

**THE PRIVATE RECRUITMENT AGENCIES ACT 2023**

**Act No. 13 of 2023**

*I assent*

**PRITHVIRAJ SING ROOPUN, G.C.S.K.**

*20<sup>th</sup> October 2023*

*President of the Republic*

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## **An Act**

**To repeal the Recruitment of Workers Act and replace it with a new and more appropriate legislative framework with regard to the recruitment of workers for employment in Mauritius and abroad**

ENACTED by the Parliament of Mauritius, as follows –

**PART I – PRELIMINARY****1. Short title**

This Act may be cited as the Private Recruitment Agencies Act 2023.

## 2. Interpretation

In this Act –

“advertisement” means any material, whether written, published, broadcasted or otherwise, containing an invitation for employment;

“canvass” includes to solicit an employer, a candidate for employment or a worker in relation to an employment opportunity in such a manner so as to constitute a nuisance or wrongful inducement to hire his services;

“key personnel”, in relation to a private recruitment agency, means –

- (a) an administrative officer employed by the private recruitment agency; and
- (b) any other person having general control over, and management of, the business activities of the private recruitment agency;

“licence” means a licence issued under section 6(7);

“Minister” means the Minister to whom responsibility for the subject of employment is assigned;

“Ministry” means the Ministry responsible for the subject of employment;

“non-citizen” has the same meaning as in the Non-Citizens (Employment Restriction) Act;

“non-citizen resident” means a non-citizen who is, pursuant to section 3(6) of the Non-Citizens (Employment Restriction) Act, not required to be the holder of a work permit for employment in Mauritius;

“Permanent Secretary” means the Permanent Secretary of the Ministry or any officer of that Ministry to whom he has delegated any of his powers under this Act;

“private recruitment agency” means a company which is issued with a licence under this Act;

“recruitment activities” includes –

- (a) marketing, canvassing or advertising, whether through an online platform, with a view to recruiting a worker;
- (b) collating the biodata or resumption of a worker;
- (c) submitting an application on behalf of an employer, a recruitment agency which operates abroad, a worker or any other person for recruitment;
- (d) completing administrative and other procedures for the purpose of enabling a worker to secure the necessary permits, tests and clearances in relation to his employment; and
- (e) any other activity carried out by a person with a view to recruiting a worker;

“trafficking in person” has the same meaning as in the Combatting of Trafficking in Persons Act;

“worker” means a person who is, against remuneration, engaged for a lawful activity;

“wrongful inducement” includes any fraudulent misrepresentation of the facts with the intent to persuade an employer, a candidate for employment or a worker into agreeing to a contract or transaction.

### **3. Application of Act**

(1) Subject to subsection (2), this Act shall not apply to a person, including an employer, who directly recruits a worker to work for him.

(2) Where a person, including an employer, intends to recruit a non-citizen, other than a non-citizen resident, to work for him, he shall undertake such recruitment in accordance with such guidelines as may be issued by the Ministry.

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**PART II – RESTRICTIONS ON RECRUITMENT OF WORKERS****4. Recruitment of workers**

(1) No person, including a person who holds a foreign recruitment licence issued in a foreign country, shall –

- (a) on behalf of an employer, recruit a worker to work for that employer; or
- (b) carry out recruitment activities,

unless he is licensed as a private recruitment agency under this Act.

(2) Subsection (1) shall apply –

- (a) to a person –
  - (i) who operates in Mauritius;
  - (ii) whether he recruits a worker for gain or reward;
- (b) for the recruitment of a worker, whether –
  - (i) to work in Mauritius or abroad;
  - (ii) the worker is a citizen or non-citizen;
- (c) to an employer whether he operates in Mauritius or abroad.

(3) Notwithstanding subsection (1), no person, including a private recruitment agency, shall –

- (a) recruit a non-citizen, other than a non-citizen resident, who is in employment in Mauritius or is in Mauritius without a valid work permit or occupation permit for employment with another employer in Mauritius or abroad; or
- (b) carry out any recruitment activity with a view to recruiting a non-citizen, other than a non-citizen resident, who is in employment in Mauritius or is in Mauritius without a valid work permit or occupation permit for employment with another employer in Mauritius or abroad.

(4) Any person who contravenes this section shall commit an offence and shall, on conviction, be liable to a fine of not less than 500,000 rupees and not exceeding one million rupees and to imprisonment for a term not exceeding 5 years.

## **5. Fees for recruitment**

(1) No private recruitment agency or employer, including an employer referred to in section 3(2), shall charge a worker any fee in relation to his recruitment.

(2) A private recruitment agency shall, in relation to the recruitment of a worker, charge the employer such fee as may be prescribed.

(3) All cost for the recruitment of a worker, including his travel expenses from or to Mauritius, shall be borne solely by the employer.

(4) Any person who contravenes this section shall commit an offence and shall, on conviction, be liable to fine of not less than 500,000 rupees and not exceeding one million rupees and to imprisonment for a term not exceeding 5 years.

## **PART III – LICENSING OF PRIVATE RECRUITMENT AGENCIES**

### **6. Application for licence**

(1) Any person who intends to operate a private recruitment agency shall make an application to the Permanent Secretary.

(2) No application shall be granted unless the private recruitment agency is a company duly registered under the Companies Act.

(3) An application made under subsection (1) shall –

- (a) be in such form and manner as may be prescribed;
- (b) be accompanied by such fee as may be prescribed.

(4) The Permanent Secretary may, on receipt of an application made under subsection (1) –

- (a) consult such person or authority as he may determine;

- 
- (b) request the applicant to furnish such additional information or document as he may require; and
  - (c) inspect the business premises of the applicant.
- (5) The Permanent Secretary may grant or reject an application.
- (6) (a) Where the Permanent Secretary rejects an application, he shall, not later than 14 days of his decision, inform the applicant in writing.
- (b) An applicant who is aggrieved by the decision of the Permanent Secretary under paragraph (a) may, not later than 21 days after having been informed of the decision, appeal to the Minister.
- (7) Where the Permanent Secretary grants an application, he shall –
- (a) require the applicant to deposit, as security, such sum as may be prescribed; and
  - (b) on payment of such fee as may be prescribed,
- issue a licence on such terms and conditions as he may determine.
- (8) A licence issued under subsection (7) shall be valid for a period of 3 years.

## **7. Renewal of licence**

- (1) Every private recruitment agency shall, at least 90 days before the expiry of its licence, make an application to the Permanent Secretary for the renewal of its licence.
- (2) An application for renewal shall be accompanied by such renewal fee as may be prescribed.
- (3) The Permanent Secretary may, on receipt of an application under subsection (1) –
- (a) consult such person or authority as he may determine;

- (b) request the private recruitment agency to furnish such additional information or document as he may require; and
- (c) inspect the business premises of the private recruitment agency.

(4) The Permanent Secretary may grant or reject an application.

(5) (a) Where the Permanent Secretary rejects an application, he shall, not later than 14 days of his decision, inform the private recruitment agency in writing.

(b) Any private recruitment agency who is aggrieved by the decision of the Permanent Secretary under paragraph (a) may, not later than 21 days after having been informed of the decision, appeal to the Minister.

(6) Where the Permanent Secretary grants an application, he shall –

- (a) require the private recruitment agency to deposit, as security, such sum as may be prescribed; and
- (b) on payment of such fee as may be prescribed,

renew its licence on such terms and conditions as he may determine.

## **8. Variation, suspension and revocation of licence**

(1) The Permanent Secretary may vary, suspend or revoke a licence where he is satisfied that –

- (a) the private recruitment agency has breached this Act or any regulations made thereunder;
- (b) the private recruitment agency has breached any condition attached to its licence;
- (c) the private recruitment agency has provided false or misleading information for the issue or renewal of its licence;



- 
- (d) the private recruitment agency has failed to collaborate with the Permanent Secretary during inspections;
  - (e) the private recruitment agency has failed to comply with any instructions or guidelines issued by the Ministry;
  - (f) the private recruitment agency has not been operational for a continuous period of 6 months;
  - (g) the private recruitment agency is wound up or otherwise dissolved;
  - (h) the business premises of the private recruitment agency are no longer suitable for the purpose of which the licence was issued;
  - (i) the private recruitment agency has been engaged in, or suspected to be engaged in, or convicted for, trafficking in persons;
  - (j) the private recruitment agency has committed such criminal offence that renders him no longer to be a fit and proper person to continue to hold the licence;
  - (k) the private recruitment agency has acted in a manner which is, or which may be, detrimental to the interests of a person who has recourse to its services;
  - (l) the private recruitment agency has wrongfully induced a person who seeks employment, whether by deceit, false promises or fraud; or
  - (m) the private recruitment agency or any director, manager, majority shareholder or any other key personnel of the private recruitment agency has been convicted of an offence involving fraud or dishonesty.

(2) 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.

(3) (a) Where the Permanent Secretary suspends a licence under subsection (1), it may, in addition, direct the private recruitment agency to take such corrective measures within such time frame as he may determine.

(b) Where the private recruitment agency fully complies with a direction under paragraph (a), the Permanent Secretary shall restore the licence.

(c) Where the private recruitment agency fails to comply with a direction under paragraph (a), the Permanent Secretary may revoke its licence.

(4) Notwithstanding subsections (2) and (3), the Permanent Secretary may, pending proceedings for the revocation of the licence, suspend the licence forthwith where, in the public interest, it is urgent that the private recruitment agency immediately ceases to carry on the business of recruiting workers.

(5) Where the Permanent Secretary suspends a licence, no refund of the licence fee shall be made, nor any compensation paid in respect of the suspension period.

## **9. Issue of duplicate licence**

(1) Where the licence of a private recruitment agency is lost, defaced or damaged, the private recruitment agency may make an application to the Permanent Secretary for a duplicate licence.

(2) (a) On receipt of an application made under subsection (1), the Permanent Secretary shall make such enquiry as he deems necessary.

(b) Where, after making an enquiry, the Permanent Secretary is satisfied that the licence is lost, defaced or damaged, he may issue a duplicate licence to the private recruitment agency, subject to the duplicate licence bearing the word “DUPLICATE”.

(3) A duplicate licence shall be issued –

(a) on payment of such fee as may be prescribed; and

(b) on the same terms and conditions as the original licence.

(4) Where a licence which was lost is subsequently found, the private recruitment agency shall forthwith –

- (a) inform the Permanent Secretary; and
- (b) surrender the original licence to the Permanent Secretary.

#### **10. Transfer of licence**

(1) A licence issued under this Act shall not be transferrable.

(2) Any private recruitment agency who transfers its licence to another person shall commit an offence and shall, on conviction, be liable to a fine of not less than 500,000 rupees and not exceeding one million rupees and to imprisonment for a term not exceeding 5 years.

#### **11. Display of licence**

(1) Every private recruitment agency shall display in a conspicuous place its licence and the conditions of its licence.

(2) Any private recruitment agency that operates in more than one place of business shall display –

- (a) the original of the licence at its principal place of business; and
- (b) a certified copy of the licence at every other place of business.

(3) Any private recruitment agency that contravenes this section shall commit an offence and shall, on conviction, be liable to a fine not exceeding 50,000 rupees.

### **PART IV – RESPONSIBILITIES OF PRIVATE RECRUITMENT AGENCIES**

#### **12. Sharing of information**

For the purposes of this Act, every private recruitment agency shall provide to the Permanent Secretary –

- (a) in respect of a non-citizen, other than a non-citizen resident, his name, passport number and residential address;

- (b) in respect of an employer, his name, National Identity Card number, address of place of business and residential address of the employer.

### **13. Employment of key personnel of private recruitment agency**

(1) No private recruitment agency shall employ a key personnel to work for him where that key personnel has been convicted for fraud or dishonesty.

(2) Where a private recruitment agency employs a key personnel who has been convicted of fraud or dishonesty, its licence shall be revoked.

### **14. Transfer of shares and change in directors**

(1) Where a private recruitment agency intends to transfer the shares of its company or change the directors of the company, it shall make an application to the Permanent Secretary for such change.

(2) Where a private recruitment agency transfers the shares of its company or changes the directors of the company without the approval of the Permanent Secretary, its licence shall be revoked.

### **15. Change of address**

(1) Where a private recruitment agency intends to change the address of its business premises, it shall make an application to the Permanent Secretary for such change.

(2) Where a private recruitment agency changes the address of its business premises without the approval of the Permanent Secretary, its licence shall be revoked.

### **16. Repatriation of non-citizen workers**

Any non-citizen worker who –

- (a) becomes incapacitated or is found, following a medical examination, to be unfit for duty;

- (b) is not engaged for employment after being recruited for a reason for which he is not responsible; or
- (c) is found to have been recruited by force, misrepresentation or mistake,

shall be repatriated to his country of residence at the expense of the private recruitment agency.

## **PART V – POWERS OF INSPECTION, SEIZURE AND SUMMONS**

### **17. Powers of inspection and seizure**

(1) The Permanent Secretary may, where he has reasonable grounds to suspect that any activity in contravention with this Act is being carried out in the business premises of a private recruitment agency, make an application to the Magistrate for a warrant authorising him to enter, search and inspect such premises.

(2) The Magistrate may, on good cause shown, issue a warrant authorising the Permanent Secretary to enter, search and inspect the business premises.

(3) Where an inspection is carried out under subsection (2), the Permanent Secretary shall –

- (a) require the private recruitment agency, its employee or agent or, the person in charge of the premises, to –
  - (i) produce any document, record or article kept in connection with the recruitment of workers;
  - (ii) give the designated officer all reasonable assistance and provide such information as may be required for the purpose of the inspection;
- (b) seize any document, record or article that he has reason to suspect to have been used, or intended to be used, in connection with the recruitment of workers, or make copies or extracts from such document or record.

(4) Where any document, record or article is seized under subsection (3), the Permanent Secretary shall give to the private recruitment agency, its employee or agent, or the person in charge of the premises, a receipt signed by him, specifying the particulars of the document, record or article that is seized.

### **18. Power to summon**

(1) The Permanent Secretary may summon to his office any private recruitment agency or any worker recruited by a private recruitment agency for an enquiry under this Act.

(2) Any person who fails to comply with a summons issued by the Permanent Secretary under subsection (1) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

## **PART VI – MISCELLANEOUS**

### **19. Unlawful possession of licence**

(1) No person, other than a private recruitment agency, shall be in possession of a licence or a copy of a licence.

(2) Any person, other than a private recruitment agency, who has in his possession a licence or a copy of a licence shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

### **20. Tampering with licence**

(1) No person shall –

- (a) alter, deface or, in any manner, tamper with a licence;
- (b) affix or have in his possession, a licence that is tampered.

(2) Any person who –

- (a) alters, defaces or, in any manner, tampers with a licence;

- (b) affixes or has in his possession, a licence that is tampered,

shall commit an offence and shall, on conviction, be liable to a fine of not less than 500,000 rupees and not exceeding one million rupees and to imprisonment for a term not exceeding 5 years.

## **21. Misleading advertisement**

(1) No private recruitment agency shall make any deceitful or misleading advertisement in relation to the recruitment of workers.

(2) Where, in the opinion of the Permanent Secretary, an advertisement is misleading, he shall direct the private recruitment agency to withdraw or modify it and the private recruitment agency shall comply with such direction.

(3) Any person who contravenes this section shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

## **22. Offences and penalties**

Any person who otherwise contravenes this Act shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

## **23. Regulations**

(1) The Minister may make such regulations as he thinks fit for the purposes of this Act.

- (2) Any regulations made under subsection (1) may provide –
- (a) for the levying of fees and the taking of charges; and
  - (b) that any person who contravenes them shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

**24. Repeal**

The Recruitment of Workers Act is repealed.

**25. Saving and transitional provisions**

(1) Any licence issued under the repealed Act which, on the commencement of this Act, is still valid shall, not later than 6 months after the commencement of this Act, lapse.

(2) The holder of a licence referred to in subsection (1) shall, not later than 3 months after the commencement of this Act, make an application for a licence under this Act.

(3) Any application made for a licence under the repealed Act and which is pending on the commencement of this Act shall be dealt with in accordance with this Act.

(4) In this section –  
“repealed Act” means the Recruitment of Workers Act.

**26. Commencement**

(1) Subject to subsection (2), this Act shall come into operation on a date to be fixed by Proclamation.

(2) Different dates may be fixed for the coming into operation of different sections of this Act.

Passed by the National Assembly on the seventeenth day of October two thousand and twenty three.

**Urmeelah Devi Ramchurn (Ms)**  
*Acting Clerk of the National Assembly*

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*Government Notice No. 240 of 2024*

**THE PRIVATE RECRUITMENT AGENCIES ACT 2023**

**Regulations made by the Minister under section 23 of  
the Private Recruitment Agencies Act 2023**

**1. Citation**

These regulations may be cited as the Private Recruitment Agencies Regulations 2024.

**2. Interpretation**

In these regulations –

“Act” means the Private Recruitment Agencies Act 2023;

“licence” means a licence to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

as the case may be;

“licensee” means the holder of a licence;

“quarter”, in respect of any year, means the period of 3 months ending on 31 March, 30 June, 30 September or 31 December, respectively;

“vacancy” means a local or overseas vacancy.

**3. Application of these regulations**

(1) Nothing in these regulations shall authorise a licensee to recruit a citizen or non-citizen who resides abroad for employment with an employer operating or residing abroad.

(2) Any person who contravenes paragraph (1) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

#### **4. Application for licence**

(1) For the purpose of section 6(3) of the Act, an application to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

shall be made to the Permanent Secretary in the form set out in Part I, II or III of the First Schedule, as the case may be.

(2) An application under paragraph (1) shall be accompanied by a non-refundable application fee of 1,000 rupees.

(3) (a) For the purpose of section 6(4)(c) of the Act, the Permanent Secretary may inspect the business premises of the applicant to verify whether it is equipped with –

- (i) communication facilities, in good working condition, such as fixed telephone line, fax and internet facilities; and
- (ii) other amenities, in good working condition, such as a waiting area and restroom.

(b) The business premises of the applicant shall not be, or shall not be located within, the residential premises of the applicant.

(4) For the purpose of section 6(7) of the Act, the Permanent Secretary shall issue the appropriate licence on payment of –

- (a) a fee of 35,000 rupees; and

(b) subject to paragraph (5), a security of 500,000 rupees.

(5) The security of 500,000 rupees shall not be payable where a licence for the recruitment of citizens for employment in Mauritius is issued.

(6) A licence to operate a private recruitment agency for the recruitment of –

- (a) citizens for employment in Mauritius;
- (b) citizens for employment abroad; or
- (c) non-citizens for employment in Mauritius,

shall be in the form set out in Part I, II or III of the Second Schedule, respectively.

## **5. Renewal of licence**

(1) For the purpose of section 7(1) and (2) of the Act, an application for the renewal of a licence shall –

- (a) be made in the form set out in the First Schedule, with such modifications and adaptations as may be necessary; and
- (b) be accompanied by the non-refundable application fee of 1,000 rupees.

(2) For the purpose of section 7(6) of the Act, the Permanent Secretary shall renew a licence on payment of –

- (a) a fee of 35,000 rupees; and
- (b) subject to paragraph (3), a security of 500,000 rupees.

(3) The security of 500,000 rupees shall not be payable where a licence for the recruitment of citizens for employment in Mauritius is renewed.

**6. Issue of duplicate licence**

For the purpose of section 9(3)(a) of the Act, a duplicate licence shall be issued on payment of a fee of 3,000 rupees.

**7. Fees for recruitment**

(1) For the purpose of section 5(2) of the Act, a private recruitment agency shall –

- (a) charge not more than 200 rupees for every employer registered with it; and
- (b) with respect to every worker recruited, charge the employer a commission of an amount not exceeding the first month's total salary of that worker.

(2) The commission required to be paid by an employer to a private recruitment agency under paragraph (1)(b) shall not be deducted by the employer from the worker's salary.

**8. Contract of employment**

(1) Every contract of employment entered into between –

- (a) an employer and a citizen who is recruited for employment abroad; or
- (b) an employer and a non-citizen who is recruited for employment in Mauritius,

shall be drawn up in triplicate in English or French language and shall contain the terms and conditions specified in the Third Schedule.

(2) Where a licensee recruits, on behalf of an employer, a worker to work for the employer, the licensee shall –

- (a) keep a copy of the contract of employment and give a copy to the worker and the employer; and

- 
- (b) record the particulars of the worker and the employer in a register.
  - (3) The register referred to in paragraph (2)(b) shall –
    - (a) be kept in such form and manner as the Ministry may approve; and
    - (b) at all times, be available for inspection by such officer as the Permanent Secretary may authorise.

## **9. Notice of vacancy**

(1) 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 Fourth Schedule.

(2) Every licensee shall, within 15 days of the expiry of each quarter, submit to the Ministry –

- (a) in respect of vacancies notified by employers, a consolidated return in the form set out in the Fifth Schedule;
- (b) in respect of –
  - (i) citizens placed in employment in Mauritius;
  - (ii) citizens placed in employment abroad;
  - (iii) non-citizens placed in employment in Mauritius,

submit a return in the form set out in Part I, II or III of the Sixth Schedule, as the case may be.

## **10. Revocation**

The Recruitment of Workers Regulations 1994 are revoked.

**11. Offences**

Any person who otherwise contravenes these regulations shall commit an offence and shall, on conviction, be liable to a fine not exceeding 100,000 rupees and to imprisonment for a term not exceeding 2 years.

**12. Commencement**

These regulations shall come into operation on 16 October 2024.

Made by the Minister on 16 October 2024.

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**FIRST SCHEDULE**  
[Regulations 4(1) and 5(1)(a)]

**PART I**

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE  
FOR RECRUITMENT OF CITIZENS OF MAURITIUS  
FOR EMPLOYMENT IN MAURITIUS**

Name of applicant .....

Business registration no. ....

Date company registered .....

Office address .....

Permit/Lease to carry out commercial activities .....

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
<b>DIRECTORS</b>					
<b>SHAREHOLDERS</b>					

Security will be furnished by means of\*\* –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant’s employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....  
Name of applicant

.....  
Signature of applicant

.....  
Date



\* Where the application is made by a company, please provide the particulars of the legal representative

\*\* Please tick as appropriate

**PART II**

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE  
FOR RECRUITMENT OF CITIZENS OF MAURITIUS  
FOR EMPLOYMENT ABROAD**

Name of applicant .....

Business registration no. ....

Date company registered .....

Office address .....

Permit/Lease to carry out commercial activities .....

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
<b>DIRECTORS</b>					
<b>SHAREHOLDERS</b>					

Security will be furnished by means of\*\* –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant's employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....  
Name of applicant

.....  
Signature of applicant

.....  
Date

\* Where the application is made by a company, please provide the particulars of the legal representative

\*\* Please tick as appropriate

**PART III**

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE  
FOR RECRUITMENT OF NON-CITIZENS FOR  
EMPLOYMENT IN MAURITIUS**

Name of applicant .....

Business registration no. ....

Date company registered .....

Office address .....

Permit/Lease to carry out commercial activities .....

Particulars of directors and shareholders

Name*	Address	Phone no.	Mobile no.	Fax no.	Email address
<b>DIRECTORS</b>					
<b>SHAREHOLDERS</b>					

Security will be furnished by means of\*\* –

- (a) office cheque drawn to the account of the Government of Mauritius

- (b) an insurance policy issued by a company registered under the insurance Act, to be deposited with the Accountant-General
- (c) a bank guarantee issued by a bank licensed under the Banking Act, to be deposited with the Accountant-General

Particulars of applicant’s employees

SN	NAME	NIC NO.	QUALIFICATIONS	PREVIOUS WORK EXPERIENCE

Have you/Has any of your employees ever been convicted for an offence? If in the affirmative, please provide details as follows –

SN	Name of employee	Offence charged	Name of Court and Cause no./SCR no.	Sentence inflicted

I hereby declare that the foregoing particulars are true and I undertake to comply with any conditions which may be attached to the grant of a licence.

.....  
Name of applicant

.....  
Signature of applicant

.....  
Date

\* *Where the application is made by a company, please provide the particulars of the legal representative*

\*\* *Please tick as appropriate*

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**SECOND SCHEDULE**

[Regulation 4(6)]

**PART I**

**LICENCE FOR RECRUITMENT OF CITIZENS OF  
MAURITIUS FOR EMPLOYMENT  
IN MAURITIUS**

This is to certify that ..... (name of company) of ..... (address) is hereby authorised to recruit citizens of Mauritius for employment in Mauritius.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years; and
- (b) the licence is not transferable.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....  
Name of officer

.....  
Signature of officer

.....  
Stamp

.....  
Date

---

**PART II**

**LICENCE FOR RECRUITMENT OF CITIZENS OF MAURITIUS FOR EMPLOYMENT ABROAD**

This is to certify that ..... (name of company) of ..... (address) is hereby authorised to recruit citizens of Mauritius for employment abroad.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years;
- (b) the licence is not transferable; and
- (c) the recruitment of Mauritian female nationals for employment as housemaid in the Gulf countries is not authorised.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....  
Name of officer

.....  
Signature of officer

.....  
Stamp

.....  
Date

\_\_\_\_\_

**PART III**

**LICENCE FOR RECRUITMENT OF NON-CITIZENS FOR  
EMPLOYMENT IN MAURITIUS**

This is to certify that ..... (name of company) of ..... (address) is hereby authorised to recruit non-citizens for employment in Mauritius.

This licence shall be subject to the following conditions –

- (a) the licence is valid for a period of 3 years;
- (b) the licence is not transferable.

This licence will be revoked in case of non-compliance with the Private Recruitment Agencies Act 2023.

.....  
Name of officer

.....  
Signature of officer

.....  
Stamp

.....  
Date





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**THIRD SCHEDULE**

[Regulation 8(1)]

**TERMS AND CONDITIONS OF CONTRACT OF EMPLOYMENT**

An individual contract of employment shall contain the following information –

- (a) the name, National Identity Card no./passport no., family status and residential address of the worker;
  - (b) name and particulars of employer;
  - (c) the occupational category in which the worker is placed;
  - (d) remuneration for ordinary hours of work, overtime, night work and holidays, and the currency for wage payment;
  - (e) bonuses, indemnities, allowances and other fringe benefits, if any;
  - (f) the conditions under which and extent to which the employer may be authorised to make any deductions from remuneration;
  - (g) the conditions regarding board and lodging;
  - (h) the duration of the contract as well as the conditions of renewal and renunciation of the contract;
  - (i) the conditions under which entry and residence in the territory of immigration are permitted;
  - (j) the method of meeting the expenses of the journey of the recruited worker;
  - (k) the grounds on which a contract may be prematurely terminated.
-

**FOURTH SCHEDULE**

[Regulation 9(1)]

**NOTIFICATION OF VACANCIES**

Year .....

Address (optional) .....

Fax (optional) .....

Economic activity .....

Occupation .....

Number of posts    Male .....    Female .....

Site of work .....

Academic qualifications needed

Subjects .....

Technical .....

Subjects .....

Professional .....

Subjects .....

Experience needed .....

Salary offered (optional) .....

Fringe benefits .....

Other information .....

Last day for application .....

Can Ministry post full details onto the Internet and other computer networks?

Yes/No

(If “No”, details will be posted but without identifying the employer)

.....	.....
Name	Signature
.....	.....
Name of licensee	Date
.....	.....
Email address	Office stamp
.....	.....
Telephone no.	Mobile no.
.....	.....

---

**FIFTH SCHEDULE**

[Regulation 9(2)(a)]

**CONSOLIDATED RETURN**

Consolidated return of local and overseas vacancies notified for period .....

Occupation	Number of vacancies notified			Country of employment
	Male	Female	Total	

.....  
Name

.....  
Signature

.....  
Name of licensee

.....  
Date

.....  
Email address

.....  
Office stamp

.....  
Telephone no.

.....  
Mobile no.

\_\_\_\_\_

**SIXTH SCHEDULE**

[Regulation 9(2)(b)]

**PART I – RETURN OF PARTICULARS OF CITIZENS OF MAURITIUS PLACED IN EMPLOYMENT IN MAURITIUS**

Return of placement made in Mauritius of citizens of Mauritius, for period starting on ..... and ending on .....

Occupation	Number placed		
	Male	Female	Total
Total			

.....  
Name

.....  
Signature

.....  
Name of licensee

.....  
Date

.....  
Email address

.....  
Office stamp

.....  
Telephone no.

.....  
Mobile no.

**PART II – RETURN OF PARTICULARS OF CITIZENS OF MAURITIUS PLACED IN EMPLOYMENT ABROAD**

Return of placements made abroad of citizens of Mauritius, for period starting on ..... and ending on .....

Occupation	Number placed			Country
	Male	Female	Total	
Total				

.....  
Name

.....  
Signature

.....  
Name of licensee

.....  
Date

.....  
Email address

.....  
Office stamp

.....  
Telephone no.

.....  
Mobile no.

**PART III – RETURN OF PARTICULARS OF  
NON-CITIZENS PLACED IN EMPLOYMENT  
IN MAURITIUS**

Return of particulars of non-citizens placed in employment in Mauritius for period starting on ..... and ending on .....

Occupation	Number placed			Nationality
	Male	Female	Total	
Total				

.....  
Name

.....  
Signature

.....  
Name of licensee

.....  
Date

.....  
Email address

.....  
Office stamp

.....  
Telephone no.

.....  
Mobile no.