



## **Checklist**

# **Pleasure Craft and Sea Based Activities**

**September 2022**

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## 1.0 Application for a Private Pleasure Craft Licence

### 1.1 New application (New craft) – Checklist

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit/ Occupation permit for non-citizens</li> </ul>
Company ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b></li> <li>- Letter from Company’s Secretary certifying same</li> </ul>
Syndic or Management Company of the Property Development Scheme (PDS) ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Constitution of Syndic/ Management Company of the PDS</li> <li>- List of members of the Syndic/ Management Company of the PDS specifying their respective nationalities and certified by the Manager/ Chairperson (Gérant)</li> <li>- National Identity card of the Manager/ Chairperson (Gérant)</li> </ul>

- a) Valid Certificate of Character of applicant OR of the all director(s) of the Company or Societe/Partnership (whichever applicable)/ Receipt of application for certificate of character along with undertaking form.
- b) Curriculum Vitae applicable for individual applicant only
- c) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0
- d) Title deed/lease agreement where craft will be kept or proof of address on the name of applicant.

- e) Builder's certificate specifying name & contact details of builder, Business Registration Number(BRN) and details of craft such as length, beam, type, means of propulsion as well as date of construction of craft among others for new craft/ craft not registered by Tourism Authority.
- f) Registered Sale Deed or proof of ownership (sworn affidavit, if necessary) and accompanied by Registered Declaration Form.
- g) Additional document is required in case craft is imported:
- MRA customs declaration form
  - Bill of entry
  - Registered declaration form
  - If craft is of more than 5 years, submission of a survey report from a recognized International Body (such as Veritas, Lloyds, etc) or from a certified surveyor from the country of origin
- h) In case of new application relates to a pleasure craft whereby the licence has expired more than 1 year, applicant should submit the following:
- New application form
  - A valid Certificate of Character
  - Copy of National Identity Card/ Passport
  - Original pleasure craft licence (yellow + grey licence)

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*

## Application for a Private Pleasure Craft Licence

### 1.2 New application (Secondhand craft) – Checklist

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit/ Occupation permit for non-citizens</li> </ul>
Company ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b></li> <li>- Letter from Company’s Secretary certifying same</li> </ul>
Syndic or Management Company of the Property Development Scheme (PDS) ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Constitution of Syndic/ Management Company of the PDS</li> <li>- List of members of the Syndic/ Management Company of the PDS specifying their respective nationalities and certified by the Manager/ Chairperson (Gérant)</li> <li>- National Identity card of the Manager/ Chairperson (Gérant)</li> </ul>

- a) Valid Certificate of Character of applicant OR of the all director(s) of the Company or Societe/Partnership (whichever applicable)/ Receipt of application for certificate of character along with undertaking form.
- b) Curriculum Vitae applicable for individual applicant only
- c) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0

- d) Title deed/lease agreement where craft will be kept **or** proof of address on the name of applicant.
- e) In case replacing by a craft registered at the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping, a deregistration certificate.
- f) Documents of Previous Pleasure Craft :
  - original pleasure craft licence (yellow + grey licence)
- g) Registered Sale Deed **or** Registered Declaration Form as per format **or** proof of ownership (sworn affidavit, if necessary).
- h) Additional document is required in case craft is imported:
  - MRA customs declaration form
  - Bill of entry
  - Registered declaration form
  - If craft is of more than 5 years, submission of a survey report from a recognized International Body (such as Veritas, Lloyds, etc) or from a certified surveyor from the country of origin
- i) In case an application is submitted by an Agent/Representative, the identity card of the Agent/ Representative and a letter of authorization are also required.

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*

## Application for a Private Pleasure Craft Licence

### 1.3 Change of ownership – Checklist

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit/ Occupation permit for Non- citizens</li> </ul>
Company ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b></li> <li>- Letter from Company’s Secretary certifying same</li> </ul>
Syndic or Management Company of the Property Development Scheme (PDS) ( <b>applicable only as per current policy</b> )	<ul style="list-style-type: none"> <li>- Constitution of Syndic/ Management Company of the PDS</li> <li>- List of members of the Syndic/ Management Company of the PDS specifying their respective nationalities and certified by the Manager/ Chairperson (Gérant)</li> <li>- National Identity card of the Manager/ Chairperson (Gérant)</li> </ul>

- a) Valid Certificate of Character of applicant OR of the all director(s) of the Company or Societe/Partnership (whichever applicable)/ Receipt of application for certificate of character along with undertaking form.
- b) Curriculum Vitae (Profile of Applicant/Manager/Chairperson (Gérant) in case of individual/syndic
- c) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0
- d) Registered Sale Deed, or Registered Declaration Form as per format or proof of ownership (sworn affidavit, if necessary).

- e) In case an application is submitted by an Agent/Representative, the identity card of the Agent/ Representative and a letter of authorization are also required.
- f) Documents of Pleasure Craft purchased:
  - Original pleasure craft licence (yellow + grey cards)
- g) In case of decease licensee, the following additional documents to be submitted:
  - Death certificate
  - Sworn affidavit in regard to heirs
  - Authorisation letter with signature from heirs to applicant along with their respective National Identity Card/passport

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*



## **2.0 Commercial Pleasure Craft Licence**

**No new application for Commercial Pleasure  
Craft Licence is being entertained until further  
notice**

## Commercial Pleasure Craft Licence 2.1 Procedures for change of ownership

**Note:**

- No application will be entertained if:
  - Prospective buyer is already holder of **three (03)** pleasure craft licences.
  - The prospective buyer including Director and Shareholder of Companies **should not** be holder of **three (03) or more** commercial pleasure craft licence.
  - The prospective buyer is holder of a Tourist Accommodation for hotel, Tourist Enterprise Licence for Tour Operator, Beach Hawker and Canvasser.
- The prospective buyer shall ensure that the commercial pleasure craft licence has not lapsed.

**1<sup>st</sup> Step: Request for letter of no objection**

Prior to any Change of Ownership for a commercial pleasure craft licence, the prospective buyer should send a letter to the Tourism Authority to request a letter of no objection from the Tourism Authority.

The following documents should be enclosed:

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit (if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/</li> </ul>



	Residence Permit <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b> - Letter from Company's Secretary certifying same
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- a) Valid Certificate of Character of applicant OR of the all director(s) of the Company or Societe/Partnership (whichever applicable)
- b) A letter from prospective seller who acknowledged his/her intention to sell his/her commercial pleasure craft whereby the seller shall mention that **he/she has no intention to replace his/her craft** (the seller should also undertake to hand over the prospective buyer the originals of the pleasure craft licences (Grey and Yellow card)
- c) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0
- d) Curriculum Vitae of applicant OR of the all director(s) of the Company

## **2<sup>nd</sup> Step: Application for change of ownership**

Once the Tourism Authority issues the prospective buyer a letter of no objection, then he/she can proceed to register the sales deed and submit an application for change of ownership for commercial pleasure craft licence with the following documents:

- a) Registered Sale Deed or proof of ownership (sworn affidavit, if necessary) and accompanied by Registered Declaration Form.
- b) Submission of:
  - Original pleasure craft licence (yellow + grey cards)
  - Original Survey Certificate
- c) In case of decease licensee, the following additional documents to be submitted:
  - Death certificate
  - Sworn affidavit in regard to heirs
  - Authorisation letter with signature from heirs to applicant along with their respective National Identity Card/passport

### **Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*

## 2.2 CHANGE IN CONTROL IN A COMPANY (Major change in shareholding structure)

### Request for letter of no objection

Prior to any change in shareholding Structure for a commercial pleasure craft licence, the Director/Company Secretary should send a letter to the Tourism Authority (specifying proposed shareholding structure) to request a letter of no objection together with the following documents:

- a) Company
- National Identity Card or Copy of Passport of the prospective shareholders and directors
  - **In case there is no investment from any non- citizen (among the shareholders), a letter from the Company's Secretary, certifying same, shall be submitted.**  
**In case a company is among the shareholders**
  - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)  
**In case the Company is listed on the Stock Exchange**
  - Letter from Company's Secretary, specifying same.  
**In case investment from non-citizens is involved**
  - Director(s): Copy of valid Occupation Permit as Investor/Professional
  - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit  
**In case any Director or Shareholder does not reside in Mauritius**
  - Letter from Company's Secretary certifying same
- b) Valid Certificate of Character of prospective director(s) if applicable` or receipt of application for certificate of character along with undertaking form.
- c) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0

### Note:

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*

### 3.0 Replacement of pleasure craft (Private and Commercial) - Checklist

- a) Individual
  - National Identity Card or Copy of Passport
  - Copies of valid Residence Permit
- b) Company
  - Updated extract of file from the Registrar of Companies, certifying the structure of the company
- b) Clearance Certificate from Mauritius Revenue Authority (MRA) – Please refer to Section 5.0
- c) Builder's certificate specifying name & contact details of builder, Business Registration Number (BRN) and details of craft such as length, beam, type, means of propulsion as well as date of construction of craft among others for new craft/ craft not registered by Tourism Authority.
- d) Registered Sale Deed or proof of ownership (sworn affidavit, if necessary) and accompanied by Registered Declaration Form.
- e) In case craft is being replaced by a craft already registered at the Tourism Authority, documents required for the change of ownership of pleasure craft should also be submitted.
- f) In case replacing by a craft registered at the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping, a deregistration certificate.
- g) Additional document is required in case craft is imported:
  - MRA customs declaration form
  - Bill of entry
  - Registered declaration form
  - If craft is of more than 5 years, submission of a survey report from a recognized International Body (such as Veritas, Lloyds, etc) or from a certified surveyor from the country of origin
- h) Letter certifying the manner the existing craft will be disposed.

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*

## 4.0 Sea based activities

### 4.1 Operating a Boat House

#### 1. Business Registration/Shareholding Details

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit( if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b></li> <li>- Letter from Company’s Secretary certifying same</li> </ul>

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable) ) /Receipt of application for certificate of character along with undertaking form.
3. Location/Site Plan (in A4 format) - 3 Copies
4. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
5. A valid contract with hotel
6. Clearance from Beach Authority (in case on public beach)
7. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)
8. List of non-motorised water sports equipment/devices applicant intend to use, describing their specifications and quantities.



# Tourism Authority

9. Qualifications and experience of technical staffs (Ex. Skipper, Water Ski Instructor etc) - Copies of certificates to be submitted
10. Project write-up – describing the activity, safety and security measures, risk assessment, emergency procedures, maintenance plan for all equipment, number of employees and description of roles

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for authorized motorized activities and security craft should be submitted separately*

## 4.2 Operating Rental Agency for Kite Surf- checklist

### 1. Business Registration/Shareholding Details

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit (if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b> <ul style="list-style-type: none"> <li>o Letter from Company’s Secretary certifying same</li> </ul> </li> </ul>

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable)/Receipt of application for certificate of character along with undertaking form.
3. Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
4. Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
5. Location/Site Plan (in A4 format) - 3 Copies
6. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
7. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)
8. Non-citizens applying for a licence should submit a business plan



9. Project write-up – describing the site where activity will be carried out, safety and security measures, risk assessment, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
10. Number of kite surf per site
11. Clearance from Beach Authority (in case on public beach)
12. Qualifications and experience of instructors (Copies of certificates to be submitted)
13. Clearance from Le Morne Heritage Trust Fund and National Heritage Trust Fund, in case, the activity will take place within its buffer or core zones.

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for security craft should be submitted separately.*

### **4.3 Providing Non- Motorised Water Sports such as Pedaloos, Canoes, Kayaks and Laser- Checklist**

#### 1. Business Registration/Shareholding Details

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit ( if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b> <ul style="list-style-type: none"> <li>• Letter from Company’s Secretary certifying same</li> </ul> </li> </ul>

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable) /Receipt of application for certificate of character along with undertaking form.
3. Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
4. Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
5. Location/Site Plan (in A4 format) - 3 Copies
6. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
7. Clearance from Beach Authority. (in case on public beach)
8. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)



# Tourism Authority

9. Qualifications and experience of technical staffs (Ex. Skipper, instructor in accordance with the activity) - Copies of certificates/testimonials to be submitted
10. Project write-up – describing the activity, safety and security measures, risk assessment, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
11. Qualifications and experience of instructors (Ex. Skipper, Instructor of non-motorised equipment) - copies of certificates or testimonials to be submitted
12. Project write-up – describing the activity, safety and security measures, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
13. List of non-motorised water sports equipments/devices applicant intend to use, describing their specifications and quantities.

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for security craft should be submitted separately.*

## 4.4 Operating Scuba Diving Centre- Checklist

### 1. Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit ( if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b> <ul style="list-style-type: none"> <li>• Letter from Company’s Secretary certifying same</li> </ul> </li> </ul>

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable) /Receipt of application for certificate of character along with undertaking form.

3. Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity

4. Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)

5. Contract with hotel (if applicable)

6. Project write-up – describing the activity, safety and security measures, emergency procedures, maintenance plan for all equipment, number of employees and description of roles

7. Location/Site Plan (in A4 format) - 3 Copies

8. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies

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Email: [tourism.authority@intnet.mu](mailto:tourism.authority@intnet.mu)

URL: <http://ta.gov-mu.org>



9. Clearance from Beach Authority. (in case on public beach)
10. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)
11. Qualifications of instructors/divers/first-aiders
12. Project write-up – describing the activity, safety and security measures, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
13. List of dive sites and their GPS Coordinates and description of the sites
14. Particulars of scuba diving centre/list of equipment

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for security craft should be submitted separately.*

#### **4.5 Operating Rental Agency for Wind Surf- Checklist**

##### 1. Business Registration/Shareholding Details

Individual	<ul style="list-style-type: none"> <li>- National Identity Card or Copy of Passport</li> <li>- Copies of valid Residence Permit (if applicable)</li> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li>- <b>In case there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li>- <b><u>In case investment from non-citizens is involved</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b> <ul style="list-style-type: none"> <li>• Letter from Company’s Secretary certifying same</li> </ul> </li> </ul>

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable) / Receipt of application for certificate of character along with undertaking form.
3. Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
4. Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
5. Location/Site Plan (in A4 format) - 3 Copies
6. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
7. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)
8. Non-citizens applying for a licence should submit a business plan

9. Project write-up – describing the site where activity will be carried out, safety and security measures, risk assessment, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
10. Number of windsurf per site
11. Clearance from Beach Authority (in case on public beach)
12. Qualifications and experience of instructors (Copies of certificates to be submitted)
13. Clearance from Le Morne Heritage Trust Fund and National Heritage Trust Fund, in case, the activity will take place within its buffer or core zones.

**Note:**

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for security craft should be submitted separately.*



## **5.0 Clearance Certificate from Mauritius Revenue Authority (MRA)**

The applicant can submit their request preferably by e mail at **registration@mra.mu** or in writing to the MRA Office providing for the following information/documents:

- (a) NID/UID/ File No (for companies)
- (b) Name of applicant
- (c) Estimated cost of pleasure craft being purchased
- (d) Applications being made for commercial or private
- (e) Source of funds enabling the acquisition (business income, savings, loan, lease or any other source).