

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

- 2) Title deed/Lease agreement
- 3) Non-citizens- to submit Business Plan (template available)
- 4) Location/Site Plan (4 copies)
- 5) Front Elevation Plan (4 copies)
- 6) Master layout Plan indicating space/area (in m²), allocated to each activity/service (copies)
- 7) Preliminary Environment Report (PER) as approved by the Ministry of Environment
- 8) Building and Land Use Permit (BLP)
- 9) Proposed interior themes/activities/entertainment
- 10) Membership Criteria
- 11) Total square area of parking space, as well as number of parking slots available on site
- 12) Duly filled Application Form
- 13) In case an application is submitted by an Agent, the identity card of the Agent and a letter of authorization are also required.

Note: 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 & External Communications.