

September 2019



YOUNG
PROFESSIONAL
OCCUPATION PERMIT

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Annex 8

1 Introduction

Foreign students having completed at least an undergraduate degree in a tertiary education institution in Mauritius are eligible to apply for a Young Professional Occupation Permit (YPOP) as provided in Section 13 of the Economic Development Board Act 2017 and Section 9A of the Immigration Act 1970.

The YPOP is an Occupation Permit valid for a maximum period of 3 years depending on the duration of the contract of employment. The application for the YPOP shall be submitted by the Employer to the Occupation Permit Unit (OPU) by email on op@edbmauritius.org.

If an employer still requires the service of the foreign employee after the 3 years, the employer may apply for an Occupation Permit as Professional on behalf of the employee.

2 Eligibility criteria

The following criteria must be respected to be eligible for a YPOP:

- (a) The student must have completed at least an undergraduate degree in a tertiary education institution recognized by the Tertiary Education Commission (TEC).
- (b) The application must be submitted not later than 6 months after the date of publication of results.
- (c) Where a person holds a YPOP and intends to change employment before the expiry of the YPOP, the condition at (b) shall not apply.
- (d) The application for the YPOP must be only in the fields listed in Part II of the Schedule of the Immigration Act which are as follows:
 - (i) Artificial Intelligence
 - (ii) Biotechnology
 - (iii) Fintech
 - (iv) Robotics
 - (v) Financial services
 - (vi) Information technology
 - (vii) Such other field as the Minister may approve

3 Application process

- (a) A scanned copy of the application form (See Annex 1) together with the supporting documents as per checklist shall be submitted by the Employer to the Occupation Permit Unit (OPU) by email on op@edbmauritius.org.
- (b) The OPU, comprising both the officers of the Passport and Immigration Office (PIO) and the Economic Development Board (EDB), will verify the application. In case of missing documents or where additional information is required, a request for clarification will be made to Employer.
- (c) Once the application is complete as per checklist, it will be processed and evaluated by a Joint Committee and submitted for approval to the Prime Minister's Office, not later than 5 days from the effective date.

Note: The date of receipt of the complete application shall be the effective date.

- (d) Once approved, an Approval in Principle will be issued and submitted to the Employer by email. The Approval in Principle will be valid for a period of 90 days from the date of issue subject to the existing visa requirements.

Note: It is advisable that Employers contact the OPU to schedule the appointment well before the expiry of the Approval in Principle. An Approval in Principle will automatically lapse after the 90 days and no permit will be issued after that period.

- (e) The Employer shall, within the 90 days period, schedule an appointment with the OPU for verification of original documents and issue of the permit.
- (f) During the appointment,
 - (i) both Employer and the Young Professional must be present;
 - (ii) the Applicant shall bring the **original** of all documents listed in the checklist
 - (iii) payment of application fees corresponding to the amount provided at section 7 shall be effected by Bank Cheque drawn to the order of the Government of Mauritius.

(g) Once the original documents and the application are in order, the EDB will register the Young Professional. The Occupation Permit and the Unique Identification (UID) card will be issued by the PIO on the same day.

4 Appeals

In case an application has not been approved, the Employer will be informed by email. He/ She may make a request to the OPU to reconsider the application once. Such request should be made by email on op@edbmauritius.org within a period of 30 days of being notified that the application has not been approved.

Note: In case that the appeal has not been successful, the applicant should make arrangements to leave the country.

5 Cancellation of the YPOP

If at any time, the Employer terminates the contract of employment of the Young Professional, the Employer should immediately inform in writing the Chief Executive Officer of the Economic Development Board for deregistration.

Subsequently, the PIO would be notified to cancel the YPOP. The originals of the Occupation Permit and UID Card should be returned to the Passport and Immigration Office and the Young Professional shall leave the country within a period of one month as from cancellation of the Permit.

6 Checklist

| Documents | Documents for Approval in principle | Originals to be presented on appointment |
|---|--|---|
| Contract of employment & Job Description | ✓ | ✓ |
| Degree Certificate and/or Attestation from the concerned Tertiary Education Institution certifying successful completion of the degree course | ✓ | ✓ |

| Documents | Documents for Approval in principle | Originals to be presented on appointment |
|---|-------------------------------------|--|
| Duly filled and signed undertaking Section 5 by the employer | ✓ | ✓ |
| Passport Biodata | ✓ | ✓ |
| Birth Certificate (English/French) | ✓ | ✓ |
| Marriage Certificate/Divorce certificate (English or French) where applicable | ✓ | ✓ |
| *Last entry business visa page (in case the applicant is not in Mauritius) | | ✓ |
| **Medical certificate + detailed report from local Doctor in Mauritius and reports (less than six months old) | | ✓ |
| 1 colour passport size photograph (of less than six months old - 3.5cm x 4.5cm) | | ✓ |
| Brief on the activities of the company | ✓ | |
| Appropriate license for the company and if applicable (FSC, GBL etc.) | ✓ | |
| Application fees (Refer to section 7) | | ✓ |
| <i>Bank Draft/Cheque drawn to the order of the Government of Mauritius</i> | | |

*In case the young professional is still in Mauritius after his/her studies, he/she should be in possession of a valid student visa or an authorization at the time of submission of application. In any other case the young professional should be in possession of a valid Business Visa at time of verification of original documents.

** *The medical certificate is required only for Young Professionals who are not in Mauritius when applying for the YPOP.*

7 Application Fees

The table below refers to the application fee for the YPOP.

| Duration | Application fee (MUR) |
|---|-----------------------|
| a) Not more than one year | 5,000 |
| b) More than one year but not more than 2 years | 7,500 |
| c) More than 2 years but not more than 3 years | 10,000 |

8 Important notes

- The Young Professional should ensure that he/she complies with existing rules and regulations pertaining to his status at all times and that emoluments must be submitted annually to the Mauritius Revenue Authority.
- The application for the YPOP should be submitted by the Employer (either the Director or HR representative) on behalf of the Young Professional.
- The contract of employment should mention the job title, duration, monthly basic salary and must be duly signed by both parties. The Employer is also required to sign the Undertaking as per section 5 of the YPOP application form.
- The Young Professional should be accompanied by the Employer (either Director or HR representative) on the appointment date.
- Young Professional travelling to Mauritius as tourists/visitors will not be eligible to apply for Young Professional Occupation Permit.
- The Joint Committee comprises of representatives of the Prime Minister's office (PMO), the PIO and the EDB.

9 Contact us

Economic Development Board - Occupation Permit Unit

4th Floor, Sterling House, Lislet Geoffroy Street,

Port Louis - Mauritius

Tel : + 230 203 3813

Fax : +230 210 8560

Email: op@edbmauritius.org

<http://www.edbmauritius.org/>

Passport and Immigration Office

4th Floor, Sterling House, Lislet Geoffroy Street,

Port Louis - Mauritius

Tel : + 230 211 5830

Fax : +230 210 9322

Email : pio_occupation@govmu.org

<http://passport.gov.mu/>

Economic Development Board

10th Floor, One Cathedral Square Building,

16, Jules Koenig Street, Port Louis- Mauritius

Tel: +230 203 3800

Email: op@edbmauritius.org

<http://www.edbmauritius.org/>

Disclaimer

Whilst care has been taken to ensure that the information provided herein is accurate and correct at the time of publication, users of this guideline are advised to seek additional information from the Economic Development Board and relevant authorities in case of uncertainty or ambiguity encountered in reading this document.

This guideline may be subject to changes without any notice.

Application form for Young Professional Occupation Permit

Company Details

GBL Company?

GBL Entreprise?

Incorporation Number

Numéro d'incorporation de l'entreprise

Business Registration Number

Numéro d'enregistrement de l'activité

Date of Incorporation / Registration

Date d'incorporation / enregistrement

Name of Company / Société

Nom de l'entreprise

Business Name

Nom commercial

General Nature of Activities

La nature de l'activité

Address of Principal Place of Business

Adresse principale de la société

Address for Correspondence

Adresse de correspondance

Name of Contact Person (Managing Director/Director/HR)

Nom de la personne à contacter

Date / Approved Date for Start of Business

Date / Date approuvé pour le début des activités

Office Phone Number

Numéro de téléphone du bureau

Fax Number (Optional)

Numéro de fax

Mobile Number

Numéro de portable

Company E-Mail Address

L'adresse e-mail de l'entreprise

Sector of Activities

Secteur d'activités

Other Sector Activities

Autres activités de l'entreprise

State Workforce at time of Application

Veillez indiquer la main-d'œuvre de l'entreprise au moment de la soumission de la demande

Local

Local

Expatriates

Expatrié



Applicant Personal Details

Surname

Nom de Famille

Other Names

Prénom

Maiden Name (If Any) (Optional)

Nom de jeune fille (si applicable)

Any Previous Name (Optional)

Nom précédent

Gender

Sexe

- Male** **Female**
Masculin Féminin

Marital Status

Etat Civil

- Single** **Married** **Divorced** **Other**
Célibataire Marié Divorcé Autre

Date of Birth

Date de naissance

Place of Birth

Lieu de naissance

E-mail Address

Adresse e-mail

Speciality

Spécialité

Job Title / Occupation

Titre du poste / profession

Monthly Basic Salary (MUR)

Salaire de base mensuel (MUR)

Duration of professional permit

Durée du permis professionnel

Years

Années

Months

Mois

Days

Jour

Present Nationality

Nationalité actuelle

Do you have any other nationality?

Avez-vous une autre nationalité?

- Yes** **No**
Oui Non

Acquisition Date

Date de acquisition

Nationality Acquired

Nationalité acquise

Acquisition Date

Date de acquisition

Nationality Acquired

Nationalité acquise

Have you ever renounced any nationality?

Avez-vous déjà renoncé à une nationalité?

- Yes** **No**
Oui Non

Renounce Date

Date de renonciation

Why did you renounce?

Pourquoi as-tu renoncé?

Date of entry (or expected) in Mauritius

Date d'entrée (ou Date d'arrivée prévue) à Maurice

Do you allow EDB to use and share this information to our departments to follow up?

Autorisez-vous EDB à utiliser et partager les informations fournis à nos départements pour assurer le suivi du dossier?

- Yes** **No**
Oui Non

Would you be interested to receive our monthly Newsletter?

Seriez-vous intéressé à recevoir notre bulletin mensuellement?

- Yes** **No**
Oui Non

Any additional information you wish to bring to the attention of the Occupation Permit Unit (Optional)

Toute information supplémentaire que vous souhaitez porter à l'attention de l'Occupation Permit Unit

Contact Details

Residential Address in Mauritius (Optional)

Adresse résidentielle à Maurice

City (Optional)

Ville

Telephone (Optional)

Numéro de téléphone

Fax (Optional)

Numéro de Fax

Mobile (Optional)

Numéro de téléphone portable

Residential Address in Country of Origin

Votre adresse de résidence dans votre pays d'origine

City

Ville

Country

Pays

Telephone

Numéro de téléphone

Fax (Optional)

Numéro de Fax

Mobile

Numéro de téléphone portable

Passport Details

Passport Number

Numéro de passeport

Issuing Country

Pays émetteur

Date of Issue

Date d'émission

Date of Expiry

Date d'expiration

Do you have any other document issued by your or any other government? (eg residence permit, etc)

Avez-vous un autre document délivré par votre gouvernement ou par un autre gouvernement? (par exemple, permis de résidence, etc.)

- Yes** **No**
Oui Non

Do you hold the right of re-entry into your:

Avez vous droit de retourner dans:

a) Country of origin?

le pays d'origine?

- Yes** **No**
Oui Non

Date of Expiry of right (Optional)

Date d'expiration du droit

b) Last Place of Residence?

votre dernier pays/lieu de résidence?

- Yes** **No**
Oui Non

Date of Expiry of right (Optional)

Date d'expiration du droit

If "No" to any of the above, please give details

Si les réponses aux questions ci-dessus sont 'Non', veuillez fournir plus de détails

Employment History

Have you previously worked in Mauritius (or currently working)?

Avez vous déjà travaillé à l'île Maurice (ou travaillez-vous actuellement à l'île Maurice)?

- Yes** **No**
Oui Non

If Yes, please give details of (i) the current post and (ii) the most recent one below (Optional)

Si oui, veuillez donner des détails sur (i) le poste actuel et (ii) le plus récent ci-dessous

| | From De | To A | Post Held Position actuelle occupée | Company (Name and Address) Nom et adresse du dernier employeur |
|------|----------------------|----------------------|--|--|
| (i) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (ii) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Security / Health Questions

Have you ever been convicted of any crime in any country?

Avez vous déjà été reconnu coupable d'un crime dans quelconque pays?

Yes **No**
Oui Non

Is a criminal/civil case pending against you in any country?

Y a-t-il une affaire pénale/civile en cours contre vous?

Yes **No**
Oui Non

Are you suffering of any infectious or contagious disease?

Souffrez vous d'une maladie infectieuse ou contagieuse?

Yes **No**
Oui Non

If the reply to any of the above questions is Yes, please give full details below and attach the relevant documents in the Upload Documents tab (Security / Health Area)

(Optional)

Si les réponses aux questions ci-dessus sont 'Oui', veuillez fournir plus de détails et ajouter en pièce-jointe les documents relatifs

Declaration

I / We declare that all the information given in this application form as in the attached documents is true and correct.

Je déclare / Nous déclarons que toutes les informations fournies dans ce formulaire de candidature comme dans les documents joints sont vraies et correctes

I / We understand that making a false statement is a serious offence and may lead to prosecution and cancellation of an Occupation Permit.

Je comprends / Nous comprenons que faire une fausse déclaration est une infraction grave et peut mener à des poursuites et à l'annulation d'un permis d'occupation

I Agree to the above.

Je confirme les informations ci-dessus

Signature

SECTION 5 - UNDERTAKING

TO BE FILLED AND SIGNED BY THE EMPLOYER OF THE PROFESSIONAL

This is to certify that
(NAME OF COMPANY)
proposes to employ Mr /Mrs / Miss.....
(NAME OF EMPLOYEE)
of nationality in the capacity of
....., for a duration of
.....months/years in the establishment situated at
.....
.....on the terms and conditions mentioned in the enclosed contract of
employment. He/she will draw a basic salary of Rs a
month.

The Company undertakes that, in respect of employment of the above-named
expatriate, it will meet any expense or charge likely to be incurred for the
maintenance, support or the repatriation of the holder of the occupation
permit to his/her/ country of origin / residence on termination of the
contract of employment or for any other reason whatsoever.

Name in full:

Designation:

Tel No: Fax No:

Email:

Date: Signature:

Seal Company:

