



## Application for a Tourist Accommodation Certificate

### HOTEL – Checklist

#### 1) Business Registration/ Shareholding

|         |  |
|---------|--|
| Company | <ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of 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 there is no investment from any non- citizen (among the shareholders), a letter from the Company’s Secretary, certifying same, shall be submitted.</b></li> <li>- <b><u>In case a company is among the shareholders</u></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 and the NIC/Passport number)</li> <li>- <b><u>In case the Company is listed on the Stock Exchange</u></b></li> <li>- Letter from Company’s Secretary, specifying same</li> <li>- <b><u>In case of non-citizen(s) in the shareholding structure</u></b></li> <li>- Director(s): Copy of valid Occupation Permit as Investor/Professional</li> <li>- Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit</li> <li>- <b><u>In case any Director or Shareholder does not reside in Mauritius</u></b></li> <li>- Letter from Company’s Secretary certifying same.</li> </ul> |
| Société | <ul style="list-style-type: none"> <li>- Business Registration Card with proposed type of 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> <li>- National Identity card of the Manager (Gérant)</li> <li>- <b><u>In case a company is among the members</u></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 and the NIC/Passport number)</li> </ul>   |

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

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