

# GUIDELINES FOR

# TABLE OF CONTENTS

EMPLOYING NON-CITIZENS IN MAURITIUS.....	3
1. THE E-WORK PERMIT SYSTEM.....	3
1.2 REGISTRATION ON THE E-WORK PERMIT PORTAL.....	3
2 GRANT OF WORK PERMITS.....	5
2.1 Legislation.....	5
2.2 Main criteria for the grant of Work Permits.....	5
2.3 Request for Permission in Principle/Quota.....	5
2.4 Appeal.....	7
2.5 Applications for Work Permit/ Certificate of Exemption and Residence Permit.....	7
2.6 Appeal-Application.....	8
2.7 Payment of Fees – Mode of Payment.....	8
2.8 Refund of Work Permit Fees.....	8
2.9 Issue of Provisional Work Permits.....	8
2.10 Issue of Work Permit Cards.....	8
2.11 Renewal of Work Permits.....	9
2.12 Cancellation of Work Permit.....	9
2.13 Duplicate Work Permit.....	9
3. CERTIFICATE OF EXEMPTION.....	9
3.1 Legislation.....	9
3.2 Online Application for Certificate of Exemption.....	9
4. AUTHORISATION CARD.....	10
4.1 Legislation.....	10
4.2 Online Application for Authorisation Card.....	10
5. HELPFUL INFORMATION.....	10
6. APPLICATION FOR RECRUITMENT LICENCE.....	11
7 ANNEXES.....	13

## **EMPLOYING NON-CITIZENS IN MAURITIUS**

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### **1. THE E-WORK PERMIT SYSTEM**

The e-Work Permit System is an integrated system put up by the Ministry of Labour, Industrial Relations and Employment enabling, amongst others, the online:

- i. submission and processing of applications for:
  - Work Permit/Certificate of Exemption
  - Permission in Principle
  - Recruitment Licence
  - Authorisation Card
- ii. payment of fees;
- iii. verification of status of applications; and
- iv. issue of provisional Work Permits/Certificate of Exemption.

The system includes an e-Work Permit Portal which may be accessed on [www.workpermit.mu](http://www.workpermit.mu). With the implementation of the e-Work Permit System, only online applications will be accepted.

### **1.2 REGISTRATION ON THE E-WORK PERMIT PORTAL**

Prior to undertaking any transaction on the e-Work Permit Portal, applicants are required to register with the System.

The following steps should be followed:

#### **STEP 1 – Filling of online Applicant Registration Form**

- Go to [www.workpermit.mu](http://www.workpermit.mu)
- Click on “Register Now”
- Read and Agree to the “Terms and Conditions”
- Go to the Applicant Registration Form
- Select the “Type of Applicant”
- Fill in the required fields in the Applicant Registration Form

- Enter a valid email address as Username
- Upload the Required Documents
  - Copy of the Certificate of Incorporation (where applicable)
  - Copy of Business Registration Card (where applicable)
  - Copy of relevant licences (where applicable)
  - Copy of Shareholders Certificate (where applicable)
  - Proof of Address
- Agree to the Declaration
- Submit your Registration
- Check your Mail

## **STEP 2 - Verification and Validation of Registration**

- One of the Directors/designated Authorised Users of the e-Work Permit Portal as provided in the Applicant Registration Form would then have to call in person **within 2 weeks of this notification**, to the nearest Employment Information Centre (EIC), within working hours, to sign the Applicant Registration Form.
- The original of the scanned documents should be produced for verification. The person calling at the Ministry should bring along his/her National Identity Card.
- A username and password will be issued by email to Authorised Users to enable them to access the e-Work Permit Portal for submitting online applications.

## **2 GRANT OF WORK PERMITS**

### **2.1 Legislation**

The Non-citizens (Employment Restriction) Act 1973, stipulates 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 engages in the occupation, or is employed in accordance with any condition which may be specified in the permit. The Act also stipulates that “no person shall have a non-citizen in his employment in Mauritius without there being in force a valid permit in relation to that employment.”

## **2.2 Main criteria for the grant of Work Permits**

The main criteria for the grant of Work Permits are as follows:

- (i) foreign workers should possess the skills, qualifications and expertise required for the job applied for;
- (ii) foreign workers should normally be aged between 20 and 60 years. Departure from this policy is exceptionally made for investors and expatriates who are above 60 years and who possess specific expertise;
- (iii) the employer/company should have made efforts to recruit workers on the local market; and
- (iv) where applicable, companies should have obtained a Permission in Principle/Quota.

## **2.3 Request for Permission in Principle/Quota**

Companies proposing to employ a large number of foreign workers or workers in skilled positions like Machine Operators, Masons, Cooks, etc., should first obtain a Permission in Principle (PIP)/Quota from the Ministry. A PIP specifies the number of foreign workers a company is authorized to employ, the positions and the countries of recruitment. Generally, the ratio of 1 foreign worker for 3 locals is applied in determining a quota. Flexibility is applied in case of scarcity areas and where justified.

### **2.3.1 Procedures for Permission in Principle/Quota**

The online process for Permission in Principle (PIP) is as follows:

A company should log into the e Work Permit Portal with the username and password. The online “Permission in Principle (PIP) Form” should be filled in and the following documents scanned and submitted:

- i. Report from Employment Information Centre (EIC) about availability of local workers of similar grades;
- ii. Copy of press advertisement and outcome of selection exercise. Advertisement in newspapers should be of at least A6 size ;
- iii. Numbers of Mauritian employees on the company’s payroll and the latest National Pension Fund (NPF) receipt.
- iv. Additional documents required for specific sectors, for example:

- **Restaurant/Hotel:**  
Copy of Valid Tourist Enterprise Licence  
Latest receipt of contribution to Tourism Employees Welfare Fund  
Letter/Document indicating the Number of Covers/Rooms
- **Construction Sector**  
Letter of Award clearly specifying start and completion dates of project
- **Bakery Sector**  
Bakery Licence
- **Freeport Sector**  
Freeport Licence
- **Fishing Sector**  
Licence of Fishing vessel

**Incomplete applications will be returned unprocessed and employers will receive a notification indicating missing information/documents. The effective date of application will be the date when complete application and all required documents are verified correct.**

Once a decision is taken on the Request, the company will receive a notification by email whereby the company will have to log into the portal to view the decision.

**A Permission in Principle is valid for a period of nine months, during which individual applications for Work Permit should be submitted in line with the quota granted. If applications are not submitted within that time frame, the PIP will no longer be valid and the employer will have to submit a fresh Request if foreign workers are to be employed.**

## **2.4 Appeal**

Should the applicant not be satisfied with the decision of the Ministry, an appeal may be submitted online through the “Appeal-Request for PIP-Form” available on the e-Work Permit Portal. Full justifications should be submitted for the case to be reconsidered, together with documents, if any, which should be uploaded.

Appeals should be made within **one month** of the notification issued by the Ministry. Only **one** Appeal will be accepted by the System. A decision on the Appeal will be communicated to the applicant through the e-Work Permit Portal.

## 2.5 Applications for Work Permit/ Certificate of Exemption and Residence Permit

Applications normally fall under two categories:

- (i) those under a quota/ Permission in Principle already granted. In this case, the e-Work Permit System will track the number of applications submitted by a company and Work Permits issued. Applications not in line with that quota or in excess of the quota will not be accepted by the System; and
- (ii) those in respect of professionals, technical and managerial grades for which a permission is generally not needed.

In either case, applications for Work Permit have to be submitted through the e-Work Permit Portal. With a view to streamlining procedures and facilitating the application process for employers/companies, the Prime Minister's Office, the Passport and Immigration Office and the Ministry of Labour, Industrial Relations and Employment have devised a common Application Form for Work Permit/Certificate of Exemption and Residence Permit. Applicants will, therefore, have only one form to fill in to apply for both Work Permit/Certificate of Exemption and Residence Permit.

### 2.5.1 Online Application for Work Permit/Residence Permit

Employers should log into the e-Work Permit Portal and fill in the Common Application Form. All documents in the Checklist, as at **Annex I**, have to be scanned and submitted. At the time of application, an application fee of **Rs 700** is payable in respect of the Work Permit application. If applicants have any query regarding Residence Permit, same should be addressed directly to the Passport and Immigration Office (PIO).

Only complete applications (with all requested information/documents) will be processed by the Ministry. Applications for Work Permit will be processed by the Ministry of Labour, Industrial Relations and Employment while applications for Residence Permit will be processed by the Passport and Immigration Office.

**Incomplete applications will be returned unprocessed and employers will receive a notification indicating missing information/documents. The effective date of application will be the date when complete application and all required documents would be verified correct.**

Once a decision is taken on the application for Work Permit, an email will be issued to the employer who should log into the Portal to view the Ministry's decision. In case the application

is approved, a claim for payment of Work Permit Fees and Annual Fees will be issued online. Details of prescribed Fees are at **Annex II**.

A time frame of **twenty (20) days** as from the date of issue of claim letter will be granted to companies to effect payment of fees. If payment is not effected within the given time frame, the decision to grant Work Permit will be rescinded automatically. No request will be entertained to reinstate the application. Companies will have to resubmit a fresh application in case payment is not effected within the given time frame.

According to the Employment (Non-Citizens) (Restriction) Regulation 1973, religious bodies and charitable institutions approved by the Minister are exempted from payment of Work Permit Fees and Annual Fees.

## **2.6 Appeal-Application**

In case an employer is not satisfied with the decision of the Ministry, an appeal may be submitted on the “Appeal-Application Form”. Full justifications, together with the relevant scanned documents should be submitted. Appeals should be submitted within **one month** of the Ministry’s decision and only **one** appeal will be accepted and considered.

## **2.7 Payment of Fees – Mode of Payment**

Payment of fees may be effected:

- (i) online on the e-Work Permit Portal through the e-payment Gateway of the Treasury. Visa and Master card credit cards from all banks (which have been enabled for online transactions) and SBM Visa Pre-paid cards may be used for online payment;
- (ii) by cash/office cheque at the Cash Office of the Ministry, Level 10, Sterling House, Port Louis; and
- (iii) through the Point of Sales system at the Cash Office of the Ministry, Level 10, Sterling House, Port Louis. A fee at prevailing bank rates is applicable at the time of payment.



## 2.8 Refund of Work Permit Fees

Following requests from companies for the refund of Work Permit Fees where foreign workers have not travelled to Mauritius at all or have left the country before expiry of their Work Permits, the Ministry has taken the following decisions:

- Where workers have left the country before the expiry of their Work Permits, the amount of Work Permit Fees for the remaining years will be refunded.
- Where workers have not travelled at all, Work Permit fees will **not** be refunded for the first year. However, Work Permit Fees will be refunded for subsequent years.

## 2.9 Issue of Provisional Work Permits

Following payment of fees, a Provisional Work Permit will be issued online to companies where the worker is still abroad and has not yet travelled to Mauritius. Provisional Work Permits will not be issued where the worker is already in Mauritius.

The Provisional Work Permit may be accessed by employers by logging into the portal. The Provisional Work Permit is not the final Work Permit and is only a document that will enable the foreign worker to travel to Mauritius without any hassle. The Provisional Work Permit is valid for only **6 months** after issue, implying that the worker should travel to Mauritius within that period.

Beyond **6 months**, the Provisional Work Permit will lapse and requests for re-instatement/extension will not be considered. A fresh application in respect of the worker will have to be submitted if his/her services are needed.

## 2.10 Issue of Work Permit Cards

Work Permits will now be issued in the form of cards. Work Permit Card will be issued by the Ministry only after the arrival of the worker to Mauritius. Companies/employers have to call at the Ministry within **two working days** of the worker's arrival to collect the Work Permit card. Only authorized personnel of the company will be issued the Work Permit Card and he/she should bring along his/her ID Card.

### **2.11 Renewal of Work Permits**

Applications for renewal of Work Permits and Residence Permits should be submitted online on the common application form for Work Permit/Certificate of Exemption and Residence Permit. Applications should be submitted **two months prior to the expiry of the current Work Permit and payment of the fee of Rs. 700 should be effected at the time of application**. The process for the renewal of Work Permit is similar to that of a new application with the exception of certain documents that will not be required. All documents in the checklist should be scanned and submitted.

In case no application for renewal is received prior to the expiry of the valid Work Permit, the Passport and Immigration Office will be notified and requested to take action as appropriate at its end. **Applications for renewal of Work Permits received after expiry of current Work Permits will not be accepted.**

### **2.12 Cancellation of Work Permit**

In case of cancellation of Work Permit, the online Cancellation Form should be filled-in and submitted. Reasons for the cancellation should be specified by the Company. Employers will be notified through the e-Work Permit Portal of the cancellation of the Work Permit.

### **2.13 Duplicate Work Permit**

Applicants should submit a request for Duplicate Work Permit through the e-Work Permit Portal on the "Request for Duplicate Work Permit Form" justifying the request. A scanned copy of the Police Memo should be submitted. A fee of **Rs. 700** is payable at the time of application and the duplicate Work Permit Card will be issued after approval would be obtained.

## **3. CERTIFICATE OF EXEMPTION**

### **3.1 Legislation**

As stipulated in the Employment (Non-Citizens) (Restriction) Exemptions Regulations 1970, certain categories of expatriates are exempted from a Work Permit, for example, expatriates employed by Ministries, Embassies, University of Mauritius, amongst others.

The categories of expatriates exempted from Work Permit can be consulted via the link <https://www.workpermit.mu>.

### **3.2 Online Application for Certificate of Exemption**

An application for a Certificate of Exemption should be submitted to the Ministry through the e-Work Permit Portal by filling-in the Common Work Permit/Certificate of Exemption and Residence Permit Form. The following information/ scanned documents should be submitted:

- i. A copy of the passport of the non-citizen; and
- ii. Passport Size Photograph.

Upon approval of the application, the applicant will be notified through the e-Work Permit Portal. The Ministry will then issue a provisional Certificate of Exemption to expatriates who have not yet travelled to Mauritius. Two days after the arrival of the Non-Citizen to Mauritius, Ministries or concerned Departments should collect their Exemption Card at the Ministry.

## **4. AUTHORISATION CARD**

### **4.1 Legislation**

Foreign students following a full time course in Mauritius are allowed to work for up to twenty hours per week as per the Employment (Non-Citizens) (Restriction) Exemptions (Amendment) Regulations 2013. These students should be registered with a tertiary education institution in Mauritius for at least one academic year and hold a valid student visa granted by the Passport and Immigration Office.

### **4.2 Online Application for Authorisation Card**

Prior to taking up a part-time job in Mauritius, the education institution should, on behalf of the student, apply online for an Authorisation Card with copy to the Ministry of Tertiary Education, Science, Research and Technology. The Application Form for Authorisation Card should be filled-in and the following documents should be scanned and submitted:

- i. Evidence that the education institution is registered with the Tertiary Education Commission/Mauritius Qualifications Authority;
- ii. Photocopy of the data pages of the student's passport;
- iii. Documentary evidence of student's admission in a registered education institution;

- iv. Course to be followed and duration of course; and
- v. Copy of the student visa.

The Authorisation Card will be issued to the Institution which should make arrangements to collect same at the Ministry after receiving the notification/email to that effect. **One of the conditions of the Authorisation Card is that the student should not take up employment in the field of security.**

The validity of the Authorization Card would be in line with the duration of the student visa issued by the Passport and Immigration Office. Upon renewal of the student visa, the student should apply for renewal of the Authorization Card. The same procedure and documents as in the first application would apply.

Further information is available on the website of the Ministry of Labour, Industrial Relations and Employment on <https://www.workpermit.mu>

## 5. HELPFUL INFORMATION

- Applications for Work Permit from overseas companies will only be accepted if the companies are incorporated in Mauritius as a foreign company under the Company Laws of Mauritius.
- Foreign workers should have obtained both a Provisional Work Permit/Certificate of Exemption and an Entry Permit/Residence Permit before travelling to Mauritius.
- Foreign skilled workers are normally granted Work Permits for a maximum period of four years. However, applications for renewal of Work Permit of skilled workers may be considered beyond four years if their services are still required.
- Expatriates employed at managerial/supervisory/technical levels may be allowed to work for a period of five years or more subject to full justifications being provided.
- For certain grades, employers may be required, within 3 months from the date of issue of Work Permit, to appoint a suitable local counterpart to be trained by the expatriate during his/her posting in Mauritius.
- Visitors on tourist visa are not allowed to take up employment and applications for Work Permit on their behalf are not entertained.
- Employers should provide their foreign workers with an air ticket to return to their home country on the termination of the contract of employment or for any cause whatsoever.

- When submitting applications for Work Permit, the Passport of the non-citizen should be valid for at least six months.
- Foreign employees who have stayed for more than five years in Mauritius may have to swear an affidavit that they will not apply for Mauritian Citizenship.

## **6. APPLICATION FOR RECRUITMENT LICENCE**

### **6.1 Legislation**

Recruitment Licence is issued under the Recruitment of workers Act 1993, which stipulates that “no person shall recruit a worker unless he holds a licence” and “any person who wishes to obtain a licence shall make a written application to the Licensing Authority in such manner as may be prescribed.”

### **6.2 Online application for Recruitment Licence**

Application for Recruitment Licence should be submitted online on the “Application for Recruitment Licence Form” available on the e-Work Permit Portal. Documents as specified hereunder should be scanned and submitted:

- (i) Particulars of Staff to be employed by the agency;
- (ii) Copy of Certificate of Incorporation if application is being made by a company (where applicable); and
- (iii) Evidence of contact with employers.

Applicants should specify the type of application being made, whether for a Recruitment Licence to recruit:

- Citizens of Mauritius locally; and/or
- Citizens of Mauritius abroad; and/or
- Non-Citizens in Mauritius.

When an application is approved, a claim for the payment of Licence Fee/Bank Guarantee will be issued online to the applicant through the e-Work Permit Portal.

Payment of the licence fee of Rs 12 000 may be effected:

- (i) Online via the e-Work Permit Portal through the e-payment Gateway of the Treasury. Visa and Master card credit cards from all banks (which have been enabled for online transactions) and SBM Visa Pre-paid cards may be used for online payment;
- (ii) by cash/office cheque at the Cash Office of the Ministry, Level 10, Sterling House, Port Louis; and
- (iii) through the Point of Sales system at the Cash Office of the Ministry, Level 10, Sterling House, Port Louis.

As for the Bank Guarantee, it should be submitted to the Attorney General's Office.

In case an application is turned down, a notification will be issued to the company informing of the decision.

### **6.3 Appeal**

In case an application for a Recruitment Licence is turned down, an appeal addressed to the Minister should be submitted within 10 days of the Ministry's decision. Full justifications should be given for the appeal.

**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT**

**AUGUST 2014**

**ANNEX I: CHECKLIST**

**DOCUMENTS TO BE SCANNED AND SUBMITTED WHEN APPLYING FOR WORK PERMIT AND RESIDENCE PERMIT (NEW)**

1. Passport sized photograph.
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.
3. Where applicable, certified copy of academic and professional qualifications and details of work experience should be submitted in either French or English.
4. Job profile (where applicable) of each employee.
5. A provisional health clearance obtainable from the Ministry of Health & Quality of Life (Annex III).
6. Copies of press advertisement and outcome of selection exercise. Advertisements in newspapers should be of at least A6 size.
7. Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000 or a copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations and Employment in respect of expatriates earning Rs 30,000 or less per month.
8. A copy of the Lodging Accommodation Permit (where applicable).
9. Latest NPF Receipt with list of local workers registered with NPF.
10. Particulars of Recruiting Agent, Local and Overseas, where applicable.
11. Turnover figures of the company for the last 3 years.
12. Covering letter from sponsor/ companies with full details(*for Residence Permit Application*)
13. 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*)

## **DOCUMENTS TO BE SCANNED AND SUBMITTED WHEN APPLYING FOR WORK PERMIT (RENEWAL)**

1. 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. The Passport should be valid for at least six months.
2. Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000 or a copy of Contract of Employment duly vetted by the Labour Division of the Ministry of Labour, Industrial Relations and Employment in respect of expatriates earning Rs 30,000 or less per month.
3. Job Profile (where applicable).
4. To submit additional qualifications in either English or French (where applicable).
5. Employers should indicate whether they have advertised the post. Advertisements in newspapers should be of at least A6 size.
6. A copy of the Lodging and Accommodation Permit (where applicable).
7. List of local workers registered with NPF + latest NPF receipt.
8. Particulars of Recruiting Agent, Local and Overseas, where applicable.
9. Turnover figures of the company for the last 3 years.
10. Covering letter from sponsor/companies with full details(*for Residence Permit Application*)
11. 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*)

### **ADDITIONAL DOCUMENTS FOR SPECIFIC SECTORS**

- a) **Bakery:** Bakery Licence delivered by the Ministry of Industry, Commerce and Consumer Protection.
- b) **Fishing Sector:** Certificate of Competency and Fishing Vessel licence.



- c) **Tourism, Hotels and Restaurants:** Tourist Enterprise Licence delivered by the Tourism Authority and latest receipt showing contribution to the Tourism Employees Welfare Fund.
- d) **Education:** Certificate of Registration of Company with the Mauritius Qualifications Authority and/or the Tertiary Education Commission.
- e) **Freeport Sector:** Freeport Licence from the Board of Investment
- f) **Offshore Sector:** Global Business Licence from the Financial Services Commission
- g) **Construction Sector** (for project basis)
  - i. Letter specifying the project on which the expatriate would be employed
  - ii. Copy of Letter of award specifying completion date and value of project
  - iii. For skilled workers such as Barbenders, Carpenters, Masons, etc., the company should clearly specify whether the expatriates would be employed as Superior Grade, Grade I or Grade II.

**ADDITIONAL DOCUMENTS TO BE SUBMITTED IN RESPECT OF SPECIFIC PROFESSIONS:**

(a) **Jockey**

- i. Covering letter from Nominator.
- ii. Recommendation letter from Mauritius Turf Club (MTC).
- iii. In case the jockey has been riding in Mauritius in the past, his Disciplinary Records must be attached and the MTC should inform whether they have any objection to the employment of the jockey for the current season.
- iv. In case the jockey will be riding for the first time in Mauritius, the MTC should specify this in the recommendation letter.
- v. Transfer Certificate from Jockey's Club, (i.e., 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 has the relevant clearance to ride).
- vi. In case of transfer of the jockey from one stable to another a "no objection" letter from the previous stable as well as from the MTC should be submitted.

(b) **Football/Basket Ball/Volley Ball/ Handball Players**

- i. Covering letter from Employer
- ii. Letter from the relevant Sports Federation
- iii. Clearance-International Transfer Certificate

**Additional Documents to be submitted in respect of:**

(a) **Bangladeshi Workers:**

- i. Name and address of the recruiting agents and relevant documents to certify that the recruiting agents are authorized by the relevant Authority in Bangladesh to recruit workers.
- ii. Copy of Recruitment Licence.

**NOTE: If any discrepancy is observed with regard to recruitment conducted by any recruiting agent, no further application for work permit involving that agent would be considered and legal action will be initiated against the recruiting agent or the employer.**

(b) **Chinese Workers:**

Following an agreement signed between the People's Republic of China and the Government of Mauritius, the recruitment of Chinese workers should be done through recruitment agencies authorised by the Chinese authorities. A list of Chinese authorized recruitment agencies is at **Annex IV**.

All new applications for Work Permit should be accompanied by:

- i. a letter from the employer communicating the name of its recruiting agent in China; and
- ii. documentary evidence from the recruiting company certifying that its services have been retained by the employer.

*NOTE: Where an employer chooses to recruit workers through a recruitment agency which is not on the list, the employer should submit a request to the Chinese Embassy for that recruitment agency to be included in the list.*

## ANNEX II: WORK PERMIT FEES AND ANNUAL FEES

	Work Permit in relation to :	Fee (MUR)	Duration
1	Employees in gaming and other similar activities	50,000	Per year
2	(a) Jockeys riding horses in training work and in races for a first season (b) Jockeys riding horses in training work and in races for a second or subsequent racing season (c) Stipendiary stewards employed for a first or second racing season (d) Stipendiary stewards employed for a third or subsequent racing season	25,000 50,000 50,000 100,000	Per term Per term Per racing season or any part of the racing season Per racing season or any part of the racing season
3	(a) Professional entertainers for performance in solo (b) Professional entertainers for Performance in group	20,000 30,000	per month or part of a month per month or part of a month
4	Employees in any manufacturing industry	1,000 6,000	For 1 <sup>st</sup> year to 5 <sup>th</sup> year For 6 <sup>th</sup> year and thereafter
5	(a) Employees in: i. Hotels and restaurants ii. The ICT Sector Polyvalent agricultural workers (b) Fishermen and frigo boys, employed on fishing vessels	1,500 2,000 2,500 3,000	For 1 <sup>st</sup> permit of duration of 1 year For 2 <sup>nd</sup> year or part of the 2 <sup>nd</sup> year for 3 <sup>rd</sup> year or part of the 3 <sup>rd</sup> year for 4 <sup>th</sup> year or part of the 4 <sup>th</sup> year

(c)		3,50 0 10,0 00	for 5 <sup>th</sup> year or part of the 5 <sup>th</sup> year for 6 <sup>th</sup> year and thereafter
6	Any other employee .	5,50 0 6,00 0 6,50 0 11,0 00 12,0 00 15,0 00	For 1 <sup>st</sup> permit of duration of 1 year For 2 <sup>nd</sup> year or part of the 2 <sup>nd</sup> year for 3 <sup>rd</sup> year or part of the 3 <sup>rd</sup> year for 4 <sup>th</sup> year or part of the 4 <sup>th</sup> year for 5 <sup>th</sup> year or part of the 5 <sup>th</sup> year for 6 <sup>th</sup> year and thereafter

The Annual Fee to be paid are calculated by using the following formula:

$$\text{MUR } 500 \times N^* = T^{**}$$

N\* represents the duration of the work permit in number of years

T\*\* represents the non-refundable fee

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### ANNEX III - PROVISIONAL HEALTH CLEARANCE

A Provisional Health Clearance from the Migrant Workers Unit of the Occupational Health Unit of Ministry of the Health and Quality of Life is required for each foreign worker to be employed. The company wishing to employ foreign workers has to submit a complete medical report for each migrant worker obtained from their country of origin prior to their arrival as follows:

- a) Fitness Certificate (for expatriates from India, doctor to mention that expatriate is not suffering from Leprosy),
- b) Blood Tests:
  - i. Full blood count and Haemoglobin;
  - ii. Test for Filariasis; (*applicable only to expatriates from India, Bangladesh, Madagascar, Brazil, Comores, Ivory Coast, Ghana, Indonesia, Kenya, Mozambique, Nepal, Nigeria, Philippines, Tanzania, Uganda and Vietnam*);
  - iii. Hepatitis B Surface Antigen (Australia Antigen);
  - iv. Anti HIV screening test; and
  - v. VDRL.
- c) Urine test for Albumin and Sugar;
- d) Stool for parasites; and
- e) Chest x-ray report.

**Note:** The above tests should be submitted to the Migrant Worker Section of the Occupational Health Unit for a Provisional Health Clearance.

#### Final Health Clearance

A Final Health Clearance (FHC) will be granted only after repeating all the tests outlined hereunder.

- (i) **Chest X-Ray** should be repeated in a private clinic within ONE WEEK after arrival and the report certified by a Radiologist, should be submitted to the Migrant Worker Section along with a covering letter;
- (ii) **for expatriates 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.

(iii) **HIV Test and Test for Filariasis\*** should be within ONE WEEK after arrival. Expatriates 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.

To call for an appointment on the following numbers:

Regions	Hotline
North	257 7892
Plaine Wilhems	427 7946
Port Louis	257 7890
Black River	257 7891
Flacq	257 7874
South	257 7902

The results of the HIV and the Filariasis tests will be sent directly by the Candos Virology Laboratory to the Migrant Workers Section of the Occupational Health Unit.

**Note:** HIV and Filariasis tests done in a private clinic will not be accepted for Final Health Clearance.

**(a)List of Laboratories in Bangladesh whose Medical Certificates Are Not Accepted:**

- 1.Al Arab Medical Centre
- 2.Khan Diagnostic and Medical Centre
- 3.Safat Diagnostic and Medical Centre
- 4.Eureka Laboratory
- 5.Shohag Diagnostic and Medical Centre
- 6.Al-Razzak Medical & Diagnostic Centre
- 7.Al-Shefa Diagnostic and Medical Centre
- 8.Al-Zajira Medical Centre
- 9.Al- Arafah Medical Centre
10. Bicolpo Medical services
11. Rainboo Heart Medical Centre

12. King Faisal Medical Centre
13. Classic Diagnostic Medical Centre
14. Shifa Clinic
15. Ali One Medical Centre
16. Alpha Medical Centre (BD) Ltd (A.M.C)
17. Al-Hamad Medical Centre
18. Model Diagnostic & Medical Centre
19. Mediline Medical & Diagnostic Ltd
20. Al-Dammam Medical Centre
21. Nafa Medical Centre
22. Naz Medical Centre
23. Salva Diagnostic & Medical Centre
24. The Classic Medical Centre Ltd
25. New Al-Jeddah Medical Services
26. Haramain Medical Centre Ltd
27. Asia Diagnostic & Medical Centre Ltd
28. Star Cure Medical Center
29. Star Medical Centre

**(b)List of Laboratories in India whose Medical Certificates Are Not Accepted:**

1. Preet Nursing Home, Ludhiana,
2. Gulshan Medicare, Hyderabad
3. Best Diagno& Health Care Lab, Chennai
4. Karwani Medical Ctre, Gorakpur
5. DrSuhail J. Patankar, Mumbai
6. Jain Medical Centre, Mumbai

7. Eissa Medical Centre, Lucknow
8. Grewal Hospital, Ludhiana
9. Vashno Nursing Home Gorakhpur
10. JeevanJyoti Hospital, Allahabad
11. Maharani Patho Lab & X- Ray Clinic, Nadia, West Bengal
12. Al-Salaam Diagnostics, Mumbai
13. Chandra Laboratory, Deoria
14. Alam Diagnostic Centre, Mumbai
15. Friends Diagnostic Centre, New Delhi
16. SwathyMedical Centre, Mumbai
17. Ravi X- Ray Pathological Center
18. Raj x-Ray Pathological Center

**(c) List of Laboratories in Nepal whose Medical Certificates Are Not Accepted:**

1. Prashanthi Health Care Centre, Lalitpur
2. Dhaulagari Pathology laboratory, Butwal
3. South Asian Health Care Centre, Kathmandu

**Consequently, employers are requested not to have recourse to these centres.**

For additional information, the Occupational Health Unit of the Ministry of Health and Quality of Life at ATCHIA Building, Suffren Street, Port- Louis (Tel: 2102743) may be contacted.



## ANNEX IV: LIST OF CHINESE RECRUITMENT AGENCIES

### LIST OF RECOGNISED COMPANIES TO DEPLOY SKILLED CHINESE WORKERS TO MAURITIUS

S N	Name of Company	Contact Person	Tel No.	Mobile No.	Fax No.	Contact Person in Mauritius	Tel No.	Mobile No.	Fax No.
1	China National Overseas Engineering Crop.	Zhang Yu	010-88566798 010-88566801	13366472805	010-88566800	Chen Yaohui	4125190	7885909	4125621
2	China Jiangsu Int'l Economic-Technical	Li Mincheng	025-83300721 025-83277551	13851842219 1385186891	025-83310169	Lu Jiang'an	4256189	7966099	4256189
3	China Int'l Intellectech Crop.	Li Shusen	010-65611190	13501127687	010-65615626				
4	China Electronic Int'l Economic Cooperation Company	GaoYuezeng	010-68296329	13701293607	010-68187111				
5	Shanghai Light & Textile Industry Corp. for Foreign Economic & Technological	ZongShuxian	021-52567673	13501748061 1356464512	021-52567672				
6	China Hunan Int'l Economic & Technical Cooperation Corp.	Chen Xilin	0731-4431363	13974803471	0731-4431363				
7	China Tianjin Int'l Economic & Technical Cooperative Corp.	XuWeidong	022-23123426 022-23304449	13920688093	022-23316213	QiaoDehua		2573108	

8	Shiyan Corporation for Int'l Economic & Technical Cooperation	Tong Deguang	0719-8883213 0719-8872546	13807281091	0791-8882244	Zhang Jingnan	4126780	7669080	4127712
9	Shanxi Tianli Enterprise Co. Ltd	JiaDongtao	0351-4030977 0351-4030978	13835146608	0315-4030975	Sun Xinhong	6867515	2593003	6972041
10	Changshu Int'l Economic & Technical Co. Ltd	Lu Jianfei	0512-52819769 0512-52828686	15851510200	0512-52817116				
11	China Xiamen Corporation for Int'l Techno-Economic Cooperation	LvYouxian	0592-5837832	13003911208	0592-5858805				
12	Ningbo Tailian Co. Ltd	Yang Jianming	0574-87122249 0574-87121803	13805893498	0574-87126172	Zhu Mingzhen	4019850	9188855	4646427
13	Fujian Huayuan Int'l Trade & Economic Cooperaion	Fan Dongfang	0591-87516728	13959180247	0591-87510800	Huang Lianhuan	2472264		
14	Fujian Zhongfu Foreign Labour Cooperation Co Ltd	Chao Xiaoyun	0591-87584002	13506986593	0591-87577900	Chen Aihua	7559097		
15	Zhangzhou Co. for Int'l Techno-Economic Cooperation	Fang Huitian	0596-2527896		0596-2619985				

16	China Quanzhou Int'l Techno-Economic Cooperation ( Group ) Co. Ltd	Liu Yaping	0595-22162325 0595-22162329	1380599263 1	0595-22162835				
17	China Yunnan Corp. for Int'l Techno-Economic Cooperation	Huang Rui	0871-3546025	1335498069 2	0871-3547348	Wang Hongbo	2139177	7976589	2139177
18	China Chongqing Int'l Corp. for Economic & Technical Cooperation	Fang Li	023-67868573 023-67868771	1398395762 7	023-67851450				
19	Beijing Construction Engineering Group Co., Ltd	Cui Yue	010-63927892 010-63927820	1380135059 6	010-63928500	TianGeng	4277877	2523956	4277882
20	Beijing Zhuzong Group Co. Ltd	Li Kewei	010-64237181 010-64237183	1366611510 9	010-64225515	Han Xu	2331038	7902892	2331037
21	China International Water & Electric Corp.	LuoYuping	010-59302109 010-59302252		010-59302923	Song Haiqing	2342872	7806786	2341625
22	Shandong Haihua International Economic and Technical	Li Jiaqiang	0538-6118100	1361548086 8	0538-6187089	Donnaldwang	6018888		