



# ICT/BPO SCHEME FOR RODRIGUES GUIDELINES

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July 2024

## DISCLAIMER

*These guidelines may be subject to changes at any time. Any other information or document not listed above may be requested depending on the application.*

*Whilst care has been taken to ensure that the information provided herein is accurate and correct at the time of publication, users of this publication are advised to seek guidance from the Economic Development Board in case of uncertainty or ambiguity encountered in reading this manual. The Economic Development Board shall, under no circumstances whatsoever, be held liable to any person arising from the use of information contained herein.*

## 1. INTRODUCTION

The ICT/BPO Scheme for Rodrigues is funded by the Ministry of Finance, Economic Planning and Development and is implemented and managed by the Economic Development Board (EDB) Mauritius.

These Guidelines are issued under section 5(2) (ca) of the Economic Development Board Act 2017 (EDB Act).

These Guidelines set out the terms and conditions governing the ICT/BPO Scheme for Rodrigues (hereinafter the 'Scheme'). The Scheme may be terminated or amended, at any time, without prior notice. The EDB or Government of Mauritius will not bear any liability where this has been so terminated or amended.

## 2. OBJECTIVE

The object of the Scheme is to promote the ICT/BPO sector and to develop the capacity building of IT professionals in Rodrigues.

## 3. THE REFUND

3.1 The Scheme is presently valid up to 30<sup>th</sup> June 2025.

3.2 An Eligible Beneficiary shall be entitled to –

### a. Refund under the Training Program as follows -

Refund of 25% of the Training Costs (as the Companies already benefit from HRDC Refund) for the training of new recruits, provided that the training is conducted within **12 months** from the date of recruitment and limited to one training only per recruit from Rodrigues.

'New recruits' mean employees who have joined the employment of the Eligible Beneficiary in Rodrigues.

### b. Refund under the Marketing Program as follows -

A maximum refund of **MUR 250,000** per Eligible Beneficiary per annum for the Marketing Program.

The refund will be limited to Marketing Costs incurred in relation to a maximum of 2 marketing programs involving air travel per year.

Marketing Costs means costs incurred for the following -

1. Participation fee in fair/event
2. Cost of rental of stand
3. Cost of Airfare from Rodrigues to the host country/city (The Refund will be based on Economy Class airfare for one representative only)

4. Cost of accommodation. (Refund will be based on a maximum 3-star hotel, standard room and for one representative only)

#### 4 ELIGIBLE BENEFICIARIES

An Eligible Beneficiary is an ICT/BPO company based in Rodrigues.

#### 5 THE APPLICATION PROCESS

5.1 The Applicant must:

- (a) Enrol with the EDB; and
- (b) claim for the refund.

5.2 An Applicant may apply for a refund under the Scheme only from the date he is enrolled with the EDB. No claim prior to that date shall be entertained.

5.3 All applications for refund should be submitted within **3 months** from the start date of the Training and Marketing Program

#### 6 THE ENROLMENT PROCESS

6.1 An Applicant wishing to benefit from the Scheme must enrol with the EDB. This is a one-off procedure.

**Click here** to download the Enrolment Form.

6.2 The Applicant must submit the Enrolment Form to the EDB and a copy of the:

- a. Certificate of Incorporation
- b. Business Registration Certificate (BRN)
- c. VAT Certificate of Registration, and
- d. Letter of Authorisation to operate an ICT business in Rodrigues Island from the Commission for Trade, Commerce, & Licensing

6.3 The EDB will process the application and inform the Applicant whether his enrolment application with the EDB has been approved or not.

6.4 The EDB reserves the right to request for such additional documentation as it may deem fit.

6.5 Enrolment with the EDB does not in any way guarantee that the Applicant is eligible for the Scheme or for any refund.

## 7. THE CLAIM PROCESS

7.1 The Applicant must submit the prescribed CLAIM FORM ([Click here](#) to download Claim Form) together with a copy of the following supporting documents:

### 7.2 Training Program

- a. Letter of Employment and Acceptance for each Trainee recruited and trained.
- b. List of Trainees (newly recruited employees) enrolled for the Training and signed copy of attendance certificate.
- c. MQA Registration Certificate of the Training Institution
- d. Invoice and Receipt of Payment from the Training Institution.
- e. Certificate of Attendance from Training Institution upon successful completion of Training Program.

### 7.3 Marketing Program

- a. Information about the Fair (Fair name, Date, Location)
- b. Letter/Agreement of Participation in the Fair (Including the name, Passport Number of company's representative)
- c. Proof of expenses for:
  - Participation fee (Cost of rental of stand).
  - Cost of Airfare from Rodrigues to the host country/city.
  - Cost of accommodation.

7.4 The EDB Rodrigues Office in consultation with the Rodrigues Regional Assembly (RRA) will assess the applications for refund under the ICT/BPO Scheme.

## 10. FALSE AND MISLEADING DECLARATION

1. It is an offence under section 39 (2) of the Economic Development Board Act, for a person to give information, particulars, or documents or to make any statement which is false or misleading in any material particular. On conviction, an offender shall be liable to a fine not exceeding MUR 500,000.00 and to imprisonment for a term not exceeding 5 years.
2. In addition, notwithstanding any other action that the EDB may choose to take, in case of a false or misleading declaration:
  - a. The applicant will not be eligible for any future rebate under any Scheme administered by the EDB, and
  - b. The applicant shall be liable to refund any amount obtained under the Scheme.

For any additional details you may contact **Economic Development Board (Rodrigues Desk)**,  
**Dr Anna Genave, Tel: 8324953, Email: [anna@edbmauritius.org](mailto:anna@edbmauritius.org)**



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