

USER MANUAL FOR E-DUTY FREE CERTIFICATE



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This document is a user manual available to members of the public with the intention to assist users in using the platform [E-Duty Free Certificate](#) on the MRA Website.

*Google chrome browser is the most optimal browser to ensure effective functionalities of the **E-Duty Free Certificate** platform.*

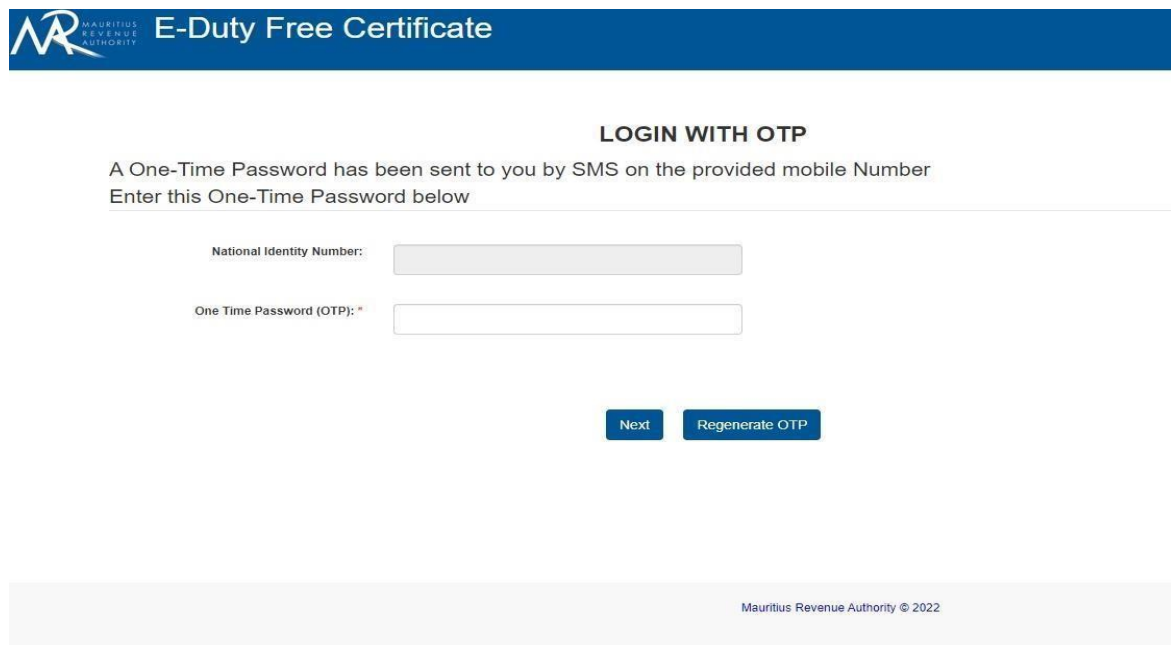
Note: This platform is not compatible with Internet Explorer 11

To protect the platform from spam and abuse, Applicants will have to solve a simple mathematics question, and then be able to **Login** onto Platform.

This method of proving of proving that you are not a robot ensures safety and security of the platform.

The Applicant may also click the **Request for TAN** option to retrieve his TAN number from his National Identity Card Number.

1.1. One-Time Password (OTP)



The screenshot shows a blue header with the Mauritius Revenue Authority logo and the text "E-Duty Free Certificate". Below the header, the page title is "LOGIN WITH OTP". The instructions state: "A One-Time Password has been sent to you by SMS on the provided mobile Number. Enter this One-Time Password below". There are two input fields: "National Identity Number:" and "One Time Password (OTP): *". Below the fields are two buttons: "Next" and "Regenerate OTP". At the bottom of the page, there is a footer: "Mauritius Revenue Authority © 2022".

The applicant input OTP (One Time Password) received in his / her Mobile Number and proceed by clicking on the Next button.

Then the applicant clicks on **Next** button to proceed with his / her application.

If you have not received the OTP with the next 3 minutes, you may request for another OTP by clicking on Regenerate OTP.

2. Applicant Details Tabsheet

APPLICATION FOR E-DUTY FREE CERTIFICATE

1. Applicant Details

2. Application Details

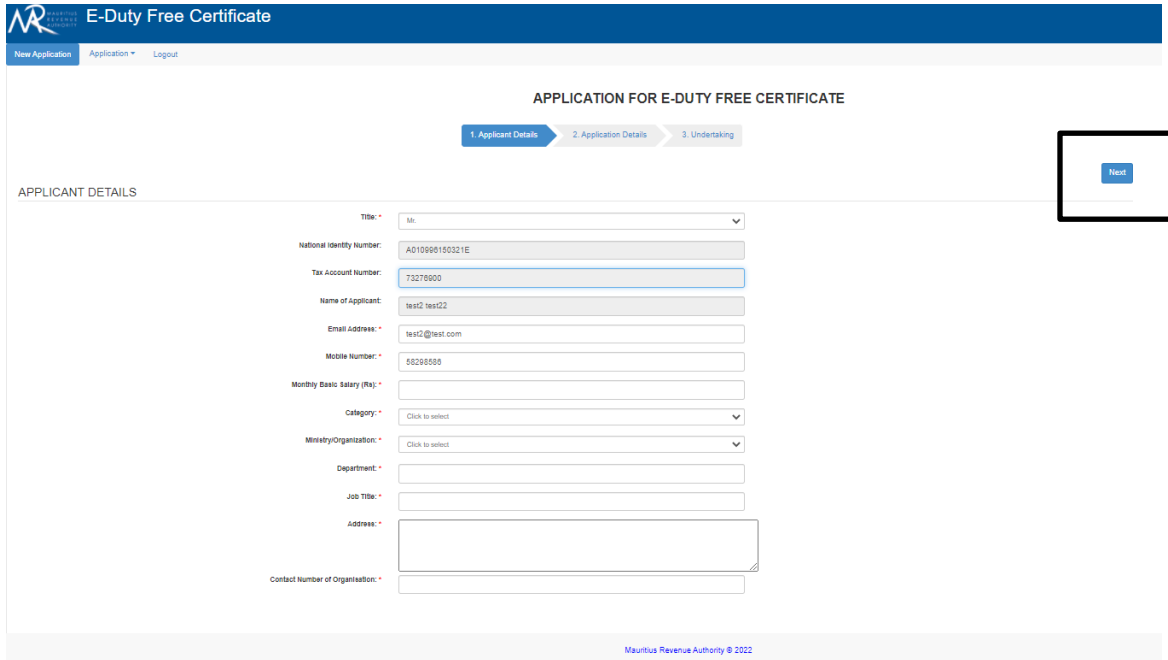
3. Undertaking

Title: *	<input type="text" value="Mr."/>
National Identity Number:	<input type="text"/>
Tax Account Number:	<input type="text"/>
Name of Applicant:	<input type="text"/>
Email Address: *	<input type="text"/>
Mobile Number: *	<input type="text"/>
Monthly Basic Salary (Rs): *	<input type="text"/>
Category: *	<input type="text" value="Click to select"/>
Ministry/Organization: *	<input type="text" value="Click to select"/>
Department: *	<input type="text"/>
Job Title: *	<input type="text"/>
Address: *	<input type="text"/>
Contact Number of Organisation: *	<input type="text"/>

NID, TAN and Name are prefilled based on login details of Applicant and cannot be altered.

Step 1: Enter the required Applicant information in the respective fields.

Step 2: Click on **Next** or select **TabSheet 2.Application Details** to proceed to Application Details.



E-Duty Free Certificate

New Application Application Logout

APPLICATION FOR E-DUTY FREE CERTIFICATE

1. Applicant Details 2. Application Details 3. Undertaking

APPLICANT DETAILS

Title: M.

National Identity Number: A010960150031E

Tax Account Number: 73270900

Name of Applicant: tes2 tes22

Email Address: tes2@tes1.com

Mobile Number: 50200500

Monthly Basic Salary (R\$):

Category: Click to select

Ministry/Organization: Click to select

Department:

Job Title:


Address:

Contact Number of Organisation:

Mauritius Revenue Authority © 2022

3. Application Details Tabsheet

The following will appear for Application Details.


E-Duty Free Certificate

New Application
Application
Login

APPLICATION FOR E-DUTY FREE CERTIFICATE

1. Applicant Details
2. Application Details
3. Undertaking

Previous
Next

APPLICATION DETAILS (Please Select Yes or No)

NOTE: Motor Car should not be more than 4 years old.

PREVIOUS APPLICATION

Have you previously benefitted from a duty remission on a motor vehicle? YES NO

CUSTOMS (MARP ACT) (Choose one option only)

Applicant is entitled to purchase a motor vehicle under Section 5 of the Customs Tariff Act [More Information](#) YES NO

NEW APPLICATION (Choose one option only)

70% excise duty Concession of the excise duty payable on a motor car with an engine capacity not exceeding 1,400 c.c. or Rs 115,000, whichever is the higher or up to Rs 200,000 of the excise duty payable on the motor car with an engine capacity not exceeding 1,200 c.c. YES NO

[Click here to select](#) excise duty on a motor vehicle with an engine capacity not exceeding 1,400 c.c. YES NO

Are you applying for a 100% excise duty exemption on a motor car? YES NO

Concession of up to Rs 115,000 of the excise duty payable on a motor car with an engine capacity not exceeding 1,400 c.c. YES NO

Concession of up to Rs 200,000 of the excise duty payable on a double cab pickup vehicle (2x4 or 4x4) with an engine capacity not exceeding 3,000 c.c. YES NO

DOCUMENTS TO BE UPLOADED

SN	DOCUMENTS	UP/LOAD
1.	JOB CONTRACT	<input type="button" value="CHOOSE FILE"/> No file chosen
2.	LAST PAYSLIP**	<input type="button" value="CHOOSE FILE"/> No file chosen
3.	LETTER OF APPOINTMENT	<input type="button" value="CHOOSE FILE"/> No file chosen
4.	ANY OTHER DOCUMENTS	<input type="button" value="CHOOSE FILE"/> No file chosen

Previous
Next

Mauritius Revenue Authority © 2022

Step 1: The applicant needs to provide information on any previously benefitted duty remission on a motor vehicle and selects the section of the Customs Tariff Act which he / she is eligible for the car being purchased.

Step 2: The applicant then selects the different options according to new his / her excise duty remission and provides the car capacity where required.

APPLICATION DETAILS (Please Select Yes or No)

NOTE: Motor Car should not be more than 4 years old.

PREVIOUS APPLICATION	
Have you previously benefitted from a duty remission on a motor vehicle? *	<input type="radio"/> YES <input checked="" type="radio"/> NO

CUSTOMS TARIFF ACT (Choose one option only)	
Applicant is entitled to purchase a motor vehicle under Section 5 of the Customs Tariff Act	More Information <input checked="" type="radio"/> YES
Applicant is entitled to purchase a motor vehicle under Section 6 of the Customs Tariff Act and agree to pay the full amount of duty, excise duty and taxes under Section 6(b) of the Customs Tariff Act	More Information <input type="radio"/> NO

NEW APPLICATION (Choose one option only)	
70% of the excise duty payable on a motor car with an engine capacity not exceeding 1,400 c.c. or Rs 115,000, whichever is the higher or Up to Rs 200,000 of the excise duty payable on the motor car with an engine capacity not exceeding 1,200 c.c.	<input checked="" type="radio"/> YES
100% excise duty Exemption on a motor vehicle with an engine capacity not exceeding 1,400 c.c.	<input type="radio"/> NO
Are you applying for a 100% excise duty exemption on a motor car?	<input type="radio"/> NO
Please select c.c. <input type="checkbox"/> 1400 c.c. <input type="checkbox"/> 1500 c.c. <input type="checkbox"/> 1601 c.c. <input type="checkbox"/> 1850 c.c. <input type="checkbox"/> 2000 c.c. <input type="checkbox"/> 2050 c.c. <input type="checkbox"/> 2250 c.c.	
Concession of up to Rs 115,000 of the excise duty payable on a motor car with an engine capacity not exceeding 1,400 c.c.	<input type="radio"/> NO
Concession of up to Rs 200,000 of the excise duty payable on a double cab pickup vehicle (2x4 or 4x4) with an engine capacity not exceeding 3,000 c.c.	<input type="radio"/> NO

Step 2: The necessary documents must then be uploaded. (The platform will allow upload of the following formats only: **JPG, JPE, GIF , TIF, TIFF, PNG, PDF, JFIF, JPEG, DOC, DOCX, TXT**)

DOCUMENTS TO BE UPLOADED

SN	DOCUMENTS	UPLOAD
1.	JOB CONTRACT	<input type="button" value="Choose Files"/> No file chosen
2.	LAST PAYSIP	<input type="button" value="Choose Files"/> No file chosen
3.	LETTER OF APPOINTMENT	<input type="button" value="Choose Files"/> No file chosen
4.	ANY OTHER DOCUMENT	<input type="button" value="Choose Files"/> No file chosen

[Previous](#)

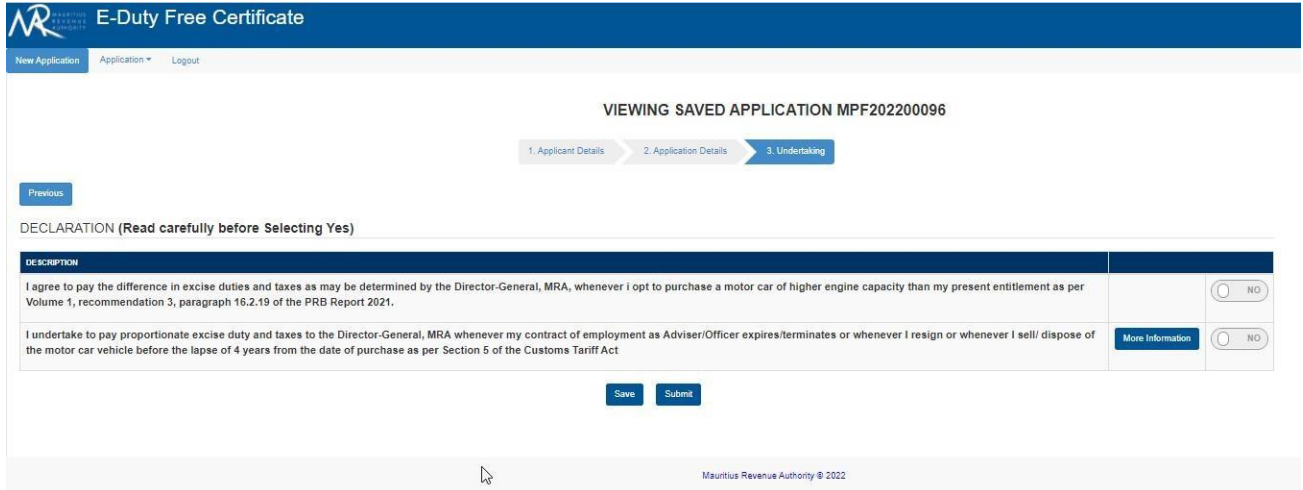
[Next](#)

Note:

1. To view an uploaded file, click on **View**, the file is downloaded and then opened.
2. To delete a file, click on the **Delete** button, available next to the file uploaded.

Step 3: Click on **Next** to proceed to the **Undertaking** tabsheet.

4. Undertaking Tabsheet



The screenshot shows the 'E-Duty Free Certificate' application interface. The title bar includes the MRA logo and the text 'E-Duty Free Certificate'. Below the title bar, there are navigation links: 'New Application', 'Application', and 'Logout'. The main content area displays 'VIEWING SAVED APPLICATION MPF202200096'. A progress bar indicates three steps: '1. Applicant Details', '2. Application Details', and '3. Undertaking', with the third step being the active one. A 'Previous' button is located on the left. Below the progress bar, there is a 'DECLARATION (Read carefully before Selecting Yes)' section. This section contains a table with two rows of text and radio buttons for 'NO' and 'YES'.


DESCRIPTION	
I agree to pay the difference in excise duties and taxes as may be determined by the Director-General, MRA, whenever I opt to purchase a motor car of higher engine capacity than my present entitlement as per Volume 1, recommendation 3, paragraph 16.2.19 of the PRB Report 2021.	<input type="radio"/> NO
I undertake to pay proportionate excise duty and taxes to the Director-General, MRA whenever my contract of employment as Adviser/Officer expires/terminates or whenever I resign or whenever I sell/ dispose of the motor car vehicle before the lapse of 4 years from the date of purchase as per Section 5 of the Customs Tariff Act	<input type="radio"/> NO

At the bottom of the declaration section, there are 'Save' and 'Submit' buttons. The footer of the page reads 'Mauritius Revenue Authority © 2022'.

Step 1: The applicant must read the conditions, select **YES** before submitting his application.

5. Viewing Saved and Submitted Applications

An applicant can view his / her saved or submitted applications by selecting View Saved or View Submitted respectively under the **Application** option on the menu bar.



E-Duty Free Certificate

[New Application](#) [Application ▾](#) [Logout](#)

- [View Saved Applications](#)
- [View Submitted Applications](#)

LIST OF SAVED APPLICATIONS

Date Submitted	Application Number	Name of Applicant	NID	Job Title	Status
07-Jan-22 13:26:10	MPF202253	TELLIER	S120482432347D	SERGEANT	SAVED AS DRAFT
15-Jan-22 12:50:18	MPF2022103	OLIVIER PAUL	D7845124740	null	SAVED AS DRAFT
16-Jan-22 08:34:58	MPF2022105	OLIVIER PAUL	D7845124740	null	SAVED AS DRAFT
16-Jan-22 08:39:59	MPF2022106	OLIVIER PAUL	D7845124740	null	SAVED AS DRAFT
18-Jan-22 15:46:53	MPF2022000	OLIVIER PAUL	D7845124740	null	SAVED AS DRAFT
18-Jan-22 15:58:19	MPF202200003	OLIVIER PAUL	D7845124740	null	SAVED AS DRAFT

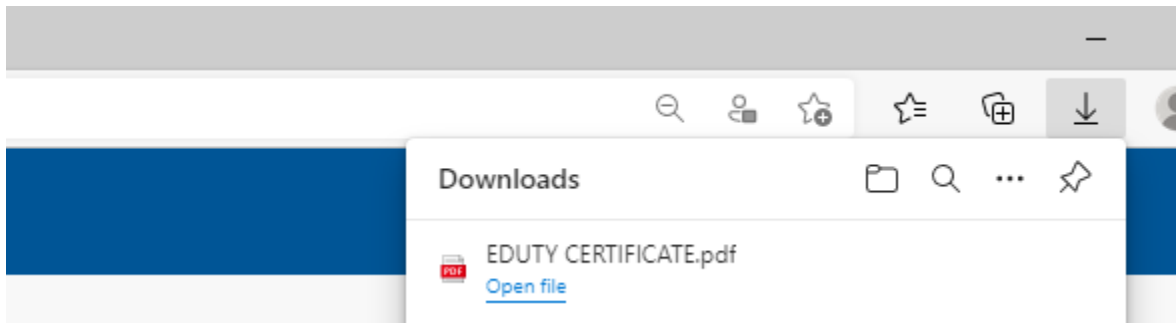
LIST OF APPLICATIONS SUBMITTED TO HR

Date Submitted	Application Number	Name of Applicant	NID	Job Title	Status
07-Jan-22 12:25:02	MPF202246	TELLIER	S120482432347D	SERGEANT	SUBMITTED TO CUSTOMS
07-Jan-22 13:25:22	MPF202252	TELLIER	S120482432347D	SERGEANT	SUBMITTED TO HR
08-Jan-22 16:50:41	MPF202256	TELLIER	S120482432347D	SERGEANT	SUBMITTED TO HR
08-Jan-22 21:58:31	MPF202257	TELLIER	S120482432347D	SERGEANT	SUBMITTED TO HR
08-Jan-22 22:22:35	MPF202259	TELLIER	S120482432347D	SERGEANT	APPROVED BY CUSTOMS View Certificate
11-Jan-22 20:44:14	MPF202261	TELLIER	S120482432347D	SERGEANT	SUBMITTED TO HR

Once their Applications have been approved by MRA Customs, the applicant receives the e-duty free certificate on the email address provided.

The Applicant can also view the Certificate on the E-Duty Free Certificate platform on the **View Submitted Applications** Dashboard for applications with status **APPROVED BY CUSTOMS**.

To view the e-duty free Certificate, the **View Certificate option** is selected and the Certificate is downloaded.



6. New Application

To submit a fresh application, the Applicant has to click on **New Application** on the menu bar.

