

## Application for a Tourist Enterprise Licence

### PROVIDING TOUR OPERATOR SERVICE (DMC AND TOUR ORGANISER) Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> <li>- National Identity Card</li> <li>- Business Registration Card with the proposed 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 the proposed 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 the proposed 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) Location/Site Plan (in A4 format) - 3 Copies
- 7) Layout Plan (in A4 format) indicating area (in m<sup>2</sup>) of all relevant parts pertaining to operations – 3 copies
- 8) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 9) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 10) Copy of letter of intent(s) or contracts from service providers and/or international tour operator(s) from the source market(s) where they intend to operate.
- 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.



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

- 13) Clearance from Ministry of Tourism
- 14) Copy of letter of intent(s) or contracts from international tour operator(s) from the source market(s) where they intend to operate.
- 15) Qualifications and experience of the non-citizen shareholder/s and director/s
- 16) A bank guarantee in the sum of **Rs 20 million** in the favour of the Tourism Authority (to be submitted before approval)

***Note:***

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