

Operating Scuba Diving Centre- Checklist

1. Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card or Copy of Passport - Copies of valid Residence Permit (if applicable) - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable)
Company	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Certificate of Incorporation - Updated extract of file from the Registrar of Companies, certifying the structure of the company - National Identity card of Directors and Shareholders - 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. - <u>In case a company is among the shareholders</u> - Letter from Company’s Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder) - <u>In case the Company is listed on the Stock Exchange</u> - Letter from Company’s Secretary, specifying same. - <u>In case investment from non-citizens is involved</u> - Director(s): Copy of valid Occupation Permit as Investor/Professional - Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit - <u>In case any Director or Shareholder does not reside in Mauritius</u> <ul style="list-style-type: none"> • Letter from Company’s Secretary certifying same

2. Valid Certificate of Character of applicant OR of the director(s) of the Company (whichever applicable) /Receipt of application for certificate of character along with undertaking form.
3. Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
4. Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
5. Contract with hotel (if applicable)
6. Project write-up – describing the activity, safety and security measures, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
7. Location/Site Plan (in A4 format) - 3 Copies
8. Layout Plan (in A4 format) indicating each activity/facility space/area (in m2) – 3 copies
9. Clearance from Beach Authority. (in case on public beach)
10. Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant. (if applicable)

11. Qualifications of instructors/divers/first-aiders
12. Project write-up – describing the activity, safety and security measures, emergency procedures, maintenance plan for all equipment, number of employees and description of roles
13. List of dive sites and their GPS Coordinates and description of the sites
14. Particulars of scuba diving centre/list of equipment

Note:

1. *The Tourism Authority may request any other documents that it deems necessary for processing of the application.*
2. *In case an application is submitted by an Agent/Representative, copy of the National Identity card of the Agent/ Representative and a letter of authorization are also required.*
3. *Applicant to comply with all applicable policies.*
4. *Application for pleasure craft licence for security craft should be submitted separately.*