

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

**GUIDELINES
FOR
WORK PERMIT
APPLICATION**

January 2015

LEGISLATION

Work Permits in respect of non-citizens are issued by the Employment Division of the Ministry of Labour, Industrial Relations, Employment and Training under the Non-Citizens (Employment Restriction) Act 1973 which provides, among others, 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 work permit.**” The Act also provides 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.**”

1.1 Request for Permission/Quota

Companies wishing to recruit foreign workers in bulk have to make a request for permission in principle to recruit foreign labour. The request should be made by filling the **Request Form (Permission in Principle Form)** and submitting it to the Employment Division for consideration.

1.2 Application for Work Permit and Documents to be submitted

Applications for Work Permit should be submitted on the prescribed form which is available both at the reception counter of the Employment Division,

Ground Floor, Victoria House
Corner St Louis & Barracks Streets,
Port Louis

and

on the Ministry's website
<http://empment.labour.govmu.org>

NOTE: All applications should be submitted by employers/companies and not by recruitment agencies or third parties. Incomplete applications, and those not accompanied by the required documents will not be accepted.

1.2.1 Documents to be attached: -

For New Applications

- (i) Covering letter from the company requesting for work permit for the expatriate.
- (ii) A copy of the Certificate of Incorporation and Business Registration card
- (iii) A duly filled in data sheet.
- (iv) 4 Passport size 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.

- (v) Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement.
- (vi) Where applicable, certified copy of academic and professional qualifications and details of work experience should be submitted in either French or English;
- (vii) The job profile;
- (viii) A provisional medical clearance obtainable from the Ministry of Health and Quality of Life in respect of each expatriate (*See Annex 1*).
- (ix) Where applicable, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000.

OR

A copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations, Employment and Training in respect of expatriates earning Rs 30,000 or less per month.

- (x) Employers should indicate whether they have recently advertised the post. The posts should be advertised in two leading newspapers in **A5** size and the number of workers required for each post should be specified.
- (xi) Latest NPF Receipt with list of workers
- (xii) Employers who apply for groups of workers should submit a copy of the Lodging and Accommodation Permit (LAP).

For Renewal Applications:

- (i) Covering letter from the company requesting for the renewal of work permits;
- (ii) Two passport size 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
- (iii) Where applicable, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000.

OR

A copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations, Employment and Training in respect of expatriates earning Rs 30,000 or less per month.

- (iv) Employers should indicate whether they have advertised the post;
- (v) A copy of the Lodging and Accommodation Permit.

NOTE:

- a) 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;
- b) 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
- c) Applications for renewal of work permits received after expiry of current work permits will not be considered.

1.3 Additional documents to be submitted in respect of the following sectors/professions

- **Football/Basket Ball/Volley Ball/ Handball Players**

- (i) Covering letter from Employer
- (ii) Letter from the relevant Sports Federation
- (iii) Clearance-International Transfer Certificate

- **Freeport Sector**

Freeport License

- **Offshore Sector**

Global Business License

- **Training Institute/ Tertiary Institutions**

Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.

- **Jockey**

- (i) Covering letter from Nominator

- (ii) Recommendation letter from Mauritius Turf Club (MTC) -

- 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.

- In case the jockey will be riding for the first time in Mauritius, the MTC should specify this in the recommendation letter.

- (iii) Transfer Certificate from Jockey's Club, (ie, 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);

- (iv) In case of transfer of the jockey from one stable to another a "no objection" letter from the previous stable as well as from the MTC should be submitted.

- **Hotels and Restaurants**

- (i) Tourist Enterprise Licence (TEL)

- (ii) Latest receipt from the Tourism Employees Welfare Fund.

- **Fishing Sector**

- Certificate of Competency

- **Bakery Sector**

- (i) Bakery Licence

- (ii) List of Local Workers

- **Construction Sector**

- For project basis:

- (i) Letter specifying the project on which the expatriate would be employed

- (ii) Copy of Letter of award specifying completion date of the project

- (iii) 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

For quota granted on ratio basis, latest NPF receipt and list of employees have to be provided.

1.4 Additional documents to be submitted in respect of Bangladeshi Workers:

- (a) Photocopy of Certificate of Marriage (Civil and Religious), if any. The document should be **duly certified** by the relevant Ministry/Authority in Bangladesh.
- (b) The recruiting agents should be duly certified and authorised to recruit workers in Bangladesh
- (c) Employers should also submit the name and address of the recruiting agents and produce relevant documents to certify that the agents are authorized by the relevant Authority in Bangladesh to recruit workers

NOTE: If any discrepancy is noted with regard to recruitment conducted by any recruiting agent, no further application for work permit involving that agent would be considered, and legal action will be initiated against the recruiting agent or the employer.

1.5 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 II.

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.

1.6 Criteria for Applications

- (i) Foreign workers should possess the skills, qualifications and experience required for the job applied for;
- (ii) Foreign workers should normally be aged between 20 and 60 years. Departure from this policy is exceptionally made for investors and expatriates who are above 60 years and who possess specific expertise;
- (iii) **Visitors on tourist visa are not allowed to take up employment and applications for work permit on their behalf are not entertained;**

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. A Residence Permit Counter is available at the Employment Division next the Work Permit Counter for receipt of Residence Permit applications

- (iv) Foreign skilled workers are normally granted work permits for a maximum period of four years. However, applications for renewal of work permit of skilled workers may be considered beyond four years if their services are still required. They would be required to swear an affidavit in the event they would stay in Mauritius for a period exceeding 5 years;
- (v) 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.
- (vi) In case of application for groups of workers, work permits are normally granted where a ratio of three local to one expatriate worker is satisfied;
- (vii) For bulk recruitment of foreign skilled workers, the employer should obtain a Lodging Accommodation Permit in respect of the dormitory;
- (viii) 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;
- (ix) 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;
- (x) The onus for the travel of foreign workers from their country of origin and back rests on employers. Employers are, therefore, requested to bear the

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.

- (xi) 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.

NOTE:

(a) 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 applications.

(b) Expatriates married to Mauritians do not require a work permit.

1.7 Fees

1.7.1 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.

1.7.2 Work Permit Fees

	WORK PERMIT IN RELATION TO -		FEE (Rs)	
1.	Employees in gaming and other similar activities		50,000	per year
2.	(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 subsequent racing season	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
3.	(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 st to 5 th year for 6 th year and thereafter	
5.	(a)	Employees in:		for 1 st permit of a duration of one year	
	(i)	Hotels and restaurants			
	(ii)	The ICT sector		2,000	for 2 nd year or part of the 2 nd year
	(b)	Polyvalent agricultural workers		2,500	for 3 rd year or part of the 3 rd year
	(c)	Fishermen and frigoboyes, employed on fishing vessels		3,000	for 4 th year or part of the 4 th year
			3,500	for 5 th year or part of the 5 th year	
			10,000	for 6 th year and thereafter	

6.	Any other employee	}	5,500	for 1 st permit of a duration of one year
			6,000	for 2 nd year or part of the 2 nd year
			6,500	for 3 rd year or part of the 3 rd year
			11,000	for 4 th year or part or the 4 th year
			12,000	for 5 th year or part of the 5 th year
			15,000	for 6 th year and thereafter

1.7.3 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

Fee for a Duplicate Work Permit – Rs 700.

1.8 Appeal

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

2. 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.

2.1 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 2, Sterling House, Port-Louis.

2.2 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
- Evidence of Contact with employers.

2.3 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.

2.4 Returns

A licensee must every four months, submit to the Employment Division of the Ministry of Labour, Industrial Relations, Employment and Training, a return in relation to the placement effected.

2.5 Renewal of Recruitment Licence

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

**Ministry of Labour, Industrial Relations, Employment and Training
(Employment Division)**

January 2015.

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:-

1. Fitness Certificate (*For expatriates from India, doctor to mention that expatriate is not suffering from Leprosy*)
2. Blood Tests:
 - (i) Full blood count and Haemoglobin;
 - (ii) Test for Filariasis*;
 - (iii) Hepatitis B Surface Antigen (Australia Antigen);
 - (iv) Anti HIV screening test; and
 - (v) VDRL.
3. Urine test for Albumin and Sugar
4. Stool for parasites
5. 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:-

Region	Hotline
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 from which 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 Delhi | 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 from which 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.

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	GaoYuezheng	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	13807281091	0791-8882244	Zhang Jingnan	4126780	7669080	4127712
9	Shanxi Tianli Enterprise Co. Ltd	JiaDongtao	0351-4030977 0351-4030978	13835146608	0315-4030975	Sun Xinhong	6867515	2593003	6972041
10	Changshu Int'l Economic & Technical Co. Ltd	Lu Jianfei	0512-52819769 0512-52828686	15851510200	0512-52817116				
11	China Xiamen Corporation for Int'l Techno-Economic Cooperation	LvYouxian	0592-5837832	13003911208	0592-5858805				
12	Ningbo Tailian Co. Ltd	Yang Jianming	0574-87122249 0574-87121803	13805893498	0574-87126172	Zhu Mingzhen	4019850	9188855	4646427
13	Fujian Huayuan Int'l Trade & Economic Cooperaion	Fan Dongfang	0591-87516728	13959180242	0591-87510800	Huang Lianhuan	2472264		
14	Fujian Zhongfu Foreign Labour Cooperation Co Ltd	Chao Xiaoyun	0591-87584002	13506986593	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	1380599263 1	0595-22162835				
17	China Yunnan Corp. for Int'l Techno-Economic Cooperation	Huang Rui	0871-3546025	1335498069 2	0871-3547348	Wang Hongbo	2139177	7976589	2139177
18	China Chongqing Int'l Corp. for Economic & Technical Cooperation	Fang Li	023-67868573 023-67868771	1398395762 7	023-67851450				
19	Beijing Construction Engineering Group Co., Ltd	Cui Yue	010-63927892 010-63927820	1380135059 6	010-63928500	TianGeng	4277877	2523956	4277882
20	Beijing Zhuzong Group Co. Ltd	Li Kewei	010-64237181 010-64237183	1366611510 9	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	1361548086 8	0538-6187089	Donnaldwang	6018888		

23	Jiangsu Tongchuang Int'l Human Resources Cooperation Corporation	QiaoFeng	0513- 88011111 0513- 88923456	1377376066 6	0513- 88922228		6018888		
24	China Shaanxi Dacheng Int'l Trade (Group) Co. Ltd	Jin Mei	029- 88351129	1336392391 7	029- 88351208				
25	China State Construction Engineering Corporation Limited	Mr. Wang Shaofeng	0086-21- 61621356		0086-21- 61621385				