



# Work Permit Information Sheet

Summary of main Procedures and Checklist of Documents

Ministry of Labour, Human Resource Development and Training  
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**A Permission in Principle (PIP) or Quota**, is required for recruitment of more than 5 foreign workers, else work permit application can be submitted directly online. The duly filled-in PIP form, available in our website, can be submitted at the Work Permit Counter on 10<sup>th</sup> Floor, Victoria House, Port Louis - consult checklist below. ( Note: A PIP is not required for companies operating in the Textile Manufacturing, Bakery (Traditional only), Agriculture and Construction. Refer to updated Policies Section on Ministry's website)

**New or Renewal Work Permit applications** are now submitted online via the National E-Licensing platform (NELS) upon registration at <https://business.edbmauritius.org>. (User manual is available on Ministry's and Economic Development Board's website). **Note:** While submitting an online application for Work Permit as from 1st April 2024, you are also submitting an application for Residence Permit to the Passport and Immigration Office automatically.

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 and 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. Contract Models 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 Work Permit applications of type **NEW**. Contact the **Occupational Health Unit of the Ministry of Health and Wellness**, Atchia Building, Port Louis on Tel: 210 2743. Refer to **Annex** for medical tests required before and after arrival in Mauritius. **Note:** You will need to apply for a final health clearance upon arrival of worker in Mauritius. The **work permit** will be cancelled if final clearance is not granted to the expatriate.

To recruit **Indian** workers, you can register and proceed with recruitment process **online** through the NSDC portal at [www.nsdcbjobx.com](http://www.nsdcbjobx.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 10th Floor Victoria House, Port Louis: **a) Employment Permit, b) Work Permit for Jockeys c) Work Permit for Transfer Cases** and **d) 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, Sterling House, Port Louis.)

You are encouraged 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** 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 send an email on: [helpdesk-wp@govmu.org](mailto:helpdesk-wp@govmu.org) for assistance.

# Master Checklist of Documents Required

DOCUMENTS REQUIRED	REMARKS
Lodging and Accommodation Permit (LAP)	3 Months validity, N/A for professionals, Household Employees and Sports Sector instead a letter of accommodation is required
“Contribution Sociale Généralisée” (CSG)	Receipt + 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 Football Clubs, N/A for Jockeys Household Employees and Religious Bodies
Letter of Authorisation and National ID 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	N/A for Household Employees.
Recruiting Agent (where applicable): 1. Letter from recruiting agent. 2. NIC of director of recruiting agency. 3. Recruitment license.	N/A for <b>Renewal</b>
Photograph	
Passport Copy	Validity 6 months for <b>NEW</b> Applications
Provisional Medical Clearance	Validity 6 months <b>Not Applicable for Renewal</b>
Vetted Contract of Employment	Applicable if salary is <b>equal or not</b> exceeding Rs 50,000 or Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 50,000
<b>PROFESSIONALS CASES</b>	
Job Profile (a list of Main Duties)	N/A for <b>Renewal</b>
Qualifications and 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

## **FREEPORT SECTOR**

Copy of valid Freeport Certificate from the Economic Development Board Mauritius

## **CONSTRUCTION SECTOR**

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

## **TOURISM SECTOR (HOTEL, RESTAURANT, GUEST HOUSE, TOURIST RESIDENCE, PLEASURE CRAFT & SPA)**

A Valid Tourism Enterprise License/ Hotel Certificate/ Guest

3 months VALIDITY

House Certificate/Tourist Residence Certificate/Pleasure Craft Certificate	
Latest receipt showing contribution to the TEWF	
Job Profile ( a list of Main Duties)	<i>N/A for Renewal</i>
Qualifications and Details of Work Experience	<i>Vocational Qualification and/or Testimonial for at least 2 years in the grade applied for as well as certification that the expatriate is English and/or French literate is mandatory for specific grades which may be consulted on the website of the Ministry of Tourism under section Publication., N/A for Renewal</i>
Curriculum Vitae	<i>N/A for Renewal</i>
<b>BUS DRIVERS (BUS INDUSTRY) SECTOR</b>	
Work Testimonial(s)	<i>3 years of experience as Bus Driver, N/A for Renewal</i>
Valid Eyesight Test	<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 Renewal</i>
Valid Foreign Driving Licence	<i>For Renewal a Service License issued by the Mauritius Police Force (MPF) is required</i>
Training Certificate issued by the MITD	<i>For Renewal only</i>
List of local bus drivers on the company's payroll	
Curriculum Vitae	<i>Should be English or French Literate</i>
Sourcing Countries	<i>Limited to India, Nepal, Sri Lanka and Madagascar</i>
EIC Report	<i>on Notification of Vacancy, N/A for Renewal</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)	
Qualifications and Details of Work Experience	<i>N/A for Renewal</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>	
NIC	<i>If person requiring care is more than 18 years old</i>
Birth Certificate	<i>If person requiring care is less than 18 years old</i>
Certificate of Character	<i>N/A for Renewal</i>
Age	<i>Between 21 and 55 years</i>

<b>for Domestic DRIVER</b>	
International Driving License	
Certificate of Character	<i>N/A for Renewal</i>
Job Profile ( a list of Main Duties)	
Age	<i>Between 21 and 55 years</i>

<b>for Domestic MAID /Household Worker</b>	
Certificate of Character	<i>N/A for Renewal</i>
Qualification or Work Testimonial	<i>N/A for Renewal</i>
Job Profile ( a list of Main Duties)	
Age	<i>Between 21 and 55 years</i>

<b>Sports Sector (Football/Basket Ball/Volley Ball/Handball) :</b>	
Covering Letter from Relevant Club	<i>Should specify the Place of Accommodation or submit another 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>Footballers 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 actually 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.	

# Employment Permit

(concerning application for Non-Citizen Spouses who wishes to take up employment in Mauritius)

<b>Checklist for an Exemption Letter</b> (Applicable For Cases before 8 March 2019)	<b>Checklist for an Employment Permit</b> (Applicable for Cases after 8 March 2019)
Letter requesting for Exemption	Covering Letter from the Company/ Applicant (If, Self Employed) should clearly mention the period applied
Application form Not Applicable	Duly Filled Application form for Non-citizen spouses is required ( <a href="#">APPLICATION FORM NON CITIZEN SPOUSES2.pdf (govmu.org)</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)
NIC Mauritian Spouse	NIC 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
Authorisation Letter	4 Passport Sized Photographs
NIC of Authorised Representative	Contract of Employment Duly signed by Employer and Employee (Not Applicable for Self Employed)
	BRN
	Authorisation Letter
	NIC of Authorised Representative

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

Duly filled Application Form	
Authorisation Letter and National ID 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 Registration Certificates	Where applicable such as Fishing Vessel License, Tourist Enterprise license/ Hotel Certificate/ Guesthouse Certificate, Freeport Certificate, Global Business license etc

Annex

# Additional Information Sheets

A) PROVISIONAL MEDICAL CLEARANCE	B) LODGING ACCOMMODATION PERMIT (LAP)										
<p><b>Before Arrival</b></p> <p>These tests should be submitted to the Migrant Worker Section of the Occupational Health Unit 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 on examination).</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 (To obtain a Final Medical Clearance) :</b></p> <ol style="list-style-type: none"> <li>1) Chest x-ray should be repeated in a private clinic <b>within one week</b> after arrival and the report certified by a radiologist, should be submitted to the Migrant Worker Section 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 on examination.</li> <li>3) HIV test and test for Filariasis should be repeated <b>within one week</b> after arrival. 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 for the obtention of 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>Fees :</b></p> <ul style="list-style-type: none"> <li>(1) A non-refundable processing fee of Rs500/-.</li> <li>(2) For Lodging Accommodation Permit:</li> </ul> <table border="1" data-bbox="873 1050 1495 1304"> <thead> <tr> <th data-bbox="873 1050 1230 1102"><b>No. of lodgers</b></th> <th data-bbox="1230 1050 1495 1102"><b>Fee payable (Rs)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="873 1102 1230 1150">(a) 1 to 50</td> <td data-bbox="1230 1102 1495 1150">3,000</td> </tr> <tr> <td data-bbox="873 1150 1230 1199">(b) 51 to 100</td> <td data-bbox="1230 1150 1495 1199">5,000</td> </tr> <tr> <td data-bbox="873 1199 1230 1247">(c) 101 to 500</td> <td data-bbox="1230 1199 1495 1247">8,000</td> </tr> <tr> <td data-bbox="873 1247 1230 1304">(d) more than 500</td> <td data-bbox="1230 1247 1495 1304">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>	<b>No. of lodgers</b>	<b>Fee payable (Rs)</b>	(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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