



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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none">- Business Registration Card with 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 <p>In case a company is shareholder</p> <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) <p>In case a of Listed Company</p> <ul style="list-style-type: none">- Letter from Company's Secretary, specifying same. <p>In case investment from non-citizens is involved:</p> <ul style="list-style-type: none">- Director - Copy of valid Occupation Permit as Investor/Professional- Shareholder – Copy of valid Occupation Permit as Investor
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)

- 2) Title deed
- 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)
- 7) Front Elevation Plan (in A4 format)
- 8) Layout Plan (in A4 format) indicating space/area (in m2), allocated to each activity/service (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) for the proposed activity from respective Local Authority
- 11) Certificate of character of each employee



Tourism Authority

- 12) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none">- Business Registration Card with 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 <p>In case a company is shareholder</p> <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) <p>In case investment from non-citizens is involved:</p> <ul style="list-style-type: none">- Shareholder – Copy of valid Occupation Permit as Investor- Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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)
- 7) Front Elevation Plan
- 8) Layout Plan (in A4 format) indicating space/area (in m²), allocated to each activity/service copies)
- 9) Preliminary Environment Report (PER) as approved by the Ministry of Environment
- 10) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 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 security guards
- 14) Certificates of registration of the security guards (to be submitted before approval of the application)
- 15) In case an application is submitted by a representative, the 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.**



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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none">- Business Registration Card with 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 <p>In case a company is shareholder</p> <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) <p>In case a of Listed Company</p> <ul style="list-style-type: none">- Letter from Company's Secretary, specifying same. <p>In case investment from non-citizens is involved:</p> <ul style="list-style-type: none">- Shareholder – Copy of valid Occupation Permit as Investor- Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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)
- 8) Front Elevation Plan (in A4 format)
- 9) Layout Plan (in A4 format) indicating space/area (in m2), allocated to each activity/service copies)
- 10) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 11) Artistic impressions (designed by an interior decorator)
- 12) Certificate of Character of applicant OR of at least one of the directors of the Company or Société/Partnership, (whichever applicable)
- 13) A security plan, specifying the roles and responsibilities of the security guards.

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- 14) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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 such as dining area, bar, kitchen, storage area, toilet facilities, parking, etc.
- 7) Front Elevation Plan
- 8) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 9) Proposed menu
- 10) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 <p>In case a company is shareholder</p> <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)
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)

- 2) Title deed
- 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 such as dining area, bar, kitchen, storage area, toilet facilities, parking, etc.
- 6) Front Elevation Plan (in A4 format)
- 7) Proposed Menu (only local cuisine)
- 8) In case an application is submitted by a representative, the 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 Mauritians. The activities shall be carried out within the house/home of the licensee.**
- ii. **The applicant will have to submit a pest control certificate issued by a company upon issuance of the Tourist Enterprise Licence.**

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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

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

- 1) Title deed
- 2) Lease agreement or letter of authorisation between the owner and the applicant (if applicable)
- 3) Clearance from Ministry of Tourism
- 4) Location/Site Plan (in A4 format)
- 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) for the proposed activity from respective Local Authority
- 7) Project write-Up describing the 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)

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- 9) In case an application is submitted by an Agent, the identity card of the Agent 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 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) clearly indicating the itinerary
- 7) Qualifications of staff
- 8) Copy of certificate of first aiders
- 9) Copy of Disclaimer Form
- 10) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization from the applicant are also required.

Note:

- 1. The applicant will have to submit a pest control certificate issued by a company upon issuance of the Tourist Enterprise Licence.**
- 2. An application fee of Rs 1500 is applicable.**



KARTING – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary specifying same In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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 such as reception area, changing room, toilet facilities, parking, etc and clearly indicating the itinerary/circuits
- 7) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 8) Project write-Up, describing the 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



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- 13) Qualifications of staff
- 14) Copy of certificate of first aiders
- 15) Copy of Disclaimer Form
- 16) In case an application is submitted by a representative, the 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

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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)
- 8) Layout Plan
- 9) 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.
- 10) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 11) Project write-Up describing the activities, list of equipment, personnel to be employed and their respective roles
- 12) Risk Assessment



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- 13) Safety and Security Plan
- 14) Emergency Plan
- 15) In case an application is submitted by a representative, the 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

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Location/Site Plan (in A4 format)
- 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.
- 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) In case an application is submitted by a representative, the 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

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) for the proposed activity from respective Local Authority
- 7) Location/Site Plan (in A4 format)
- 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.
- 9) Project write-up, describing the activity, sites, proposed circuits, etc.
- 10) Risk Assessment Plan
- 11) Safety and Security Plan
- 12) Emergency Plan
- 13) Maintenance Plan

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- 14) Certificate from an International Recognized Body on Security of Equipment and Operations
- 15) In case an application is submitted by a representative, the 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

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed or Industrial Lease Agreement with Ministry of Housing and Lands specifying the 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)
- 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.
- 7) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 8) Project write-Up, describing the activity, site, proposed golf holes circuits, etc.
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency Plan
- 12) Maintenance Plan



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13) In case an application is submitted by a representative, the 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.

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to the activity
- 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) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority (if not situated within hotel premises)
- 8) Project Write-Up including proposed itineraries, types and number of bicycles
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency Plan
- 12) Maintenance Plan



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13) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) for the proposed activity from respective Local Authority
- 9) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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)
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 7) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 8) Risk Assessment Plan
- 9) Safety and Security Plan
- 10) Emergency plan including rescue facilities
- 11) Maintenance plan

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- 12) Copy of the certificate of registration of the motorcycles.
- 13) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization from applicant are also required.

Note:

- ***The motorcycles should not be more than 5 years of age***
- ***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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) Location/Site Plan (in A4 format)
- 7) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 8) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 9) Project write-up describing the activities, list of equipment, personnel to be employed and their respective roles, and name of recognized international institution to which applicant/company is affiliated.
- 10) Risk Assessment Plan
- 11) Safety and Security Plan

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- 12) Emergency plan including rescue facilities
- 13) Maintenance plan
- 14) Number and size of paraglides
- 15) Clearance from Beach Authority (if applicable)
- 16) Copy of certificates/qualifications of instructors
- 17) Copy of certificate of life saver
- 18) In case an application is submitted by a representative, the 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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) for the proposed activity from respective Local Authority
- 8) Project write-up describing the activities, list of equipment, personnel to be employed and their respective roles.
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency plan

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12) Maintenance plan

13) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization from applicant are also required.

Note: An application fee of Rs 1500 is applicable

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Clearance from Ministry of Tourism, in case Investment from non-citizens is involved
- 3) Location/Site Plan (in A4 format)
- 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.
- 5) Valid contract with hotel (if applicable)
- 6) Copy of qualifications of Spa therapists
- 7) Copy of proposed spa menu
- 8) In case an application is submitted by a representative, the 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 SPA OUTSIDE HOTEL PREMISES – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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 such as reception area, treatment cabins, toilet facilities, etc.
- 7) Copy of qualifications of Spa therapists
- 8) Copy of proposed spa menu
- 9) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization from applicant are also required.

Note: An application fee of Rs 1500 is applicable

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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 activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company's Secretary specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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) Business plan in case of online travel agency
- 6) Location/Site Plan (in A4 format)
- 7) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 8) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 9) Letter of intent from an IATA registered travel agency for issuing of tickets.
- 10) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization from applicant are also required.

Note:

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

Application for a Tourist Enterprise Licence

PROVIDING TOUR OPERATOR SERVICE – Checklist

1) **Business Registration/ Shareholding**

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with 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 In case a company is shareholder - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) In case a of Listed Company - Letter from Company’s Secretary, specifying same. In case investment from non-citizens is involved: - Shareholder – Copy of valid Occupation Permit as Investor - Director - Copy of valid Occupation Permit as Investor/Professional
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)

- 2) Title deed
- 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)
- 7) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations
- 8) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 9) Certificate of Character of applicant OR of at least one of the directors 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) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization are also required

In case investment from non-citizens is involved:

- 12) Clearance from Ministry of Tourism
- 13) Copy of letter of intent(s) or contracts from international tour operator(s) from the source market(s) where they intend to operate.
- 14) Qualifications and experience of the non-citizen shareholder/s
- 15) 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 available at Tourism Authority website*
- *The applicant will be called upon to make a presentation of his proposed tour operator business to members of the Tourism Operator Service Panel.*
- *The minimum passing mark is 80%.*

The Panel will evaluate each application based on the criteria and weightage as detailed below:

SN	Criteria	Weightage
1	Quality of the Business Opportunity or Idea, innovation, creativity & product diversity	15
2	Clarity, conciseness, comprehensiveness, and persuasiveness of the Business Plan	15
3	Capability and experience of management team and other key personnel and employment creation	20
4	Ability to tap new, non-traditional, and niche markets	20
5	Links with other travel and tourism component industries	20
6	Quality of service	10

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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 activity and address of enterprise specified and trade name (if applicable)
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- 2) Copy of the Certificate of Character
- 3) First Aid Certificate
- 4) Qualifications and experience of applicant
- 5) Project write-up, describing the activity, sites and proposed circuits/itineraries
- 6) Risk Assessment, safety, security and emergency plan
- 7) In case an application is submitted by a representative, the identity card of the representative, and a letter of authorization are also required.

Note:

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