

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	
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"> • Director(s): Copy of valid Occupation Permit as Investor/Professional • Shareholder(s): Copy of valid Occupation Permit as Investor/Residence Permit • Clearance from Ministry of Tourism 	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)

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.
- 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)

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.
- 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