
Government Notice No. 240 of 2024

THE PRIVATE RECRUITMENT AGENCIES ACT 2023

Regulations made by the Minister under section 23 of the Private Recruitment Agencies Act 2023

1. Citation

These regulations may be cited as the Private Recruitment Agencies Regulations 2024.

2. Interpretation

In these regulations –

“Act” means the Private Recruitment Agencies Act 2023;

“licence” means a licence to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

as the case may be;

“licensee” means the holder of a licence;

“quarter”, in respect of any year, means the period of 3 months ending on 31 March, 30 June, 30 September or 31 December, respectively;

“vacancy” means a local or overseas vacancy.

3. Application of these regulations

(1) Nothing in these regulations shall authorise a licensee to recruit a citizen or non-citizen who resides abroad for employment with an employer operating or residing abroad.

(2) Any person who contravenes paragraph (1) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

4. Application for licence

(1) For the purpose of section 6(3) of the Act, an application to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

shall be made to the Permanent Secretary in the form set out in Part I, II or III of the First Schedule, as the case may be.

(2) An application under paragraph (1) shall be accompanied by a non-refundable application fee of 1,000 rupees.

(3) (a) For the purpose of section 6(4)(c) of the Act, the Permanent Secretary may inspect the business premises of the applicant to verify whether it is equipped with –

- (i) communication facilities, in good working condition, such as fixed telephone line, fax and internet facilities; and
- (ii) other amenities, in good working condition, such as a waiting area and restroom.

(b) The business premises of the applicant shall not be, or shall not be located within, the residential premises of the applicant.

(4) For the purpose of section 6(7) of the Act, the Permanent Secretary shall issue the appropriate licence on payment of –

- (a) a fee of 35,000 rupees; and

(b) subject to paragraph (5), a security of 500,000 rupees.

(5) The security of 500,000 rupees shall not be payable where a licence for the recruitment of citizens for employment in Mauritius is issued.

(6) A licence to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

shall be in the form set out in Part I, II or III of the Second Schedule, respectively.

5. Renewal of licence

(1) For the purpose of section 7(1) and (2) of the Act, an application for the renewal of a licence shall –

- (a) be made in the form set out in the First Schedule, with such modifications and adaptations as may be necessary; and
- (b) be accompanied by the non-refundable application fee of 1,000 rupees.

(2) For the purpose of section 7(6) of the Act, the Permanent Secretary shall renew a licence on payment of –

- (a) a fee of 35,000 rupees; and
- (b) subject to paragraph (3), a security of 500,000 rupees.

(3) The security of 500,000 rupees shall not be payable where a licence for the recruitment of citizens for employment in Mauritius is renewed.

6. Issue of duplicate licence

For the purpose of section 9(3)(a) of the Act, a duplicate licence shall be issued on payment of a fee of 3,000 rupees.

7. Fees for recruitment

(1) For the purpose of section 5(2) of the Act, a private recruitment agency shall –

- (a) charge not more than 200 rupees for every employer registered with it; and
- (b) with respect to every worker recruited, charge the employer a commission of an amount not exceeding the first month's total salary of that worker.

(2) The commission required to be paid by an employer to a private recruitment agency under paragraph (1)(b) shall not be deducted by the employer from the worker's salary.

8. Contract of employment

(1) Every contract of employment entered into between –

- (a) an employer and a citizen who is recruited for employment abroad; or
- (b) an employer and a non-citizen who is recruited for employment in Mauritius,

shall be drawn up in triplicate in English or French language and shall contain the terms and conditions specified in the Third Schedule.

(2) Where a licensee recruits, on behalf of an employer, a worker to work for the employer, the licensee shall –

- (a) keep a copy of the contract of employment and give a copy to the worker and the employer; and

-
- (b) record the particulars of the worker and the employer in a register.
 - (3) The register referred to in paragraph (2)(b) shall –
 - (a) be kept in such form and manner as the Ministry may approve; and
 - (b) at all times, be available for inspection by such officer as the Permanent Secretary may authorise.

9. Notice of vacancy

(1) Every licensee shall, within 2 working days from receipt of a written request by an employer for recruitment, notify the vacancy to the Ministry in the form set out in the Fourth Schedule.

(2) Every licensee shall, within 15 days of the expiry of each quarter, submit to the Ministry –

- (a) in respect of vacancies notified by employers, a consolidated return in the form set out in the Fifth Schedule;
- (b) in respect of –
 - (i) citizens placed in employment in Mauritius;
 - (ii) citizens placed in employment abroad;
 - (iii) non-citizens placed in employment in Mauritius,

submit a return in the form set out in Part I, II or III of the Sixth Schedule, as the case may be.

10. Revocation

The Recruitment of Workers Regulations 1994 are revoked.

11. Offences

Any person who otherwise contravenes these regulations shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

12. Commencement

These regulations shall come into operation on 16 October 2024.

Made by the Minister on 16 October 2024.

FIRST SCHEDULE
[Regulations 4(1) and 5(1)(a)]

PART I

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE
FOR RECRUITMENT OF CITIZENS OF MAURITIUS
FOR EMPLOYMENT IN MAURITIUS**

Name of applicant

Business registration no.

Date company registered

Office address

Permit/Lease to carry out commercial activities

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
DIRECTORS					
SHAREHOLDERS					

Security will be furnished by means of** –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant’s employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....
Name of applicant

.....
Signature of applicant

.....
Date

* Where the application is made by a company, please provide the particulars of the legal representative

** Please tick as appropriate

PART II

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE
FOR RECRUITMENT OF CITIZENS OF MAURITIUS
FOR EMPLOYMENT ABROAD**

Name of applicant

Business registration no.

Date company registered

Office address

Permit/Lease to carry out commercial activities

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
DIRECTORS					
SHAREHOLDERS					

Security will be furnished by means of** –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant's employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....
Name of applicant

.....
Signature of applicant

.....
Date

* Where the application is made by a company, please provide the particulars of the legal representative

** Please tick as appropriate

PART III

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE
FOR RECRUITMENT OF NON-CITIZENS FOR
EMPLOYMENT IN MAURITIUS**

Name of applicant

Business registration no.

Date company registered

Office address

Permit/Lease to carry out commercial activities

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
DIRECTORS					
SHAREHOLDERS					

Security will be furnished by means of** –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant’s employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....
Name of applicant

.....
Signature of applicant

.....
Date

* *Where the application is made by a company, please provide the particulars of the legal representative*

** *Please tick as appropriate*

SECOND SCHEDULE

[Regulation 4(6)]

PART I

**LICENCE FOR RECRUITMENT OF CITIZENS OF
MAURITIUS FOR EMPLOYMENT
IN MAURITIUS**

This is to certify that (name of company) of (address) is hereby authorised to recruit citizens of Mauritius for employment in Mauritius.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years; and
- (b) the licence is not transferable.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....
Name of officer

.....
Signature of officer

.....
Stamp

.....
Date

PART II

LICENCE FOR RECRUITMENT OF CITIZENS OF MAURITIUS FOR EMPLOYMENT ABROAD

This is to certify that (name of company) of (address) is hereby authorised to recruit citizens of Mauritius for employment abroad.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years;
- (b) the licence is not transferable; and
- (c) the recruitment of Mauritian female nationals for employment as housemaid in the Gulf countries is not authorised.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....
Name of officer

.....
Signature of officer

.....
Stamp

.....
Date

PART III

**LICENCE FOR RECRUITMENT OF NON-CITIZENS FOR
EMPLOYMENT IN MAURITIUS**

This is to certify that (name of company) of (address) is hereby authorised to recruit non-citizens for employment in Mauritius.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years;
- (b) the licence is not transferable.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....
Name of officer

.....
Signature of officer

.....
Stamp

.....
Date



THIRD SCHEDULE

[Regulation 8(1)]

TERMS AND CONDITIONS OF CONTRACT OF EMPLOYMENT

An individual contract of employment shall contain the following information –

- (a) the name, National Identity Card no./passport no., family status and residential address of the worker;
 - (b) name and particulars of employer;
 - (c) the occupational category in which the worker is placed;
 - (d) remuneration for ordinary hours of work, overtime, night work and holidays, and the currency for wage payment;
 - (e) bonuses, indemnities, allowances and other fringe benefits, if any;
 - (f) the conditions under which and extent to which the employer may be authorised to make any deductions from remuneration;
 - (g) the conditions regarding board and lodging;
 - (h) the duration of the contract as well as the conditions of renewal and renunciation of the contract;
 - (i) the conditions under which entry and residence in the territory of immigration are permitted;
 - (j) the method of meeting the expenses of the journey of the recruited worker;
 - (k) the grounds on which a contract may be prematurely terminated.
-

FOURTH SCHEDULE

[Regulation 9(1)]

NOTIFICATION OF VACANCIES

Year

Address (optional)

Fax (optional)

Economic activity

Occupation

Number of posts Male Female

Site of work

Academic qualifications needed

Subjects

Technical

Subjects

Professional

Subjects

Experience needed

Salary offered (optional)

Fringe benefits

Other information

Last day for application

Can Ministry post full details onto the Internet and other computer networks?

Yes/No

(If “No”, details will be posted but without identifying the employer)

.....
Name Signature

.....
Name of licensee Date

.....
Email address Office stamp

.....
Telephone no. Mobile no.

FIFTH SCHEDULE

[Regulation 9(2)(a)]

CONSOLIDATED RETURN

Consolidated return of local and overseas vacancies notified for period

Occupation	Number of vacancies notified			Country of employment
	Male	Female	Total	

.....
Name

.....
Signature

.....
Name of licensee

.....
Date

.....
Email address

.....
Office stamp

.....
Telephone no.

.....
Mobile no.

SIXTH SCHEDULE

[Regulation 9(2)(b)]

PART I – RETURN OF PARTICULARS OF CITIZENS OF MAURITIUS PLACED IN EMPLOYMENT IN MAURITIUS

Return of placement made in Mauritius of citizens of Mauritius, for period starting on and ending on

Occupation	Number placed		
	Male	Female	Total
Total			

.....
Name

.....
Signature

.....
Name of licensee

.....
Date

.....
Email address

.....
Office stamp

.....
Telephone no.

.....
Mobile no.

PART II – RETURN OF PARTICULARS OF CITIZENS OF MAURITIUS PLACED IN EMPLOYMENT ABROAD

Return of placements made abroad of citizens of Mauritius, for period starting on and ending on

Occupation	Number placed			Country
	Male	Female	Total	
Total				

.....
Name

.....
Signature

.....
Name of licensee

.....
Date

.....
Email address

.....
Office stamp

.....
Telephone no.

.....
Mobile no.

**PART III – RETURN OF PARTICULARS OF
NON-CITIZENS PLACED IN EMPLOYMENT
IN MAURITIUS**

Return of particulars of non-citizens placed in employment in Mauritius for period starting on and ending on

Occupation	Number placed			Nationality
	Male	Female	Total	
Total				

.....
Name

.....
Signature

.....
Name of licensee

.....
Date

.....
Email address

.....
Office stamp

.....
Telephone no.

.....
Mobile no.