

Application for a Tourist Accommodation Certificate GUESTHOUSE – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - In case there is no investment from any non- citizen (among the shareholders), a letter from the Company's Secretary, certifying same, shall be submitted. - <u>In case a company is among the shareholders</u> - Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company's Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> - Letter from Company's Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

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

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