

RECRUITMENT LICENCE GUIDELINES

Ministry of Labour and Industrial Relations
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Disclaimer: These guidelines are issued to assist prospective and licensed private recruitment agencies in understanding the legal requirements, application procedures, and operational obligations under the Private Recruitment Agencies Act 2023 (“the Act”) and the Private Recruitment Agencies Regulations 2025 (“the Regulations”). They aim to promote fair, ethical, and transparent recruitment practices, protect jobseekers (both citizens and non-citizens), enhance compliance monitoring, and align with International Recruitment Integrity System (IRIS) principles. 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, users 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.

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1 Introduction

The purpose of these Guidelines is to provide guidance to those applying for a recruitment licence.

2 Legal Framework

The grant or renewal of a recruitment licence is governed by the Private Recruitment Agencies Act 2023 (“the Act”) and the Private Recruitment Agencies Regulations 2025 (“the Regulations”). Same are accessible on the website of the Ministry on: <https://empment-labour.govmu.org/>.

3 Types of Recruitment Licences

There are three distinct types of recruitment licences, for the three categories of recruitment namely:

✓ Recruitment of citizens of Mauritius for employment in Mauritius	✓ Recruitment of citizens of Mauritius for employment abroad	✓ Recruitment of non-citizens for employment in Mauritius
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A private recruitment agency may have more than one licence. Recruitment agencies must strictly comply with the provisions of the Private Recruitment Agencies Regulations 2025. In particular,

- (i) agencies are prohibited from recruiting citizens or non-citizens residing abroad for employment with employers located abroad; and
- (ii) agencies are likewise prohibited from recruiting non-citizens already working or residing in Mauritius for employment with employers located abroad.

4 Application for a Recruitment Licence

- (a) Any company which intends to operate a private recruitment agency shall make an application for a recruitment licence to the Permanent Secretary on the relevant prescribed form available on the website of the Ministry on: <https://empment-labour.govmu.org/> . The application should be sent by post or may be hand delivered at the following address:

The Permanent Secretary
Ministry of Labour and Industrial Relations (Employment Division)
11th Floor, Victoria House,
Port Louis.

- (b) A separate application form should be submitted for each type of licence. **The application shall be accompanied by a non-refundable fee of 5000 rupees for each category.**
- (c) In case an employer directly recruits employees to work for himself in accordance with section 3(1) and (2) of the Act, he should comply with the provisions of the Private Recruitment Agencies Regulations 2025, in as much as the responsibilities of the recruitment agent and employer are concerned.

5 Documents to be submitted with the Application Form

- (a) Applicants are required to submit copies of the following documents:

✓ Applicant’s National Identity Card (NIC) or valid passport	✓ Certificate of Character of the directors, shareholders, or promoters	✓ Certificate of Incorporation of the company	✓ Business Registration Card
✓ Proof of residential address of the applicant	✓ Building and Land Use Permit (BLUP) or a valid lease agreement for the premises where recruitment activities will be carried out	✓ Financial Statements for the last three years	✓ Technical knowledge and experience in the field of recruitment workers

- (b) Security to be furnished for the recruitment of non-citizens for employment in Mauritius and for citizens of Mauritius seeking employment abroad, either by:

✓ An office cheque drawn to the account of the Government of Mauritius	✓ Or an insurance policy issued by a company registered under the <i>Insurance Act</i> , acceptable to the Permanent Secretary, and deposited with the Accountant-General	✓ Or a bank guarantee issued by a bank licensed under the <i>Banking Act</i> , to be deposited with the Accountant-General
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- (c) To note that:

- (i) applicants should be conversant with Mauritian labour laws, and with the labour laws of the country of destination when placing Mauritians abroad; and
- (ii) applicants should have the ability and willingness to comply with the conditions of the licence.

6 Inspection

The Permanent Secretary or any officer designated by him may inspect the business premises of the applicant to verify whether it is equipped with communication facilities, in good working condition, including fixed telephone line, fax and internet facilities and other amenities in good working condition including a waiting area and restroom.

The business premises of the applicant should not be located within the residential premises of the applicant.

7 Fees applicable for new/renewal application

Once application is approved, the applicant will be notified in writing and a recruitment licence for a duration of 3 years will be issued, subject to, payment of the applicable **licence fee** and **security deposit** made within 30 days.

Licence Type	Application Fee (Rs)	Licence Fee for 1 year (Rs)	Licence Fee for 3 Years (Rs)	Security Deposit (Rs)
Citizens of Mauritius for employment in Mauritius	5,000	25,000	75,000	Nil
Citizens of Mauritius for employment abroad	5,000	50,000	150,000	1,000,000
Non-citizens for employment in Mauritius	5,000	50,000	150,000	1,000,000

8 Validity of Recruitment Licence

All Licences shall be valid for a period of **three years** and shall be **non-transferable**. The licence shall be displayed in a conspicuous place at your business premises (Section 11 of the Act).

9 Renewal of Recruitment Licence

As per section 7(1) and (2) of the Act, a licensee shall submit an application for the renewal of the licence **at least 90 days prior to the expiry of the current licence**. Application should be made on the prescribed form available on the website of the Ministry on: <https://empment-labour.govmu.org/> and shall be accompanied by a non-refundable application fee of 5000 rupees.

10 Appeal

In case an applicant is aggrieved by the decision of the Permanent Secretary, he may make an appeal in writing to the Minister **within 21 days** of the communication of the decision to him.

11 Cancellation of Recruitment Licence

Any request for the cancellation of a recruitment licence must be addressed to the Permanent Secretary by means of an official letter. Once the cancellation has been processed, the licensee will be informed via an official letter issued by the Ministry.

12 Variation, suspension and revocation of licence

- (a) No private recruitment agency shall employ any key personnel who has been convicted of fraud or dishonesty, failing which its licence shall be revoked.
- (b) Where a private recruitment agency intends to transfer the shares of the company or change its directors, it shall submit an application to the Permanent Secretary for prior approval. Any transfer of shares or change of directors effected without such approval shall result in the revocation of the licence.
- (c) A private recruitment agency must obtain the approval of the Permanent Secretary prior to changing the address of its business premises, failing which its licence shall be revoked.
- (d) The Permanent Secretary may vary, suspend or revoke a licence where he is satisfied that –
 - (i) the private recruitment agency has breached this Act or any regulations made thereunder;
 - (ii) the private recruitment agency has breached any condition attached to its licence; and
 - (iii) the private recruitment agency has provided false or misleading information for the issue or renewal of its licence.

As well as all conditions set at paragraph 8 of the Act

- (e) A private recruitment agency shall surrender its licence to the Permanent Secretary not later than 7 days after the licence has been varied, suspended or revoked.

13 Offences and Penalties

The legislation makes provisions for offences and penalties in case of non-compliance such as unlawful possession of licence, tampering with licence, provision of misleading information; amongst others.

14 Issue of Duplicate Recruitment Licence

- (a) Where the licence of a private recruitment agency is **lost, defaced, or damaged**, the agency may apply to the **Permanent Secretary** for the issue of a duplicate licence.
- (b) If approved, the duplicate licence shall be issued upon payment of the prescribed fee of 3000 rupees and on the same terms and conditions as the original licence.
- (c) Where a licence reported lost is subsequently found, the private recruitment agency shall forthwith notify the Permanent Secretary and surrender the original licence to the Permanent Secretary.

15 Notice of Vacancy

- (a) Every licensee shall, within 2 working days from receipt of a written request by an employer for recruitment, notify the vacancy to the Ministry in the form set out in the Seventh Schedule of the Private Recruitment Agencies Regulations 2025.
- (b) Every licensee shall, within 15 days after the end of each quarter, submit to the Ministry the following:

- (i) a consolidated return of vacancies identified by employers, in the form prescribed in the Eighth Schedule of the Private Recruitment Agencies Regulations 2025;
- (ii) a return on placements, in the appropriate form set out in the Ninth Schedule
- (c) A licensee shall give priority to the persons registered on the National Employment Department of the Ministry responsible for the subject of employment.

16 Conditions of Recruitment Licence

Every licensee shall, comply with the terms and conditions specified in **Part I, II or III of the Sixth Schedule** of the Private Recruitment Agencies Regulations 2025, for the category of licence he holds. Any breach by a licensee of any conditions of the licence shall be dealt with in accordance with section 8 of the Act. Where, pursuant to section 8 of the Act, a licence is revoked, the security deposit of the licensee shall be forfeited.

17 Contact Information

For additional information, the Ministry may be contacted on **hotline on 86 003** or via email at pra@govmu.org

18 Important

Notwithstanding these guidelines, applicants are required to comply with the provisions of the Private Recruitment Agencies Act 2023 and Private Recruitment Agencies Regulations 2025.