

FIRST SCHEDULE

[Regulation 3(1)]

APPLICATION FOR AUTHORISATION TO ORGANISE AN EVENT

1. Name of applicant
- Title
- Business address
- Telephone number
- Mobile number
- Fax number
- Email address
- National Identity Card number
- Contact person
2. Title of event
- Theme
- Objectives
3. Proposed dates –
From..... to.....
4. Location Details
- (a) Address
- (b) Type of building
- (c) Owner of building
- (d) Address of owner
- (e) Area of building square metres
5. Rental paid by applicant

6. No. of stalls
7. No. of participants
 - Local
 - Foreign
8. Rental charges per stall
9. Entry fee
10. Estimated Expenditure
11. List of goods and services to be exhibited/sold (*) (List may be attached separately).....
12. Measures to be taken in relation to the following –
(with supporting evidence where applicable)
 - (a) Security
 - (b) After-event cleaning
 - (c) Health
 - (d) Sanitation
 - (e) Provision of parking facilities
 - (f) Stall number for the Consumer Affairs Unit and other Enforcement Authorities
 - (g) After-sales service/assistance
13. Documents to be submitted –
 - (a) Copy of Business Registration Card/Certificate of incorporation
 - (b) Shareholding in other companies
 - (c) List of local participants, including number of stall allocated
 - (d) List of foreign participants, including number of stall allocated
 - (e) A site plan of the location, showing the stalls allocated and the names of the participants
 - (f) Authorisation of owner of premises
 - (g) Local Authority authorisation

- (h) Insurance Cover(Fire and Allied Perils)
- (i) Public liability insurance
- (j) Letter of confirmation from the Mauritius Revenue Authority that it has been notified of the holding of the event

14. Declaration

I/We hereby declare that the particulars given in my/our application are, to the best of my/our knowledge and belief, true and correct, and that I/we shall comply with the Fair Trading Act 1979 and all other applicable laws.

Signature(s)

Name(s) of person(s) signing*

Title or capacity of person(s) signing*
(*Where applicant is a company or association)

National Identity card number

Business/Company/Association Registered number

Date

Seal


