

**MINISTRY OF LABOUR, INDUSTRIAL  
RELATIONS, EMPLOYMENT AND  
TRAINING**

**Guidelines for Work Permit Application**

**JUNE 2016**

## Contents

EMPLOYING FOREIGN LABOUR .....	3
1. Purpose.....	3
1.1 The purpose of this guideline is to clarify the requirements when applying for Permission in Principle for bulk recruitment of foreign labour and for application for work permit / certificate of exemption.....	3
2. Scenarios .....	3
2.1 Employers willing to avail themselves of the services of expatriates can opt for one of the following categories of permits.....	3
2.1.1 Occupation Permit.....	3
2.1.2 Work Permit.....	4
A. Legislation.....	4
D. ADDITIONAL INFORMATION .....	6
E. Exemption from Work Permit.....	7
2.1.3 Certificate of Exemption.....	8
Checklists .....	9
3. Application for Individual Work Permit in respect of Professionals (New) – Paper Based.....	9
3.1 Documents to be submitted:.....	9
3.2 Additional documents for specific sectors: .....	10
3.3 Additional documents to be submitted in respect of the professions:.....	11
4. Application for Individual Work Permit in respect of Professionals (Renewal) - Paper Based .....	12
4.1 Documents to be submitted:.....	12
4.2 Additional documents for specific sectors: .....	13
4.3 Additional documents to be submitted in respect of the professions: .....	14
5. Permission in Principle – Request to recruit Foreign Labour in bulk - Paper Based.....	14
5.1 Documents to be submitted:.....	14
5.2 Request for Permission in Principle for Sculptors/Masons by Religious Bodies .....	15
6. Request to amend list of countries.....	15
7. Bulk Applications for work permit (New) - Paper Based .....	16
7.1 Documents to be submitted:.....	16
7.2 Additional documents for specific sectors: .....	17
8. Bulk Applications for work permit (Renewal) - Paper Based.....	18

8.1	Documents to be submitted: .....	18
8.2	Additional documents for specific sectors: .....	19
9.	Applications for Work Permits in respect of Religious Officials / Musicians / Others employed by Religious Bodies (New) - Paper Based .....	20
9.1	Documents to be submitted: .....	20
10.	Applications for Work Permits in respect of Religious Officials / Musicians / Others employed by Religious Bodies (Renewal) - Paper Based .....	20
10.1	Documents to be submitted: .....	20
11.	Application for Certificate of Exemption - Paper Based .....	21
11.1	Documents to be submitted: .....	21
	ANNEX 2 .....	33
	Lodging and Accommodation Permit .....	33
	Vetting of Contract of Employment .....	38

# EMPLOYING FOREIGN LABOUR

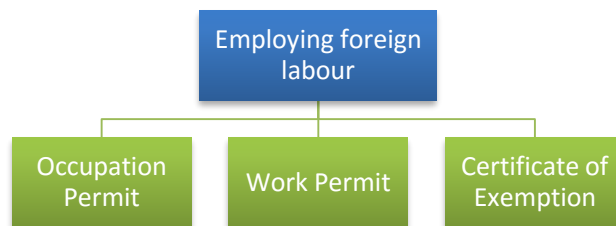
## 1. Purpose

1.1 The purpose of this guideline is to clarify the requirements when applying for Permission in Principle for bulk recruitment of foreign labour and for application for work permit / certificate of exemption.

## 2. Scenarios

2.1 Employers willing to avail themselves of the services of expatriates can opt for one of the following categories of permits

**Chart 1: Categories of permits for employing expatriates**



### 2.1.1 Occupation Permit

- a. Under the Investment Promotion Act 2006 and Immigration Act, the **Occupation Permit** is a combined work and residence permit that allows foreign nationals to work and reside in Mauritius. An Occupation Permit (OP) may be granted to foreign nationals under the 3 categories: **Investor, Self-employed and Professional**.
- b. Application for an Occupation Permit (OP) is made through the Board of Investment (BOI) to the Passport and Immigration Office of Mauritius. Guidelines to apply for an OP may be downloaded from the link <https://op.investmauritius.com>.

## 2.1.2 Work Permit

### A. Legislation

- a. The grant of the work permit is governed by the **Non-citizens (Employment Restriction) Act 1973** stipulates that a ***“non-citizen shall not engage in any occupation in Mauritius for reward or profit or be employed in Mauritius unless there is in force in relation to him a valid permit and he engages in the occupation”, or is employed in accordance with any condition which may be specified in the permit.***
- b. The Act also stipulates that ***“no person shall have a non-citizen in his employment in Mauritius without there being in force a valid permit in relation to that employment.”*** For this purpose, Work Permits for non-citizens are issued by the Employment Division of the Ministry of Labour, Industrial Relations, Employment and Training (MLIRET) under the Non-Citizens (Employment Restriction) Act 1973.

### B. Permission in Principle

- a. Companies wishing to recruit foreign labour in bulk have to apply and obtain permission in principle in the first instance and then apply for a work permit.

### C. Eligibility criteria for work permit

- a. Foreign workers should possess the skills, qualifications and experience required for the job applied for;
- b. Foreign workers should normally be aged between 20 and 60 years. Departure from this policy is exceptionally made for investors and expatriates who possess specific expertise;
- c. **Visitors on tourist visa are not allowed to take up employment and applications for work permit on their behalf are not entertained;**
- d. For all new applications, expatriates have to produce a provisional health clearance. **(see Annex 1)**. With regard to spouse of expatriate already in possession of a work/occupation permit and Divorcee of a Mauritian National who want to apply for a work permit they also have to submit a provisional health clearance.

- e. In case of application for groups of workers and / or skilled workers, a request for Permission in Principle has to be made to the MLIRET
- f. For recruitment of foreign skilled workers, the employer should obtain a Lodging Accommodation Permit (**see Annex 2**) in respect of the dormitory
- g. Companies should submit Lodging Accommodation Permit in respect of their workers at least **3 months prior to the expiry of their current Lodging Accommodation Permit**
- h. Companies should submit a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET if salary of expatriates is MUR 30,000 or less. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000. (**Annex 3**)
- i. Where the expatriate is being deputed and remunerated by a foreign company, a deputation letter has to be produced.
- j. For new cases, expatriates are granted 6 months from the date of issue of the work permit to travel to Mauritius. Beyond that date, work permits will be cancelled and companies will be required to submit fresh application.
- k. Companies should ensure that at the time of submission for applications for work permit, the passport copies of expatriates should have at least **six months of validity**.
- l. Expatriates married to Mauritians do not require a work permit.
- m. The Application Form for Work Permit together with all supporting documents as LISTED have to be submitted to the MLIRET. **Incomplete applications, and those not accompanied by the required documents will not be accepted.**
- n. Applications submitted by recruitment agencies or third parties are not accepted.

- o. **Company will be required to submit any additional documents for information as and when requested by this Ministry.**

#### **D. ADDITIONAL INFORMATION**

- a. Applications for work permit from overseas companies will only be accepted if the companies are incorporated in Mauritius as a foreign company, under the Company Laws of Mauritius.
- b. Foreign workers should have obtained both a work permit and a residence permit before travelling to Mauritius. Employers should, therefore, ensure that applications for Work Permit and Residence Permit are made simultaneously.
- c. Expatriates employed at managerial/supervisory/technical levels may be allowed to work for a period of five years or more subject to full justifications being provided and upon their swearing an affidavit to the effect that they will not apply for Mauritian citizenship.
- d. Foreign skilled workers are normally granted work permits for a maximum period of **four years**. In the Textile Manufacturing Sector, skilled workers are allowed to work for a period of 8 years, leave the country on expiry, stay abroad for 1 year and may come back to work for another 8 years.
- e. For renewal of work permits, the employer should indicate any amendment in the terms of the contract of employment. If any, the employer should have the amendments vetted by the Labour Division of the Ministry of Labour, Industrial Relations, Employment and Training prior to submission of the application.
- f. For certain grades, employers may be required, within 3 months from the date of issue of work permit, to appoint a suitable local counterpart to be trained by the expatriate during his/her posting in Mauritius. Employers should submit the name, address and qualifications of the local counterpart being trained.
- g. The work permit specifies the period for which the expatriate is allowed to work in the country and is non-transferable.

- h. Work permits are normally granted where a ratio of three local to one expatriate worker is satisfied. **In the Textile Manufacturing Sector and as well as for Bakery Operators, the ratio is 1:1 that is one local worker to one expatriate.**
- i. The onus for the travel of foreign workers from their country of origin and back rests on employers. Employers are, therefore, requested to bear cost of the air ticket of their foreign workers from their country of origin to Mauritius and back after the expiry of their Work Permit, or for any cause whatsoever.
- j. Companies should submit applications for renewal of work permits in respect of their workers **3 months prior to the expiry of their current work permits**. In case the company will no longer employ the workers after expiry of their work permits, arrangements should be made within the shortest delay for them to be sent back to their country of origin;
- k. In case no application for renewal is received prior to the expiry of the valid work permit, the Passport and Immigration Office will be duly notified and requested to take action as appropriate at its end; and
- l. Applications for renewal of work permits received after expiry of current work permits will **not** be considered.
- m. ***Models and professional entertainers including theatre, motion, picture, radio or television artistes, and musicians are no longer required to apply for a work permit for the purpose of performing public shows, or public broadcast for an aggregate maximum of 90 days (continuously or not) in any one calendar year.***

#### **E. Exemption from Work Permit**

- a. The Employment (Non-Citizens) (Restriction) Exemptions Regulations 1970, stipulates that certain categories of expatriates are exempted from a work permit during his/her period of employment in Mauritius.



- b. The categories of expatriates exempted from work permit can be consulted on the following link <http://empment.labour.govmu.org/English/Pages/Legislations.aspx>

## **F. Duplicate Work Permit**

- a. In case of loss of a work permit, a duplicate work permit can be granted upon request and against payment of an appropriate fee, together with the following documents:
- Police Memo
  - Letter from Company
  - Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- b. In case of a damaged work permit, the following documents have to be submitted
- Original damaged work permit
  - Letter from company
  - Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.

### **2.1.3 Certificate of Exemption**

- a. Expatriates employed by Ministries, Embassies, University of Mauritius, amongst others are exempted from work permit. Employers of eligible expatriates, falling under this category, should apply for a Certificate of Exemption

## Checklists

### **3. Application for Individual Work Permit in respect of Professionals (New) – Paper Based**

#### **3.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form.
- b. Covering Letter from Company requesting for work permit for the expatriate
- c. 4 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- d. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- e. Where applicable, certified copies of academic, vocational and professional qualifications and details of work experience should be submitted in either French or English.
- f. Job profile of each expatriate.
- g. If the salary is MUR 30,000 or less, a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000.
- h. A provisional medical clearance obtainable from the Ministry of Health and Quality of Life.
- i. A copy of the Certificate of Incorporation and Business Registration Card of the company.

- j. Original Press advertisements which have appeared in two leading newspapers in A5 size. Name of Newspaper and date of advert should be clearly visible on the press advert and outcome of selection exercise must also be submitted.
- k. Latest National Pensions Fund (NPF) Receipt with list of local workers registered with the NPF.
- l. Particulars of Licensed Recruiting Agent (Both local and overseas) and valid recruitment licence.
- m. Turnover of the company for the last 3 years.
- n. Deputation letter, where applicable.
- o. Covering Letter from company specifying address of accommodation of expatriate.

### **3.2 Additional documents for specific sectors:**

- i. **Bakery:** Copy of valid Bakery Licence.
- ii. **Fishing Sector:** Copy of valid Fishing Vessel Licence
- iii. **Tourism (Tour Operator), Hotels and Restaurants:** Copy of valid Tourist Enterprise Licence delivered by the Tourism Authority and Latest receipt showing contributions to the Tourism Employees Welfare Fund.

#### **For Restaurant:**

- Testimonials/Documentary evidence of experience/expertise for at least 3 years in respective field
- Vocational qualifications in respective field
- iv. **Education:** Copy of valid Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.

- v. **Freeport Sector:** Copy of valid Freeport Certificate from the Board of Investment
- vi. **Offshore Sector:** Copy of valid Global Business Licence from the Financial Services Commission
- vii. **Construction Sector/ICT/Engineering (for project basis):** Covering Letter specifying the project on which the expatriate would be employed, Copy of Letter of award specifying completion date and value of project

### **3.3 Additional documents to be submitted in respect of the professions:**

#### **Jockey**

- a. Covering letter from stable.
- b. Recommendation letter from Mauritius Turf Club (MTC) specifying current racing season and whether the jockey will be riding for the first time in Mauritius, and whether he is clear to ride.
- c. In case the jockey has been riding in Mauritius in the past, his Disciplinary Records must be attached and the MTC should inform whether they have any objection to the employment of the jockey for the current season
- d. A clearance from the Racing Club/Authority for which the jockey was actually riding, wherein the Club/Authority should inform that the jockey is not currently suspended, has not incurred any injury and is clear to ride.

## **Football/Basket Ball/Volley Ball/ Handball Players:**

- a. Covering letter from Employer.
- b. Letter from the relevant Sports Federation specifying current season.
- c. Clearance-International Transfer Certificate (required for new applications only).

## **4. Application for Individual Work Permit in respect of Professionals (Renewal) - Paper Based**

### **4.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form, 3 months prior to expiry of work permit.
- b. Covering Letter from Company requesting for renewal of work permit for the expatriate
- c. 2 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- d. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- e. If the salary is MUR 30,000 or less, a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000.
- f. Latest National Pensions Fund (NPF) Receipt with list of local workers registered with the NPF.

- g. Particulars of Licensed Recruiting Agent (Both local and overseas) and valid recruitment licence.
- h. Deputation letter, where applicable.
- i. Turnover of the company for the last 3 years
- j. Covering Letter from company specifying address of accommodation of expatriate.

#### **4.2 Additional documents for specific sectors:**

- i. **Bakery:** Copy of valid Bakery Licence.
- ii. **Fishing Sector:** Copy of valid Fishing Vessel Licence
- iii. **Tourism (Tour Operator), Hotels and Restaurants:** Copy of valid Tourist Enterprise License delivered by the Tourism Authority and Latest receipt showing contributions to the Tourism Employees Welfare Fund.  
  
**For Restaurant:**
  - Testimonials/Documentary evidence of experience/expertise for at least 3 years in respective field
  - Vocational qualifications in respective filed
- iv. **Education:** copy of valid Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.
- v. **Freeport Sector:** copy of valid Freeport Certificate from the Board of Investment
- vi. **Offshore Sector:** copy of valid Global Business Licence from the Financial Services Commission
- vii. **Construction Sector/ICT/Engineering (for project basis):** Covering Letter specifying the project on which the

expatriate would be employed, Copy of Letter of award specifying completion date and value of project

#### **4.3 Additional documents to be submitted in respect of the professions:**

##### **Football/Basket Ball/Volley Ball/ Handball Players:**

- a. Covering letter from Employer.
- b. Letter from the relevant Sports Federation specifying current season.

#### **5. Permission in Principle – Request to recruit Foreign Labour in bulk - Paper Based**

##### **5.1 Documents to be submitted:**

An employer should submit Permission in Principle Form available on the Ministry's website [empment.labour.govmu.org](http://empment.labour.govmu.org) together with the following documents to the Employment Division:

- i. Covering Letter from Company
- ii. Certificate of incorporation/Certificate of Association
- iii. Business Registration Card
- iv. Latest National Pension Fund (NPF) receipt and list of local workers on the company's payroll registered with the NPF
- v. Original press advertisements and outcome of selection (to show evidence that they have investigated the local market to seek workers but have not been successful). The posts should be advertised in two leading newspapers in A5 size and the number of workers required for each post should be specified as well as the salary and benefits carried by the post
- vi. Report from Employment Information Centre (EIC) about availability of local workers of similar grade
- vii. Trade Licence
- viii. Main Shareholders of the company

- ix. Relevant permits/ licences for specific sectors such as:
- Restaurant/Hotel/Tourism (Tour Operator): Copy of Valid Tourism Enterprise Licence, Latest receipt of contributions to the Tourism Employees Welfare Fund, Letter indicating the no of Covers (Restaurant)/Rooms (Hotels)
  - Construction Sector/ICT/Engineering: Letter of Award clearly specifying start and completion dates of project
  - Freeport Sector: copy of valid Freeport Licence
  - Fishing Sector: copy of valid Fishing vessel Licence
  - Bakery Sector: copy of valid Bakery Licence

## **5.2 Request for Permission in Principle for Sculptors/Masons by Religious Bodies**

- i. Permission in Principle Form
- ii. Certificate of Registration of Association
- iii. Original Press Advert
- iv. Latest Bank Statement
- v. Covering letter specifying start and completion date of project and name of project

## **6. Request to amend list of countries**

A company may submit a request in writing to this Ministry to include a new country within the existing quota.



## **7. Bulk Applications for work permit (New) - Paper Based**

### **7.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form.
- b. Covering Letter from Company requesting for work permit for the expatriate
- c. 4 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- d. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- e. Where applicable, certified copy of academic, vocational and professional qualifications and details of work experience should be submitted in either French or English.
- f. Job profile of each employee where applicable
- g. If the salary is MUR 30,000 or less, a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000.
- h. A provisional medical clearance obtainable from the Ministry of Health and Quality of Life.
- i. A copy of the Certificate of Incorporation and Business Registration Card of the company.
- j. A copy of Lodging Accommodation Permit
- k. Latest NPF Receipt with list of local workers registered with the NPF for the last 3 months
- l. Particulars of Licensed Recruiting Agent (Both local and overseas) and valid recruitment licence.
- m. Turnover of the company for the last 3 years
- n. Deputation Letter where applicable

## 7.2 Additional documents for specific sectors:

- i. **Bakery:** Copy of valid Bakery Licence.
- ii. **Fishing Sector:** Copy of valid Certificate of Competency and Fishing Vessel Licence
- iii. **Tourism (Tour Operator), Hotels and Restaurants:** Copy of valid Tourist Enterprise Licence delivered by the Tourism Authority and Latest receipt showing contributions to the Tourism Employees Welfare Fund.
  - For Restaurant:**
    - Testimonials/Documentary evidence of experience/expertise for at least 3 years in respective field
    - Vocational qualifications in respective filed
- iv. **Education:** Copy of valid Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.
- v. **Freeport Sector:** Copy of valid Freeport Certificate from the Board of Investment
- viii. **Construction Sector/ICT/Engineering (for project basis):** Covering Letter specifying the project on which the expatriate would be employed, Copy of Letter of award specifying completion date and value of project. For skilled workers such as Barbenders, Carpenters, Masons, etc, the company should clearly specify whether the expatriates would be employed as Superior Grade, Grade I or Grade II

## **8. Bulk Applications for work permit (Renewal) - Paper Based**

### **8.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form 3 months prior to expiry of work permit
- b. Covering Letter from Company requesting for renewal of work permit for the expatriate
- c. 2 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- d. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- e. If the salary is MUR 30,000 or less, a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000.
- f. Latest National Pensions Fund (NPF) Receipt with list of local workers registered with the NPF for the last 3 months
- g. Turnover for the last 3 years
- h. Copy of Lodging Accommodation Permit
- i. Particulars of Licensed Recruiting Agent (Both local and overseas) and valid recruitment license.
- j. Deputation letter, where applicable

## 8.2 Additional documents for specific sectors:

- i. **Bakery:** Copy of valid Bakery Licence.
- ii. **Fishing Sector:** Copy of valid Certificate of Competency and Fishing Vessel Licence
- iii. **Tourism (Tour Operator), Hotels and Restaurants:** Copy of valid Tourism Enterprise Licence delivered by the Tourism Authority and Latest receipt showing contributions to the Tourism Employees Welfare Fund.

### **For Restaurant:**

- Testimonials/Documentary evidence of experience/expertise for at least 3 years in respective field
  - Vocational qualifications in respective filed
- iv. **Education:** copy of valid Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.
  - v. **Freeport Sector:** copy of valid Freeport Certificate from the Board of Investment
  - vi. **Construction Sector/ICT/Engineering (for project basis):** Covering Letter specifying the project on which the expatriate would be employed, Copy of Letter of award specifying completion date and value of project.

**9. Applications for Work Permits in respect of Religious Officials / Musicians / Others employed by Religious Bodies (New) - Paper Based**

**9.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form.
- b. 4 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.
- c. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- d. A provisional medical clearance obtainable from the Ministry of Health and Quality of Life.
- e. A copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations, Employment and Training or if expatriate is not being remunerated letter specifying same.
- f. Certificate of Registration of the Religious body
- g. Letter specifying address of accommodation of expatriate
- h. For sculptors, masons etc. a covering letter specifying start and completion date of project

**10. Applications for Work Permits in respect of Religious Officials / Musicians / Others employed by Religious Bodies (Renewal) - Paper Based**

**10.1 Documents to be submitted:**

- a. Applications for Work Permit should be submitted on the prescribed form 3 months to expiry of the work permit.
- b. 2 Passport sized photographs. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background.

- c. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee.
- d. A copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations, Employment and Training or if expatriate is not being remunerated letter specifying same.
- e. Letter specifying address of accommodation of expatriate
- f. For sculptors, masons etc. a covering letter specifying start and completion date of project.

## **11. Application for Certificate of Exemption - Paper Based**

### **11.1 Documents to be submitted:**

Application is made to the MLIRET by submitting the following information/documents:

- i. Letter of purpose from the concerned entities containing:
  - a. Name of foreign employee
  - b. Occupation
  - c. Duration of employment
- ii. A copy of the foreign employee passport
- iii. 2 Passport Size Photographs

## **12. Authorised Recruiting Agent**

### **12.1 Additional Documents in respect of Bangladeshi workers**

The recruitment of Bangladeshi workers should be done through licensed recruitment agencies authorised by the Bangladeshi.

### **12.2 Additional documents in respect of Chinese Workers**

Following an agreement signed between the People's Republic of China and the Government of Mauritius, the recruitment of Chinese workers should be done through recruitment agencies authorised by the Chinese authorities. A list of Chinese authorised recruitment agencies is at **Annex 4**.

All new applications for work permit should be accompanied by:

- (i) a letter from the employer communicating the name of its recruiting agent in China; and
- (ii) documentary evidence from the recruiting company certifying that its services have been retained by the employer.

#### **NOTE:**

Where an employer chooses to recruit workers through a recruitment agency which is not on the list, the employer should submit a request to the Chinese Embassy for that recruitment agency to be included in the list.

## 13. Appeal

**13.1** If a request for permission or an application for work permit has been turned down, the employer may submit **only one appeal** to the Ministry for consideration.

## 14. Fees

**14.1.** Employers have to pay a processing fee of **Rs 700** in respect of each application for work permit. Furthermore, on approval of the application, the prescribed work permit fees and annual fees as specified at paragraphs 1.7.2 and 1.7.3 respectively have to be paid **within a period of 1 month.** If payment is not effected within the given timeframe, the decision to grant work permit will be rescinded immediately.

	<b>WORK PERMIT IN RELATION TO</b>	<b>FEE (Rs)</b>	
<b>1.</b>	Employees in gaming and other similar activities	50,000	per year
<b>2.</b>	(a) Jockeys riding horses in training work and in races for a first season	25,000	per term
	(b) Jockeys riding horses in training work and in races for a second or	50,000	per term
	(c) Stipendiary stewards employed for a first or second racing season	50,000	per racing season or any part of the racing season
	(d) Stipendiary stewards employed for a third or subsequent racing season	100,000	per racing season or any part of the racing season
<b>3.</b>	(a) Professional entertainers for performance in solo	20,000	per month or part of a month
	(b) Professional entertainers for performance in group	30,000	per month or part of a month



4.	Employees in any manufacturing industry		1,000  6,000	for 1 <sup>st</sup> to 5 <sup>th</sup> year  for 6 <sup>th</sup> year and thereafter
5.	(a)	Employees in:	1,500	for 1 <sup>st</sup> permit of a duration of one year
	(i)	Hotels and restaurants		
	(ii)	The ICT sector	2,000	for 2 <sup>nd</sup> year or part of the 2 <sup>nd</sup> year
	(b)			
	(c)	Polyvalent agricultural workers	2,500	for 3 <sup>rd</sup> year or part of the 3 <sup>rd</sup> year
		Fishermen and frigoboys, employed on fishing vessels	3,000	for 4 <sup>th</sup> year or part of the 4 <sup>th</sup> year
			3,500	

6.	Any other employee	5,500 }  6,000 }  6,500	for 1 <sup>st</sup> permit of a duration of one year  for 2 <sup>nd</sup> year or part of the 2 <sup>nd</sup> year  for 3 <sup>rd</sup> year or part of the 3 <sup>rd</sup> year
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**14.2 Annual Fee**

$$\text{Rs } 500 \times N^* = T^{**}$$

**N\* represents the duration of the work permit in number of years**

**T\*\* represents the non-refundable fee**

**14.3 Fee for a Duplicate Work Permit – Rs 700.**

## **15. RECRUITMENT LICENCE**

The recruitment of workers is governed by the Recruitment of Workers Act 1993 and the regulations made there under. Recruitment Licences are issued under the Recruitment of Workers Act.

A Recruitment Licence authorises a company/individual to recruit the following categories of workers:-

- (i) Citizens of Mauritius for employment in Mauritius; and/or
- (ii) Citizens of Mauritius for employment abroad; and/or
- (iii) Non-Citizens for employment in Mauritius.

### **15.1 Application for Recruitment Licence**

An application for a Recruitment Licence should be made on the prescribed form which is available at the Employment Division, Level 11, Victoria House, Corner Line Barracks and St. Louis Streets, Port-Louis.

### **15.2 Documents to be submitted**

When applying for a Recruitment Licence, the following documents have to be submitted with the application form:

- Particulars of staff to be employed by the agency;
- Copy of Certificate of Incorporation if application is being made by a company; and
- Business Registration Card, where applicable.

### **15.3 Fee for Recruitment Licence/ Bank Guarantee**

Once an application for recruitment licence has been approved, the applicant has to pay a fee of Rs 12, 000. Furthermore, a bank guarantee for the sum of Rs 500, 000 has to be furnished to the

Accountant-General by the applicant in the event that he proposes to recruit citizens of Mauritius for employment abroad or non-citizens for employment in Mauritius.

A Recruitment Licence is valid for a period of two years.

**NOTE:** The prescribed fee of Rs 12, 000 and the security deposit of Rs 500, 000 shall be furnished within one month of the date of the claim letter.

#### **15.4 Returns**

A licensee must every three months ending on the 31<sup>st</sup> March, the 30<sup>th</sup> June, 30<sup>th</sup> September or the 31<sup>st</sup> December in any year, submit a return as set out in the Act to the Employment Division of the Ministry of Labour, Industrial Relations, Employment and Training.

#### **15.5 Renewal of Recruitment Licence**

Applications for renewal of Recruitment Licence should be submitted 6 months prior to expiry of current Licence.

## ANNEX 1

### REQUIREMENTS FOR HEALTH CLEARANCE FOR MIGRANT WORKERS

#### A. PRIOR TO ARRIVAL (For Provisional Health Clearance)

The Ministry of Health & Quality of Life requires a complete medical report for the migrant workers prior to their arrival, as follows:-

- a) Fitness Certificate (for expatriates from India, doctor to mention that expatriate is not suffering from Leprosy),
- b) Blood Tests:
  - i. Full blood count and Haemoglobin;
  - ii. Test for Filariasis; (*applicable only to expatriates from India, Bangladesh, Madagascar, Brazil, Comores, Ivory Coast, Ghana, Indonesia, Kenya, Mozambique, Nepal, Nigeria, Philippines, Tanzania, Uganda and Vietnam*);
  - iii. Hepatitis B Surface Antigen (Australia Antigen);
  - iv. Anti HIV screening test; and
  - v. VDRL.
- c) Urine test for Albumin and Sugar;
- d) Stool for parasites; and
- e) Chest x-ray report.

The above tests should be submitted to the Migrant Worker Section of the Occupational Health Unit for a Provisional Health Clearance.

#### B. On Arrival (For Final Health Clearance)

1. Chest X-Ray should be repeated in a private clinic within ONE WEEK after arrival and the report certified by a Radiologist, should be submitted to the Migrant Worker Section along with a covering letter.

2. For expatriates travelling from India, a medical certificate, issued from a Medical Practitioner registered with the Medical Council of Mauritius should be submitted certifying that the expatriate is not suffering from *Leprosy*.

3. HIV Test and Test for Filariasis\* should be within ONE WEEK after arrival. Expatriates should call in person with their passport and a covering letter from their employer at the *AIDS Unit of the nearest hospital for both tests*. To phone for an appointment on the following phone numbers:

<b>Region</b>	<b>Hotline</b>
North	257 7892
Plain Wilhems	427 7946
Port Louis	257 7890
Black River	257 7891
Flacq	257 7874
South	257 7902

The results of the HIV and the Filariasis tests will be sent directly by the Candos Virology Laboratory to the Migrant Worker Section of the Occupational Health Unit.

Note: HIV and Filariasis tests done in a private clinic will not be accepted for final Health clearance.

A Final Health Clearance will be granted only after repeating all the above tests.

(\* for expatriates from India, Bangladesh, Madagascar, Brazil, Comores, Ivory Coast, Ghana, Indonesia, Kenya, Mozambique, Nepal, Nigeria, Philippines, Tanzania, Uganda, Vietnam)

The Ministry of Health and Quality of Life has decided not to recognize the medical results/certificates from the following medical centres:

**(a) List of Laboratories in Bangladesh from which medical certificates are not accepted:**

1. Al Arab Medical Centre
2. Khan Diagnostic and Medical Centre
3. Safat Diagnostic and Medical Centre
4. Eureka Laboratory
5. Shohag Diagnostic and Medical Centre
6. Al-Razzak Medical & Diagnostic Centre
7. Al-Shefa Diagnostic and Medical Centre
8. Al-Zajira Medical Centre
9. Al- Arafah Medical Centre
10. Bicolpo Medical services
11. Rainboo Heart Medical Centre
12. King Faisal Medical Centre
13. Classic Diagnostic Medical Centre
14. Shifa Clinic
15. Ali One Medical Centre
16. Alpha Medical Centre (BD) Ltd (A.M.C)
17. Al-Hamad Medical Centre
18. Model Diagnostic & Medical Centre
19. Mediline Medical & Diagnostic Ltd

20. Al-Dammam Medical Centre
21. Nafa Medical Centre
22. Naz Medical Centre
23. Salva Diagnostic & Medical Centre
24. The Classic Medical Centre Ltd
25. New Al-Jeddah Medical Services
26. Haramain Medical Centre Ltd
27. Asia Diagnostic & Medical Centre Ltd
28. Star Cure Medical Center
29. Star Medical Centre

**(b) List of Laboratories in India whose Medical Certificates Are Not Accepted:**

1. Preet Nursing Home, Ludhiana,
2. Gulshan Medicare, Hyderabad
3. Best Diagno& Health Care Lab, Chennai
4. Karwani Medical Ctre, Gorakpur
5. Dr Suhail J. Patankar, Mumbai
6. Jain Medical Centre, Mumbai
7. Eissa Medical Centre, Lucknow
8. Grewal Hospital, Ludhiana
9. Vashno Nursing Home Gorakhpur
10. JeevanJyoti Hospital, Allahabad
11. Maharani Patho Lab & X- Ray Clinic, Nadia, West Bengal



12. Al-Salaam Diagnostics, Mumbai
13. Chandra Laboratory, Deoria
14. Alam Diagnostic Centre, Mumbai
15. Friends Diagnostic Centre, New Delhi
16. SwathyMedical Centre, Mumbai
17. Ravi X- Ray Pathological Center
18. Raj x-Ray Pathological Center

**(c) List of Laboratories in Nepal whose Medical Certificates Are Not Accepted:**

1. Prashanthi Health Care Centre, Lalitpur
2. Dhaulagari Pathology laboratory, Butwal
3. South Asian Health Care Centre, Kathmandu

**Consequently, employers are requested not to have recourse to these centres.**

For additional information, the Occupational Health Unit of the Ministry of Health and Quality of Life at ATCHIA Building, Suffren Street, Port- Louis (Tel: 2102743) may be contacted.

## ANNEX 2

### Lodging and Accommodation Permit

Under the Occupational Safety and Health (Employees' Lodging Accommodation) Regulations 2011, any company providing accommodation to foreign employees should hold a valid lodging and Accommodation Permit (LAP).

An application for a LAP is made to the Occupational Safety and Health Inspectorate (OSHI) of the MLIRET. Section 6 of the Regulations specifies that an application for a LAP shall be accompanied by necessary clearances from the appropriate enforcing bodies together with all required documents. In this context, a health and fire clearances are required when applying for a LAP.

#### A. Health Clearance for Lodging Accommodation

An employer submits a request letter to a Regional Health Office, nearest to the location for the lodging accommodation. The list of the regional health offices are in the table below:

**Table 1: List of regional health offices in Mauritius**

Regions	Address	Phone
1 Port-Louis	Health Office, Atchia Building, Port-Louis	212 2098
2 Pamplemousses	SSR National Health Office, Pamplemousses	243 3993
3 Riviere Du Rempart	Health Office, Royal Road, Riviere du Rempart	412 8035
4 Centre de Flacq	Head Office, Riche Mare Road, Flacq	413 2555
5 Bel-Air	Head Office, Royal Road, Bel Air	419 2429
6 Saint Pierre	Head Office, Saint Pierre	433 4240
7 Rose-Hill	Head office, NPF Building, Rose-Hill	466 1765
8 Vacoas	Head Office, Jackson Road, Vacoas	696 4197
9 Curepipe	Head Office, Curepipe	696 2854
10 Bambous	Head Office, Royal Road, Bambous	452 0133

11	Rose-Belle	Head Office, Rose-Belle	627 4526
12	Mahebourg	Head Office, Royal Road, Mahebourg	631 9556
13	Souillac	Head Office, Royal Road, Souillac	625 5521

*Source: Health Office, Ministry of Health and Quality of Life*

Employers should ensure that prior to applying for the Health Clearance, the lodging accommodation adheres to the provisions described under Sections 12 to 18 of the Occupational Safety and Health (Employees' Lodging Accommodation) Regulations 2011. The process to apply for a Health Clearance is as follows:

- i. Send a request letter at one of the regional health offices
- ii. An Area Inspector schedules an appointment with the applicant, within 2 to 4 working days, for a joint site visit of the building.
- iii. If the building does not follow the legal requirements, the Area Inspector provides an evaluation sheet with recommendations.
- iv. Once all the conditions have been fulfilled, the applicant informs the regional health office.
- v. A second site visit is carried out upon appointment.
- vi. If all conditions are complied with, the health clearance is issued within 1 day following the site visit.

## **B. Fire Clearance for Lodging Accommodation**

The owner of the building to be used as a lodging accommodation needs to apply for a Fire Clearance to the Mauritius Fire and Rescue Service (MFRS), Port-Louis. The following documents have to be submitted:

Application form for the grant of a fire clearance (lodging and Accommodation Permit, refer to annex 4). The application form can also be downloaded from

<http://labour.gov.mu/English/Documents/Special%20Migrant%20Unit/Occupational%20Safety%20and%20Health/two%20elap.pdf>

- i. copies of Line Drawing of the building, with the following details:

- a. Dimension in meters of the building
  - b. Location of staircases & exits
  - c. Location of call points and sirens for any fire alarm system
  - d. Location of firefighting equipment (mentioning type & capacity of extinguishers)
- ii. 1 copy of Site and Location Plan

The process to apply for a Fire Clearance is as follows:

- i. Applicant submits an application for a fire clearance to the MFRS together with all required documents.
- ii. An inspector from the Fire Service Department (FSD) schedules an appointment with the applicant to carry out a site visit of the building. This usually takes between 5 to 10 working days.
- iii. If all conditions are complied with Sections 8 and 19, as applicable, the fire clearance is issued within 2 working days following the site visit.
- iv. If not, the FSD Inspector sends a letter to the application with all conditions to be complied with.
- v. The applicant has 15 days to comply with the conditions and should inform the MFRS to schedule a second site visit.
- vi. The applicant is sent a first reminder if he does not contact MFRS within that delay. He is given another 15 additional after which a Notice of Final Delay is sent. The applicant has five working days to complete all outstanding works.
- vii. Failure to confirm an appointment with MFRS after the final delay entails closure of the application and a Refusal Letter is sent to the applicant.

The applicant can only make an application for a Lodging and Accommodation Permit (LAP) to the MLIRET after obtention of Health and Fire Clearances.

### **C. Building and Land Use Permit**

- Prior to apply for the Lodging and Accommodation Permit, the applicant should ensure that the building has the appropriate Building and Land Use Permit (BLP) which is issued by a Local Authority. BLP under the category SUI Generis is applicable in such cases.
- Application for BLP is made at the respective Local Authority (LA) Guidelines to apply for a BLP can be accessed from the link: <http://la.govmu.org/downloads/BLP%20GUIDE.pdf>

#### ***Application for Lodging and Accommodation Permit***

The Application form with all documents is submitted to the Occupational Safety and Health Inspectorate (OSHI) of MLIRET:

- i. Health Clearance from the Ministry of Health and Quality of Life.
- ii. Fire Clearance from the Mauritius Fire and Rescue Service.
- iii. Site plan and layout plan of the lodging accommodation.
- iv. Non-refundable processing fee of MUR 500

Application form can also be downloaded from: <http://labour.gov.mu/English/Documents/Special%20Migrant%20Unit/Occupational%20Safety%20and%20Health/two%20elap.pdf>

***Table 2: Fees for LAP***

<b>No of lodgers</b>	<b>New &amp; Renewal (MUR)</b>
1 to 50	3,000
51 to 100	5,000
101 to 500	8,000
more than 500	10,000

- i. For cases that have been deferred, the applicant has to submit additional information and the application will be re-assessed in the LAC.
- ii. For turndown cases, the applicant is informed of the reasons thereof. Only one appeal, made to the Permanent Secretary, can be considered.

The LAP is valid for a period of thirty six months, renewable thereafter. At the expiry of the LAP, the process to renew it is as follows:

- i. Renewal of the LAP is made at least 3 months before the expiry of the permit.
- ii. Similar documents have to be submitted and same process is applied as per the first application. The application form needs to be accompanied with fresh clearances from the Ministry of Health and Quality of Life and the Mauritius Fire and Rescue Service.
- iii. When an application for renewal is received after the validity of a LAP but within 30 days following its expiry date, the permit may be renewed upon a surcharge payment of 50 % on the LAP fees.
- iv. When a permit is not renewed, it shall lapse after 30 days of its date of expiry.

## **ANNEX 3**

### **Vetting of Contract of Employment**

- a. The Contract of Employment (COE) for foreign employees earning MUR 30,000 or less has to be vetted by the Labour Division of the Ministry. The purpose is to ensure that all conditions mentioned in the COE comply with defined templates and legislations.

Templates of COE are available on the website of the Ministry of Labour, Industrial Relations, Employment and Training:  
<http://labour.gov.mu/English/Pages/Contract-Models.aspx>

## ANNEX 4

### LIST OF COMPANIES DESIGNATED TO DEPLOY SKILLED CHINESE WORKERS TO MAURITIUS

S/N	Name of Company	Contact Person	Tel No.	Mobile No.	Fax No.	Contact Person in Mauritius	Tel No.	Mobile No.	Fax No.
1	China National Overseas Engineering Crop.	Zhang Yu	010-88566798 010-88566801	1336647280 5	010-88566800	Chen Yaohui	4125190	7885909	4125621
2	China Jiangsu Int'l Economic-Technical	Li Mincheng	025-83300721 025-83277551	1385184221 9 1385186891	025-83310169	Lu Jiang'an	4256189	7966099	4256189
3	China Int'l Intellectech Crop.	Li Shusen	010-65611190	1350112768 7	010-65615626				
4	China Electronic Int'l Economic Cooperation Company	GaoYuezeng	010-68296329	1370129360 7	010-68187111				
5	Shanghai Light & Textile Industry Corp. for Foreign Economic & Technological	ZongShuxian	021-52567673	1350174806 1 1356464512	021-52567672				
6	China Hunan Int'l Economic & Technical Cooperation Corp.	Chen Xilin	0731-4431363	1397480347 1	0731-4431363				
7	China Tianjin Int'l Economic & Technical Cooperative Corp.	XuWeidong	022-23123426 022-23304449	1392068809 3	022-23316213	QiaoDehua		2573108	
8	Shiyan Corporation for Int'l Economic & Technical Cooperation	Tong Deguang	0719-8883213 0719-8872546	1380728109 1	0791-8882244	Zhang Jingnan	4126780	7669080	4127712
9	Shanxi Tianli Enterprise Co. Ltd	JiaDongtao	0351-4030977 0351-4030978	1383514660 8	0315-4030975	Sun Xinhong	6867515	2593003	6972041
10	Changshu Int'l Economic & Technical Co. Ltd	Lu Jianfei	0512-52819769 0512-52828686	1585151020 0	0512-52817116				
11	China Xiamen Corporation for Int'l Techno-Economic Cooperation	LvYouxian	0592-5837832	1300391120 8	0592-5858805				
12	Ningbo Tailian Co. Ltd	Yang Jianming	0574-87122249 0574-87121803	1380589349 8	0574-87126172	Zhu Mingzhen	4019850	9188855	4646427
13	Fujian Huayuan Int'l Trade & Economic Cooperation	Fan Dongfang	0591-87516728	1395918024 2	0591-87510800	Huang Lianhuan	2472264		
14	Fujian Zhongfu Foreign Labour Cooperation Co Ltd	Chao Xiaoyun	0591-87584002	1350698659 3	0591-87577900	Chen Aihua	7559097		
15	Zhangzhou Co. for Int'l Techno-Economic Cooperation	Fang Huitian	0596-2527896		0596-2619985				



16	China Quanzhou Int'l Techno-Economic Cooperation ( Group ) Co. Ltd	Liu Yaping	0595-22162325 0595-22162329	13805992631	0595-22162835				
17	China Yunnan Corp. for Int'l Techno-Economic Cooperation	Huang Rui	0871-3546025	13354980692	0871-3547348	Wang Hongbo	2139177	7976589	2139177
18	China Chongqing Int'l Corp. for Economic & Technical Cooperation	Fang Li	023-67868573 023-67868771	13983957627	023-67851450				
19	Beijing Construction Engineering Group Co., Ltd	Cui Yue	010-63927892 010-63927820	13801350596	010-63928500	TianGeng	4277877	2523956	4277882
20	Beijing Zhuzong Group Co. Ltd	Li Kewei	010-64237181 010-64237183	13666115109	010-64225515	Han Xu	2331038	7902892	2331037
21	China International Water & Electric Corp.	LuoYuping	010-59302109 010-59302252		010-59302923	Song Haiqing	2342872	7806786	2341625
22	Shandong Haihua International Economic and Technical	Li Jiaqiang	0538-6118100	13615480868	0538-6187089	Donnaldwang	6018888		