

Guidelines to Apply for a Licence

Procedures are detailed step-by-step, from an applicant's point of view.

1. Applicants applying for a particular licence or permit should first of all select the appropriate sector and activities corresponding to the licence.
2. The licence can then be chosen from the list of licences under the specific sector and activities.
3. On clicking on the licence, applicant will be directed to another page where a workflow with all the detailed information will be displayed, together with its respective guidelines, legislations, web links to the specific ministry and link to the application form.
4. Applicant should click on the link "Click to Apply for Licence" where he/she will be directed to the login page.
5. To submit application online, applicant will need to register first. If the applicant is not registered yet, he should therefore click on **create new account** for online registration. An email will be sent to him to confirm his registration.
6. If Applicant is already registered, he can log in by entering his username and password.
7. After filling the application form, applicant should click on "**save**" prior to any attachments and when attachments are completed, he then clicks on "**save**" once again.
8. Applicant will be able to track the status of his online application by using the "**Unique Reference Number**" generated when the application form has been saved. Applicant then clicks on "**Submit**" to submit the online application form.
9. The applicant has the possibility to check the status of his application(s) by clicking on the 'Check Status of Existing Applications' link found on the home page. The applicant will need to log in to view status of his application(s).

For any query or assistance on the above, please contact the administrator at eregulations@investmauritus.com