

## 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 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) **Clearance from Ministry of Tourism, in case the spa service is sub-contracted to a third party and investment from non-citizens is involved**
- 3) Location/Site Plan (in A4 format) - 3 Copies
- 4) 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. – 3 copies
- 5) Valid contract with hotel (if applicable)
- 6) Copy of qualifications of Spa therapists
- 7) Copy of proposed spa menu
- 8) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 10) 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 1500 is applicable**