



# Work Permit Information Sheet

*Summary of Main Procedures and Checklist of Documents*

**Ministry of Labour and Industrial Relations**  
**February 2026**

***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.*

**Introduction:** The purpose of this Information Sheet is to provide clear and comprehensive guidance to all employers involved in the process of obtaining a permit to employ foreign workers in Mauritius, in accordance with provisions of the Non-Citizens (Employment Restriction) Act 1973.

**Legal Framework:** Section 3(1) of the Non-citizens (Employment Restriction) Act 1973, provides 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 so engages in the occupation, or is so employed in accordance with any condition which may be specified in the permit.” Accordingly, Section 3(4) of the Non-citizens (Employment Restriction) Act 1973 stipulates that any non-citizen who engages in any occupation in Mauritius or is employed in Mauritius without a valid Permit and/or any person who has in his/her employment in Mauritius a non-citizen without a valid permit shall commit an offence and shall, on conviction, be liable to a fine of not less than 100,000 rupees but not more than 500,000 rupees and to imprisonment for a term not exceeding 5 years.

**Types of Permits:** Every person who intends to employ a foreign worker shall apply to this Ministry for a permit. The following 3 permits are granted by this Ministry and are non-transferable under any circumstances:

- (i) Work Permit - Granted to non-citizens for employment in Mauritius
- (ii) Certificate of Exemption - Granted to Expatriates employed by Ministries, Embassies, University of Mauritius amongst others
- (iii) Employment Permit - Granted to Expatriates married to Mauritians (After 08 March 2019)

The non-citizen should generally be aged between **20** and **60** years, except non-citizen employed as football players, domestic workers, bus drivers and bus conductors as specified below. The non-citizen, should possess the skills, qualifications and experience required for the job applied for. Evidence to that effect should be submitted from relevant recognized institutions, unless otherwise stated. Accordingly, applications for a work permit in respect of holders of a tourist visa or student visa will not be entertained.

It is to be noted that if the holder of a Work Permit does not travel to Mauritius to take up employment within 6 months of the date of issue of the Work Permit, same will lapse. After completion of the maximum ten years of stay and work in Mauritius, the worker should leave the country and the company can submit fresh application for Work Permit in respect of the expatriate after the latter has completed 3 months abroad.

**Applications for New, Renewal and Transfer Cases of Work Permit** have to be 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). The requirement to obtain a Permission in Principle prior to submitting a Work Permit application is no longer applicable. In addition, the existing quota/ratio system has been abolished, and the maximum allowable period of stay for foreign workers across all sectors has been standardised at ten (10) years. Employers must, however, demonstrate their inability to recruit locally. As such, they are required to contact the National Employment Department at their nearest locality to recruit local jobseekers, including evidence of vacancy advertisements placed on <https://mauritiusjobs.govmu.org>, and to confirm that no suitable candidate was available and show proof that the right profile for vacancies advertised was not obtained. 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 or a letter stating that the procedure for LAP has been initiated. 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: 2072630. 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.

Note: For Malagasy workers, their contract of employment(new/renewal/transfer) should to be validated, for salaries up to 50,000 MUR, by the Embassy of Madagascar.

**A Provisional Medical Clearance** 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 Building, Cybercity, Ebene Tel: **4904200/52530453** Email: [migrantworkersection@gmail.com](mailto: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 may 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).

Application for **(a) Employment Permit, (b) Work Permit for Jockeys (c) Certificate of Exemption, (d) Certificate of Exemption to Work Permit and (e) Special Work Permit** need to be submitted **manually** at the Work Permit counter on 10th Floor Victoria House, Port Louis. *An application form for Residence Permit needs to be made concurrently. The form is available online at [passport.govmu.org](http://passport.govmu.org), to the Passport & Immigration Office, 8<sup>th</sup> Floor Sterling House, Port Louis).*

**Applicable Fees for Work Permit:** In line with the Non-Citizens (Work permit) (Fees) Regulations 2013 (a copy of which is available on the Ministry's website), a processing fee of Rs 700 should be paid per application within 5 days of post verification of completeness of applications. Upon approval of application, a non-refundable annual fee of Rs. 500 should be paid together with the prescribed work permit fees. Failure to settle the fees within a period of 30 days as from issuance of claim will entail the application being rescinded. Applicants would then have to submit fresh applications.

**Conditions for Renewal of Work Permit:** Applications for renewal of work permits should be submitted 3 months prior to the expiry of the current one. If an employer does not intend to renew the work permit of any foreign worker upon the expiry of the latter's work permit, the employer should repatriate the worker within one month from date of expiry of the permit. Work permits are non-transferable and bound to the original employer. In line with Section 3 of the Non-Citizens (Work permit) (Fees) Regulations 2013, applications for renewal of work permits received after the expiry of the current work permits will be subject to a penalty fee as follows:

- (i) a surcharge of 50% of the work permit fees for an application made **within** 30 days of the expiry of the permit; and
- (ii) a surcharge of 100% of the work permit fees for an application for renewal of a permit which is made **after** 30 days of the expiry of the permit.

**Damaged Permit:** A duplicate Permit may be granted upon written request to this Ministry and against a fee of Rs 700 together with the following documents:

- (i) Original damaged Permit;
- (ii) Letter from company; and
- (iii) 2 passport size Photographs.

**Lost Permit:** A duplicate Permit may be granted upon written request to this Ministry and against payment of a fee of Rs 700, together with the following documents:

- (i) Police Memo confirming the loss;
- (ii) Letter from company; and
- (iii) 2 Passport size photographs.

**Cancellation of Permit:** **As per Section 4(9)(a) of the Non-Citizens (Employment Restriction) Act, every permit issued or renewed by the Minister may be varied or cancelled.** An employer who intends to terminate the employment of a migrant worker and to repatriate him, shall, before the repatriation date, give at least 20 working days' written notice to the Supervising Officer of this Ministry. After obtention of a clearance certificate, the employer may repatriate its foreign worker. The employer will have to inform this Ministry of the departure of the worker and request for the cancellation of Work Permit in respect of the expatriate.

**Transfer of Employer:** For transfer of employer, the new employer should submit an application for Work Permit on the NELS platform for consideration, together with a no objection letter from the former employer. The transfer to the new employer should be effected only upon obtention of a Work Permit with the new employer.

**Missing Expatriates:** The Non-Citizens (Employment Restriction) (Work Permit) Regulations 2017 provides that “The employer of a non-citizen, in respect of whom a permit is in force, shall, where the non-citizen is missing for more than 5 consecutive working days from the lodging accommodation provided by the employer without the employer being aware of his whereabouts, forthwith notify the Immigration Officer and Permanent Secretary of this Ministry of such absences or case of missing person.”

The employer should also make a request to this Ministry to cancel the Work Permit of the missing employee together with copy of O.B Receipt (Acknowledgment slip) and list of expatriates bearing the seal of the Mauritius Police Force. The responsibility to trace the missing employee lies with the employer.

You are advised to consult the Ministry’s website at <https://empment-labour.govmu.org> for information related to: Applicable Fees, Information on Certificates of Exemption, Work Permit Guidelines, Transfer Procedures, Policies, Employment Permit for Married to Mauritian and latest communiques. For any additional information, you may visit our **Work Permit Counter** on 10<sup>th</sup> Floor, Victoria House, Port Louis or call on Tel: **86003 (Complaints Desk)** or you can send an email on **employment@govmu.org**. Additionally, for any technical issues encountered on the NELS platform you can send an email on: **helpdesk-wp@govmu.org** for assistance.

# Work Permit

DOCUMENTS REQUIRED for All Sectors	REMARKS
Vacancy Report from Employment Information Centre (EIC)	<i>To show proof of having contacted the National Employment Department(NED) via the nearest EIC to recruit local job seekers in the different grades through advertisements on the <a href="https://mauritiusjobs.govmu.org/">https://mauritiusjobs.govmu.org/</a> and show proof that the requested profile for vacancies advertised was not obtained. The EIC report should cover all the grades for which application for Work Permit will be submitted. (The EIC report should be valid for a period of 6 months as from date of issue).</i>
Lodging and Accommodation Permit (LAP) or a letter stating that procedures for LAP has been initiated.	<i>Existing LAP should have at least 3 months validity at the time of submission of application. LAP is not applicable for Professionals, Domestic Sector, Religious bodies and Sports Sector. However, a letter stating address of accommodation should be submitted.</i>
“Contribution Sociale Généralisée” (CSG)	<i>Receipt and list of local workers for Last three Months, N/A for Sports Sector, Domestic Sector and Religious Bodies</i>
Turnover	<i>Letter bearing the seal of company stating the turnover for the last 3 years. Financial Statement for Sports Sector. N/A for Jockeys, Domestic Sector and Religious Bodies</i>
Letter of Authorisation from employer and National Identity Card of Registered User	<i>The application should be submitted by the Employer or an employee whose name appear on the CSG list. For domestic workers, in the event the application is not submitted by the employer, the latter should submit a letter stating his/her <b>close</b> relationship with the Registered User.</i>
A copy of the Business Registration Card	<i>N/A for employment of Domestic Worker</i>
A copy of the Certificate of Incorporation of the Business or Certificate of Association or Certificate of Registration with Religious Body	<i>N/A for employment of Domestic Worker For Commercial Partnerships or “Societe”, a Certificate of Posting are required (Contact the Corporate and Business Registration Department for more information)</i>
Private Recruitment Agency (where applicable):	<ol style="list-style-type: none"><li>1. Letter from Private Recruitment Agency.</li><li>2. National Identity Card of Director of recruiting agency.</li><li>3. Valid Recruitment Licence.</li></ol>
Photograph	<i>Passport size photograph</i>
Passport Copy	<i>Passport should have 6 months validity</i>
Provisional Medical Clearance	<i>Provisional Medical Clearance should be valid for 6 months. (N/A for <b>Renewal/Transfer cases</b>)</i>
Vetted Contract of Employment	<i>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. Note: For Malagasy workers, their contract of employment(new/renewal/transfer) should to be validated, for salaries up to 50,000 MUR, by the Embassy of Madagascar, prior to submission of application.</i>

Transfer/Redeployment of Migrant worker from one employer to another	A "No-Objection" letter, duly signed and sealed from the current employer mentioning the name and the passport number of the expatriate and the reason for releasing the expatriate.
<b>Additional DOCUMENTS REQUIRED per Sector</b>	
<b>For PROFESSIONALS</b>	
Job Profile	A list of main duties/responsibilities
Qualifications and Details of Work Experience	Employers must obtain recognition of qualifications of the expatriate 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.  <i>N/A for Renewal/Transfer</i>
Curriculum Vitae	<i>N/A for Renewal/Transfer</i>
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>	
Freeport Certificate from the Economic Development Board Mauritius	Freeport Certificate should be valid.
<b>CONSTRUCTION SECTOR</b>	
Construction Industry Authority Certificate ( <i>formerly CIDB Certificate</i> )	Construction Industry Authority Certificate ( <i>formerly CIDB Certificate</i> ) should be valid. <i>N/A if Turnover is less than 1 Million MUR</i>
Letter of award (s)	<i>For Project Basis or as Supporting Documents</i>
<b>TOURISM SECTOR (Hotel, Restaurant, Guest House, Tourist Residence, Pleasure Craft &amp; Spa)</b>	
Tourism Enterprise License/ Hotel Certificate/ Guest House Certificate/Tourist Residence Certificate/Pleasure Craft Certificate	Should be valid for a period of 3 months
Latest receipt showing contribution to the Tourism Employees Welfare Fund (TEWF)	Last three months
Job Profile	A list of Main Duties/Responsibilities for the grade applied <i>N/A for Renewal</i>
Qualifications and details of Work Experience	(i) Vocational Qualification and evidence of work experience or if Vocational Qualification is not available working experience for 2 years <b>in the grade applied</b> for will be required; (ii) Certification that the expatriate is <b>English and/or French literate</b> is mandatory for <b>specific grades</b> .  <i>For more details, kindly consult the website of the Ministry of Tourism under section Publication at: <a href="#">Tourism Policy Paper</a></i> <i>N/A for Renewal</i>
Curriculum Vitae	<i>N/A for Renewal</i>

<b>BUS DRIVERS (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	<i>Latest payroll</i>
Documentary Evidence for Proficiency in <b>English or French</b>	<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>
<i>Note:</i>	
<i>1. Applicant must provide clear justification explaining why the post of Bus Driver cannot be filled from the existing pool of local relief bus drivers.</i>	
<i>2. At no given time should a bus be operated by both a foreign bus driver and foreign bus conductor in order to avoid communication issues with passengers and other road users.</i>	
<b>BUS CONDUCTORS (Public Buses)</b>	
Medical Fitness Certificate	<i>A medical report issued by a recognised Medical Institution in the source country to confirm physically aptitude.</i>
Valid Certificate of Character	<i>N/A for <b>Renewal</b></i>
List of local Bus Conductors on the company's payroll	<i>Latest payroll</i>
Documentary Evidence for Proficiency in <b>English or French</b>	<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>
<i>Note:</i>	
<i>1. Applicant must provide clear justification explaining why the post of Bus Conductor cannot be filled from the existing pool of local relief bus conductors.</i>	
<i>2. At no given time should a bus be operated by both a foreign bus conductor and foreign bus driver in order to avoid communication issues with passengers and other road users.</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 (Maid/Household Worker, Carer/Garde Malade, Babysitter/Nanny, Gardener, Cook, Driver)</b>	
<b>for Domestic CARERS:</b>	
Job Profile	<i>A list of main duties/responsibilities N/A for <b>Renewal</b></i>
Qualifications and Details of Work Experience	<i>Relevant qualification or certification in Caregiving, Healthcare, Nursing or related field including knowledge of medication administration, First Aid and Emergency response. N/A for <b>Renewal</b></i>
Medical Certificate of Patient	<i>Medical Certificate of Patient should be valid for 3 months</i>

Medical certificate from the Medical Unit of the Ministry of Social Integration, Social Security and National Solidarity	Persons with disabilities must produce a medical certificate from the Medical Unit of the Ministry of Social Integration, Social Security and National Solidarity
National Identity Card	If person requiring care is above 18 years old
Birth Certificate	If person requiring care is below 18 years old
Certificate of Character	Character Certificate issued by a competent authority by the sourcing country. N/A for <b>Renewal</b>
Age	Between 21 and 55 years

Note:  
1. Applicant to submit Covering letter stating relationship with the person requiring constant care (where applicable).  
2. Letter of undertaking from close relative of Employer. Template is available on the Ministry's website on <https://empment-labour.govmu.org/>

**for Domestic MAID/COOK/GARDENER/NANNY/BABYSITTER**

Birth Certificate of child (up to 12 years)	
Certificate of Character	N/A for <b>Renewal</b>
Qualification or Work Testimonial	Proof of formal childcare trading or certification and experience in Babysitting or working with children. N/A for <b>Renewal</b>
Job Profile ( a list of Main Duties)	N/A for <b>Renewal</b>
Age	Between 21 and 55 years

**SPORT SECTOR (Football/Basket Ball/Volley Ball/Handball) :**

Covering Letter from Relevant Club	Should specify the Place of Accommodation or submit letter of Accommodation
Domestic Transfer Certificate / Clearance-International Transfer Certificate	
Recent Cash flow statement from Employer	Forecast of Cash Flow Statement(New season)
Letter from the relevant Sports Federation specifying current season	Example: MFA Clearance for Football
No Objection Letter	Only for Transfer cases
Age	For Football Players, the minimum age should be 18 years old.

**JOCKEY**

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>

**RELIGIOUS ORGANISATIONS**

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>

**NON-GOVERNMENTAL ORGANISATIONS**

Letter from the Ministry of Finance or the Mauritius Revenue Authority confirming the organisation's status as a Charitable institution, or otherwise state that it is not registered as a Religious or Charitable Institution.

**POLICY FOR DRIVER (OTHER THAN BUS DRIVER)**

Work Testimonial(s)	At least 3 years of experience for the type of vehicle/s that the worker will be driving in Mauritius N/A for Renewal
Medical Fitness Certificate (Including Valid Eyesight Test and aptitude to drive)	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 vehicles.
Valid Certificate of Character issued by a competent authority in the source country	N/A for Renewal
Valid International Driving Licence or a Driving Licence issued by a competent foreign authority (In English or French)	The Licence must be accompanied by an attestation that:  (a) the Driving Licence produced is authentic;  (b) the driver should not have been involved in any serious road accidents such as those having caused severe injuries or deaths; and  (c) the driver must not have had his licence suspended or cancelled.  Note : 1. If the licence is not in English or French, a certified translation or international driving permit or equivalent may be required. 2. For Renewal-after a period of stay of 3 years, the foreign licence must be converted into a domestic driving licence.
Driving Licence or a Certificate of Competency for foreign workers operating forklifts, excavators, loaders, tractors, mobile cranes and similar machinery used within worksites	Attested Driving Licence or a Certificate of Competency attesting that the person has been trained and is competent to operate the machine.  If the concerned vehicles are fitted with pneumatic and are to be driven on public roads, the operator must have an appropriate driving licence. Employers may contact examiners from the Traffic Branch to proceed to the relevant site to conduct the driving test.
Training Certificate issued by the MITD	For Renewal only
Documentary Evidence for Proficiency in English or French (Curriculum Vitae and Certificate)	Should be English or French Literate. Otherwise, applicant must upon arrival follow a Communication Course with MITD
Age	Between 25 and 45 years
To follow-up after issue of WP and arrival:	
Certificate for the 3.5 training days from MITD to be submitted to the Ministry	
Certificate for Communication Skills from MITD where applicable	
Note: The conditions for the employment of non-citizens as Drivers should be adhered to as attached at Annex	

**Note:**

i) For Malagasy workers their Certificate of Character is referred to the “Certificat de Moralite” or “Certificat de Bonne Conduite” and the “Extrait de Casier Judiciaire (Bulletin N°3)”, where applicable.

# 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> <i>(Applicable to non-citizens who prior to 8 March 2019 were exempted)</i>	<b>Checklist for an Employment Permit</b> <i>(Applicable to non-citizens not exempted after 8 March 2019)</i>
Letter requesting for Exemption	Covering Letter duly signed and sealed from the Company or Applicant (If Self Employed) should clearly mention full name of the non-citizen, passport number, job title and 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> (Job title on covering letter should match with the application form and contract of employment whenever applicable) Note: Application form should be duly sealed by companies.
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 Marriage Certificate should be Apostille)	Marriage Certificate (Original and Copy) with 3 months Validity [Original will be returned upon verification] (Note: Foreign Marriage Certificate should be Apostille)
A copy of National Identity Card of Mauritian Spouse	A copy of National Identity Card 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 (specifying full name of both spouses)
Recent Proof of address	Recent Proof of address
Passport Copy ( 6 months Validity)	Passport Copy (6 months Validity)
Letter of Authorisation and National Identity Card of authorised person	4 Passport Sized Photographs
	Contract of Employment Duly signed and sealed by Employer and Employee mentioning the requested period as from date of issue of the Employment Permit(new cases)/ as from date of expiry of last Employment Permit (renewal cases) <i>(Not Applicable for Self Employed)</i>
	A copy of Business Registration Card
	Letter of Authorisation duly sealed and signed and a copy of National Identity Card of authorised person

## 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> <p>Fasting Blood Sugar            Blood Urea            Full Blood Count            Test for Filariasis*            Hepatitis B Surface Antigen Test            HIV Test (The method used needs to be specified) (vii)            HA Test</p> <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> <ol 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> </ol> <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="916 1335 1544 1608"> <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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**C) CONDITIONS FOR THE EMPLOYMENT OF NON-CITIZENS AS DRIVERS FOR HEAVY MOTOR VEHICLES (LORRIES/TRUCKS); EXCAVATORS, LOADERS, TRACTORS, MOBILE CRANES ON SITES AND ON ROADS; MOTORCYCLES; PRIVATE VANS/PRIVATE BUS/CONTRACT VANS/CONTRACT BUSES; PRIVATE CARS FOR COMPANIES/INDIVIDUALS**

- 1) Employers should demonstrate that all efforts have been made to recruit local drivers, including drawing from the pool of relief drivers for bus companies before resorting to foreign recruitment.
- 2) Employers should ensure that each foreign driver has at least three years' experience in operating the relevant category of vehicle. Relevant Testimonials to be submitted at the time of application.
- 3) Employers should ensure that the non-citizen holds a valid international driving permit or a driving licence issued by a competent foreign authority for the vehicle the worker will be driving in Mauritius. An attestation should also be produced to ensure the authenticity of the driving licence. In case the licence is not in English or French, a certified translation or an International Driving Permit or equivalent may be required.
- 4) Where the permit or licence is valid for more than 3 years, it shall be recognized to be valid in Mauritius for a maximum period of three years. After the expiry of this three-year period, if the person remains in Mauritius and wishes to continue driving, his foreign driving licence must be converted into a domestic driving licence, subject to the prescribed conditions.
- 5) For foreign workers operating forklifts, excavators, loaders, tractors, mobile cranes, and similar machinery used within worksites, a certificate of competency attesting that the person has been trained and is competent to operate the machine is sufficient instead of a driving licence. However, if any of these vehicles are fitted with pneumatic and are to be driven on public roads, the operator must hold an appropriate driving licence. Employers may contact Driving examiners from the Traffic Branch to proceed to the relevant site to conduct the driving test.
- 6) The foreign drivers should not have been involved in serious road accidents such as those having caused severe injuries or deaths.
- 7) The driver must not have had his driving licence suspended or cancelled.
- 8) Employers should ensure that the minimum age of the expatriates is 25 years and they should not be more than 45 years at the time of recruitment.
- 9) Employers should ensure that the duration of the first contract is for a maximum period of 3 years, which may be renewed thereafter for a further maximum period not exceeding 10 years.
- 10) Employers should provide suitable accommodation to the foreign drivers in compliance with the applicable legislations and guidelines.
- 11) Employers should ensure that the foreign drivers employed by them work exclusively for them and do not operate vehicles for another employer.
- 12) Employers should make arrangements for their foreign drivers operating vehicles on the road to undergo an initiation course, comprising theoretical and practical parts spanned over 3.5 days, with the Mauritius Institute of Training and Development (MITD) in order to familiarise themselves with the Mauritian context including traffic signs/situations and relevant legislations. In this context, an observation report would be submitted by the MITD to the employer, prior to the foreign drivers being allowed to operate the vehicles. Employers should submit a copy of the Certificate issued by the MITD to the Ministry.
- 13) Employers should ensure that a medical report including eyesight tests issued by a recognised medical institution in the source country, is submitted during the application process to confirm that the incumbent is physically apt to safely operate

vehicles. They would also need to abide by such guidelines as issued by the Ministry of Health and Wellness as regards medical assessment;

- 14) The foreign drivers must be able to communicate in English or French in a satisfactory manner. In the event the foreign driver does not hold any certificate demonstrating his proficiency in English or French, he would be required, upon his arrival to Mauritius, to follow a training course with the Mauritius Institute of Training and Development for him to acquire an adequate level of communication skills in English or French so as to enable them to communicate with passengers and read road signage, amongst others. An assessment will also be carried out by the MITD at the end of the training to assess the communications skills acquired by them.
- 15) Employers should submit a Certificate of character, issued by a competent authority in the source country in respect of the foreign drivers.
- 16) The recruitment of foreign drivers would be subject to compliance to the prevailing regulations and governed in accordance with guidelines issued by the Ministry of Labour and Industrial Relations. To that effect, an employer willing to recruit foreign drivers should apply for a work permit and follow all the processes required in terms of medical clearances, lodging and accommodation permits, vetting of contract and obtention of entry permit/residence permit, as applicable.
- 17) The terms and conditions of work of the foreign drivers would be governed by the applicable remuneration orders and foreign drivers need to be treated on the same footing as local drivers including rest time.
- 18) Employers should ensure that safety standards regarding the vehicles are maintained and that adequate insurance covers the vehicles.
- 19) Employers should ensure that the drivers do not drive under influence and are duly informed of the provisions of national laws.
- 20) In case a foreign driver is involved in a major road accident and convicted as a result thereof or in the event his licence is suspended or revoked, he would be liable to repatriation. Similarly, in case the foreign driver is found by the Disciplinary Committee of NLTA that he is not a fit and proper person on reason of his conduct and character, he would also run the risk of being repatriated and the costs thereof would have to be borne by his employer.