

Application for a Tourist Enterprise Licence

OPERATING RENTAL AGENCY FOR QUAD – Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"> - National Identity Card - 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> - Letter from Company’s Secretary certifying same
Société	<ul style="list-style-type: none"> - Business Registration Card with proposed type of activity and address of enterprise specified and trade name (if applicable) - Acte de Société or Partnership deed - List of members of société specifying their respective nationalities and certified by the Manager (Gérant) - National Identity card of the Manager (Gérant)

- 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) **Clearance from Ministry of Tourism, in case Investment from non-citizens is involved**
- 5) Location/Site Plan (in A4 format clearly indicating the itinerary/circuits)
- 6) Layout Plan (in A4 format) indicating area (in m2) of all relevant parts pertaining to operations such as reception area, changing room, toilet facilities, parking, etc and clearly indicating the itinerary/circuits
- 7) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 8) Project write-up describing the proposed activities, list of equipment, personnel to be employed and their respective roles.
- 9) Risk Assessment Plan
- 10) Safety and Security Plan
- 11) Emergency plan
- 12) Maintenance plan
- 13) Valid Certificate of Character of applicant OR of the director(s) of the Company or Societe/Partnership (whichever applicable)



Note:

- 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.
- 14) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 15) 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