



List of Documents for Change in company structure

Tourist Accommodation Certificate and Tourist Enterprise Licence

For all enterprises	<ol style="list-style-type: none">1) Updated extract of files from the Registrar of Companies, certifying the new structure of the company (in case the company structure has already been changed)2) Letter from the Company's Secretary listing the new company structure and specifying the names and nationality of the new shareholders and Directors and the number of shares held by each shareholder.3) Copy of National Identity Card of new shareholders/directors.4) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable) <p>Note:</p> <ul style="list-style-type: none">• In cases whereby an individual non-citizen is applying for a licence, either a casier judiciaire or a criminal/police record from their respective country of birth or nationality shall also be submitted.• In cases whereby there are non-citizens among the directors and shareholders (including legal entities such as company, société, partnership, etc..) the non citizen director (s) and ultimate beneficiary (ies) shall submit either a casier judiciaire or a criminal/police record from their respective country of birth or nationality.• In cases whereby there are any foreign companies as shareholders (including any Subsidiary Company (ies) within the main company applying for a licence), a certified copy of a clearance certificate or certificate of good standing from the respective Regulatory Bodies of the country where the company (ies) has/ have been incorporated or registered, shall also be submitted. <ol style="list-style-type: none">5) Declaration form (available on the website of the Tourism Authority). <p><u>In case there is non-citizen(s) in the new company structure:</u></p> <ol style="list-style-type: none">6) Director(s): Copy of valid Occupation Permit as Investor/Professional.7) Shareholder(s): Copy of valid Occupation Permit as Investor/ Residence Permit.8) Copy of passport of the Director(s) and/or Shareholder(s).9) Qualification and experience of the new Director (if applicable).10) Clearance from the Ministry of Tourism.11) For restaurant:<ol style="list-style-type: none">i. Business plan, specifying the new concept (if applicable), the proposed investment and any upgrading works to be carried out in the restaurant;ii. New proposed menu (if applicable). <p><u>In case a company is among the shareholders</u></p> <ol style="list-style-type: none">12) Letter from Company's Secretary, certifying all the ultimate beneficiaries of the company (name, number of shares and nationality of each shareholder)
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	<p><u>In case the Company is listed on the Stock Exchange</u> 13) Letter from Company's Secretary, specifying same.</p> <p><u>In case any Director or Shareholder does not reside in Mauritius</u> 14) Letter from Company's Secretary certifying same.</p>
Additional document for Tour Operator	Business plan (in case of change in business strategy) or letter specifying that there has been no change in the business strategy.