



Ministry of Labour and Industrial Relations

Online New Work Permit application through the National Electronic Licensing System (NELS) platform.

A step by Step guide for the online Portal Users

Disclaimer: Please note that the information provided in this user manual is for informational purposes only. The processes described herein are subject to change without prior notice, as part of continuous development program to enhance application's features and functionality.

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1.0 Introduction

This user manual has been designed to provide information on how company, individual or any other bodies use the National Electronic Licensing System (NELS) platform for:

- Register on NELS
- Login
- Submit an application
- Save/open draft application
- Provide additional Information
- Effect payment
- Duplicate application

Please go through the manual thoroughly to avoid any issues.

2.0 Register on NELS Platform

Short Description:

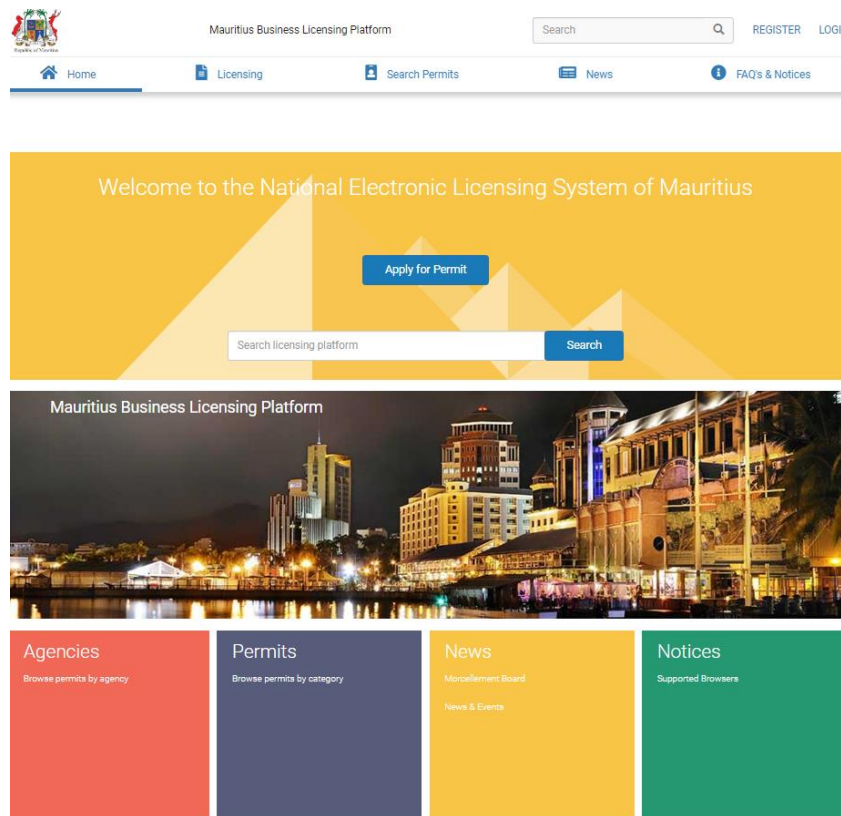
A web-based public portal handling all interactions with the business community, applicants, license and permit holders.

Context:

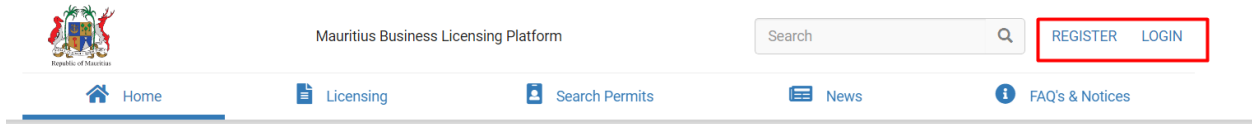
Registration on the NELS system is important, to enable applicant to apply for a permit. Once registration is completed, application can be made any time on the business portal.

2.1 Registration

Step 1: Please visit URL <https://business.edbmauritius.org>



Step 2: On the top hand right corner of the screen there is Register and Login button as highlighted in the image below.



Step 3: Click on **Register** button in the next screen fill in all the **required details** starting from choosing your Title in the form and click on the **Register** button at the end of the form.

The image shows a registration form with the following fields: 'Title' (dropdown menu with 'Mr.' selected), 'First Name' (text input with 'First name' placeholder), 'Last Name' (text input with 'Last name' placeholder), 'Gender' (dropdown menu with 'Male' selected), 'Email' (text input with 'email@govmu.org' placeholder), and 'Mobile Number' (two text inputs with '+000' and '111222333' placeholders). Below the mobile number field, there is a red error message: 'Invalid phone number.' At the bottom left, there is a CAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom right, there are two buttons: 'Cancel' and 'Register', with the 'Register' button highlighted by a red rectangular box.

Step 4: Once you click on **Register**, you will receive a verification email in your mailbox on the email id entered by you in the registration form. Click on **Activation link** to complete your registration.

Step 5: In the next screen, you will be prompted to insert a **Confirmation Code** and **Password**. Click on **Request code** button. You will receive the confirmation code on the phone number you provided. (code valid for 24 hours) and then click on **Next** to start using the e-licensing portal.

SMS Code

If you haven't received a confirmation code, request a new one below. Please confirm that the number you provided is correct. Please insert the code here:

Confirmation Code	* Kindly click on Request Code	Mobile Number	
<input type="text" value="177737"/>	<input type="button" value="Request Code"/>	+230 <input type="text" value="12945678"/>	<input type="button" value="Edit"/>

Password

Create New Password
<input type="password" value="....."/>
Confirm new Password
<input type="password" value="....."/>

Note:

- If applicant is already a registered user on the National Electronic Licensing System click on 'LOGIN' button directly on the portal.
- Applicant are advised to contact the Economic Development Board for any query pertaining to problem with regard to login and registration at:

URL: <https://edbmauriti.us.atlassian.net/servicedesk/customer/portal/13>

Email: nels@edbmauriti.us.org

Phone: (230) 203 3800

3.0 Login

Step 1: After successful registration, go to **Login Page** and enter your registered email details and click on **Login** button.

LOGIN AS...

User (e-mail address)

Password

[Forgot Password?](#)

[Not Registered yet? Register here.](#)

Step 2: Complete the **Additional Information** required, and click on **submit** button.

Additional Information

User Type (If you are a GBL Company please select User Type Individual)

Local Company
Select User Type
Individual
Local Company
Global Company

Address

BRN

How do you want to receive notification from the system?

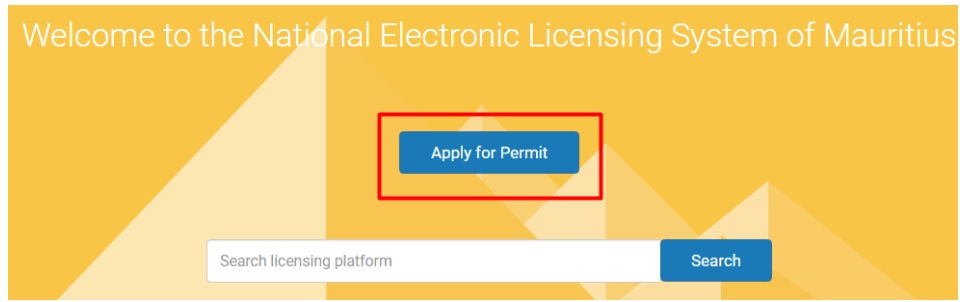
 SMS Email

Disclaimer

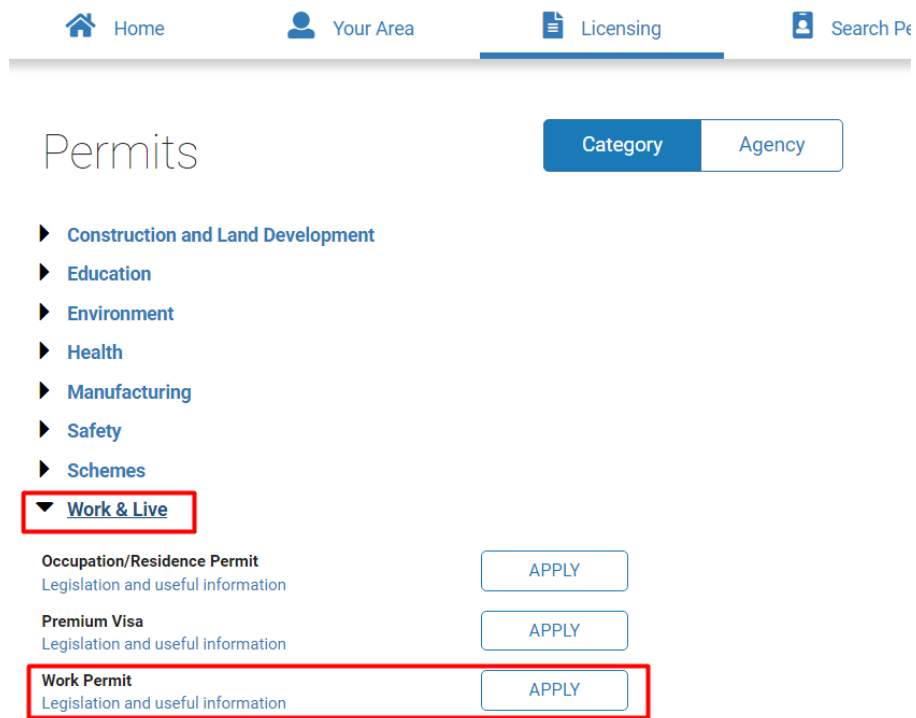
We take great care to protect the confidentiality of any personal data which you may provide to us while applying for a certificate or permit. We may however share such information with other government organizations in Mauritius, in accordance with local laws and regulations, for the purpose of processing your application. We provide you with the ability to delete your application on this system before submission. Once you have submitted your application, we may not be able to delete your information. Should you opt-in to use our system, kindly indicate your consent below.

I consent

Step 3: Once you click on **Submit**, on the landing page click on **Apply for Permit** at the top.



Step 4: To apply for a **Work Permit**, choose **Work & Live, Work Permit** and then click on **Apply**



4.0 Application for a Work Permit

Short Description:

You can prepare your application for Individual worker or multiple workers.

Context:

Individual worker can be chosen, when you have only one expatriate. For more than one expatriate, you can choose multiple workers whereby, you do not have to input company details for each application again.

4.1 Application for Individual Worker

Step 1: Choose **Individual worker** and click on **Next**.

Work Permit (WP)

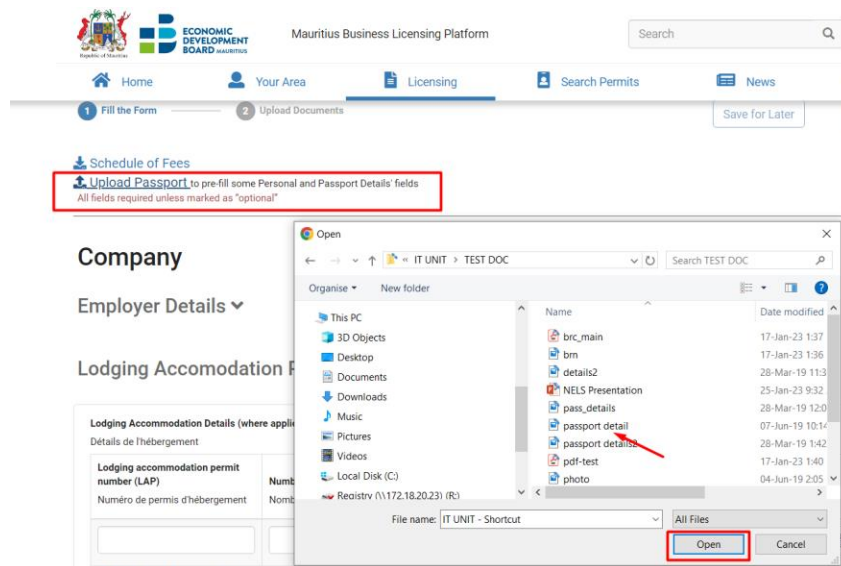
Do you wish to prepare an application for an individual or multiple persons?

Individual Worker

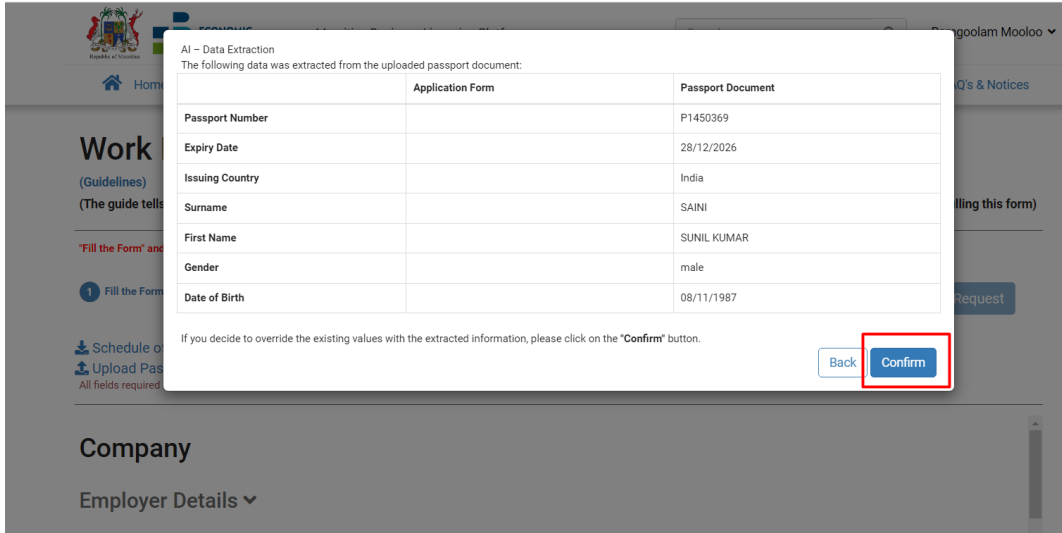
Multiple Workers

Next

Step 2: Upload **Expatriate Passport** to pre-fill some Personal and Passport Details' fields first.



Step 3: On confirmation, you will observe, passport details have been **prefilled**. You may wish to manually **edit** the prefilled data.



Step 4: Fill in all the required details unless marked as '**optional**'. An application normally falls under 3 categories:

- Individual
- Company
- Others

4.1.1 Individual Application

Step 1: Fill in the **Employer** details.

[Schedule of Fees](#)
[Upload Passport](#) to pre-fill some Personal and Passport Details' fields
All fields required unless marked as "optional"

Company

Employer Details ^

Individual Company Others

Choose which identification value you would like to enter
Choisissez l'identification que vous souhaitez saisir

NID Passport

ID Number
Numéro d'identification
R1234545678995 *Click to retrieve name automatically*

ID No is invalid. **Name has been retrieved automatically**

Title
Titre
Mrs.

Surname Nom de Famille	First Name Prénom
Test	Swatee

Email Address
L'adresse e-mail
swatee1301@govmu.org

Telephone Number
Numéro de téléphone
+230 4050146

Sector of Activity
Secteur d'activités
Textiles

Fax (Optional)
Numéro de fax
+230

Mobile Number
Numéro de portable
+230 12345678

Date of Incorporation / Registration (Optional)
Date d'incorporation / enregistrement
06/03/2023

Trade Licence Number (where applicable) (Optional)
Numéro de licence commerciale

Number of local workers registered with NPF (Optional)
Nombre de travailleurs locaux enregistrés auprès de la NPF

Number of foreign workers in employment (Optional)
Nombre de travailleurs étrangers en emploi

Step 2: Fill in Lodging Accommodation Permit (LAP) details. This is an optional field, there is no lap details for individual application.

Lodging Accommodation Permit (LAP) details ^

Lodging Accommodation Details (where applicable) (Optional)
Détails de l'hébergement

Lodging accommodation permit number (LAP) Numéro de permis d'hébergement	Number of lodgers (Male) Nombre de locataires (Homme)	Number of lodgers (Female) Nombre de locataires (Femme)	Date of Issue Date d'émission	Date of Expiry Date d'expiration
			Select a Date	Select a Date

+ Add Lodging Accommodation

Step 3: Fill in Recruitment Agency details.

Recruitment Agency Details ^

Has a recruitment agency been involved in the process?
Une agence de recrutement a-t-elle été impliquée dans le processus?

Yes No

Recruitment by
Recrutement par
 Employer Others

Step 4: Fill in Expatriate details. Details of passport has already been prefilled if you have uploaded passport at start, you may wish to edit the data manually.

Worker

Personal Details ^

Title
Titre

Mr.

Surname (As per passport)
Nom de Famille

SAINI

First Name (As per passport) (Optional)
Prénom

SUNIL KUMAR

Marital Status
Etat Civil

Single Married Other
Célibataire Marié Autre

Please specify
Veuillez préciser

Maiden Name (If Any) (Optional)
Nom de jeune fille (si applicable)

Gender
Sexe

Male Female
Masculin Féminin

Date of Birth
Date de naissance

08/11/1987

Place of Birth
Lieu de naissance

india

Nationality
Nationalité

Bangladeshi

Country
Pays

Bangladesh

E-mail Address (Optional)
Adresse e-mail

Telephone (Optional)
Numéro de téléphone

+000 111222333

Fax (Optional)
Numéro de fax

+000 111222333

Step 5: Fill in Passport details. Passport that has only **one name**, either surname or first name, should be inserted in the **surname textbox** only (mandatory field).

Passport Details ^

Passport Number
Numéro de passeport

P1450369

Date of Issue
Date d'émission

02/03/2023

Date of Expiry
Date d'expiration

28/12/2026

Issuing Country
Pays émetteur

India

Reference Number for Provisional Health Clearance
Numéro de référence de l'attestation sanitaire provisoire

123

Previous Passport Details (where applicable) (Optional)
Détails du passeport précédent

Passport Number Numéro de passeport	Issuing Country Pays émetteur	Date of Issue Date d'émission	Date of Expiry Date d'expiration
		Select a Date	Select a Date

Permanent address in country of residence
Adresse permanente dans le pays de résidence

Rose Belle

Address of intended place of residence in Mauritius
Adresse du lieu de résidence prévu à l'île Maurice

Mauritius

Telephone number of place of residence in Mauritius (Optional)
Numéro de téléphone du lieu de résidence à l'île Maurice

+230

Step 6: Fill in Qualification details of expatriate. This is an optional field.

Qualifications ^

Professional/academic qualifications (Optional)
Qualifications professionnelles/universitaires

Step 7: Fill in Particulars of Dependents. If any accompanying dependents, choose yes and input dependent details.

Particulars of Dependents ^

Do you have any accompanying dependents?
Avez-vous des personnes à charge qui vous accompagnent?
 Yes No

Dependent Details

Surname Nom de Famille	First Name Prénom	Date of Birth Date de naissance	Relationship Relation	Gender Sexe	Passport Number Numéro de passeport	Nationality Nationalité
<input type="text"/>	<input type="text"/>	Select a Date	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>
+ Add Dependent						

Step 8: Fill in the Profession/ Occupation details. On click, you will be prompted to type the job title and then click on search. A list will be provided; you have to choose the appropriate job title as per the Remuneration Order.

Job Title List

The Job Title/Occupation should be as per the Remuneration Order mentioned on Contract of Employment.

Search Other

If your search did not match any records. Please click on Other.

consultant

Job Title / Occupation

- Travel Consultants and Clerks, NEC
- Travel Consultant
- Senior Consultant
- Sales Consultant / Advisor ← Choose job title from list
- Russian Communications Consultant
- Pre-Planning Consultant
- Oracle ERP Cloud Consultant
- IT Consultant
- Hotel and Restaurant Consultant
- Golf Consultant

First Previous 1 2 3 Next Last

Note: If the job title you are looking for, is **not** in the list choose **other** and type the job title in the search box manually and click ok.

Job Title List

The Job Title/Occupation should be as per the Remuneration Order mentioned on Contract of Employment.

Search Other

Your search did not match any records. Please enter manually.

talker|

First Previous Next Last

Step 9: Complete all the required field

Profession/Occupation Details ^

The Job Title/Occupation should be as per the Remuneration Order mentioned on Contract of Employment.

Job Title / Occupation
Titre du poste / Profession
Sales Consultant / Advisor

Duration of intended employment
Durée de l'emploi prévu
 Years Months Others

Intended place of employment
Lieu de travail prévu
test

Basic monthly salary (MUR)
Salaires mensuel de base (MUR)
 Less than and up to Rs 50,000
 More than Rs 50,000

Job Grade
Grade du poste
Not Applicable

Please specify duration
Veuillez spécifier la durée
2

District
Quartier
Port-Louis

Intended date of arrival in Mauritius (in relation to the present application)
Date d'arrivée prévue à Maurice
29/11/2023

Step 10: Fill in Employment details.

Employment Details ^

Work Experience
Nombre total d'expérience de travail
Years (Optional)
Années
Months (Optional)
Mois

Employment History (Optional)
Expérience professionnelle

Employer Employeur	Profession/Occupation Occupation	From De	To A	Country Pays
		Select a Date	Select a Date	

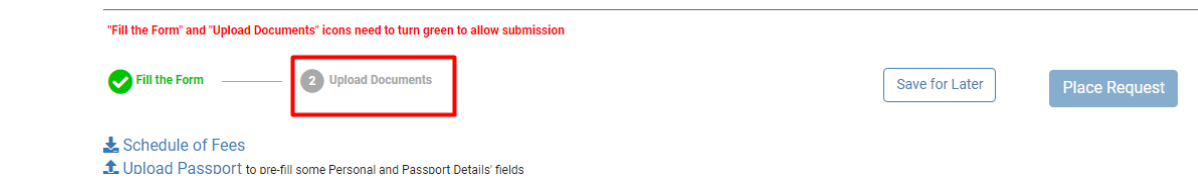
[+ Add Employment History](#)

Step 11: After filling up all the mandatory field, you will notice the ‘**Fill the Form**’ at the top is now **green**. You may wish to save your application for later by clicking on the save for later button.

Note: The fill the form option will turn green only if you have successfully inserted correct information in the required field.



Step 12: Continue to upload your document by choosing ‘**Upload Document**’. Once all required documents are uploaded, the option **upload document** will turn **green** automatically and then the button to **Place Request** will be enabled.



Step 13: Upload required Files for **Company**. Choose **browse files** to upload document. Optional field are marked in **red**.

Upload Required Files For Company (Please refer to the guidelines above)

1. Copies of press advertisement and outcome of selection exercise. Advertisements in newspapers should be of at least A6 size. (Optional)

Drag files here or [browse files](#)

2. A copy of the Lodging Accommodation Permit (LAP)/Place of Accommodation Letter.

Drag files here or [browse files](#)

3. Latest CSG Receipt with list of local workers registered with NPF.

Latest 3 months CSG Receipt to be uploaded.

(Optional)
Drag files here or [browse files](#)

4. Particulars of Recruiting Agent, Local and Overseas, where applicable. (Optional)

Drag files here or [browse files](#)

5. Turnover figures of the company for the last 3 years. (Optional)

Drag files here or [browse files](#)

6. Authorisation letter from employer/sponsor.

Drag files here or [browse files](#)

7. National Identity Card

Drag files here or [browse files](#)

Missing required documents.

8. NIC / Passport number of registered user

Drag files here or [browse files](#)

9. Additional documents for specific professions. (Optional)

[More info](#)

Drag files here or [browse files](#)

10. Other Documents (Optional)

Drag files here or [browse files](#)

Step 14: Upload Required Files for Applicant.

Upload Required Files For Applicant (Please refer to the guidelines above)

1. Passport sized photograph

- 1 Please upload passport pictures with the following dimensions range : either in Pixel (Height between 170-181 pixels, Width 132-151 pixels) or in mm (Height between 45-50 mm, Width between 35-40 mm).
- 2 The photograph should be taken against a light background and without any staple on it.

Drag files here or browse files

2. Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement of the foreign employee (data page).The Passport should be valid for at least six months.

Drag files here or browse files

passport detail
Uploaded at 27/09/2023 14:52:41 - 579kB in 1.108s

3. Where applicable, certified copy of academic and professional qualifications and details of work experience should be submitted in either French or English. (Optional)

Drag files here or browse files

4. Job profile (where applicable) of each employee. (Optional)

Drag files here or browse files

5. A provisional health clearance obtainable from the Ministry of Health & Quality of Life (Annex III)

Drag files here or browse files

6. Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 50,000 or a copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Human Resource Development and Training in respect of expatriates earning Rs 50,000 or less per month.

Drag files here or browse files

7. For professionals having dependents : in case of spouse, the marriage certificate should be submitted and for children less than 18 years old, the birth certificate must be submitted (for Residence Permit Application). (Optional)

Drag files here or browse files

8. Additional documents for specific professions. (Optional)

More info

Drag files here or browse files

9. Other Documents (Optional)

Drag files here or browse files

Step 15: After having uploaded all the required document the 'Upload Document' option turns green.

"Fill the Form" and "Upload Documents" icons need to turn green to allow submission

Fill the Form

Upload Documents

Save for Later

Place Request

Schedule of Fees

Upload Passport to pre-fill some Personal and Passport Details' fields

All fields required unless marked as "optional"

Step 16: The **Place Request** is now enabled. Click on the **Place Request** to submit your application to the Ministry.

Note: **Place Request** button will be enabled **only** if both 'fill the form' and 'upload document' are green.

Step 17: Complete the **Declarant** detail and then **Submit**. You will be required to submit a declaration form. This form is **prefilled** with the details you provided during **registration** on the NELS platform.

Declaration

Declarant's Details:	
Name of employer	dy/kaz hkhzth
Authorized Representative	dy/kaz hkhzth
Designation (Occupation)	Director
Contact Details	+230 12345678

The employer undertakes that, in respect of the employment of the non-citizen -

- the wages and conditions of employment of the non-citizen shall not be less favourable than those prescribed under the laws of Mauritius;
- the non-citizen shall be accommodated in accordance with the Occupational Safety and Health Act and the Occupational Safety and Health (Employers Lodging Accommodation) Regulations 2011, and any other applicable legislation;
- necessary arrangements shall be made for the non-citizen to leave Mauritius on the expiry or termination of the work permit or for any cause whatsoever;
- the non-citizen shall be provided with:
 - an air ticket to Mauritius; and
 - an air ticket and relevant expenses associated with his repatriation to his home country on the expiry or termination of the work permit or for any cause whatsoever, unless it is evidenced that there has been a breach of contract of employment on the part of the non-citizen.

I hereby declare that all the information in this application and the documents submitted are correct, true and complete. I understand that I shall commit an offence if I knowingly give any false information.

All information supplied in this application and any other information which may be provided at a later stage may be shared by and with Government departments or other relevant authorities for the processing of this application subject to the provisions of the Data Protection Act and any other applicable legislation.

Declaration Date: 27/09/2023 I Agree to the above

Back Submit

4.1.2 Company Application

Step 1: If you are a company, choose company and fill up the required information.

Company

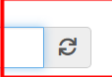
Employer Details ^

Individual Company Others

Step 2: Input your **Company Business Registration Number (BRN)** and then click on **refresh** button. Once you **click** on refresh button, information from CBRD will be **automatically populated** in the required field.

Company Business Registration Number
Numéro d'enregistrement de l'activité

Please click on the refresh button to populate Company's details

C12345677 

Step 3: Information as per your company registration at the **CBRD** is automatically prefilled.

Company Name Nom de l'entreprise	Test BEAUTY & SPA LIMITED	
Company Address Adresse de l'entreprise	ROYAL ROAD ,, ROSE BELLE, MAURITIUS	
Email Address L'adresse e-mail	email@gmail.com	
Telephone Number Numéro de téléphone	+230	12345678
Mobile Number Numéro de portable	+230	12345678
Fax (Optional) Numéro de fax	+230	

Note: In case, there is any discrepancy in company name or any other prefilled detail, contact the Corporate Business Registration Department (**CBRD**) for amendment.

Step 4: Fill in the **Economic/ Industrial Activity** as per your BRN. **Click** on the **drop down list** button to view all the activities for which your company has been registered for. **Choose** the corresponding **sector** for which the expatriate will be working in.

Economic / Industrial Activity as per BRN
Secteur d'activités

Choose appropriate economic / industrial activity as per BRN from drop-down list.

551041 - Tourist residences

Select Economic Activity

791201 - Tour operator activities

931191 - Operation of other sports facilities

931131 - Fitness centres e.g Health Club , Gym , Wellness , spa .etc

960911 - Activities of massage salons, sauna bath and the like

477212 - Sale of traditional/ayurvedic only (Retail sale of pharmaceutical goods in stores)

551041 - Tourist residences

960221 - Beauty parlour

561031 - Victualler, selling cooked food on and off premises

854991 - Training Institution / (Education) n.e.c.

Note: Make sure to choose the **refresh** button next to your **BRN** so as to enable the **economic activities** to be **displayed** in the drop down **list**. If refresh button is **not** clicked (step 2), the drop down **list** will be **empty**.

Step 5: Continue to fill the required information until the 'Fill the Form' becomes green.

Step 6: Once the **fill the form** is **green**, proceed with **uploading** of required **documents**.

Step 7: Once the **upload document** is **green**, you can **place your request**.

Step 8: Fill up the **declarant form** and then **submit** your application.

4.1.3 Other Application

Step 1: If you are an organization that does not have any BRN, NID, License No. and others, you may submit your application as others. (applicable for religious bodies / associations and others)

Company

Employer Details ^

Individual Company Others

Step 2: Fill in all the required details unless marked as '**optional**'.

Step 3: Input **Economic sector**. Sector of activity has to be typed manually.

Step 4: Continue to fill all the required field until '**fill the form**' is **green**.

Step 5: Once **fill the form** is **green**, proceed to **upload** required **document** until green.

Step 6: Place your **request** and fill **declarant form**

Step 7: **Submit** application

4.2 Application for Multiple Worker

Step 1: Application for more than one expatriate, choose **Multiple worker** and click on **Next**.

Work Permit (WP)

Do you wish to prepare an application for an individual or multiple persons?

Individual Worker

Multiple Workers

Next

Step 2: Fill the form with required details of Company unless marked as **optional**.

Step 3: Complete the 'fill the form' until becomes **green**.

Step 4: Click on 'upload documents' to upload all required documents until **green**.

Step 5: Once **both** 'fill the form' and 'upload document' are **green**, the **Add Worker** button is enabled.

"Fill the Form" and "Upload Documents" icons need to turn green to allow submission

✓ Fill the Form

✓ Upload Documents

Save for Later

Add Worker

Step 6: At this stage, it is recommended to **save** your application for later **first**. You have completed with filling up **details** for your **company**.

Note: You may anytime add details for an expatriate and submit your application without the need to reenter details of company.

Step 7: Click on **Add Worker** button to input details of expatriate.

Step 8: Fill all required details for **expatriate** until the **fill the form** turns **green**.

Step 9: Continue to **upload documents** until marked **green** and **Place Request**

Step 10: Fill **Declarant form** and **Submit** application

4.2.1 Adding another worker

Step 1: Open **Draft** from your dashboard and **Open** the saved company detail.

Step 2: Click on **Add Worker** directly.

(The guide tells you how to fill in this form and about the plans and other documents that you must provide with this application. Please read carefully before filling this form)

"Fill the Form" and "Upload Documents" icons need to turn green to allow submission

Fill the Form Upload Documents

[Schedule of Fees](#)
All fields required unless marked as "optional"

Company

Employer Details ^

Individual Company Others

Company Business Registration Number

Step 3: Fill all required expatriate detail and submit your application.

Note:

- Each time you add a worker you have to place request for application to be submitted.
- You may also save the application for later submission.
- You may edit the details provided earlier for company anytime and save it again.

5.0 Save / Open Draft Application

5.1 Save Application as Draft

You may **save** your application as **draft** at any time by choosing '**Save for Later**'.

Work Permit - Company - New

[\(Guidelines\)](#)

(The guide tells you how to fill in this form and about the plans and other documents that you must provide with this application. Please read carefully before filling this form)

Fill the Form and *Upload Documents* icons need to turn green to allow submission

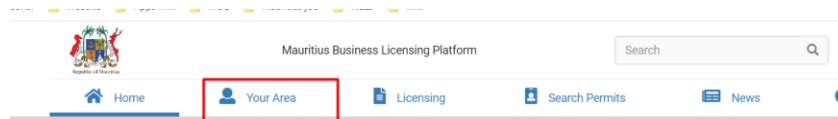
Note: you may save your application at anytime
Application is saved as draft.

Save for Later

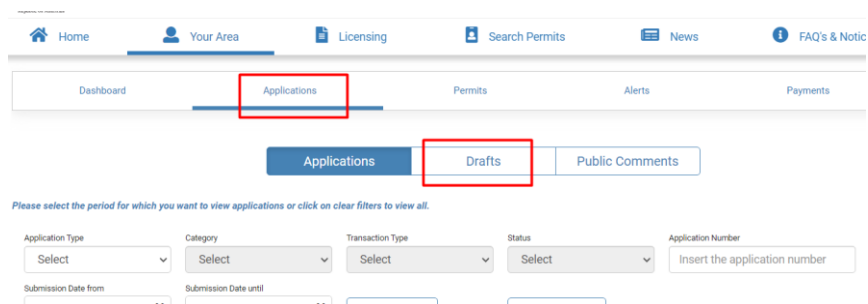
Place Request

5.2 Open a Saved application

Step 1: From your main page, select **Your Area**.



Step 2: Select **Applications** and then **Drafts**.



Step 3: On landing page, a list of all saved applications is displayed.

The screenshot shows a web interface for managing applications. At the top, there are three tabs: 'Applications', 'Drafts', and 'Public Comments'. Below the tabs, there is a filter section with the text 'Filter your applications'. This section includes a dropdown menu for 'Application Type' (set to 'Select'), four date pickers for 'Creation Date from', 'Creation Date until', 'Last Modified Date from', and 'Last Modified Date until', and an 'Apply Filters' button. Below the filters is a table with the following data:

Application Type	Applicant	Created	Last Modified
▶ Work Permit *	Fu Jian Sen Li Economic & Trade Co. Ltd [C08078038-2023-14]	28 Sep 2023	28 Sep 2023
▶ Work Permit	SAINI, SUNIL KUMAR	28 Sep 2023	28 Sep 2023
▶ Work Permit	SAINI, SUNIL KUMAR	27 Sep 2023	27 Sep 2023

At the bottom of the table, there is a pagination control with buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

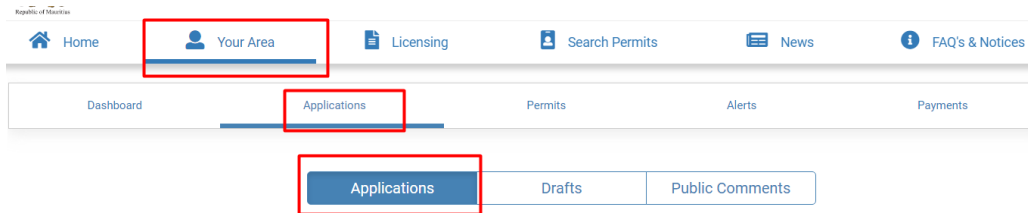
Step 4: Click on **Work Permit** and then **Open**. You can also delete the saved application by choosing the **delete** button.

The screenshot shows the details of a selected application. The table from the previous screenshot is visible at the top, with the first row highlighted. Below the table, there is a section for 'List of Applicants:' which states 'No Applicants to be displayed'. Below that is a section for 'Documents:' with a list of files and their upload dates: 'test' (-28/09/2023), 'pdf-testnew' (-28/09/2023), 'brc_main' (-28/09/2023), 'Business Registration Card' (-28/09/2023), and 'pdf-test' (-28/09/2023). At the bottom right of the details section, there are two buttons: 'Delete' and 'Open', both of which are highlighted with red boxes.

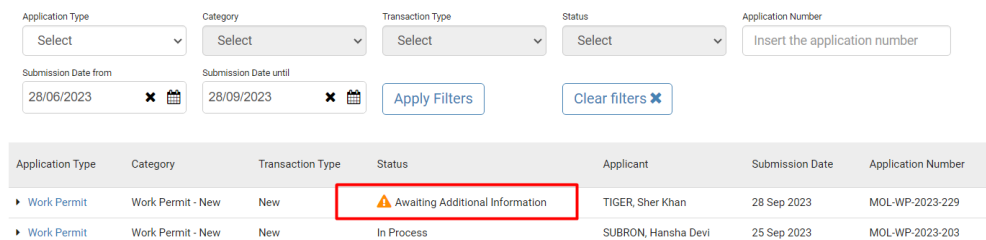
6.0 Additional Information

After your application has been assessed at the Ministry level and discrepancies have been noted, amendments are required for further processing. You will receive an email notification, requesting to amend required information.

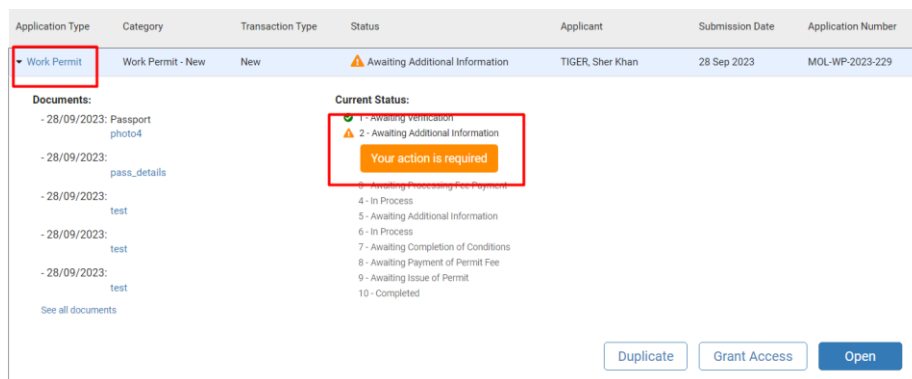
Step 1: Login on the portal and go to Your Area click on Applications



Step 2: Under Applications you will see your application has been sent back to you with status **Awaiting Additional Information in yellow colour.**



Step 3: Click on Work Permit and click on Your action is required in yellow box.



Step 4: Your application will be opened, **amendments** that are required will be displayed on top

Work Permit - Company - New

Applicant Name: TIGER, Sher Khan
Submission date: 28/09/2023

Application number: MOL-WP-2023-229
Effective Date: -

Application Status: Awaiting Additional Information

Registry officer's Comment: Test

Invalid Documents:

Latest CSG Receipt with list of local workers registered with NPF.

🔴 Latest 3 months CSG Receipt to be uploaded.

: Wrong

Step 5: Amend your application accordingly and then click on **Send new info** button.

.....

Fill the Form and *Upload Documents* icons need to turn green to allow submission

🟢 Fill the Form 🟢 Upload Documents

📄 Schedule of Fees
All fields required unless marked as "optional"

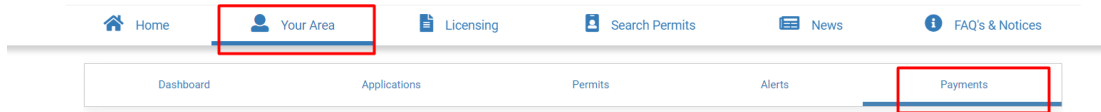
Send New Info

Note: 'Fill the Form' and 'Upload Document' should be green so that 'send new info' button is enabled.

7.0 Effect Payment

Payment can be effected both **manually** and **online**. For manual payment, print your voucher and make payment at the cash counter on 8th Floor Victoria House, Port Louis.

Step 1: Login on portal, go to **Your Area**, click on **Payments**



The screenshot shows the top navigation bar of the portal. The 'Your Area' menu item is highlighted with a red box. Below it, the 'Payments' sub-menu item is also highlighted with a red box.

Filter your payments

Reference: Status: Start Date: End Date:

Application Number	Payment Reference	Amount	Currency	Status	Date
MOL-WP-2023-229	MOL-FEES-2023-101	700	MUR	Not paid	28 Sep 2023
MOL-WP-2023-203	MOL-FEES-2023-98	700	MUR	Paid	25 Sep 2023
MOL-WP-2023-202	MOL-FEES-2023-97	700	MUR	Paid	25 Sep 2023

Step 2: Select the application that you need to **pay** and then click on **open** button

Application Number	Payment Reference	Amount	Currency	Status	Date
MOL-WP-2023-229	MOL-FEES-2023-101	700	MUR	Not paid	28 Sep 2023
MOL-WP-2023-203	MOL-FEES-2023-98	700	MUR	Paid	25 Sep 2023
MOL-WP-2023-202	MOL-FEES-2023-97	700	MUR	Paid	25 Sep 2023
MOL-WP-2023-204	MOL-FEES-2023-96	700	MUR	Paid	25 Sep 2023

First Previous **1** Next Last

Step 3: On landing page, click on **option 1** to make **e-payment** else choose **option 2** to download voucher for **cash payment**.

Dashboard	Applications	Permits	Alerts	Payments
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Application - Work Permit

Applicant: TIGER, Sher Khan

Number: MOL-WP-2023-229

Type: Work Permit

Payment

Payment Advice: Processing Fee

Date: 28 Sep 2023

Payment Reference: MOL-FEES-2023-101

Total Amount: 700 MUR

Payment Comment:

Status: Not paid

Payment Options

Option 1 - [Click here to pay by Credit Card](#)
Option 2 - [Download the voucher for other payment methods HERE](#)

[Back](#)

8.0 Duplicate Application

If your application has been set aside / rejected or for any other purpose, you need to submit a fresh application.

Step 1: Login on portal, under **Your Area**, click on **Work Permit** and then choose **Duplicate** button.

The screenshot displays the user interface of a portal. At the top, there is a navigation bar with links for Home, Your Area (highlighted with a red box), Licensing, Search Permits, News, and FAQ's & Notices. Below this, a table lists applications. The second row is selected, showing 'Work Permit - New' with status 'Application Set Aside' and application number 'MOL-WP-2023-142'. Below the table, there are two columns: 'Documents' and 'Current Status'. The 'Current Status' column shows a list of steps from 1 to 10, with step 10 marked as 'Completed - Application Set Aside' in red. At the bottom right, there are three buttons: 'Duplicate' (highlighted with a red box), 'Grant Access', and 'Open'.

Note: On duplicate, you will have to **upload all documents** again.