



## Application for a Tourist Enterprise Licence

### WORKING AS TOURIST GUIDE FOR ADVENTURE -RELATED ACTIVITIES- Checklist

| Applicant details   |  |   |
|---|--|---|
| Company   | Société  | Individual  |
| Business Registration card with proposed type of activity and address of enterprise specified and trade name (if applicable)  | Business Registration card with proposed type of activity and address of enterprise specified and trade name (if applicable) | Business Registration card 1) with proposed type of activity and address of enterprise specified and trade name (if applicable) |
| Certificate of incorporation  | Acte de Société or Partnership deed  | National Identity card  |
| Updated Extract of file from the Registrar of Companies specifying the shareholders and directors names and number of shares held by each shareholder   | Letter from 'Gerant' specifying the names and nationalities of the Partners/Directors  | Clearance from  |
| National Identity card of the shareholders and Directors  | Extract of Board Resolution mentioning the names of the Directors of the Société   |   |
| In case investment from non citizens is involved: <ul style="list-style-type: none"> <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>• Clearance from Ministry of Tourism</li> </ul> | National Identity Cards of the partners/Directors  |   |

#### **A. In case of activities within a private owned property or an estate:**

- 1) Title deed or Industrial Lease with Ministry of Housing and Lands specifying the proposed type of enterprise/activity
- 2) Lease agreement or letter of authorisation between the owner(s) and the applicant (if applicable)
- 3) Clearance from Ministry of Tourism

- 4) Location/Site Plan (in A4 format) - 3 Copies
- 5) Master Plan describing all relevant tourist activities/areas and facilities (including parking facilities) that would be offered within the estate
- 6) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed tourist enterprise/activities as specified in the master plan/project write-up.
- 7) Project write-Up describing the proposed activities, list of equipment, personnel to be employed and their respective roles
- 8) Risk Assessment plan, safety and security plan, and Emergency Plan and maintenance plan (if equipment is used)
- 9) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area.
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) 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.

**B. In case of adventure-related tourism activities, not within a private property:**

- 1) Project write-Up describing the proposed activities, list of equipment, personnel to be employed and their respective roles
- 2) Risk Assessment Plan
- 3) Safety and Security Plan
- 4) Emergency Plan including rescue facilities
- 5) Maintenance plan in case equipment is involved
- 6) Location/Site Plan (in A4 format) - 3 Copies clearly indicating the itinerary
- 7) Qualifications of applicant and staff as per their respective roles in relation to the carrying out of the outdoor activities
- 8) Copy of certificate of first aiders
- 9) Copy of Disclaimer Form
- 10) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)
- 11) Clearance from Le Morne Heritage Trust Fund, if the proposed site 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.
- 13) In case , application is submitted on the name of a company/Society, separate applications shall be made for each tourist guides working under the said company/ society and the following additional documents to be submitted;
  - a) Names of the guides and copies of their NICs
  - b) Qualifications/certifications of the tourist guides from a recognised institution, as well as their experience in proposed roles to be allocated to them
  - c) Valid certificates of character of the guides