

## 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 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><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> </ul> <p><b>Note: investment from non-citizens is not authorized.</b></p>
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) 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
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant (if not situated within hotel premises)
- 7) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 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) Certificate of Registration of bicycles (if available)
- 14) Receipt/invoice as proof of purchase (if available)
- 15) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 16) 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 applicant are also required.

**Note:**

- *The bicycles should not be more than 4 years of age*
- *An application fee of Rs 1500 is applicable*