

## Application for a Tourist Accommodation Certificate

### HOTEL – Checklist

#### 1) Business Registration/ Shareholding

Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li>- National Identity card of Directors and Shareholders</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case the Company is listed on the Stock Exchange</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case of non-citizen(s) in the shareholding structure:</b></li> <li>Director - Copy of valid Occupation Permit as Investor/Professional</li> <li>Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société</li> <li>- Board Resolution of the Société specifying the name of the appointed Manager (Gérant)</li> <li>- List of members of Société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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) 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) for the proposed enterprise/activity from respective Local Authority
- 8) Location/Site Plan (in A4 format)
- 9) Front Elevation Plan (in A4 format)
- 10) Artistic impressions and Layout Plans to scale, in A4 format, indicating space/area (in m2), allocated to each activity/facility
- 11) In case an application is submitted by a representative, the identity card of the representative and a letter of authorization by 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>Director - Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Title deed/ Industrial Lease from the 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) 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) 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, risk assessment plan, safety and security plan, Emergency Plan and maintenance plan.



# Tourism Authority

- 10) If restaurant activity is provided:
  - a. Proposed menu
- 11) If rental of bicycle is provided:
  - a. Certificate of Registration from the Police
  - b. The bicycles should not be more than 4 years of age
- 12) 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 5,000 is applicable.***

## Application for a Tourist Accommodation Certificate GUESTHOUSE – Checklist

### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>Director - Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Title deed or Industrial Lease 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) 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) for the proposed activity from respective Local Authority
- 7) Location/Site Plan (in A4 format)
- 8) Front Elevation Plan (in A4 format)
- 9) Layout Plan (in A4 format) indicating space/area (in m<sup>2</sup>), allocated to each activity/facility
- 10) 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 5,000 is applicable.***

## Application for a Tourist Accommodation Certificate TOURIST RESIDENCE – Checklist

### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"> <li>- Letter from Company’s Secretary, certifying same.</li> </ul> <p><b>In case investment from non-citizens is involved:</b></p> <p>Director - Copy of valid Occupation Permit as Investor/Professional</p> <ul style="list-style-type: none"> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Title deed or Industrial Lease 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) Copy of NIC of owner/s (if applicable)
- 5) Location/Site Plan (in A4 format)
- 6) Front Elevation Plan (in A4 format)
- 7) Clearance from Ministry of Tourism, in case Investment from non-citizens is involved
- 8) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 9) Layout Plan (in A4 format) indicating space/area (in m2), allocated to each activity/facility
- 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 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>Director - Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Title deed
- 3) IRS/RES/PDS Certificate from the Board of Investment
- 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 and number of rooms for each units/villas/apartment
- 6) Clearance from Ministry of Tourism
- 7) Location/Site Plan (in A4 format)
- 8) Front Elevation Plan (in A4 format)
- 9) Layout Plan (in A4 format) indicating space/area (in m<sup>2</sup>), allocated to each activity
- 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 5,000 is applicable.*

## Application for a Tourist Enterprise Licence

### NIGHTCLUB- Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>Director - Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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

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- 10) Building and Land Use Permit (BLUP) for the proposed activity from respective Local Authority
- 11) Certificate of character of each employee
- 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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.**

## Application for a Tourist Enterprise Licence

### PUB – Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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.
- 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, specifying same.</li> </ul> <p><b>In case investment from non-citizens is involved:</b></p> <ul style="list-style-type: none"> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

#### **(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)

- 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"><li>- National Identity Card</li><li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li></ul>
Company	<ul style="list-style-type: none"><li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li><li>- Certificate of Incorporation</li><li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li></ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"><li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li></ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"><li>- Letter from Company's Secretary specifying same</li></ul> <p><b>In case investment from non-citizens is involved:</b></p> <ul style="list-style-type: none"><li>- Shareholder – Copy of valid Occupation Permit as Investor</li><li>- Director - Copy of valid Occupation Permit as Investor/Professional</li></ul>
Société	<ul style="list-style-type: none"><li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li><li>- Acte de Société or Partnership deed</li><li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li></ul>

- 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 m<sup>2</sup>) 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



# Tourism Authority

- 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***

## 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, specifying same.</li> </ul> <p><b>In case investment from non-citizens is involved:</b></p> <ul style="list-style-type: none"> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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



Tourism Authority

- 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***

### 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Location/Site Plan (in A4 format)
- 3) Layout Plan (in A4 format) indicating area (in m<sup>2</sup>) 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**

## Application for a Tourist Enterprise Licence

### OPERATING CABLE CAR – Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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



## Tourism Authority

- 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***

## Application for a Tourist Enterprise Licence

### OPERATING GOLF COURSE – Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, specifying same.</li> </ul> <p><b>In case investment from non-citizens is involved:</b></p> <ul style="list-style-type: none"> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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





- 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.*

## 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 2) Layout Plan (in A4 format) indicating area (in m<sup>2</sup>) 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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



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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company’s Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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



- 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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





- 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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



# Tourism Authority

- 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***

## Application for a Tourist Enterprise Licence

### OPERATING SPA WITHIN HOTEL PREMISES – Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> </ul> <p><b>In case a company is shareholder</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> </ul> <p><b>In case a of Listed Company</b></p> <ul style="list-style-type: none"> <li>- Letter from Company's Secretary, specifying same.</li> </ul> <p><b>In case investment from non-citizens is involved:</b></p> <ul style="list-style-type: none"> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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**

### OPERATING SPA OUTSIDE HOTEL PREMISES – Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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**

## Application for a Tourist Enterprise Licence OPERATING TRAVEL AGENCY – Checklist

### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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 m<sup>2</sup>) 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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
Company	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Certificate of Incorporation</li> <li>- Updated extract of file from the Registrar of Companies, certifying the structure of the company</li> <li><b>In case a company is shareholder</b></li> <li>- Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)</li> <li><b>In case a of Listed Company</b></li> <li>- Letter from Company's Secretary, specifying same.</li> <li><b>In case investment from non-citizens is involved:</b></li> <li>- Shareholder – Copy of valid Occupation Permit as Investor</li> <li>- Director - Copy of valid Occupation Permit as Investor/Professional</li> </ul>
Société	<ul style="list-style-type: none"> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> <li>- Acte de Société or Partnership deed</li> <li>- List of members of société specifying their respective nationalities and certified by the Manager (Gérant)</li> </ul>

- 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](http://www.tourismauthority.mu))
- 6) Location/Site Plan (in A4 format)
- 7) Layout Plan (in A4 format) indicating area (in m<sup>2</sup>) 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



**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"> <li>- National Identity Card</li> <li>- Business Registration Card with activity and address of enterprise specified and trade name (if applicable)</li> </ul>
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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**