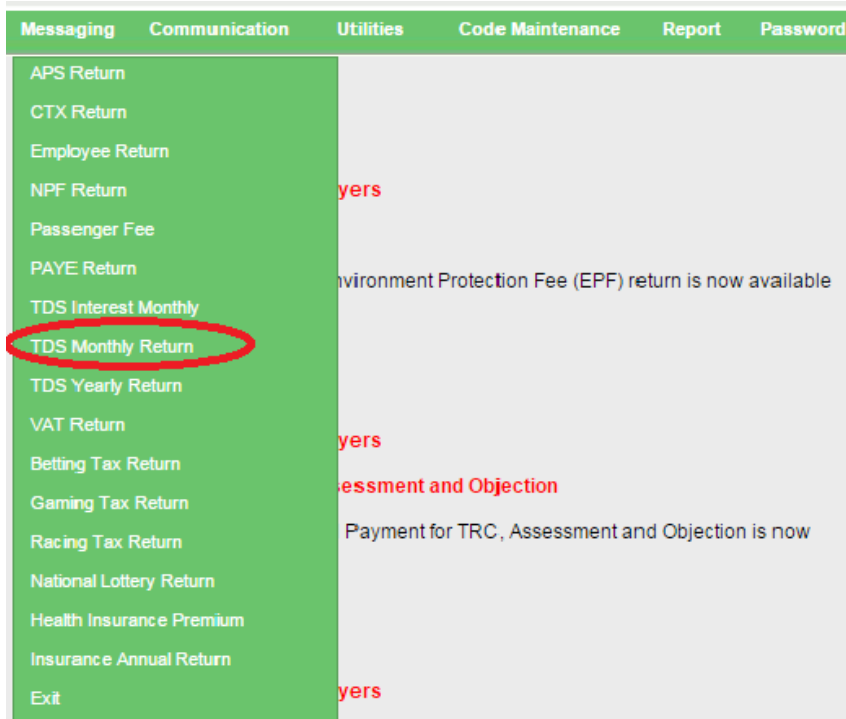
* End of Report *

10. User can also go under Report >> Error Log. A list of files uploaded will be displayed as below. User will have to select the file which he uploaded and click on Preview button to view Errors.

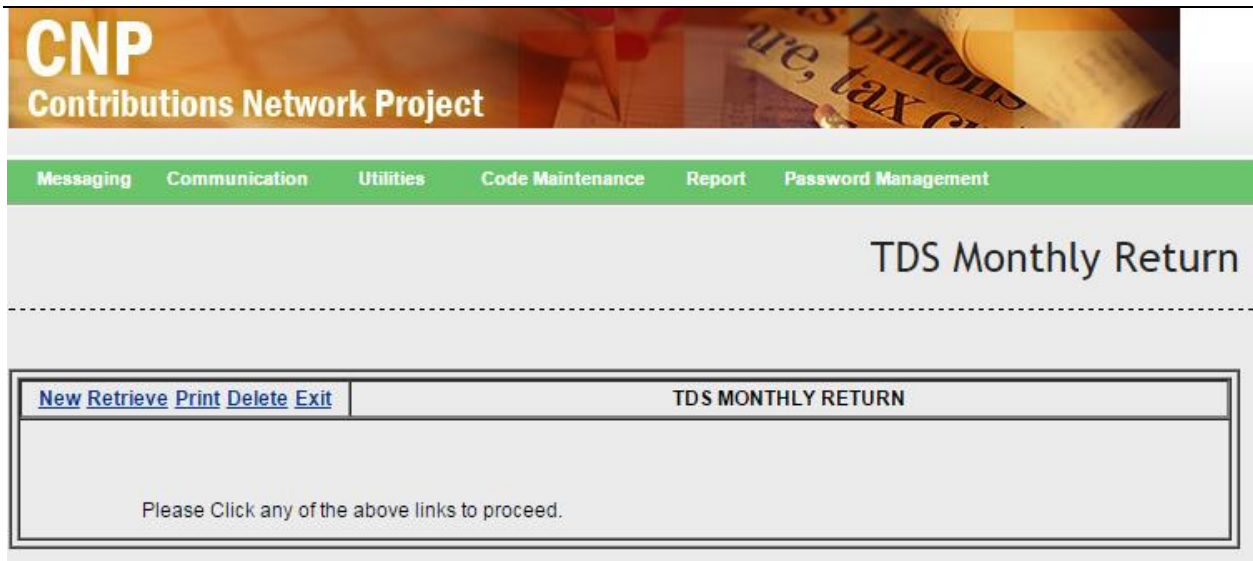
Error Log		
	Source Files	Error Date
<input type="radio"/>	INNODISALL.csv	13/01/2016
<input type="radio"/>	VAT201405.CSV	15/07/2015
<input type="radio"/>	CNP615f.csv	09/07/2015
<input type="radio"/>	TESTTDS20.CSV	02/04/2015
<input type="radio"/>	original.csv	18/03/2016

2. How to create a new TDS Monthly return (Without using Import facility)

Under Messaging → TDS Monthly Return



The below screen will appear and user clicks on New.



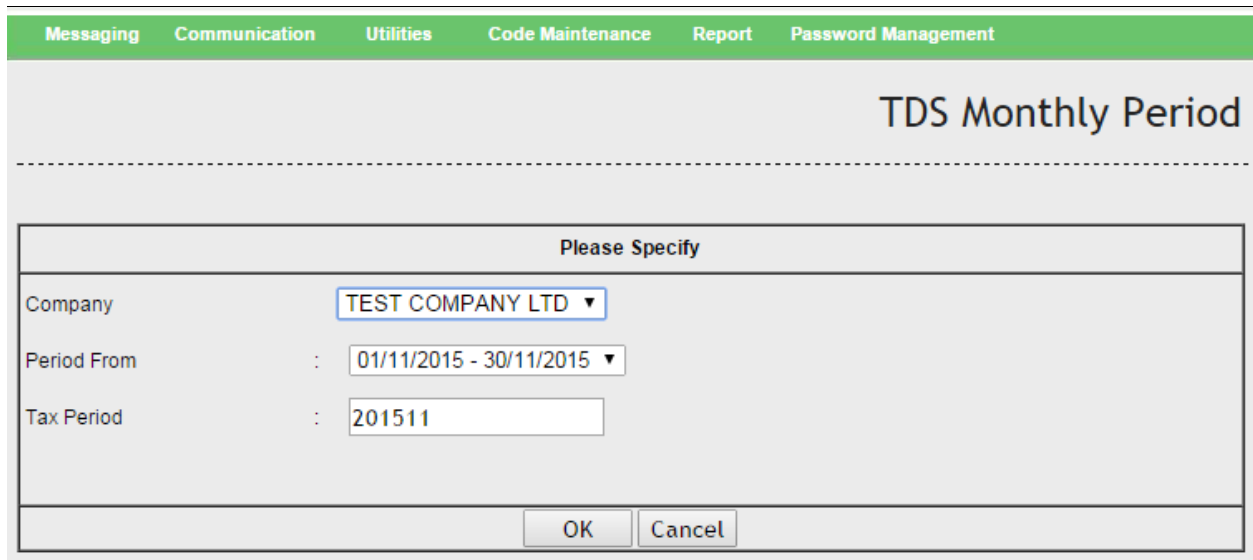
CNP
Contributions Network Project

Messaging Communication Utilities Code Maintenance Report Password Management

TDS Monthly Return

New Retrieve Print Delete Exit	TDS MONTHLY RETURN
Please Click any of the above links to proceed.	

After clicking on New, the following screen will appear. User selects the Company and Period from the drop down list and clicks on OK button.



Messaging Communication Utilities Code Maintenance Report Password Management

TDS Monthly Period

Please Specify


Company		TEST COMPANY LTD ▼
Period From	:	01/11/2015 - 30/11/2015 ▼
Tax Period	:	201511

On clicking OK, a new TDS Monthly return with a generated job no will be created.

For period <=201606, below format of the return will be loaded.

Send Save Clear Exit		TDS MONTHLY RETURN	
Job No :	2015112400001CNPTTEST		
Document Status :	Create	Status:	Incomplete
COMPANY :	TEST COMPANY LTD	Period:	201511
TAN :	27154111		
Tax deducted for the period of	01/11/15	To	30/11/15
(a) Interest			0
(b) Royalties			0
(c) Rent			0
(d) Payments to Contractor/Sub-Contractors			0
(e) Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors			0
(f) Payments to attorneys/solicitors, barristers and legal consultants			0
(g) Payments to medical service provider			0
(h) Payments made by Ministries, Government departments, Local Authorities, Statutory Bodies or Rodrigues Regional Assembly for the procurement of goods and services			0
(i) Payments of rent by tour operators, travel agents and estate agents in respect of board lodging			0
(j) Payments to a non-resident for services rendered in Mauritius			0
* Penalty for late payment			0
* Interest on unpaid tax for the months		(MMYY) to	0
		(MMYY)	0
* Penalties are calculated in Payment			
Total remittance			0
<input type="button" value="PAYMENT"/>			
DECLARATION			
I, <input type="text"/>	Login ID <input type="text"/>	hereby declare that the information in the return is correct and I hereby tender the sum of Rs. <input type="text"/> being the tax payable in accordance with this return.	

For period > =201607, below format of the return will be loaded, where user can input TDS Monthly Details.

Send Save Clear Exit		TDS MONTHLY DETAILS RETURN	
Job No :	2016072500002MNSTESTCO		
Document Status :	Create	Status:	Incomplete
COMPANY :	LTP COMPANY SEVEN	Period:	201607
TAN :	87598531		
Tel No:	<input type="text" value="211 2477"/>		
Mobile No:	<input type="text"/>		
Email:	<input type="text" value="parvee @mns.mu"/>		
Capacity in which acting:	<input type="text"/>		
Name of Declarant:	<input type="text"/>		
Tax deducted for the period of:	<input type="text" value="01/07/16"/>	To	<input type="text" value="31/07/16"/>
	Click here for Details 		
*Summary			
(a) Royalties			<input type="text" value="0"/>
(b) Rent			<input type="text" value="0"/>
(c) Payments to Contractor/Sub-Contractors			<input type="text" value="0"/>
(d) Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors			<input type="text" value="0"/>
(e) Payments to attorneys/solicitors, barristers and legal consultants			<input type="text" value="0"/>
(f) Payments to medical service provider			<input type="text" value="0"/>
(g) Payments made by Ministries, Government departments, Local Authorities, Statutory Bodies or Rodrigues Regional Assembly for the procurement of goods and services			<input type="text" value="0"/>

User will need to specify the Mobile No, Telephone No, Email address, capacity in which he is acting as well as the name of the declarant.

On clicking the button 'Click here for Details', Below screen will be loaded where user can specify each payee detail and the nature of payment applicable:

Payee Details																							
Job No:		2016072500002MNSTESTCO										MNS Test											
Subscriber Id:		MNSTESTCO					Subscriber Name:			Company Ltd													
Payer :		LTP COMPANY SEVEN					BRN:																
#	Last Name	First Name	NID	TAN	BRN	1. Royalties		2. Rent		3. Payment to contractors/sub contractors		4. Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors		5. Payment to attorneys/solicitors, barristers and legal consultants		6. Payments to doctors and dentists		7. Payments for procurement of goods and services		8. Payments for board and lodging		9. Payments to non-resident for services rendered in Mauritius	
						Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)	Amount paid or Credited (Rs)	Tax Deducted or Remitted to MRA (Rs)
						<input type="button" value="Add"/>		<input type="button" value="Delete selected row"/>															
						<input type="button" value="OK"/>		<input type="button" value="Cancel"/>															

* Nature of Payment is applicable for 2009 and later:
1 for royalties, **2** for rent, **3** for payments to contractors/sub contractors, and **4** for payments to providers of services.
5 for payment to attorneys/solicitors, barristers and legal consultants.
6 for payments to doctors and dentists.
7 for payments for procurement of goods and services.
8 for payments for board and lodging.
9 for payments to non-resident for services rendered in Mauritius.
 To modify the TAN of a value after saving, please delete the desired row first and Add another.

After having entered the details, user can click on payment button to insert payment details.

Send Save Clear Exit		TDS MONTHLY RETURN	
Job No :	2015112400001CNPTTEST		
Document Status :	Create	Status:	Incomplete
COMPANY :	TEST COMPANY LTD	Period:	201511
TAN :	27154111		
Tax deducted for the period of		01/11/15	
		To	
		30/11/15	
(a) Interest			0
(b) Royalties			1,000
(c) Rent			0
(d) Payments to Contractor/Sub-Contractors			1,000
(e) Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors			0
(f) Payments to attorneys/solicitors, barristers and legal consultants			0

(f) Payments to attorneys/solicitors, barristers and legal consultants	<input type="text" value="0"/>
(g) Payments to medical service provider	<input type="text" value="1,000"/>
(h) Payments made by Ministries, Government departments, Local Authorities, Statutory Bodies or Rodrigues Regional Assembly for the procurement of goods and services	<input type="text" value="0"/>
(i) Payments of rent by tour operators, travel agents and estate agents in respect of board lodging	<input type="text" value="0"/>
(j) Payments to a non-resident for services rendered in Mauritius	<input type="text" value="1,000"/>
* Penalty for late payment	<input type="text" value="0"/>
* Interest on unpaid tax for the months <input type="text" value=""/> (MMYY) to <input type="text" value=""/> (MMYY)	<input type="text" value="0"/>
*Penalties are calculated in Payment	
Total remittance	<input type="text" value="4,000"/>
<input type="button" value="PAYMENT"/>	
DECLARATION	
I, <input type="text" value=""/> Login ID <input type="text" value=""/> hereby declare that the information in the return is correct and I hereby tender the sum of Rs. <input type="text" value=""/> being the tax payable in accordance with this return.	

After inserting payment details, user clicks on Save.

TDS Monthly Payment

<input type="button" value="Save"/> TDS PAYMENT DETAILS LIST						
Job No :	2015112400001CNPTEST	Period :	201511			
Deadline Date:	29/12/2015					
TOTAL REMITTANCE :	<input type="text" value="4,000"/>					
<input type="checkbox"/>	Bank	Branch	Account No	Debit Date	Debit Amount	Edit
<input type="checkbox"/>	Bank of Mauritius	Head Office	12345	24/11/2015	4000	Edit
Total					4,000	
<input type="button" value="Insert"/> <input type="button" value="Delete"/>						
<small>Note: Total Debit Amount displayed in red if it does not match Total Remittance</small>						

Upon clicking Save from the menu, a dialog box will appear and user should click on OK.

Send Delete Save Clear Exit		TDS MONTHLY RETURN	
Job No :	2015112400001CNPTEST		
Document Status :	Create	Status:	Incomplete
COMPANY :	TEST COMPANY LTD	Period:	201511
TAN :	27154111		
Tax deducted for the period of	01/11/15	To	30/11/15
(a) Interest			0
(b) Royalties			1,000
(c) Rent			0
(d) Payments to Contractor/Sub-Contractors			1,000
(e) Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors			0

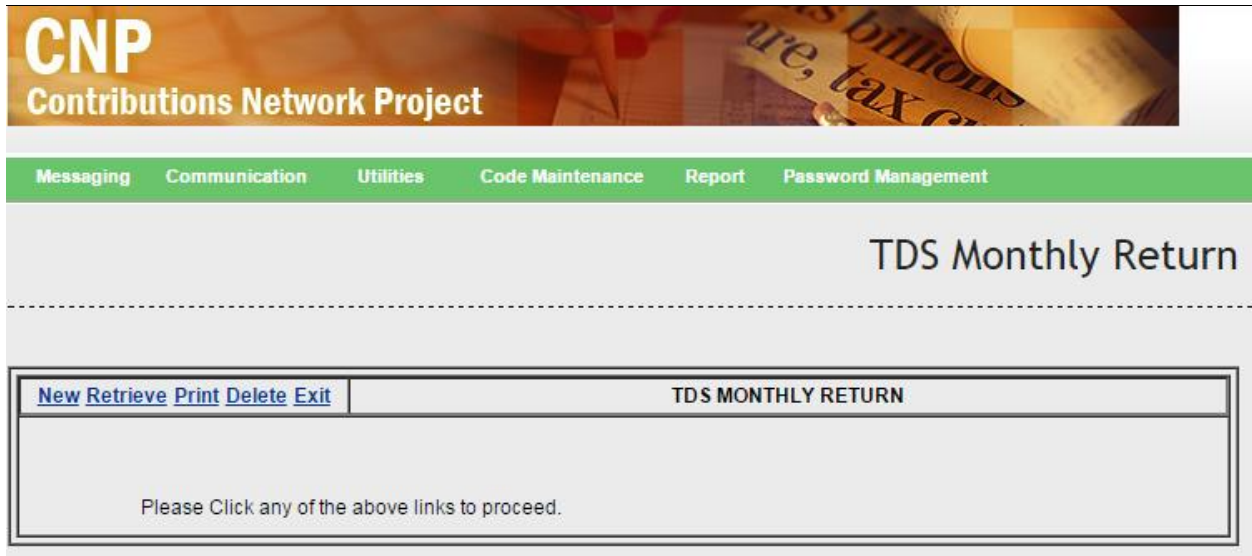
The page at localhost:8080 says: ×

Do you want to save as a Complete document?

Prevent this page from creating additional dialogs.

3. How to retrieve an existing return

To retrieve an existing return, click on Retrieve.



The screenshot shows the CNP (Contributions Network Project) web application interface. At the top, there is a banner with the text "CNP Contributions Network Project" and a background image of a hand holding a pen over a document with "billions" and "tax" visible. Below the banner is a green navigation bar with the following menu items: Messaging, Communication, Utilities, Code Maintenance, Report, and Password Management. The main content area is titled "TDS Monthly Return". Below this title is a table with the following structure:

New Retrieve Print Delete Exit	TDS MONTHLY RETURN
Please Click any of the above links to proceed.	

Below screen will appear and user can search by selecting Company Name and input either Tax Period or Job No. Click on Search button to display the records.

Select the required record under the table and Click on OK button to display the return.

Messaging
Communication
Utilities
Code Maintenance
Report
Password Management

TDS Monthly Search

Search TDS Monthly Return - retrieve mode

Company Name NONE ▾

Search By Period Job No.

	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	TAN	NBN
<input type="radio"/>	-	C	C	TEST COMPANY LTD	201511	2015112400001CNPTEST	27154111	-

To display all returns, user can type % and click on Search as shown below.

Search TDS Monthly Return - retrieve mode

Company Name

Search By Period Job No.

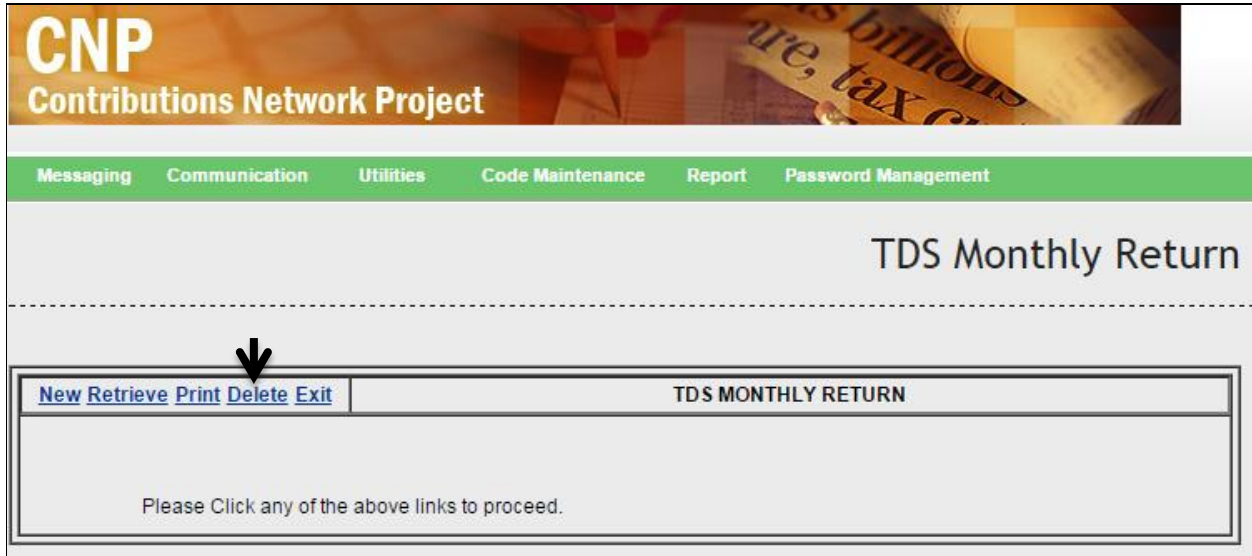
Search

	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	TAN	NBN
<input type="radio"/>	-	I	C	TEST COMPANY LTD	200811	2008121700005MNSTESTCO	87362879	-
<input type="radio"/>	-	C	A	TEST COMPANY LTD	200901	2009102800007MNSTESTCO	87362879	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201010	2010111500001MNSTESTCO	22122122	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201203	2012030900043MNSTESTCO	22122122	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201202	2012032100001MNSTESTCO	22122122	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201301	2013012100007MNSTESTCO	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201301	2013080800001MNSTESTCO	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201512	2015012100001CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201412	2015012100003CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201312	2015012100004CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201311	2015012100005CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201209	2015012100006CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201503	2015042400003CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201504	2015050800002CNPTTESTRK	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201508	2015100700007CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201510	2015102000008CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201510	2015102200002CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201510	2015102600011CNPTTEST	27154111	-
<input type="radio"/>	-	C	S	TEST COMPANY LTD	201510	2015110400038CNPTTEST	27154111	-
<input type="radio"/>	-	C	C	TEST COMPANY LTD	201511	2015112400001CNPTTEST	27154111	-

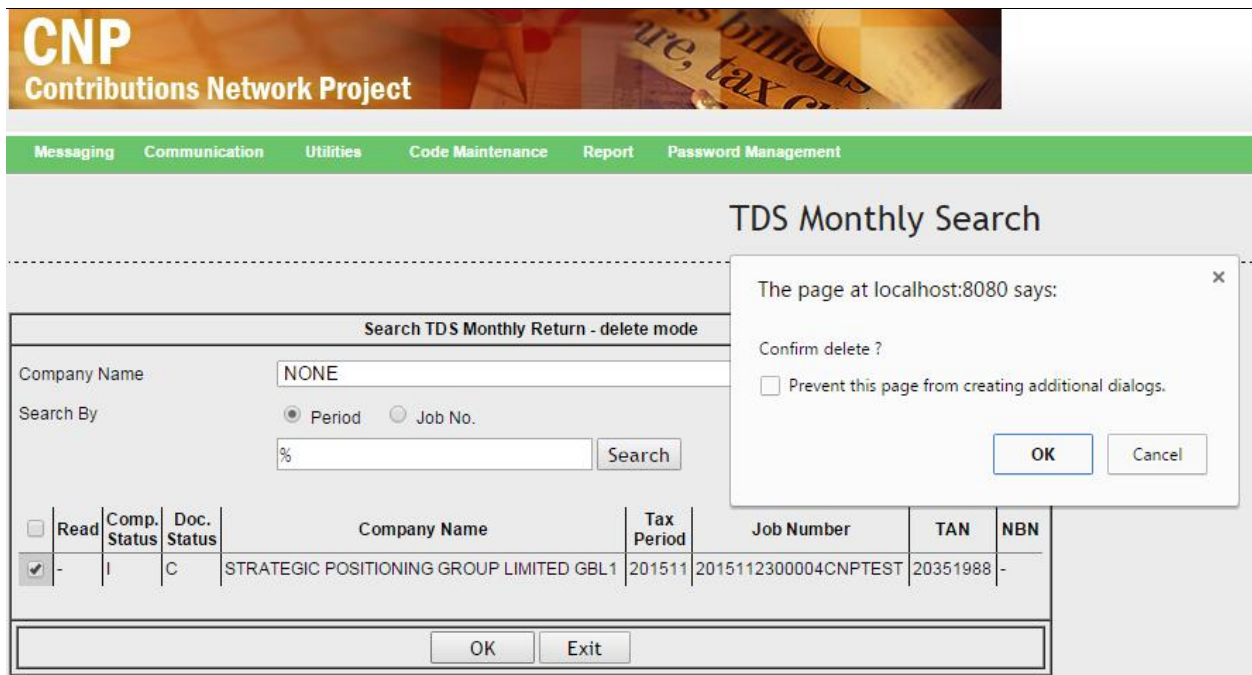
OK Exit

4. How to delete a return

To delete a return, click on Delete.

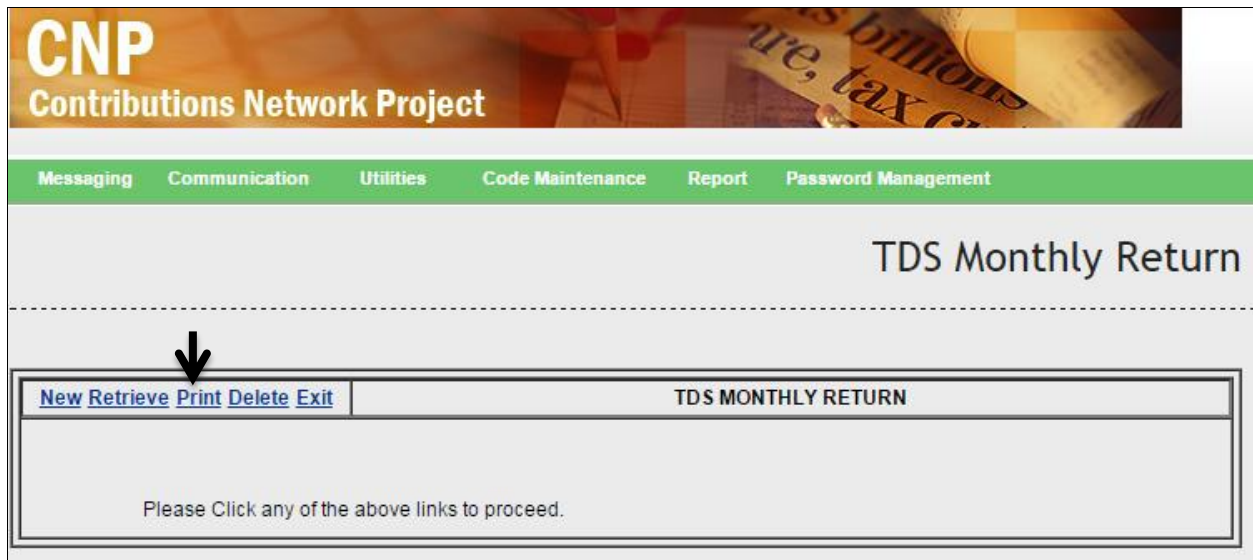


After selecting the return to be deleted, user click on OK from the dialog box.



5. How to print a return

To print a return, click on Print.



The screenshot displays the CNP (Contributions Network Project) web application interface. At the top, there is a header with the CNP logo and the text 'Contributions Network Project'. Below this is a green navigation bar with the following menu items: Messaging, Communication, Utilities, Code Maintenance, Report, and Password Management. The main content area is titled 'TDS Monthly Return'. A dashed horizontal line separates the title from the main content. Below the line, there is a table with two columns. The first column contains the links 'New', 'Retrieve', 'Print', 'Delete', and 'Exit'. The second column contains the text 'TDS MONTHLY RETURN'. A black arrow points to the 'Print' link. Below the table, there is a message: 'Please Click any of the above links to proceed.'

Below screen will appear and user can search by Company Name and Period or Job No. to display records. After selecting the radio button, user clicks on OK button.

CNP
Contributions Network Project

Messaging
Communication
Utilities
Code Maintenance
Report
Password Management

TDS Monthly Search

Search TDS Monthly Return - print mode

Company Name

NONE

Search By

Period
 Job No.

2015112300004CNPTEST

Search

Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	TAN	NBN
<input type="radio"/>	-	I	C	STRATEGIC POSITIONING GROUP LIMITED GBL1	201511	2015112300004CNPTEST	20351988

OK

Exit

Once the below screen appears, user clicks on Print button.



CNP - Guidelines for TDS Non-Interest Detail Return

July 2016

Printed On: 24/11/2015	Job No : 2015012100001CNPTEST	Document Status :Sent															
INCOME TAX - TAX DEDUCTION AT SOURCE		Period 01/12/15-31/12/15 TDS - NON INTEREST															
<p>Job No : 2015012100001CNPTEST COMPANY : TEST COMPANY LTD Period:201512 TAN : 27154111</p>																	
Tax deducted for the period of		<input type="text" value="01/12/15"/> To <input type="text" value="31/12/15"/>															
Payment Type																	
(a) Interest		<input type="text" value="0"/>															
(b) Royalties		<input type="text" value="100"/>															
(c) Rent		<input type="text" value="20"/>															
(d) Payments to Contractor/Sub-Contractors		<input type="text" value="30"/>															
(e) Payments to architects, engineers, land surveyors, project managers, property valuers and quantity surveyors		<input type="text" value="400"/>															
(f) Payments to attorneys/solicitors, barristers and legal consultants		<input type="text" value="50"/>															
(g) Payments to medical service provider		<input type="text" value="60"/>															
(h) Payments made by Ministries, Government departments, Local Authorities, Statutory Bodies or Rodrigues Regional Assembly for the procurement of goods and services		<input type="text" value="70"/>															
(i) Payment of rent by tour operators, travel agents and estate agents in respect of board and lodging		<input type="text" value="80"/>															
(j) Payments to a non-resident for services rendered in Mauritius		<input type="text" value="90"/>															
Penalty for late payment		<input type="text" value="0"/>															
Interest on unpaid tax for the months	<input type="text"/> to <input type="text"/>	<input type="text" value="0"/>															
Total remittance		<input type="text" value="900"/>															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Bank</th> <th>Branch</th> <th>Account No</th> <th>Debit Date</th> <th>Debit Amount</th> </tr> </thead> <tbody> <tr> <td>Afrasia Bank Limited</td> <td>Head Office</td> <td>Test12345</td> <td>21/09/2015</td> <td style="text-align: right;">900</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td style="text-align: right;">900</td> </tr> </tbody> </table>			Bank	Branch	Account No	Debit Date	Debit Amount	Afrasia Bank Limited	Head Office	Test12345	21/09/2015	900	Total				900
Bank	Branch	Account No	Debit Date	Debit Amount													
Afrasia Bank Limited	Head Office	Test12345	21/09/2015	900													
Total				900													
DECLARATION																	
I, <u>Test user 3 for account CNPTEST</u> Login ID <u>CNPTUSR3</u> hereby declare that the information in the return is correct and I hereby tender the sum of Rs. <input type="text" value="900"/> being the tax payable in accordance with this return.																	