



# Work Permit Information Sheet

*Summary of Main Procedures and Checklist of Documents*

**Ministry of Labour and Industrial Relations**

*December 2024*

***Disclaimer:*** *The contents of this document may be subject to changes without notice. While every effort has been made to ensure the accuracy of information provided, Employers are advised to seek guidance with the Ministry of Labour and Industrial Relations if they encounter any uncertainty or ambiguity while reading this document. Any other information not listed herein may also be requested. Under no circumstances shall the Ministry of Labour and Industrial Relations be held liable to any person for any issue arising from the use of information contained therein.*

**A Permission in Principle (PIP) or Quota**, wherever applicable, is required for recruitment of more than 5 foreign workers. The application form for PIP is available on our website. The duly filled-in PIP form can be submitted at the Work Permit Counter on 10<sup>th</sup> Floor, Victoria House, Port Louis - consult checklist below. As of date a PIP is not required for companies operating in the Textile Manufacturing, Bakery (Traditional only), Agriculture, Construction, Export Oriented Enterprises (Manufacturing), Freeport, Jewelry and ICT/BPO. Refer to updated Policies on Ministry's website for more detail: [Work Permit Policies October 2024](#).

**Applications for New or Renewal of Work Permit** are submitted online via the National E-Licensing platform (NELS) upon registration at <https://business.edbmauritius.org>. (User manual is available on websites of the Ministry and the Economic Development Board). It may be noted that as from 1<sup>st</sup> April 2024 while an online application for Work Permit is submitted, an application for Residence Permit to the Passport and Immigration Office is automatically submitted.

A valid **lodging accommodation permit (LAP)** is required. An application for a lodging accommodation permit has to be made to the Occupational Safety and Health Division of the Ministry of Labour, Human Resource Development and Training, 1<sup>st</sup> Floor Victoria House. Tel: 207 2600, Fax number: 207-2630. Refer to **Annex** for supporting documents. *LAP is not applicable for household employees, Professionals employees and those in the Sports Sector. A Letter of Accommodation is required instead.*

A duly **vetted Contract of Employment** is required for salaries **equal or not** exceeding 50, 000 MUR per month. Models of contracts are available at <https://labour.govmu.org/Pages/Contract-Models.aspx>. Submit 3 copies of the duly filled contract of employment at the Special Migrant Worker's Unit, 7<sup>th</sup> Floor Victoria House, Port Louis for vetting. If salary is **more** than 50,000 MUR, a **documentary evidence** from the employer certifying that the expatriate will earn a monthly salary of more than 50,000 MUR will be required. Contact the Special Migrant Worker's Unit 7<sup>th</sup> Floor Victoria House on Tel: 2072600 for any additional information.

A **Provisional Health Clearance** certificate is required for applications of **NEW** Work Permit. Contact the **Occupational Health Unit of the Ministry of Health and Wellness**, 1<sup>st</sup> Floor, NexSky, Ebène, migrantworkersection@gmail.com. You will need to apply for a final health clearance **within one week** upon arrival of worker in Mauritius. The work permit will be cancelled if **final health clearance** is not granted to the expatriate. Refer to **Annex** for medical tests required before and after arrival in Mauritius.

To recruit **Indian** workers, you can register and proceed with recruitment process **online** through the NSDC portal at [www.nsdjob.com](http://www.nsdjob.com). (User manual available on Ministry's website). To recruit from other countries, a list of licensed recruitment agents is available on the Ministry's website or you may call the Recruitment License Unit on Tel: **405 0117** for further information.

The following application for permits are not available online yet and therefore, need to be submitted **manually** at the Work Permit counter on 10<sup>th</sup> Floor Victoria House, Port Louis: **a) Employment Permit, b) Work Permit for Jockeys and c) Exemption Certificate** (*for manual applications, you need to submit an application form for Residence Permit, available online at [passport.govmu.org](http://passport.govmu.org), to the Passport & Immigration Office, 8<sup>th</sup> Floor Sterling House, Port Louis*).

You are advised to consult the Ministry's website at <https://empment-labour.govmu.org> for information related to: Applicable **Fees**, Information on Certificate of Exemptions, Work Permit Guidelines, Transfer Procedures, **Policies**, Quota Form, Ratio applicable per Sector, Employment Permit for Married to Mauritian Cases and latest communiques. For more information on specific documents required per sector of activity you may consult the **Master Checklist** of documents required as listed below or visit our **Work Permit Counter** on 10<sup>th</sup> Floor, Victoria House, Port Louis or call on Tel: **405 0143** or you can send an email on [emp@govmu.org](mailto:emp@govmu.org). Additionally, for any technical issues encountered on NELS platform you can email on: [helpdesk-wp@govmu.org](mailto:helpdesk-wp@govmu.org) for assistance.

# Work Permit

<b>DOCUMENTS REQUIRED for All Sectors</b>	<b>REMARKS</b>
Lodging and Accommodation Permit (LAP)	3 Months validity, N/A for Professionals, Household Employees, Religious and Sports Sectors, instead a letter of accommodation is required
“Contribution Sociale Généralisée” (CSG)	Receipt and list of local workers for Latest Month, N/A for Sports Sector, Household Employees and Religious Bodies
Turnover	For last 3 years, Financial Statement for Sport Sector, N/A for Jockeys Household Employees and Religious Bodies
Letter of Authorisation and National Identity Card of Registered User	
A copy of the Business Registration Card A copy of the Certificate of Incorporation of the Business or Certificate of Association or Certificate of Registration with Religious Body	<ul style="list-style-type: none"> <li>• N/A for Household Employees</li> <li>• For Commercial Partnerships or “Societe” a Certificate of Posting are required (Contact the Corporate and Business Registration Department for more information)</li> </ul>
Recruiting Agent (where applicable): 1. Letter from recruiting agent. 2. National Identity Card of director of recruiting agency. 3. Recruitment licence.	N/A for <b>Renewal</b>
Photograph	
Passport Copy	Validity 6 months for <b>New Applications</b>
Provisional Medical Clearance having 6 months validity	N/A for <b>Renewal</b>
Vetted Contract of Employment	Applicable if salary is <b>equal or not</b> exceeding MUR 50,000 or Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 50,000
<b>Additional DOCUMENTS REQUIRED per Sector</b>	
<b>For PROFESSIONALS</b>	
Job Profile (a list of Main Duties)	N/A for <b>Renewal</b>
Qualifications <b>and</b> Details of Work Experience	Recruiting agencies or companies must obtain recognition of qualifications from the Higher Education Commission (HEC) before applying for a Work Permit. This can be done online via the HEC website <a href="https://www.hec.mu/recognition_equivalence">https://www.hec.mu/recognition_equivalence</a> . For technical or vocational qualifications not covered by the HEC, recognition must be sought from the Mauritius Qualifications Authority (MQA) before applying for a Work Permit. N/A for <b>Renewal</b>
Curriculum Vitae	N/A for <b>Renewal</b>
Deputation Letter	Where applicable
<b>Note:</b> Professionals are eligible for an Occupation Permit under the Immigration Act. You are advised to consult the website of the Economic Development Board for more information on Occupation Permit.	

<b>FREEPORT SECTOR</b>	
Copy of valid Freeport Certificate from the Economic Development Board Mauritius	
<b>CONSTRUCTION SECTOR</b>	
A Valid Construction Industry Authority Certificate (formerly CIDB Certificate)	N/A if Turnover is less than 1 Million MUR
Letter of award (s)	For Project Basis or as Supporting Documents

<b>TOURISM SECTOR (Hotel, Restaurant, Guest House, Tourist Residence, Pleasure Craft &amp; Spa)</b>	
A Valid Tourism Enterprise License/ Hotel Certificate/ Guest House Certificate/Tourist Residence Certificate/Pleasure Craft Certificate	3 months Validity
Latest receipt showing contribution to the TEWF	3 months Validity
Job Profile ( a list of Main Duties)	<i>N/A for <b>Renewal</b></i>
Qualifications and details of Work Experience	<p>(i) <i>Vocational Qualification and evidence of work experience or if Vocational Qualification is not available working experience for at least 2 years <b>in the grade applied</b> for will be required;</i></p> <p>(ii) <i>Certification that the expatriate is <b>English and/or French literate</b> is mandatory for <b>specific grades</b>.</i></p> <p><i>For more details, kindly consult the website of the Ministry of Tourism under section Publication at: <a href="#">Tourism Policy Paper</a></i></p> <p><i>N/A for <b>Renewal</b></i></p>
Curriculum Vitae	<i>N/A for <b>Renewal</b></i>

<b>BUS DRIVERS (Bus Companies operating Public Buses)</b>	
Work Testimonial(s)	<i>3 years of experience as Bus Driver, N/A for <b>Renewal</b></i>
Medical Fitness Certificate (including Eyesight Tests)	<i>A Medical Report Including Eyesight Tests, issued by a recognized Medical Institution in the source Country to confirm that the expatriate is physically apt to safely operate a bus.</i>
Valid Certificate of Character	<i>N/A for <b>Renewal</b></i>
Valid Foreign Driving Licence	<i><b>For Renewal</b> a Service License issued by the Mauritius Police Force (MPF) is required</i>
Training Certificate issued by the MITD	<i><b>For Renewal only</b></i>
List of local bus drivers on the company's payroll	
Documentary Evidence for Proficiency in <b>English</b> or <b>French</b>	<i>N/A for <b>Renewal</b></i>
Vacancy Report from EIC	<i>Contact your nearest Employment Information Centre (EIC) (The list of EIC in Mauritius is available at: <a href="https://mauritiusjobs.govmu.org/eic_locations">https://mauritiusjobs.govmu.org/eic_locations</a>)</i> <i>N/A for <b>Renewal</b></i>
Sourcing Countries	<i>Limited to <b>India, Nepal, Sri Lanka and Madagascar</b></i>
Age	<i>Between 25 and 45 years</i>

<b>BUS CONDUCTORS (Bus Companies operating Public Buses)</b>	
Medical Fitness Certificate	<i>A medical report issued by a recognised Medical Institution in the source country to confirm physical aptitude.</i>
Valid Certificate of Character	<i>N/A for <b>Renewal</b></i>
List of local Bus Conductors on the company's payroll	
Documentary Evidence for Proficiency in <b>English</b> or <b>French</b>	<i>N/A for <b>Renewal</b></i>
Vacancy Report from EIC	<i>Contact your nearest Employment Information Centre (EIC) (The list of EIC in Mauritius is available at: <a href="https://mauritiusjobs.govmu.org/eic_locations">https://mauritiusjobs.govmu.org/eic_locations</a>)</i> <i>N/A for <b>Renewal</b></i>
Sourcing Countries	<i>Limited to <b>India, Nepal, Sri Lanka and Madagascar</b></i>
Age	<i>Between 25 and 45 years</i>

<b>OFFSHORE SECTOR</b>	
Copy of valid Global Business license from the Financial Services Commission	
<b>EDUCATION SECTOR</b>	
Copy of valid Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Higher Education Commission.	

<b>DOMESTIC SECTOR</b> ( <i>Maid/Household Worker, Carer/Garde Malade, Babysitter/Nanny, Gardener, Cook, Driver</i> )	
<b>for Domestic CARERS:</b>	
Job Profile ( a list of Main Duties)	<i>N/A for <b>Renewal</b></i>
Qualifications and Details of Work Experience	<i>N/A for <b>Renewal</b></i>
Medical Certificate of Patient	<i>Validity 3 months</i>
<i>(Persons with disabilities must produce a medical certificate from the Medical Unit of the Ministry of Social Integration, Social Security and National Solidarity)</i>	
National Identity Card	<i>If person requiring care is above 18 years old</i>
Birth Certificate	<i>If person requiring care is below 18 years old</i>
Certificate of Character	<i>N/A for <b>Renewal</b></i>
Age	<i>Between 21 and 55 years</i>
<b>for Domestic DRIVER</b>	
International Driving Licence	
Certificate of Character	<i>N/A for <b>Renewal</b></i>
Job Profile ( a list of Main Duties)	<i>N/A for <b>Renewal</b></i>
Age	<i>Between 21 and 55 years</i>
<b>for Domestic MAID /Household Worker</b>	
Certificate of Character	<i>N/A for <b>Renewal</b></i>
Qualification or Work Testimonial	<i>N/A for <b>Renewal</b></i>
Job Profile ( a list of Main Duties)	<i>N/A for <b>Renewal</b></i>
Age	<i>Between 21 and 55 years</i>

<b>SPORT SECTOR (Football/Basket Ball/Volley Ball/Handball) :</b>	
Covering Letter from Relevant Club	<i>Should specify the Place of Accommodation or submit letter of Accommodation</i>
Domestic Transfer Certificate / Clearance-International Transfer Certificate	
Recent Cash flow statement from Employer	<i>Forecast of Cash Flow Statement</i>
Letter from the relevant Sports Federation specifying current season	<i>Example: MFA Clearance for Football</i>
No Objection Letter	<i>Only for Transfer cases</i>
Age	<i><b>Football Players</b> should be aged 18 to 60 Years</i>
<b>Sports Sector (JOCKEY)</b>	
8 Passport size Photos ( for Manual Application)	
Covering Letter from Stable with seal	
No objection letter from Horse Racing Division	<i>Should specify current season</i>
Disciplinary Record	<i>If Jockey has been riding in the past or will be riding for first time in Mauritius</i>
Character Certificate (Clearance from the Racing Club/ Authority for which Jockey was riding)	<i>Should inform that Jockey is not currently suspended or has no injury and is clear to ride</i>

<b>RELIGIOUS ORGANISATIONS</b>	
Certificate of registration of Association/ Act of Parliament/ Board of WAQF Commissioners	
For Skilled workers such as Painter or Sculptors	<i>A letter mentioning start date and ending date of project</i>
<b>NON-GOVERNMENTAL ORGANISATIONS</b>	
Letter from the Ministry of Finance confirming the organization's status as a Charitable institution, or otherwise state that it is not registered as a Religious or Charitable Institution.	

**Note:** Certificate of Character for Malagasy workers is referred to the *Certificat de Moralite* or *Certificat de Bonne Conduite* and the *Extrait de Casier Judiciaire* (Bulletin N°3)

# Employment Permit

(Application for Employment Permit in respect of Non-Citizen Spouses willing to take up employment in Mauritius)

<b>Checklist for an Exemption Letter</b> (Applicable to non-citizens who prior to 8 March 2019 were exempted)	<b>Checklist for an Employment Permit</b> (Applicable to non-citizens not exempted after 8 March 2019)
Letter requesting for Exemption	Covering Letter from the Company or Applicant (If Self Employed) should clearly mention the period applied for
Application form Not Applicable	Duly Filled Application form for Non-citizen spouses is required which can be downloaded at: <a href="#">Employment Permit Application Form</a>
Residence permit for Non-citizen spouse (Original and Copy) [Original will be returned upon verification]	Residence permit for Non-citizen spouse (Original and Copy) [Original will be returned upon verification]
Marriage Certificate (Original and Copy) with 3 months Validity [Original will be returned upon verification] (Note: Foreign MC should be Apostille)	Marriage Certificate (Original and Copy) with 3 months Validity [Original will be returned upon verification] (Note: Foreign MC should be Apostille)
National Identity Card of Mauritian Spouse	National ID of Mauritian Spouse
Letter duly signed by both spouses that they are residing under same roof	Letter duly signed by both spouses that they are residing under same roof
Proof of address	Proof of address
Passport Copy	Passport Copy
Letter of Authorisation and National Identity Card of authorised person	4 Passport Sized Photographs
	Contract of Employment Duly signed by Employer and Employee (Not Applicable for Self Employed)
	BRN
	Letter of Authorisation and National Identity Card of authorised person

# Permission in Principle *(also referred to as Quota Application)*

Duly filled Application Form	Application form can be downloaded online at: <a href="#">Permission In Principle Application Form</a>
Authorisation Letter and National Identity Card of Authorised Representative	
Certificate of Incorporation or Certificate of Association, where applicable	
CSG Receipt + List of registered workers	Latest Month
List of main shareholders	
Additional applicable Registration Certificates	Where applicable such as Fishing Vessel License, Tourist Enterprise license/ Hotel Certificate/ Guesthouse Certificate, Freeport Certificate, Global Business license etc..



## Additional Information Sheets

A) PROVISIONAL MEDICAL CLEARANCE	B) LODGING ACCOMMODATION PERMIT										
<p><b>Before Arrival</b></p> <p>These tests should be submitted to the Migrant Worker Section of the Occupational Health Unit of the Ministry of Health and Wellness in order to obtain a Provisional Medical Clearance:</p> <p><b>Fitness Certificate</b> (This includes a complete medical examination of the expatriate. For an expatriate travelling from India, the doctor has to mention that the expatriate is not suffering from Leprosy).</p> <p><b>Blood tests as follows:</b></p> <ul style="list-style-type: none"> <li>(i) Fasting Blood Sugar</li> <li>(ii) Blood Urea</li> <li>(iii) Full Blood Count</li> <li>(iv) Test for Filariasis*</li> <li>(v) Hepatitis B Surface Antigen Test</li> <li>(vi) HIV Test (The method used needs to be specified)</li> <li>(vii) VDRL/TPHA Test</li> </ul> <p>Chest x-ray report (The report needs to be certified by a specialist in Radiology with name and signature).</p> <p>(*Filariasis blood test to be done for expatriates from India, Bangladesh, Madagascar, Brazil, Comoros, Ivory Coast, Ghana, Indonesia, Kenya, Mozambique, Nepal, Nigeria, Philippines, Tanzania, Uganda, Vietnam).</p> <p><b>After Arrival</b></p> <p>Repeat tests to be carried out <b>within one week after arrival</b> to obtain a <b>Final Medical Clearance</b>:</p> <ol style="list-style-type: none"> <li>1) Chest x-ray in a private clinic and the report certified by a radiologist, should be submitted to the Migrant Worker Section of the Occupational Health Unit of the Ministry of Health and Wellness along with a covering letter, a copy of the Provisional Medical Clearance and a copy of the HIV/Filariasis payment receipt.</li> <li>2) For an expatriate 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.</li> <li>3) HIV test and test for Filariasis. Expatriate 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.</li> </ol>	<p>Documents to be submitted to the Occupational Safety and Health Division of the Ministry of Labour and Industrial Relations for a <b>New Lodging Accommodation Permit</b>:</p> <ul style="list-style-type: none"> <li>(i) Duly filled application form.</li> <li>(ii) Health Clearance from the Ministry of Health and Wellness. (Original + Copy)</li> <li>(iii) Fire Certificate from the Mauritius Fire and Rescue Service. (Original + Copy)</li> <li>(iv) Site plan and Layout plan (with dimensions) of the Employees' Lodging Accommodation.</li> <li>(v) Copy of Business Registration Card</li> <li>(vi) Authorisation letter from owner of Lodging Accommodation + Copy of ID of owner of Lodging Accommodation <u>or</u> Lease Agreement</li> <li>(vii) Copy of ID of Director</li> <li>(viii) Copy of ID of applicant (if application made by a person other than Director)</li> <li>(ix) Letter of authorisation from Director authorising person attending office to apply/submit/amend application for Lodging Accommodation Permit</li> </ul> <p><i>Note: Applicant may be required to submit additional information.</i></p> <p><b>LAP Fees:</b></p> <ol style="list-style-type: none"> <li>(1) A non-refundable processing fee of Rs500/-.</li> <li>(2) For Lodging Accommodation Permit:</li> </ol> <table border="1" data-bbox="901 1406 1528 1664"> <thead> <tr> <th>No. of lodgers</th> <th>Fee payable (Rs)</th> </tr> </thead> <tbody> <tr> <td>(a) 1 to 50</td> <td>3,000</td> </tr> <tr> <td>(b) 51 to 100</td> <td>5,000</td> </tr> <tr> <td>(c) 101 to 500</td> <td>8,000</td> </tr> <tr> <td>(d) more than 500</td> <td>10,000</td> </tr> </tbody> </table> <p><b>LAP Renewal:</b></p> <ol style="list-style-type: none"> <li>1) Renewal of LAP shall be made within 3 months before the date of expiry of the permit and shall be accompanied with fresh clearances from the Ministry of Health and Wellness and the Mauritius Fire and Rescue Service.</li> <li>2) Where a permit is not renewed, it shall lapse after 30 days of its date of expiry.</li> </ol>	No. of lodgers	Fee payable (Rs)	(a) 1 to 50	3,000	(b) 51 to 100	5,000	(c) 101 to 500	8,000	(d) more than 500	10,000
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