

## Application for a Tourist Enterprise Licence

### TOUR OPERATOR – Checklist

#### 1) Documents to be produced

##### a) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card</li> <li>- Certificate of Incorporation</li> <li>- Letter from Company's Secretary certifying shareholding structure stating the names and nationalities of directors and shareholders, and respective number of shares</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card</li> <li>- Acte de Société or Partnership deed</li> <li>- List of directors and partners of the Partnership, specifying their respective nationalities and certified by the Managing Director (Gérant)</li> </ul>

##### b) Title deed/Lease agreement

##### c) Business Plan (template available on [www.tourismauthority.mu](http://www.tourismauthority.mu))

##### d) Location/Site Plan (3 copies)

##### e) Master layout Plan indicating area (in m<sup>2</sup>) of all relevant parts pertaining to operations (3 copies)

##### f) Building and Land Use Permit (BLP) or Letter of no objection from respective Local Authority

##### g) Certificate of Character of applicant OR of at least one of the directors of the Company or Société/Partnership, (whichever applicable)

#### 2) Processing of an application for Tour Operator Licence

a) Upon submission of application, clearances (Health & Fire) will be sought by the Tourism Authority.

b) A site visit will be carried out thereafter to inspect the standard of the office and particular attention will be made to the sitting accommodation, toilet and other

facilities. In case the proposed office will be located within a private residence, a separate entrance leading to the office shall be provided.

- c) The applicant will be called upon to make a presentation of his proposed tour operator business to members of the Tourism Operator Panel. The Panel will evaluate each application on the basis of the criteria and weightage as detailed below:

S.N.	Criteria+	Weightage
a.	Quality of the Business Opportunity or Idea	15
b.	Clarity, conciseness, comprehensiveness and persuasiveness of the Business Plan	20
c.	Capability and experience of management team and other key personnel	20
d.	Ability to tap new, non-traditional markets	15
e.	Product diversity	5
f.	Links with other travel and tourism component industries	10
g.	Employment creation	5
h.	Innovation and creativity	10
	TOTAL	100

- d) The recommendations of the Panel will then be submitted to the Licensing Committee as to whether a tourist enterprise licence to operate a Tour Operator can be granted or not, and if so, under what conditions.
- e) Upon approval of the application by the Licensing Committee, the applicant will be notified in writing to effect payment of Rs.10, 000 for the licence and submit a general public insurance/public liability insurance cover.
- f) The licence (beige and grey card) will be issued after payment of fees.
- g) Clearances from Ministry of Health & Quality of Life and Fire & Rescue Services should be obtained/produced at time of renewal of the licence.