

GUIDELINES FOR WORK PERMIT APPLICATION

Ministry of Labour, Industrial Relations
& Employment
(Employment Division)
10th Floor, Sterling House
Lislet Geoffroy Street
Port Louis

Tel: 213-2370 – 75

Last amended: January 2010

WORK PERMIT

Work Permits in respect of expatriate workers are issued by the Employment Division of the Ministry of Labour, Industrial Relations & Employment under the **Non-Citizens (Employment Restriction) Act 1973**.

1.1 Eligibility to apply for a Work Permit

- An employer based in Mauritius should apply for a work permit in respect of an expatriate who will be employed to do a specific job for the employer on a full time basis. The work permit is non-transferable.
- An overseas company cannot make an application for work permit unless it is incorporated in Mauritius as a foreign company, under the Company Laws of Mauritius.
- Recruitment Agencies are not authorized to apply for work permits on behalf of a company. All applications for work permit should emanate from the company concerned.
- Any employer applying for a work permit for the first time should submit the application together with the following documents: -
 - (a) a Certified copy of the Certificate of Incorporation of the company;
 - (b) a duly filled in data sheet.
- Employers wishing to employ skilled workers should apply for and obtain a permission in principle to recruit expatriate skilled workers before submitting applications for work permit.
- Expatriates married to Mauritians do not require a work permit.
- *Models and professional entertainers including theatre, motion, picture, radio or television artistes, and musicians are no longer required to apply for a work permit for the purpose of performing public shows, or public broadcast for an aggregate maximum of 90 days (continuously or not) in any one calendar year.*

1.2 Application Forms and Application documents to be submitted

All applications for Work Permit should be submitted on the prescribed form which is available both at the reception counter of the Employment Division

10th Floor, Sterling House
Lislet Geoffroy Street
Port Louis

and

On the Ministry's website
<http://www.gov.mu/portal/site/empmentsite>

Applications for both Work Permit and Residence Permit should be made simultaneously. A Residence Permit Counter is located at the Employment Division next to the Work Permit Counter.

Documents to be attached:-

New Applications

- (i) 4 Passport size photographs;
- (ii) copy of relevant parts of passport showing name, date of birth, place and date of issue of passport, photo, passport number and movement;
- (iii) certified copy of academic and professional qualifications and details of work experience to be submitted in either French or English;
- (iv) the job profile;
- (v) A provisional medical clearance in favour of each expatriate obtainable from the Ministry of Health (*See Annex I*).
- (vi) Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000.

OR

Contract of Employment duly vetted by the Ministry of Labour, Industrial Relations and Employment (Labour Division) in respect of expatriates earning Rs 30,000 or less than Rs 30,000 per month.

- (vii) Employers should indicate whether they have advertised the post. The posts should be advertised in two leading newspapers in A5 size and the number of workers required for each post should be specified.
- (viii) Employers who apply for groups of workers should imperatively submit fire and health clearances in respect of dormitories at the time of application.

Applications for Renewal

- (i) Two passport size photographs
- (ii) Documentary evidence from the employer certifying that the expatriate will earn a monthly salary of more than Rs 30,000.

OR

Contract of Employment duly vetted by the Ministry of Labour Industrial Relations and Employment (Labour Division) in respect of expatriates earning Rs 30,000 or less than Rs 30,000 per month.

- (iii) Employers should indicate whether they have advertised the post.

Incomplete applications, that is, which are not accompanied by the documents as mentioned above, will not be accepted.

NOTE :

Offshore Sector

Applications for work permit (new and renewal) should be submitted through the Financial Services Promotion Agency

Freeport Sector

Applications for work permit (new and renewal) should be submitted through the Freeport Unit of the Board of Investment

1.2.1 Additional documents to be submitted in respect of the following sectors/Professions

Investors

- (i) Evidence from the Bank certifying transfer of funds from abroad
- (ii) Letter from Registrar of Companies certifying number of shares acquired by investor
- (iii) Certificate of Investment

Football/Basket Ball/Volley Ball Players

- (i) Covering letter from Employer
- (ii) Letter from respective sports Federation
- (iii) Clearance-International Transfer Certificate

Training Institute

Certificate of Registration of Company with Mauritius Qualifications Authority.

Employers should specify on which project/module expatriate will work

Jockey

- (i) Covering letter from Nominator
- (ii) Recommendation letter from Mauritius Turf Club
- (iii) Transfer Certificate from Jockey's Club
- (iv) No objection letter from previous stable in case of transfer to another stable.

Restaurant

Restaurants applying for Work Permit in respect of Cooks/ Chef should submit a copy of the Tourism Enterprise Licence (TEL) together with the applications for Work Permit.

Fishing Sector

All applications for work permit in respect of expatriates who would be employed on fishing boards and vessels should be accompanied by the Certificate of Competency.

1.2.2 Additional documents to be submitted in respect of Bangladeshi Workers:

- (a) The applications should be accompanied with:
 - (i) photocopies of passports
 - (ii) photocopies of Certificates of Marriage (Civil and Religious) if any
- The above documents should be **duly certified** by the relevant Ministry/Authority in Bangladesh
- (b) The recruiting agents should be duly certified and authorised to recruit workers in Bangladesh
 - (c) Employers should also submit the name and address of the recruiting agents and produce relevant documents to certify that the agents are authorized by the relevant Authority in Bangladesh to recruit workers
 - (d) whenever any case of discrepancy is noted with regard to recruitment conducted by any recruiting agent, no further applications for work permits involving the agent would be considered. Legal action would be initiated against the recruiting agent or the employer.

1.2.3 Additional documents in respect of Chinese Workers

Following an agreement between the People's Republic of China and the Government of Mauritius, the recruitment of Chinese workers in Mauritius should be done through recruiting companies authorised by the Chinese authorities.

All new applications for work permit should be accompanied with

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

Where an employer chooses to recruit workers through a company which is not on the list, the employer should submit an application for the company to be listed; to the Ministry of Labour, Industrial Relations & Employment. The application would then be transmitted to the relevant Chinese authorities for consideration.

A list of authorised recruiting companies is at annex II.

1.3 Criteria For Applications

- (i) The expatriate should possess the skills, qualifications and experience required for the job applied for;
- (ii) Expatriates 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) **Visitors on tourists visa are not allowed to take up employment and applications for work permit on their behalf are not entertained;**

(Note : Workers should not travel only on the strength of a work permit but they should be in possession of a valid residence permit or an entry permit issued by the Passport & Immigration Office)

- (iv) Foreign skilled workers are normally granted work permits for a maximum period of four years. However this Ministry may consider applications for renewal of work permit granted to skilled workers employed in the EPZ Sector if their services are still required beyond four years. These workers may not be required to spend one year abroad after their fourth year of employment in Mauritius, before applying for another work permit. They would be required to swear an affidavit in the event they would stay in Mauritius for a period exceeding 5 years;
- (v) 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 and upon their swearing of an affidavit to the effect that they will not apply for Mauritian citizenship. They will also be required to furnish an additional bank guarantee of Rs 20,000 to the Passport & Immigration Office as from their fifth year of employment;

- (vi) In case of application for groups of workers, work permits are normally granted where a ratio of three local to one expatriate worker is satisfied;
- (vii) For bulk recruitment of foreign skilled workers, the employer should provide, free of charge, decent accommodation (inclusive of water, electricity and gas) in line with sanitary and fire safety requirements. The exact address and plan of the dormitory should be submitted to this Ministry together with health & fire clearances. The Ministry should be informed of any change in address;
- (viii) For workers drawing an annual salary of less than Rs 360,000 the employer should submit to the Ministry of Labour and Industrial Relations & Employment the contract of employment for vetting. A copy of the vetted contract should thereafter be made available at the time of application for work permit;

For renewal of work permits, the employer should indicate any amendment in the terms of the contract of employment. If any, the employer should have the amendments vetted by the Ministry of Labour and Industrial Relations & Employment prior to submission of the application;

- (ix) For certain grades, employers may be required, within 3 months from the date of issue of work permit, to appoint a suitable Mauritian counterpart to be trained by the expatriate during his/her posting in Mauritius;
- (x) The employer should provide the expatriate with an air ticket to return to his/her home country on the termination of the contract of employment or for any cause whatsoever.

1.4 Fees and Deposits

1.4.1 The employer has to pay a processing fee of Rs 500 in respect of each expatriate on submission of an application for work permit. Furthermore, on approval of the application he/she has to pay the prescribed work permit fees and the statutory deposit fees as specified at paragraphs 1.4.2 and 1.4.3 respectively, within a delay of 2 months, failing which the decision to grant a work permit will be rescinded immediately. *The statutory deposit may be either in cash or in the form of a bank guarantee.*

1.4.2 Work Permit Fees

Work Permit in relation to		Fee (Rs.)
1	Employment:	
(a)	In any manufacturing industry	1,000 per year (1 st to 5 th year) 10, 000 per year (6 th year and thereafter)
(b)	In any hotel or restaurant	1,000 per year (1 st to 5 th year) 10, 000 per year (6 th year and thereafter)
(c)	By any construction firm or contractor who has been awarded a contract by the National Housing Development Company Ltd. for the construction of housing units for the lower income group	1,000 per year (1 st , 2 nd and 3 rd year) 10,000 per year (4 th and 5 th year) 15,000 per year (6 th year and thereafter)
2	Gaming or other similar activity	50,000 per year
3 (i)	Jockeys riding horses in training work and in races	15,000 per term
(ii)	Jockeys riding horses in training work and in races for a second or subsequent racing season	30,000 per term
(iii)	Stipendiary Stewards employed for a first and second racing season	50,000 per racing season or any part thereof
(iv)	Stipendiary Stewards employed for a third or subsequent racing season	100,000 per racing season or any part thereof
4	Any other employment	5,000 per year (1 st , 2 nd and 3 rd year) 10,000 per year (4 th & 5 th year) 15,000 per year (6 th year and thereafter)
5	As polyvalent agricultural worker by any approved cooperative society or federation	1,000 per year (1 st to 5 th year) 10,000 per year

		(6 th year and thereafter)
6	As fisherman or as frigoboy employed on fishing vessels	1,000 per year (1 st to 3 rd year)
7	In Information and Communication Technology sector	1,000 per year (1 st to 5 th year) 10,000 per year (6 th year and thereafter)

Note : The fees are subject to change

1.4.3 Statutory Deposits

In accordance with the Non-Citizens (Employment Restriction) Act 1973, and the Non-Citizen (Work Permits) (Deposits) Regulations 1994, deposit with effect from 1 August, 2001, in respect of a non-citizen from the following countries are as hereunder:-

	Country	Rs
1.	Canada or USA	62,000
2.	EEC Countries	40,000
3.	New Zealand, Australia and China	35,000
4.	Japan, Taiwan, Hong Kong and Indonesia	30,000
5.	Singapore, Malaysia, Thailand and Philippines	27,000
6.	India, Pakistan, Sri Lanka, South Africa and Bangladesh	15,000
7.	Seychelles and Comoros Island	7,500
8.	Malagasy Republic	7,000
9.	Reunion Island	3,500
10.	Any other country	a sum equivalent to the cost of an outward economy class air ticket from Mauritius to that other country.

Note: The amounts claimed as deposit are subject to change.

1.5 Conditions of Employment

- (i) The pay and other conditions of employment of an expatriate should not be less favourable than those prescribed in the relevant labour legislations, for example, the Labour Act 1975, End of Year Gratuity Act, among others. All conditions of employment and benefits should be clearly stipulated in the contract of employment which should be duly signed by the expatriate and the employer.
- (ii) The wages/salaries should be paid in Mauritius and in Mauritian currency only.
- (iii) No deduction whatsoever should be made from the wages/salaries of the expatriates except as authorized by the relevant legislation, for example, in respect of pension and Income Tax.

- (iv) The core provisions which should be stipulated in a contract of employment between the employer and the expatriate worker shall comprise:-
- (a) *Status of the expatriate;*
 - (b) *Conditions regarding days and hours of work;*
 - (c) *Conditions regarding wages, salary and overtime to be paid;*
 - (d) *Time allowance for meal and tea breaks;*
 - (e) *Provision for annual/sick/maternity leaves (Any other privilege for female workers viz nursing of unweaned child);*
 - (f) *Payment for work done on Sundays and public holidays;*
 - (g) *Provision for end of year bonus, as per existing legislation;*
 - (h) *Conditions regarding notice of termination of contract, and*
 - (i) *Additional provisions regarding accommodation and **free return air ticket.***

1.6 Bulk Recruitment of Expatriate Workers

Companies wishing to recruit expatriate workers in bulk should seek the permission in principle of the Ministry of Labour, Industrial Relations & Employment (*Employment Division*) in writing. Before the permission in principle is granted, the Employment Division takes the following steps:-

- An inspection is carried out to determine the justification to resort to foreign labour.
- The request made, together with the outcome of the inspection, are referred to the Work Permit Committee for recommendation. This Committee scrutinises the request and makes a recommendation which is submitted for approval. Before recommending the request for permission in principle, the Committee must be satisfied that the employer has made sufficient effort to recruit local employees but has been unsuccessful in doing so.
- Once approval is obtained, a letter of intent is issued to the company authorising it to import a specific number of expatriate workers subject to it complying with certain conditions pertaining, inter alia, to salary and decent accommodation. The letter of intent is valid for a period of 6 months as from date of issue.
- Consequently, the company undertakes its recruitment exercise and selects potential workers.

- Once the selection exercise is completed, the company should submit individual applications in respect of each of its expatriate worker to the Employment Division for consideration.

1.7 Appeal

If an application has been turned down, the employer may submit only **one** appeal to the Ministry for consideration.

1.8 Online submission of Application for Work Permits

Applications for work permits may be submitted online on the following address:

<http://www.gov.mu/portal/site/citizenhomepage>.

The steps to follow are at Annex III.

NOTE:

As announced in the Budget Speech 2006 – 2007, the following categories of persons are eligible for an Occupation Permit (which incorporates both a Work Permit and a Residence Permit) and may apply for same through the Board of Investment

- I. Investors generating more than Rs 3 million of annual turnover;***
- II. Professionals offered employment paying more than Rs 30,000 a month (basic salary); and***
- III. Self employed generating an annual income of Rs 600,000.***

2. RECRUITMENT LICENCE

The recruitment of workers is governed by the Recruitment of Workers Act 1993 and the regulations made thereunder.

Procedures

- An application for a Recruitment Licence should be made on the prescribed form which is available at the Employment Division.
- Where the applicant is a company, it should be registered with the Registrar of Companies and should have a legal representative.
- Once the application is received, an inspection is carried out by the Employment Service of the Ministry.
- Confirmation is sought from the Registrar of Companies as to whether the objects of the Company include recruitment activities.

- The clearance of the Prime Minister's Office *as far as security is concerned, is thereafter sought before a decision is taken regarding the issue of the Recruitment Licence.*
- On receipt of clearances from the Prime Minister's Office, authorisation of the Licencing Authority is sought prior to the issue of the Recruitment Licence.
- Inspections are carried out every six months by the officers of the Enforcement, Monitoring and Licencing Unit of the Ministry.

2.1 Bank Guarantee/Fee for Recruitment licence

The Recruitment Licence authorises a company/individual to recruit the following categories of workers:-

- (i) Citizens of Mauritius for employment abroad; and/or
- (ii) Citizens of Mauritius for employment in Mauritius.

Once all the clearances are obtained, the company/individual has to pay a fee of Rs 10,000 for the Recruitment Licence which is valid for a period of two years. Furthermore, a bank guarantee for the sum of Rs 200,000 has to be furnished to the Accountant-General by the applicant in the event that he proposes to recruit citizens of Mauritius for employment abroad.

2.2 Returns

A licensee must every four months, submit to the *Employment Division of the Ministry of Labour, Industrial Relations & Employment*, a return in relation to the recruitment of workers.

Ministry of labour, Ministry of Labour, Industrial Relations and Employment
(**Employment Division**)

**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND
EMPLOYMENT (EMPLOYMENT DIVISION), 10TH FLOOR,
STERLING HOUSE, LISLET GEOFFROY STREET, PORT-
LOUIS**

REQUIREMENTS FOR MEDICAL CLEARANCE FOR MIGRANT WORKERS

PRIOR TO ARRIVAL

The Ministry of Health & Quality of Life requires the medical examination of the migrant workers prior to their arrival in Mauritius and each examination should consist of:-

1. A complete medical examination
2. Blood tests as follows:
 - (a) Full blood count and Haemoglobin
 - (b) Hepatitis B surface antigen (Australia Antigen)
 - (c) Anti-HIV screening test
 - (d) VDRL
3. Urine test for albumin and sugar
4. Stool for parasites
5. Chest x-ray report

The above tests should be submitted to the Migrant Workers Unit of the Occupational Health Unit for a Provisional Health Clearance.

The Ministry of Health and Quality of Life has decided not to recognize the medical results/certificates from the following medical centres:

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. **Preet Nursing Home, Ludhiana**
19. **Gulshan Medicare, Hyderabad**
20. **Best Diagno & Health Care Laboratory, Chennai**
21. **Karwani Medical Centre, Gorakhpur**
22. **Dr Suhail J. Patankar, Mumbai**
23. **Jain Medical Centre, Mumbai**
24. **Eissa Medical Centre, Lucknow**
25. **Grewal Hospital, Ludhiana**
26. **Vashno Nursing Home Gorakhpur**
27. **Jeevan Jyoti Hospital, Allahabad**
28. **Maharani Patho Lab & X- Ray Clinic, Nadia, West Bengal**
29. **Al-Salaam Diagnostics, Mumbai**
30. **Chandra Laboratory, Deoria, India**
31. **Prashanthi Health Care Centre, Lalitpur**

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

ON ARRIVAL

1. **Chest x-ray** should be repeated in any private clinic, within **ONE WEEK** after arrival in Mauritius and the report certified by a Radiologist should be submitted by the Migrant Worker Unit/Occupational Health Unit along with a covering letter.
2. **HIV test** should be repeated 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 the test. Expatriates/employers may call on the following numbers for an appointment.

<u>Region</u>	<u>Telephone number</u>
North	257 7892
Plaine Wilhems	427 7946
Port-Louis	257 7890

Black River	257 7891
Flacq	257 7874
South	257 7902

The result of the test will be sent directly to the Migrant Worker Unit/Occupational Health Unit.

Note: HIV test done in any private clinic will not be accepted.

A Final Health Clearance will be granted only after the above tests have been repeated.

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

LIST OF COMPANIES DESIGNATED TO DEPLOY SKILLED CHINESE WORKERS TO MAURITIUS

SN	Name of Company	Company Address	Contact Person	Tel No.	Fax No.	Email Address
1.	China National Overseas Engineering Corp.	Chaoyang District, Beijing	Yan Jiaming	010-64660898	64666847	Laowu@covec.com
2.	China Jiangsu Int'l Economic-Technical Cooperation Corp.	Nanjing, Jiangsu	Wang Shaoli	025-3310555-712	3304526	
3.	China Int'l Intellectech Corp.	Chaoyang District, Beijing	Li Shusen	010-65611190	65615626	Lishusen@cltc.com
4.	China Electronic Int'l Economic Cooperation Company	Xicheng District, Beijing	Ma Jianpeng	010-68296224	68187111	Mjp@ceiec.com
5.	Shanghai Foreign Service & Economic Cooperation Co. Ltd	Anayuan Road, Shanghai	Qian Lifeng	021-62774688	62769998	Office@fsecc.com
6.	Shanghai Light & Textile Industry Corp. for Foreign Economic & Technological Cooperation	Changde Road, Shanghai	Cao Yialong	021-62771962	62668670	Qiangenfa@sine.com
7.	Shanghai Huang Pu Foreign Economic Technology Cooperation Corp.	Ningho Road, Shanghai	Yao Weizhong	021-63223884	63560726	qc258@163.net
8.	Hunan International Engineering Construction Co Ltd	Changsha, Hunan	Guo Yongzhong	0731-4431671	2258767	chitec@public.cs.hn.co
9.	China Tianjin Int'l Economic & Technical Cooperative Corp.	Munan Road, Tianjin	Guo Yiqiang	022-23316851	23316213	Info@ctctec.com
10.	Shiyao Corporation for Int'l Economic & Technical Cooperation	Shiyao, Hubei	Tong Ling	0719-8883213	8882244	sygihz@yahoo.com.co
11.	Shanxi Tianli Enterprise Co. Ltd	Taiyuan, Shanxi	Shi Xusheng Sun Qin	0351-4158177	4156467	Jiaoliu@sxtianli.com.co
12.	Jintan Int'l Economic-Technical Cooperation Corp.	Jintan, Jiangsu	Wang Liang	0519-2823171	2823171	
13.	China Suzhou Int'l Economic & Technical Corp	Suzhou, Jiangsu	Shen Lan	0512-65332688	65332688	
14.	Changshu Int'l Economic & Technical Co. Ltd	Changshu, Jiangsu	Wu Zhihong	0512-52811501	52811501	
15.	China Xiamen Corporation For Int'l Techno-Economic Cooperation	Xiamen, Fujian	Ke Xianwem	0592-5858818	5858997	cxic@public.xin.fj.cn

16.	China Ningho Int'l Cooperation Co. Ltd	Ningbo, Zhenjiang	Wang Guowei	0574-87149881	87161698	shdk@huixingtrade.com
17.	Ningho Tailian Co. Ltd	Ningbo, Zhenjiang	Yang Jianming	0574-87122249	8712672	Nbicc6@nbnet.com.cn
18.	Fujian Huayuan Int'l Trade & Economic Cooperation	Fuzhou, Fujian	Fan Bianfang	0591-87516728	87516908	huayuan@pub3.fj.cn
19.	Quanzhou Foreign Techno-Economic Service Corp.	Quanzhou, Fukian	Lin Shou	0595-22213568	22213569	Qzwwj2000@public.qz.fj.cn
20.	Fujian Zhongfu Foreign Labour Cooperation Co Ltd	Fuzhou Fujian	Lin Cong	0591-87584014	87577900	cfcil@hotmail.com
21.	Zhangzhou Co. For Int'l Techno-Economic Cooperation	Zhangzhou in Fujian Province	Fang Huitian	0596-2527896	2527985	zitecn@public.zzptt.fj.cn
22.	China Quanzhou Int'l Techno-Economic Cooperation(Group) Co. Ltd.	Quanzhou Fujian	Yan Juegong	0595-22191882	22162835	cqc@publ.qz.fj.cn
23.	China Xi'an Int'l Economic Technical Trade Corp.	Xi'an, Shanxi	Bai Jianli	029-87420511	87420734	exietx@sina.com
24.	China Yunnan Corp. for Int'l Techno - Economic Cooperation	Kinming Yunnan	Wang Nan	0871-3546025	3547348	yiete@public.koo.yo.co
25.	China Chongqing Int'L Corp. for Economic & Technical Cooperation	Jianxin road (N) Chongqing	Fang Li	023-67862616	67851450	cqoverseas@sina.com.cn
26.	Beijing Construction Engineering Group Co., Ltd	Xuanwu District, Beijing	Cui Yue	010-63927211	010-63929055	
27.	Beijing Zhuzong Group Co. Ltd	Chaoyang District, Beijing	Xu Qingfeng	010-64237183	010-64225515	
28.	China International Water & Electric Corp.	Xicheng District, Beijing	Chi Li	010-62381188 - 5352	010-641013133	
29.	Tai An Hai Hua & Foreign Service Corporation					
30.	Jiangsu Tongchuang International Human Resources Cooperation Corporation		Jiao Feng	0086-513-88011111	0086-513-88922228	

STEPS TO FOLLOW TO SUBMIT APPLICATIONS FOR WORK PERMIT ONLINE

1. Go to the <http://www.gov.mu/portal/site/citizenhomepage>
2. Under eservices, apply for work permit, click apply.
3. If you are already registered to the Government Online Services, login, else register yourself. Please note that when registering, the username and password submitted will be used for applying for work permit as well as any other eservices provided by the Government and for querying the status of the application made.
4. Fill in the online application form available.
5. Print a copy of the filled in application.
6. Submit the application online.
7. You may attach scanned copies of all documents except for the following which should be submitted in original at the Employment Division Counter when paying the application fee, which is Rs 500:
 - 4 passport size photographs
 - Provisional Health Clearance from the Occupational Health Unit of the Ministry of Health and Quality of Life.
 - Contract of Employment duly vetted by the Ministry of Labour, Industrial Relations & Employment.
8. An email will be sent to your email box informing you whether the application was successfully submitted.
9. The Work Permit Unit will send you an email to inform you when you can pay the application fee.
10. You should submit the printed application form with the appropriate signatures, the documents to be submitted in original copy and the application fee (Rs 500 per application).
11. You may login into the eservices to query about the status of the application made.

Note: *Should you have any queries, please do not hesitate to contact us on Tel No. 211-7769 or visit our website:*

<http://labour.gov.mu/empment/>