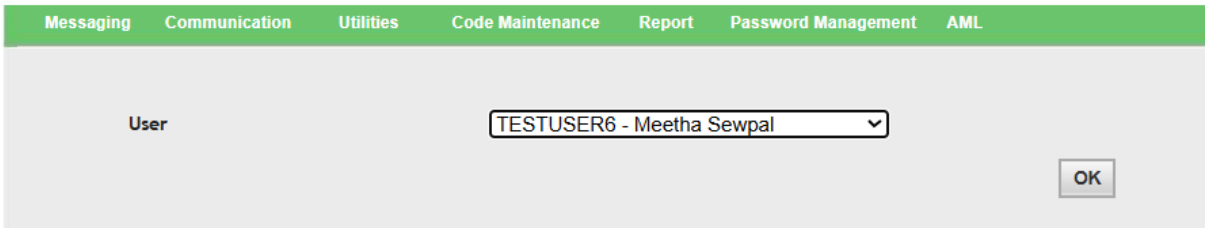
Tourist Fee return Guidelines (*Effective October 2025*)

1. General Information

- Filing of Tourist Fee Returns is now available on the **CNP platform**.
- Users can enter return details manually or import them using the upload file facility.
- General users can access the Tourist Fee Return option under **Messaging** only after **Admin user has provided menu and company access**.

2. How to give access to Menu (Tourist Fee) and Company

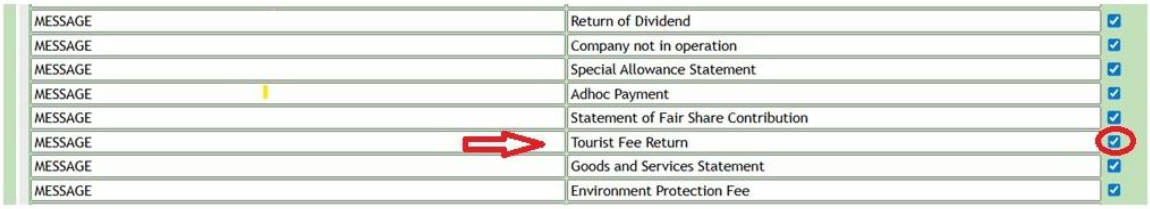
- Login as Admin user
- Go to Utilities and click on User maintenance
- Select General user for whom access should be granted and click on Ok button



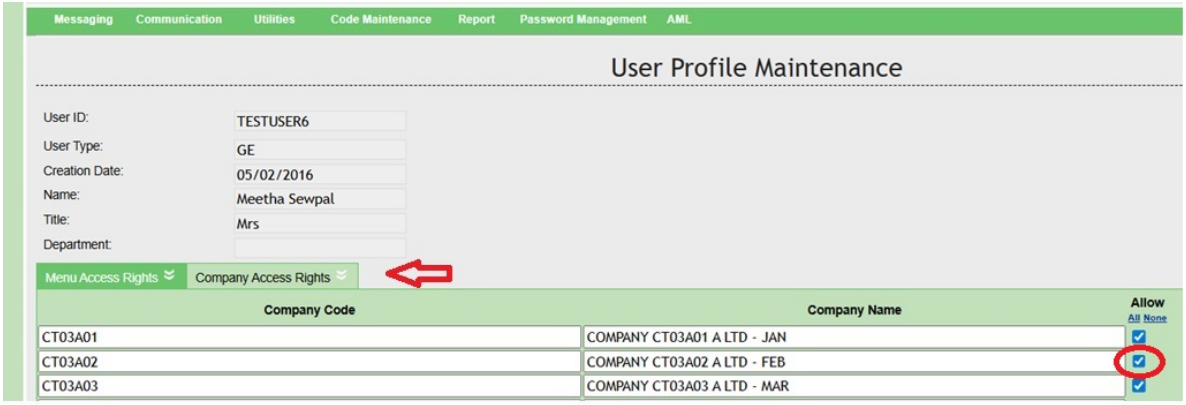
- The following form will be displayed (Menu Access Rights) selected by default



- Tick check box next to Tourist Fee Return as follows



- Select Company Access Rights tab and tick the check box next to the company for which access should be given to file Tourist Fee return. Then Click on Save button at the bottom of the form.



3. Filing Type

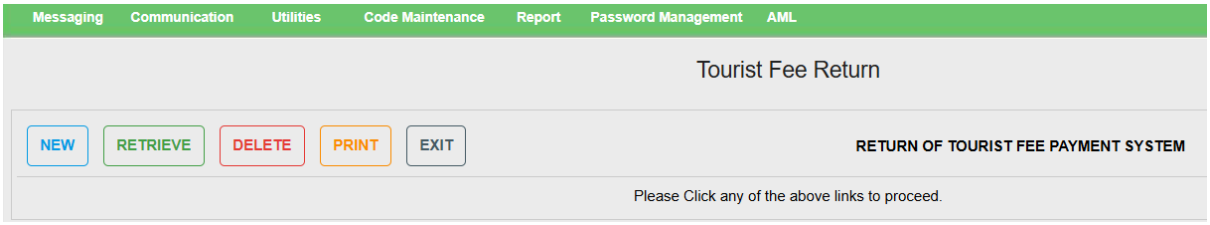
Users may file either:

- Consolidated Return → One return for multiple establishments under the same TAN. (Select Filing Option – **TAN**)
- Single Establishment Return → One return for a specific establishment identified by its Tourist Fee Number. (Select Filing Option – **Tourist Fee Number**)
  Example – STAR Hotels (TAN: 12345678):
  A manager may file
  i. Consolidated Return → For Hotel A and Hotel B
  ii. Separate Return → Hotel C only

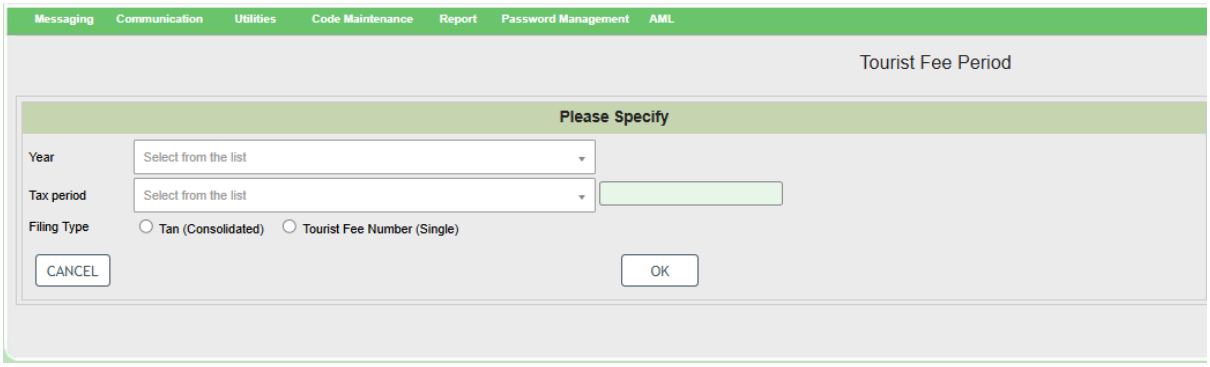
Company	TAN	Establishment	Tourist Fee Number
STAR Hotels	12345678	Hotel A	45000001
	12345678	Hotel B	45000002
	12345678	Hotel C	45000003

4. Filing Steps

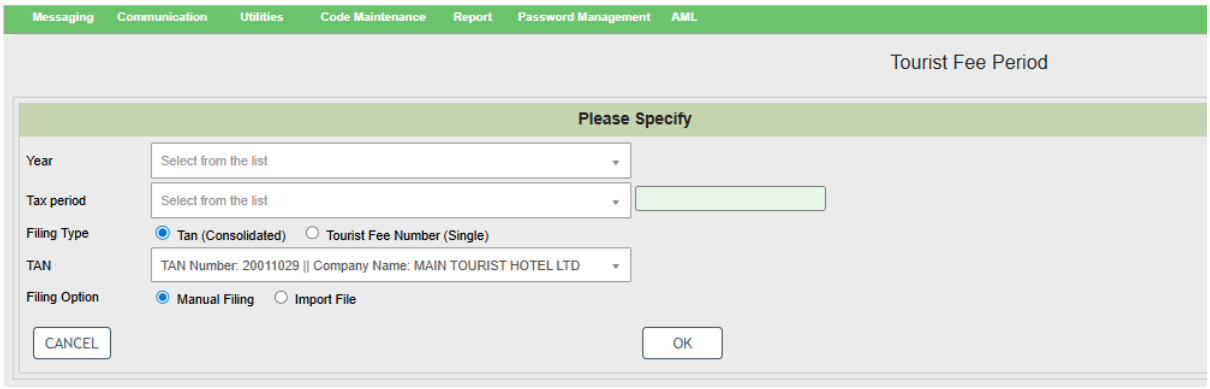
1. Under Menu Messaging / Click on Tourist Fee return (CNP Admin user will have to grant access in case option is not available)
2. Click on New



3. Select Year / Tax Period / Filing Type (TAN → Consolidated or Tourist Fee number → Single)

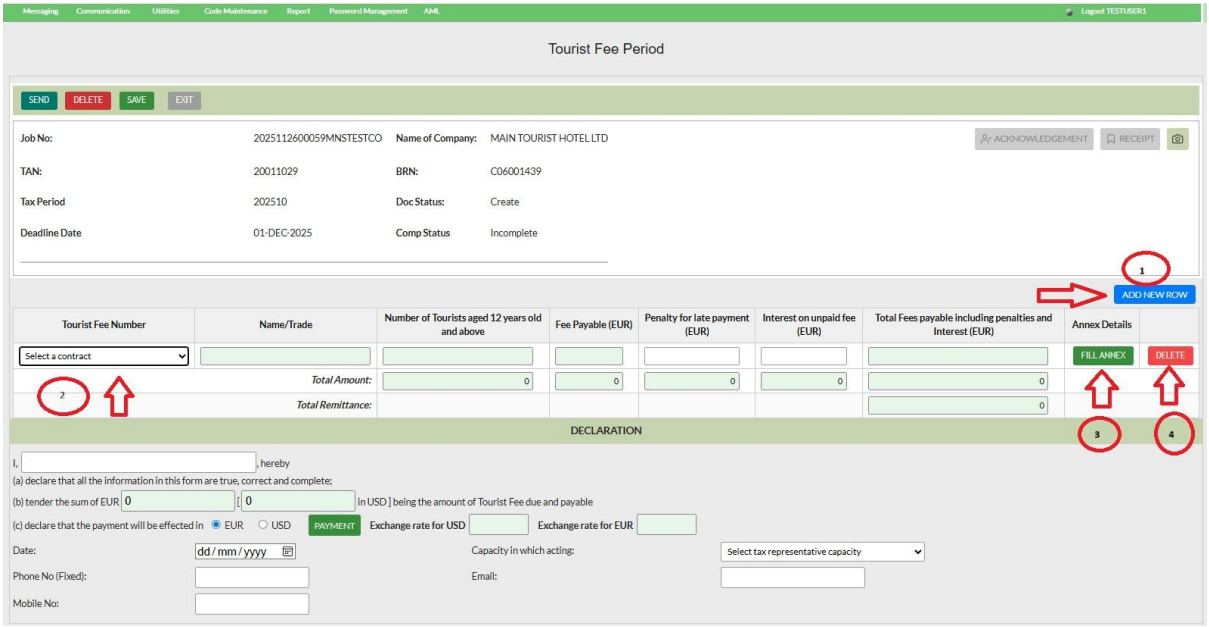


4. Select TAN or Tourist Fee Number for which return is to be filed depending on Filing Type selected and Choose Filing Option

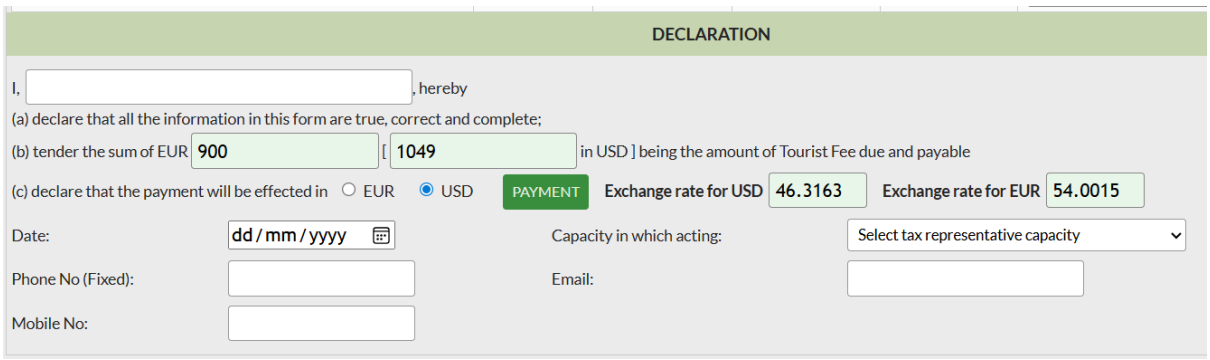


5. Click on OK button to proceed with filing

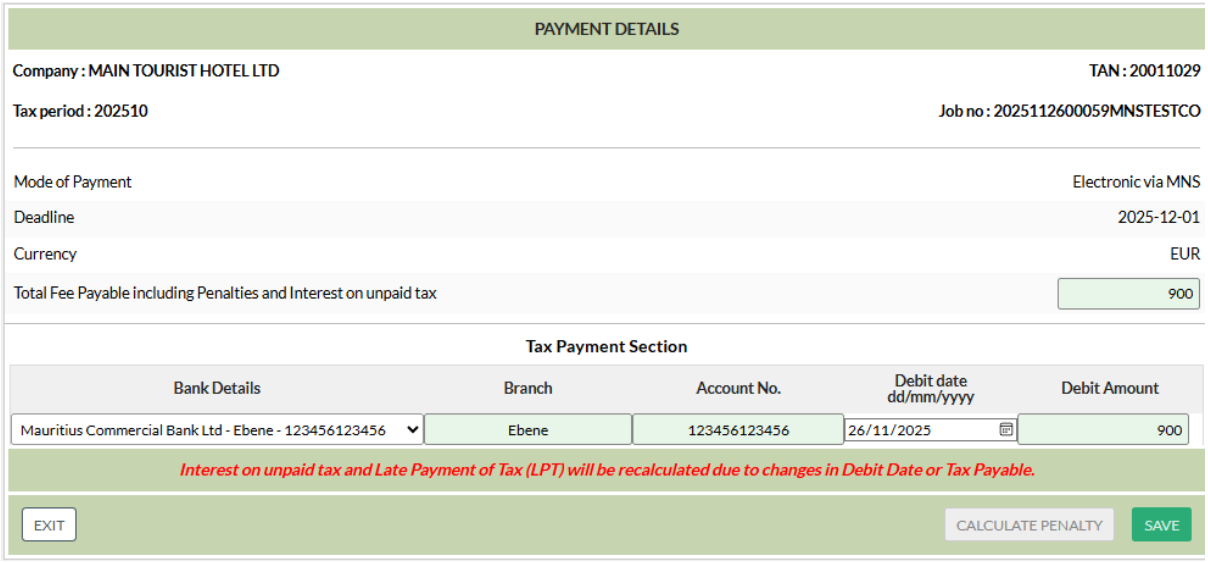
6. Form is as follows if Filing Type selected is TAN and Filing Option is Manual Filing



7. Click on Add new row to insert Tourist Fee Number (1)
8. Select Tourist Fee Number from the list of values (2)
9. Click on Annex details button to insert Tourist Fee annex details (3)
10. Click on Delete button to delete Tourist Fee number and associated annex details (4)
11. Steps 7 to 8 may be repeated to insert another Tourist Fee number
12. Input declaration details such as Name, Date, Capacity in which acting, Mobile and/or Phone no.
13. Choose currency in which payment of Tourist Fee will be made
14. Tourist Fee is calculated in EUR. Users may choose to settle the full payment including any late payment penalty and interest on the penalty in USD.



15. Click on Payment button to insert Payment Instruction details



PAYMENT DETAILS

Company : MAIN TOURIST HOTEL LTD — TAN : 20011029

Tax period : 202510 — Job no : 20251126000059MNSTESTCO

Mode of Payment	Electronic via MNS
Deadline	2025-12-01
Currency	EUR
Total Fee Payable including Penalties and Interest on unpaid tax	900

Tax Payment Section

Bank Details	Branch	Account No.	Debit date dd/mm/yyyy	Debit Amount
Mauritius Commercial Bank Ltd - Ebene - 123456123456	Ebene	123456123456	26/11/2025	900

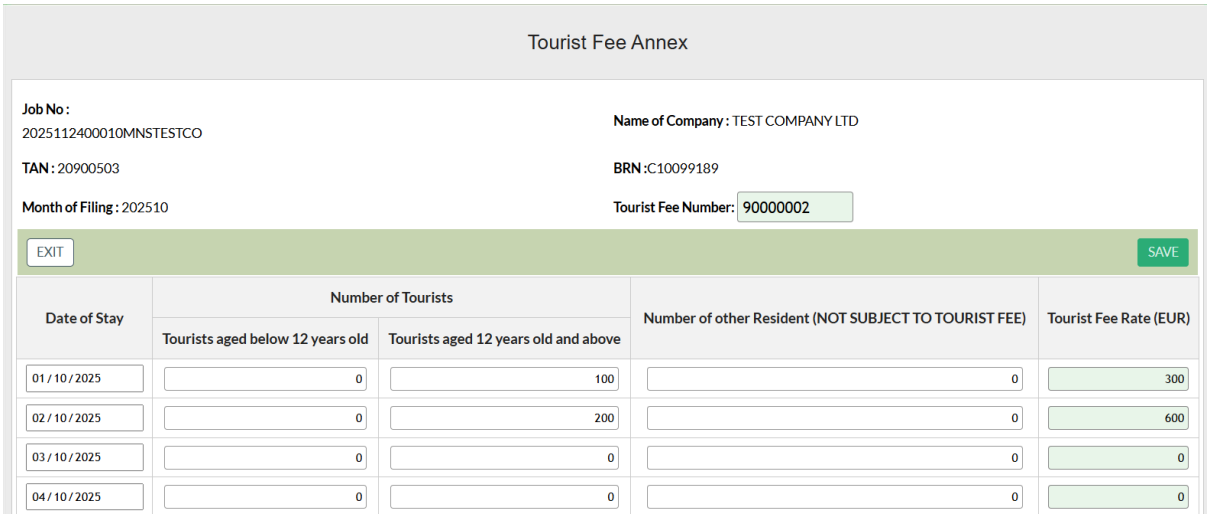
Interest on unpaid tax and Late Payment of Tax (LPT) will be recalculated due to changes in Debit Date or Tax Payable.

EXIT CALCULATE PENALTY SAVE

- Bank details for Tourist Fee return will have to be entered under Bank Code maintenance Form
- If debit date is later than deadline date, click on CALCULATE PENALTY button to calculate late payment and interest on late payment
- Click on Save button to save Payment details

5. Tourist Fee Annex Details

1. Annex details must be provided for each selected Tourist Fee number.
2. If an establishment was only partially operational, annex details must be entered only for the days it was operational. For the days it was closed, values should be recorded as zero.
3. Note that the number of Tourists aged below 12 years old and above cannot be greater than Tourist aged 12 years old and above and Number of other Resident.



Tourist Fee Annex

Job No : 20251124000010MNSTESTCO — Name of Company : TEST COMPANY LTD

TAN : 20900503 — BRN : C10099189

Month of Filing : 202510 — Tourist Fee Number: 90000002

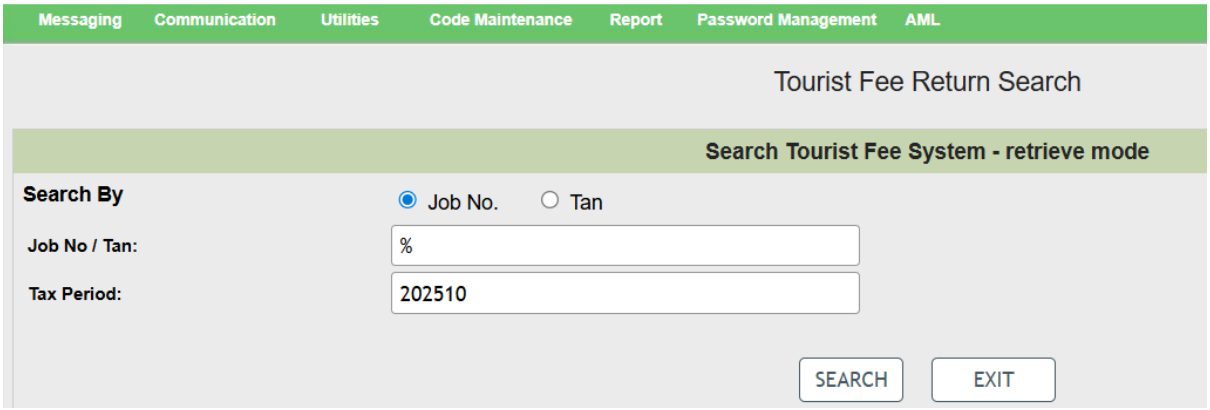
EXIT SAVE

Date of Stay	Number of Tourists		Number of other Resident (NOT SUBJECT TO TOURIST FEE)	Tourist Fee Rate (EUR)
	Tourists aged below 12 years old	Tourists aged 12 years old and above		
01/10/2025	0	100	0	300
02/10/2025	0	200	0	600
03/10/2025	0	0	0	0
04/10/2025	0	0	0	0

4. Click on Save button to save Annex details or Exit button to exit Annex form without saving details

6. Search Return

You can search for returns using either the Job Number or the TAN along with the Tax Period. To display all available returns, enter the % symbol in the search field.



7. Amended return

In case of errors and/or omissions, managers will be able to file amended return.

If original return has been filed using TAN, then amended return for same period will have to be done by Filing type TAN.

If original return has been filed using Tourist Fee number, then amended return for same period will have to be done by Filing Type Tourist Fee number.

When filing an amended return, the Tourist Fee number(s) along with the annex details from the previous filing will be automatically pre-filled in the form.

Version 0 → First return

Version 1 → 1st amended return

Version 2 → 2nd amended return and so on

8. Late payment and Interest on late payment penalties

If payment is made after the due date, both late payment penalty and interest will apply.

- The late payment penalty is **10% of the Total Fee Payable per Tourist Fee number**.
- Interest on the late payment penalty is **1% of the Total Fee Payable per Tourist Fee number**.

9. Upload file

Tourist Fee return can be created using the Upload facility. The csv file should include Tourist Fee annex details for the whole month for one or more Tourist Fee numbers.

The CSV file should follow a specific format.
Click on links below to view Tourist Fee CSV file Specification and Sample.

Tourist Fee CSV File Specification

Tourist Fee CSV Sample