

Application for a Tourist Accommodation Certificate

HOTEL – Checklist

1) Business Registration/ Shareholding

Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder and the NIC/Passport number) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same - <u>In case of non-citizen(s) in the shareholding structure</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same.
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société - Board Resolution of the Société specifying the name of the appointed Manager (Gérant) - List of members of Société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant) - <u>In case a company is among the members</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder and the NIC/Passport number)

- 2) Title deed or Industrial Site Lease Agreement with Ministry of Housing and Lands and which shall also specify the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) In case of Letter of authorization from owner(s), copy of NIC of owner(s)
- 5) Business Plan
- 6) **Clearance from Ministry of Tourism for the proposed enterprise/activity**
- 7) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 8) Location/Site Plan (in A4 format) - 3 Copies
- 9) Front Elevation Plan (in A4 format) - 3 Copies
- 10) Artistic impressions and Layout Plans to scale, in A4 format, indicating space/area (in m2), allocated to each activity/facility – 3 copies
- 11) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 12) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 13) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 5,000 is applicable.

Application for a Tourist Accommodation Certificate

DOMAINE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed/ Industrial Lease from the Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 6) Location plan/Site Plan (in A4 format)
- 7) Artistic impressions and Layout Plan describing all activities and components of the domaine such as reception area, accommodations, lounge, restaurant, toilet facilities, changing rooms, parking, etc
- 8) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 9) Project write-up describing inter-alia, the proposed activities, list of equipment, personnel to be employed and their respective roles, risk assessment plan, safety and security plan, emergency plan and maintenance plan, (as applicable).
- 10) In case restaurant activity is provided (refer to checklist for restaurant):
 - a. Proposed menu
- 11) In case rental of bicycle is provided (refer to checklist for rental agency bicycles):
 - a. Certificate of Registration from the Police
 - b. The bicycles should not be more than 4 years of age

- 12) In case adventure-related eco-tourism activities (ARETA) are provided within the Domaine (refer to checklist for ARETA)
- 13) In case of Domaine with Accommodation, refer to checklist for either Tourist Residence or Guesthouse, as applicable.
- 14) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 15) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 16) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 5,000 is applicable.

Application for a Tourist Accommodation Certificate GUESTHOUSE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 7) Location/Site Plan (in A4 format) - 3 Copies
- 8) Front Elevation Plan (in A4 format) - 3 Copies
- 9) Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 12) In case an application is submitted by a representative on behalf of the applicant, the National Identity card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 5,000 is applicable.

Application for a Tourist Accommodation Certificate

TOURIST RESIDENCE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> <ul style="list-style-type: none"> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> <ul style="list-style-type: none"> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> <ul style="list-style-type: none"> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> <ul style="list-style-type: none"> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Front Elevation Plan (in A4 format) - 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
- 8) Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
- 9) **Clearance from Ministry of Tourism, in case of investment from non-citizens is involved or the proposed number of rooms is of 45 or above.**
- 10) Letter of authorisation from ‘Syndicat des Copropriétaires’, to operate a Tourist Residence, in case the premises is situated in a residential complex.
- 11) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 12) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 13) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 5,000 is applicable.

Application for a Tourist Accommodation Certificate (by a management company for IRS/RES/PDS)

TOURIST RESIDENCE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) IRS/RES/PDS Certificate from the Economic Development Board
- 4) Agreement between the holder of the IRS/RES/PDS Certificate and the management company
- 5) List of units/villas/apartment, with the number, name of owner(s) and number of rooms for each units/villas/apartment
- 6) Location/Site Plan (in A4 format) - 3 Copies
- 7) Front Elevation Plan (in A4 format) - 3 Copies
- 8) Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
- 9) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 10) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 11) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 5,000 is applicable.

Application for a Tourist Enterprise Licence

NIGHTCLUB- Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 6) Location/Site Plan (in A4 format) - 3 Copies
- 7) Front Elevation Plan (in A4 format) - 3 Copies
- 8) Layout Plan (in A4 format) indicating each activity/facility space/area (in m²) – 3 copies (including Total square area of parking space, as well as number of parking slots (2.5mx5m per slot))
- 9) Preliminary Environment Report (PER) as approved by the Ministry of Environment
- 10) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 11) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 12) Certificate of character of each employee
- 13) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.

- 14) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note:

- 1. Applicants should also comply with guidelines for operation of a nightclub. The guidelines may be viewed on the websites of the Tourism Authority and Ministry of Tourism.**
- 2. Upon approval of the application for licence, all nightclubs shall comply with security measures as imposed by the Tourism Authority**
- 3. Certificates of registration of the security guards (to be submitted before approval of the application)**
- 4. The management shall submit a pest control certificate issued by a company registered with the Ministry of Health upon issuance and renewal of the Tourist Enterprise Licence. Disinfestations shall be carried out at least once every three (3) months.**
- 5. An application fee of Rs 1500 is applicable**

Application for a Tourist Enterprise Licence

PRIVATE CLUB – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 6) Location/Site Plan (in A4 format) - 3 Copies
- 7) Front Elevation Plan
- 8) Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
- 9) Preliminary Environment Report (PER) as approved by the Ministry of Environment
- 10) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 11) Membership Criteria
- 12) Letter specifying total square area of parking space, as well as number of parking slots available on site (2.5mx5m per slot)
Note: Refer to guidelines regarding quantum for parking space.
- 13) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 14) Valid Certificate of character of security guards
- 15) Certificates of registration of the security guards (to be submitted before approval of the application)

- 16) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 17) In case an application is submitted by a representative on behalf of the applicant, the National Identity card of the representative and a letter of authorization from the applicant are also required.

Note:

1. **Applicants should also comply with guidelines for operation of a private club. The guidelines may be viewed on the websites of the Tourism Authority and Ministry of Tourism.**
2. **Upon approval of the application for licence, all private clubs shall comply with security measures as imposed by the Tourism Authority**
3. **Certificates of registration of the security guards (to be submitted before approval of the application)**
4. **The management shall submit a pest control certificate issued by a company registered with the Ministry of Health upon issuance and renewal of the Tourist Enterprise Licence. Disinfestations shall be carried out at least once every three (3) months.**
5. **An application fee of Rs 1500 is applicable.**

Application for a Tourist Enterprise Licence

PUB – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 6) Business plan
- 7) Location/Site Plan (in A4 format) - 3 Copies
- 8) Front Elevation Plan (in A4 format) - 3 Copies
- 9) Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
- 10) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 11) Artistic impressions (designed by an interior decorator)
- 12) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 13) A security plan, specifying the roles and responsibilities of the security guards
- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 15) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note:

- 1. Applicants should also comply with guidelines for operation of a pub. The guidelines may be viewed on the websites of the Tourism Authority and Ministry of Tourism.**
- 2. Upon approval of the application for licence, all pubs shall comply with security measures as imposed by the Tourism Authority**
- 3. Certificates of registration of the security guards (to be submitted before approval of the application)**
- 4. The management shall submit a pest control certificate issued by a company registered with the Ministry of Health upon issuance and renewal of the Tourist Enterprise Licence. Disinfestations shall be carried out at least once every three (3) months.**
- 5. An application fee of Rs 1,500 is applicable.**

Application for a Tourist Enterprise Licence RESTAURANT – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation, between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations such as dining area, bar, kitchen, storage area, toilet facilities, parking, etc. – 3 copies
- 7) Front Elevation Plan
- 8) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 9) Proposed menu
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 12) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable.

Application for a Tourist Enterprise Licence

TABLE D'HOTE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - A letter from the Company's Secretary, certifying that there is no investment from any non-citizen in the company - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same.
Société	<ul style="list-style-type: none"> - Business Registration Card with activity proposed type of and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Location/Site Plan (in A4 format) - 3 Copies
- 5) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations such as dining area, bar, kitchen, storage area, toilet facilities, parking, etc. – 3 copies
- 6) Front Elevation Plan (in A4 format) - 3 Copies
- 7) Proposed Menu (only local cuisine)
- 8) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 10) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note:

- i. **By nature of its business, Table d'hôte would refer to local cuisine offered by**
- ii. **The activities shall be carried out within the house/home of the licensee.**
- iii. **The applicant will have to submit a pest control certificate issued by a company upon issuance of the Tourist Enterprise Licence.**
- iv. **An application fee of Rs 1500 is applicable.**

Application for a Tourist Enterprise Licence

ECO-TOURISM ACTIVITIES (nature-based tourism activities or adventure-related tourism activities, or both) - Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

(A) In case of activities within a private owned property or an estate:

- 1) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 2) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 3) Clearance from Ministry of Tourism
- 4) Location/Site Plan (in A4 format) - 3 Copies
- 5) Master Plan describing all relevant tourist activities/areas and facilities (including parking facilities) that would be offered within the estate
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 7) Project write-Up describing the proposed activities, list of equipment, personnel to be employed and their respective roles
- 8) Risk Assessment plan, safety and security plan, and Emergency Plan and maintenance plan (if equipment is used)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)

- 11) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

In case of adventure-related tourism activities, not within a private property:

- 1) Project write-Up describing the proposed activities, list of equipment, personnel to be employed and their respective roles
- 2) Risk Assessment Plan
- 3) Safety and Security Plan
- 4) Emergency Plan including rescue facilities
- 5) Maintenance plan in case equipment is involved
- 6) Location/Site Plan (in A4 format) - 3 Copies clearly indicating the itinerary
- 7) Qualifications of staff
- 8) Copy of certificate of first aiders
- 9) Copy of Disclaimer Form
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) Clearance from Le Morne Heritage Trust Fund, if the proposed site is situated within Le Morne area.
- 12) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable.

Application for a Tourist Enterprise Licence

KARTING – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary specifying same - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, changing room, toilet facilities, parking, etc and clearly indicating the itinerary/circuits - 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
- 8) Project write-Up, describing the proposed activity, sites, proposed circuits, list of equipment, personnel to be employed and their respective roles
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency Plan
- 12) Maintenance plan
- 13) Qualifications of staff
- 14) Copy of certificate of first aiders



- 15) Copy of Disclaimer Form
- 16) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 17) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 18) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: an application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING AQUARIUM DISPLAYING FISH OR MARINE ANIMALS FOR LISTED VIEWING – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Business Plan
- 5) Clearance from Ministry of Tourism
- 6) Clearance from Ministry responsible for Fisheries
- 7) Location/Site Plan (in A4 format) - 3 Copies
- 8) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, display areas, toilet facilities, parking, etc. – 3 copies
- 9) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 10) Project write-Up describing the proposed activities, list of equipment, personnel to be employed and their respective roles
- 11) Risk Assessment
- 12) Safety and Security Plan
- 13) Emergency Plan

- 14) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 15) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 16) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

**Application for a Tourist Enterprise Licence
OPERATING BEAUTY PARLOUR, INCLUDING HAIR DRESSING, WITHIN HOTEL
PREMISES – Checklist**

Applicable only for variation of the Tourist Accommodation Certificate of a Hotel

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Location/Site Plan (in A4 format) - 3 Copies
- 3) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, treatment cabins, toilet facilities, etc. – 3 copies
- 4) Valid contract with hotel
- 5) List of key employees as well as their qualifications/experience
- 6) Copy of proposed beauty parlour menu (list of services)
- 7) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 8) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 10) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1,500 is applicable

Application for a Tourist Enterprise Licence

OPERATING CABLE CAR – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Clearance from Ministry of Tourism
- 5) Business Plan
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 7) Location/Site Plan (in A4 format) - 3 Copies
- 8) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, activity areas, toilet facilities, parking, etc. – 3 copies
- 9) Project write-up, describing the proposed activity, sites, proposed circuits, etc.
- 10) Risk Assessment Plan
- 11) Safety and Security Plan
- 12) Emergency Plan
- 13) Maintenance Plan
- 14) Certificate from an International Recognized Body on Security of Equipment and Operations



- 15) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 16) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 17) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING GOLF COURSE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease Agreement with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Clearance from Ministry of Tourism
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) describing all components of the golf course such as reception area, activity areas, club house, lounge, restaurant, toilet facilities, parking, etc. - 3 copies
- 7) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 8) Project write-Up, describing the proposed activity, site, proposed golf holes circuits, etc.
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency Plan
- 12) Maintenance Plan
- 13) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 15) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable.

Application for a Tourist Enterprise Licence

OPERATING HEALTH AND FITNESS CENTER WITHIN HOTEL PREMISES Checklist

Applicable only for variation of the Tourist Accommodation Certificate of a Hotel

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> <ul style="list-style-type: none"> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> <ul style="list-style-type: none"> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> <ul style="list-style-type: none"> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> <ul style="list-style-type: none"> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to the activity – 3 copies
- 3) Valid contract with hotel (if applicable)
- 4) Valid First -Aid Certificate of at least one employee
- 5) List of key employees as well as their qualifications/experience
- 6) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 7) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 8) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING RENTAL AGENCY FOR BICYCLES – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. <p>Note: investment from non-citizens is not authorized.</p>
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Location/Site Plan (in A4 format)
- 5) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant (if not situated within hotel premises)
- 7) Project Write-Up including proposed itineraries, types and number of bicycles
- 8) Risk Assessment Plan
- 9) Safety and Security Plan
- 10) Emergency Plan
- 11) Maintenance Plan
- 12) Certificate of Registration of bicycles (if available)
- 13) Receipt/invoice as proof of purchase (if available)
- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 15) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from applicant are also required.

Note:

- *The bicycles should not be more than 4 years of age*
- *An application fee of Rs 1500 is applicable*

Application for a Tourist Enterprise Licence

OPERATING RENTAL AGENCY FOR BUS, INCLUDING MINIBUS – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format)
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 7) Letter of approval from the National Transport Authority specifying the total number of bus and/or minibus at proposed address of enterprise
- 8) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 9) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 10) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 11) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from applicant are also required.

Note: An application fee of Rs 1500 is applicable

**Application for a Tourist Enterprise Licence
OPERATING RENTAL AGENCY FOR MOTORCYCLE/SCOOTER
Checklist**

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorization between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations – 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
- 8) Risk Assessment Plan
- 9) Safety and Security Plan
- 10) Emergency plan including rescue facilities
- 11) Maintenance plan
- 12) Copy of the certificate of registration of the motorcycles.
- 13) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 15) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from applicant are also required.

**Note: (i) The motorcycles should not be more than 5 years of age
(ii) An application fee of Rs 1500 is applicable**

Application for a Tourist Enterprise Licence

OPERATING RENTAL AGENCY FOR PARAGLIDE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Clearance from the Ministry of Tourism
- 5) Clearance from the department of Civil Aviation
- 6) Business Plan
- 7) Location/Site Plan (in A4 format)
- 8) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 9) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 10) Project write-up describing the proposed activities, list of equipment, personnel to be employed and their respective roles, and name of recognized international institution to which applicant/company is affiliated.
- 11) Risk Assessment Plan
- 12) Safety and Security Plan
- 13) Emergency plan including rescue facilities
- 14) Maintenance plan
- 15) Number and size of paraglides

- 16) Clearance from Beach Authority (if applicable)
- 17) Copy of certificates/qualifications of instructors
- 18) Copy of certificate of life saver
- 19) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 20) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 21) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING RENTAL AGENCY FOR QUAD – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format clearly indicating the itinerary/circuits)
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations such as reception area, changing room, toilet facilities, parking, etc and clearly indicating the itinerary/circuits
- 7) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 8) Project write-up describing the proposed activities, list of equipment, personnel to be employed and their respective roles.
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency plan
- 12) Maintenance plan
- 13) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)

- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 15) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING SPA WITHIN HOTEL PREMISES – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) **Clearance from Ministry of Tourism, in case the spa service is sub-contracted to a third party and investment from non-citizens is involved**
- 3) Location/Site Plan (in A4 format) - 3 Copies
- 4) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, treatment cabins, toilet facilities, etc. – 3 copies
- 5) Valid contract with hotel (if applicable)
- 6) Copy of qualifications of Spa therapists
- 7) Copy of proposed spa menu
- 8) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 10) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING SPA OUTSIDE HOTEL PREMISES – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations such as reception area, treatment cabins, toilet facilities, etc. – 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
- 8) Copy of qualifications of Spa therapists
- 9) Copy of proposed spa menu
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 12) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note: An application fee of Rs 1500 is applicable

Application for a Tourist Enterprise Licence

OPERATING TRAVEL AGENCY Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorization between the owner(s) and the applicant (if applicable)
- 4) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations – 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
- 8) Letter of intent from an IATA registered travel agency for issuing of tickets
- 9) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 10) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 11) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note:

- **An application fee of Rs 1500 is applicable**
- **Refer to guidelines for Travel Agent available on the Tourism Authority website.**

Application for a Tourist Enterprise Licence

OPERATING TRAVEL AGENCY - (ONLINE TRAVEL AGENCY) Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) Business Plan (template available on website www.tourismauthority.mu)
- 6) Letter of intent from an IATA registered travel agency for issuing of tickets
- 7) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 8) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

In case investment from non-citizens is involved

- 9) Clearance from Ministry of Tourism
- 10) Qualifications and experience of the non-citizen director/s (if applicable)

Note:

- **An application fee of Rs 1500 is applicable**
- **Refer to guidelines for Travel Agent available on the Tourism Authority website.**

Application for a Tourist Enterprise Licence

PROVIDING TOUR OPERATOR SERVICE (DMC AND TOUR ORGANISER) Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> <ul style="list-style-type: none"> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> <ul style="list-style-type: none"> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> <ul style="list-style-type: none"> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> <ul style="list-style-type: none"> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) Business Plan (template available on website www.tourismauthority.mu)
- 6) Location/Site Plan (in A4 format) - 3 Copies
- 7) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations – 3 copies
- 8) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 9) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 10) Copy of letter of intent(s) or contracts from service providers and/or international tour operator(s) from the source market(s) where they intend to operate.
- 11) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area

- 12) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

In case investment from non-citizens is involved

- 13) Clearance from Ministry of Tourism
- 14) Copy of letter of intent(s) or contracts from international tour operator(s) from the source market(s) where they intend to operate.
- 15) Qualifications and experience of the non-citizen shareholder/s and director/s
- 16) A bank guarantee in the sum of **Rs 20 million** in the favour of the Tourism Authority (to be submitted before approval)

Note:

- *An application fee of Rs 1500 is applicable*
- *Refer to guidelines for Tour Operator available on the Tourism Authority website*

Application for a Tourist Enterprise Licence

PROVIDING TOUR OPERATOR SERVICE (ONLINE TOUR OPERATOR) Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of the Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with the proposed activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 2) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 3) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 4) Copy of NIC of owner(s) (if applicable)
- 5) Business Plan (template available on website www.tourismauthority.mu)
- 6) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 7) Copy of letter of intent(s) or contracts from service providers and/or international tour operator(s) from the source market(s) where they intend to operate
- 8) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

In case investment from non-citizens is involved

- 9) Clearance from Ministry of Tourism
- 10) Copy of letter of intent(s) or contracts from international tour operator(s) from the source market(s) where they intend to operate.
- 11) Qualifications and experience of the non-citizen shareholder/s and director/s



- 12) A bank guarantee in the sum of **Rs 20 million** in the favour of the Tourism Authority (to be submitted after approval).

Note:

- *An application fee of Rs 1500 is applicable*
- *Refer to guidelines for Tour Operator available on the Tourism Authority website.*

Application for a Tourist Enterprise Licence

WORKING AS TOURIST GUIDE, INCLUDING TOURIST GUIDE EMPLOYED BY A TOUR OPERATOR – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
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- 2) Valid Certificate of Character of the applicant
- 3) First Aid Certificate
- 4) Certificates, qualifications and experience of the applicant
- 5) Project write-up, describing the proposed activity, sites and proposed circuits/itineraries
- 6) Risk Assessment Plan
- 7) Safety and Security Plan
- 8) Emergency Plan including rescue facilities
- 9) Maintenance plan, in case equipment is involved
- 10) Clearance from Le Morne Heritage Trust Fund, if the proposed site is situated within Le Morne area
- 11) In case an application is submitted by a representative on behalf of the applicant, the National Identity Card of the representative and a letter of authorization from the applicant are also required.

Note:

- **An application fee of Rs 1500 is applicable**
- **The applicant will be called for an interview**