

Checklist for Application for Individual Work Permit for Jockey

Documents to be submitted:

| SN | ITEMS | NEW | RENEWAL |
|----|--|-----|---------|
| a. | Applications for Work Permit should be submitted on the prescribed form | ✓ | ✓ |
| b. | Covering Letter from Company requesting for work permit for the expatriate. | ✓ | ✓ |
| c. | 4 Passport sized photographs for new applications for Work Permit and 2 Passport sized photographs for renewal. The photographs should be between 35mm and 40mm in width and between 45mm and 50 mm in height and taken against a light background. | ✓ | ✓ |
| d. | Copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement for each foreign employee | ✓ | ✓ |
| e. | Where applicable, certified copies of academic, vocational and professional qualifications and details of work experience should be submitted in either French or English. | | |
| f. | Job profile of each expatriate. | | |
| g. | If the salary is MUR 30,000 or less, a copy of Contract of Employment duly vetted by the Labour Division of the MLIRET. If salary is more, documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than MUR 30,000. | ✓ | ✓ |
| h. | A provisional medical clearance obtainable from the Ministry of Health and Quality of Life. | ✓ | X |
| i. | A copy of the Certificate of Incorporation and Business Registration Card of the company. | ✓ | ✓ |
| j. | Original Press advertisements which have appeared in two leading newspapers in A5 size. Name of Newspaper and date of advert should be clearly visible on the press advert and outcome of selection exercise must also be submitted. | | |
| k. | Latest Contribution Sociale Généralisée (CSG) Receipt with list of local workers registered with the NPF. | | |
| l. | Particulars of Licensed Recruiting Agent (Both local and overseas) and valid recruitment licence. | | |
| m. | Turnover of the company for the last 3 years. | | |

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| n. | Deputation letter, where applicable. | | |
| o. | Covering Letter from company specifying address of accommodation of expatriate. | ✓ | ✓ |
| p. | <u>Recommendation letter from Horse Racing Organiser specifying current racing season and whether the jockey will be riding for the first time in Mauritius, and whether he is clear to ride.</u> | ✓ | ✓ |
| q. | <u>In case the jockey has been riding in Mauritius in the past, his Disciplinary Records must be attached and the Horse Racing Organiser should inform whether they have any objection to the employment of the jockey for the current season</u> | ✓ | ✓ |
| r. | <u>A clearance from the Racing Club/Authority for which the jockey was actually riding, wherein the Club/Authority should inform that the jockey is not currently suspended, has not incurred any injury and is clear to ride.</u> | ✓ | X |
| s. | Authorisation letter specifying job title of the person submitting the application +ID Copy | ✓ | ✓ |