

## Application for a Tourist Enterprise Licence

### OPERATING TRAVEL AGENCY - (ONLINE TRAVEL AGENCY) Checklist

#### 1) Business Registration/ Shareholding

|            |   |
|------------|---|
| Individual | <ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with proposed type of 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 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)</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 investment from non-citizens is involved</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 or Partnership deed</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> </ul>   |

- 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) Business Plan (template available on website [www.tourismauthority.mu](http://www.tourismauthority.mu))
- 6) Letter of intent from an IATA registered travel agency for issuing of tickets
- 7) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 8) 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.

#### **In case investment from non-citizens is involved**

- 9) Clearance from Ministry of Tourism
- 10) Qualifications and experience of the non-citizen director/s (if applicable)

#### **Note:**

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