

☑ **Uploading Errors**

Reason: File too big

Solution: Remove rows not in use and save back to XML file.

☑ **Uploading Errors**

Reason: incorrect index

Solution: Do not remove/ change position/ rename any column. If so, you need to go back to the original payroll template.

☑ **Uploading Errors**

Reason: Rows not completed

Solution: Make sure all the required information for an employee is completed. E.g. Whether the employee name or NIN is present.

☑ **Uploading Errors**

Reason: 4 main things missing

Solution: Make sure the following is completed on the payroll: TIN, Employer name, Applicable year and Applicable month.

☑ **Uploading Errors**

Reason: Internet connection

Solution: inform your service provider of the issue.

☑ **Other Errors**

Reason: Unknown

Solution: Send a copy of the error message to the SRC on advisory@src.gov.sc and an SRC officer will get back to you.

Seychelles Revenue Commission

Information Brochure

On Electronic lodgment of the payroll

This brochure is not intended as an exhaustive explanation of the law. If you require detailed information about your tax obligations you should visit the SRC or write to us.

For more information

Visit:

Seychelles Revenue Commission
3rd Floor
Maison Collet
Victoria, Mahé

Write to:

PO Box 50
Victoria, Mahé

Phone:

4293737

E-mail / Web

advisory.center@src.gov.sc

www.src.gov.sc



Electronic lodgment of Payroll



An explanation on how to lodge your payroll via the Government portal

Requirements to use the e-service gateway

Registration

Register for an **e-ID**, **password** and **access code**. (this can be done at any SRC offices on Mahe, Praslin and La Digue during working hours or via an email to advisory.center@src.gov.sc.)

Documents required for registration

- Authorization letter from employer
- NIN of nominee (s)
- Email address of nominee (s)

For overseas companies:

- Company name
- Type of Company
- Contact name of nominee (S)
- Email address of nominee (S)
- Valid Passport number for the nominee (s)

Steps on how to lodge your payroll

Step one : Go to the government portal www.egov.sc in your internet browser.

Step 2: Click on the e-service gateway on the right hand side of the page that will be displayed.

Step 3: click on 'Log in as an organization' (in green). This should also be the case even if you are an individual

Step 4: If it is your first time you logon, you will be asked to change your password and provide a security question and answer. IF not go to step 5

Step 5: Enter the e-ID, password and access code received upon registration

Step 6: Click on taxation e-service

Step 7: Click on e-file

Step 8: Click on upload

Note: Make sure you know where the payroll file is saved.

Step 9: Click on choose file and select the payroll where it is saved. Once uploaded, click on submit.

The payroll can also be uploaded along with the Business Activity Statement (BAS) by following these simple steps. However online payments is accepted only via Barclays visa Card or Bank transfers. Those submitting their BAS online but cannot make online payments, will have to come with their Business Transaction Number (BTN) that they will receive after lodging their BAS to pay for the taxes due. Visa cards are also accepted at all cashiers.

Soon there will be the Seychelles Electronic Fund Transfer (SEFT) platform that will enable online tax payments from all banks in Seychelles through the Central Bank.

Step 1: From step 6 after clicking on taxation e-service click on BAS Lodgment

Step 2: Click on New BAS

Step 3: Under the INMBT section of the BAS, key in all the details required and the total INMBT to be remitted will automatically be calculated.

Step 4: Once all information is inserted, click on choose file to attach your payroll

Step 5: At the bottom of the page, click on Save BAS

Step 6: You will receive a confirmation of your transaction with a Business Transaction Number (BTN). Print a copy of the message and bring it to the SRC offices when making your payments.

Common reasons for errors and solutions

Login Errors

Reason: Account not activated

Solution: -Contact SRC 4293737

Uploading Errors

Reason: Invalid Format

Solution: Make sure the file is XML format as the system only accept this format.