

## Policy Paper

### Applications for Work Permit and Occupation Permit (Professional Category)

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#### 1.0 Main objectives:

- 1.1 To create more job opportunities for the local workforce and reduce the number of expatriates employed in the tourism sector.
- 1.2 To consider the employment of expatriates only in scarcity and priority fields.
- 1.3 To define a process to ensure transparency and fairness in the recruitment of foreign workers.
- 1.4 To set up parameters to assess applications for Work Permits and Occupation Permits.
- 1.5 To streamline procedures.

#### 2.0 Guidelines/Criteria for the appraisal of applications for Work Permit and Occupation Permit

##### 2.1. Establishments/activities in the First Schedule of the Tourism Authority Act 2006

Application must be related to tourist establishments or activities listed in the First Schedule of the Tourism Authority Act 2006.

##### 2.2 Tourist Accommodation Certificate/Tourist Enterprise Licence (TEL)

The applicant must be the holder of a valid Tourist Accommodation Certificate/Tourist Enterprise Licence (TEL) issued by the Tourism Authority for that particular establishment or activity.

##### 2.3 Tourism Employees Welfare Fund (TEWF)

The applicant must have settled contributions due to the TEWF (monthly contribution of Rs 40 by employer in respect of each employee and Rs 10 from each employee).

##### 2.4 Local Staff

Priority shall be given to local workforce and employment of foreigners will only be considered for occupations with skills shortages.

##### 2.5 Occupations with skills shortages (Scarcity areas)

2.5.1 In line with the Government policy, companies are encouraged in the first instance to hire from the local workforce. **Applications shall be entertained only if positions applied for form part of the List of Occupations with Skills Shortages at Para 2.5.2** except for Hotel Clubs.

### **2.5.2 List of Occupations with Skill Shortages (scarcity areas):**

- Chef (Refer to Paragraph 5.1)
- Cook (Refer to Paragraph 6.1)
- E-marketing specialist
- Training Manager
- Development/ Project Manager (for a period not exceeding 2 years)
- Regional Director
- Shareholders representative (one per hotel)
- Guide/Interpreter/Guest/Public Relations Officer/Entertainer (for foreign languages other than English and French)
- Representative of overseas tour operator (Tourist Coordinator)
- Spa therapist
- Coffee Barista

2.5.3 Applications for Work Permit and Occupation Permit falling under the List of Occupations with Skills Shortages (Scarcity Areas) at paragraph 2.5.2 shall not be submitted to the Ministry of Tourism and External Communications for processing.

2.5.4 These applications shall be processed at the level of the Ministry of Labour, Industrial Relations, Employment & Training or the Board of Investment.

2.5.5 The Ministry of Labour, Industrial Relations, Employment & Training/ the Board of Investment shall keep a record of all applications approved and submit same to the Ministry of Tourism and External Communications on a monthly basis for the updating of its database.

2.5.6 All applications other than those listed in Paragraph 2.5.2 should be submitted for consideration to the Ministry of Tourism and External Communications.

### **3.0 Criteria for assessment**

3.1 The following criteria shall be used for assessment of application of work permit and occupation permits at the level of the Ministry:

- Number of expatriates employed by the Company
- Age of the applicant
- Salary to be paid
- Professional qualifications of applicant in the related field
- Work experience of the applicant in the related field

### **4.0 Hotel Club (eg Club Med)**

4.1 The list of occupations with skill shortages (scarcity areas) does not apply for hotel clubs such as Club Med.

4.2 Club Med (*Club Med Pointe aux Canonniers and Club Med Albion*) has been granted a quota of 100 inclusive of Occupation Permits by the Work Permit Committee. Club Med may recruit foreign employees at all levels. This decision was motivated based on the fact that

Club Med sends employees to work in Club Meds around the world. As such, foreign employees may be recruited at all levels.

## **5.0 Chefs**

5.1 A quota of 2 chefs shall be granted per hotel establishment without the need to refer applications to the Ministry of Tourism and External Communications.

## **6.0 Cooks**

6.1 A quota of 2 cooks shall be granted per restaurant without the need to refer applications to the Ministry of Tourism and External Communications.

## **7.0 Application for renewal of work permit(s) and occupation permit(s) which are not included in the List of Occupations with Skills Shortages**

7.1 Application for renewal of work permit(s) and occupation permit(s) which are not included in the List of Occupations with Skills Shortages at paragraph 2.5.2 will only be granted for a limited period subject to training of local counterparts.

*Ministry of Tourism and External Communications  
26 January 2016*

*Approved by the Hon. Deputy Prime Minister on 11 August 2015, 11 September 2015 and  
21 January 2016)*

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