



**INFORMATION ON APPLICATION FOR REGISTRATION AS DEALER
[FOR COMPANY & OTHER LEGAL ENTITY]**

A. Application for registration as dealer is a three-step process:

• STEP 1: Documents (Original) to be submitted at time of Application for Registration:

- (i) Certificate of incorporation or registration of the Company/Entity (*In case the company/entity was incorporated in any previous years, that is, not in the same year application is made to the Assay Office, the Receipt of Payment for Annual Registration to the Companies Division or the Certificate of Current Standing must also be produced along with the Certificate of Incorporation*);
- (ii) Business Registration Card issued under Section 8(2) of the Business Registration Act 2002 – to deal in jewellery, and where applicable, the receipt of payment for amendment to the Business Registration Card;
- (iii) Trade Fee Receipt issued by the Corporate and Business Registration Department (Companies Division) – to deal in jewellery, where applicable; and
- (iv) Extract of File/ Summary of File at incorporation.

• STEP 2: Documents (original) to be submitted for “fit and proper” person exercise for the company/entity and each director, shareholder and beneficial owner:

For the Company/Entity:

- (i) Audited accounts/Bank Reference Letter

For each director, shareholder and beneficial owner:

- (i) Bank Reference Letter;
- (ii) Qualifications and experience, including inter alia certificates and reference letters;
- (iii) Certificate of character (not more than 3 months);
- (iv) NIC/Passport for Mauritian Citizen; and
- (v) For Non-Citizen –
 - (a) Passport; and
 - (b) Letter from relevant authorities in Mauritius for Work Permit/Occupational Permit/Residence Permit.

Note: (a) Relevant documents, as listed above, shall be submitted together with the completed “fit and proper” person questionnaire in order to conduct the “fit and proper” exercise. Incomplete submission of the documents will not be accepted by the Assay Office and this will delay the processing of the application.

(b) Apart from the above documents, additional documents may be requested by the Assay Office for carrying the “fit and proper” person assessment.

- **STEP 3: Payment of Registration Fee upon notification**

Nature of Activity		Fees (Rs)
Type 1-	Dealing in jewellery, precious metals, precious or semi-precious stones, except exports of melted precious metal, scrap precious metal and second hand jewellery, excluding industrial waste generated by manufacturers of jewellery.	3000/.
Type 2-	Dealing in jewellery, precious metals, precious or semi-precious stones, including exports of melted precious metal, scrap precious metal and second hand jewellery, excluding industrial waste generated by manufacturers of jewellery.	150,000/.

Registration of Outlet

For each outlet, a fee of Rs 1000/ is applicable.

B. Notes for filling the Application form for Registration as Dealer in Jewellery

1. (a) Name of Applicant: Write the name of the company/entity as appropriate.
- (b) Address of Applicant: The address should be the registered address of the company/entity.
- (c) Name and position of person applying on behalf of company or société Name and position of the person who has been authorised by the company/entity to make the application.
2. Declaration of Applicant This section should be completed by the Director or any other authorised officer of the company/entity. He/she should write his/her name, in the space provided and sign the form.

Note: Incomplete or Inadequate filling of the form will not be accepted by the Assay Office

If you need further information, please contact the Assay Office

Tel: 211 0612/13/14 Fax: 211 0617

Email: assay@govmu.org

Website: www.assayoffice.org