



Application for a Tourist Enterprise Licence

OPERATING TRAVEL AGENCY 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 authorization 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) - 3 Copies
- 6) Layout Plan (in A4 format) indicating area (in m²) of all relevant parts pertaining to operations – 3 copies
- 7) Building and Land Use Permit (BLUP) from respective Local Authority, for the proposed enterprise/activity and in the name of the applicant
- 8) Letter of intent from an IATA registered travel agency for issuing of tickets
- 9) 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.
- 10) Clearance from Le Morne Heritage Trust Fund, if the development is situated within Le Morne area
- 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.

Note:

- *An application fee of Rs 1500 is applicable*
- *Refer to guidelines for Travel Agent available on the Tourism Authority website.*