



# Questions

on Seychelles Government Services



# Questions

on Seychelles Government Services

### **Disclaimer**

Information provided in this booklet is up to date as of June 2016. Fees and tariffs for certain services may change during the year. New policies or changes in policy may also take place and the new information will be published online as they take place. New print versions will be made available on a yearly basis. This document should be used for reference purposes only and where laws and Regulations are referred to, reliance on them should be made subject to consultation of the laws and Regulations applicable at the time of the reference.

### **Delivery of Services**

If you are unable to access the Government services outlined in this booklet or have a complaint about the service and the response you received, you should send a letter or email addressed to the Chief Secretary for the Public Service, in the Department of Public Administration.

P.O. Box 56, National House,

Contact : Chief Secretary for the Public Service, Ms. Jessie Esparon

Email: [psdpa@dpa.gov.sc](mailto:psdpa@dpa.gov.sc)

### **Production team**

Editor: Srdjana Janosevic

Research Director: Melissa Simeon

Production Coordinator: Rina Dine

Contributing Editors: Patrick Payet, Bertrand Belle, Fatoumata Sylla.

Produced by the Department of Information, Office of the President

Published by the National Information Services Agency

To order more copies of the booklet, contact NISA Press on 4385775/4325228 or email [seynat@seychelles.net](mailto:seynat@seychelles.net).

This publication is also available on [www.egov.sc](http://www.egov.sc) and [www.statehouse.gov.sc](http://www.statehouse.gov.sc)

June 2016

Copyright of the Government of Seychelles

# Foreword

The government which I head is a government of the people, for the people. It is a government that will continue to strengthen the state and democratic institutions. My government aims to promote good citizenry, solidarity and compassion, good service, productive work and mutual respect. It is a government that is action driven and will ensure that appropriate action is taken where proper service delivery is lacking.

As citizens of Seychelles, we all have various questions about the services we can obtain from the Government and its agencies. During my third and final mandate, I wish to improve your access to all of our government services. Often, this lack of access can be attributed to a lack of the right information, not knowing whom to address to assist you with the services you need.

This lack of knowledge and correct information invariably leads to delays, frustration and difficult experiences when trying to access these services.

This publication will give you the chance to learn more about the kinds of services you can access from Government, the procedures, as well as the current policies and formalities in your search for information, services and help. Contact details are provided for those who wish to obtain further information in each sector.



This publication will not be able to answer all the questions that you may have, but it is the foundation of the just over 300 questions that are the most common, the most interesting, the most relevant to the needs of our people.

I commend it to you, confident that it will contribute to better service delivery in Seychelles.

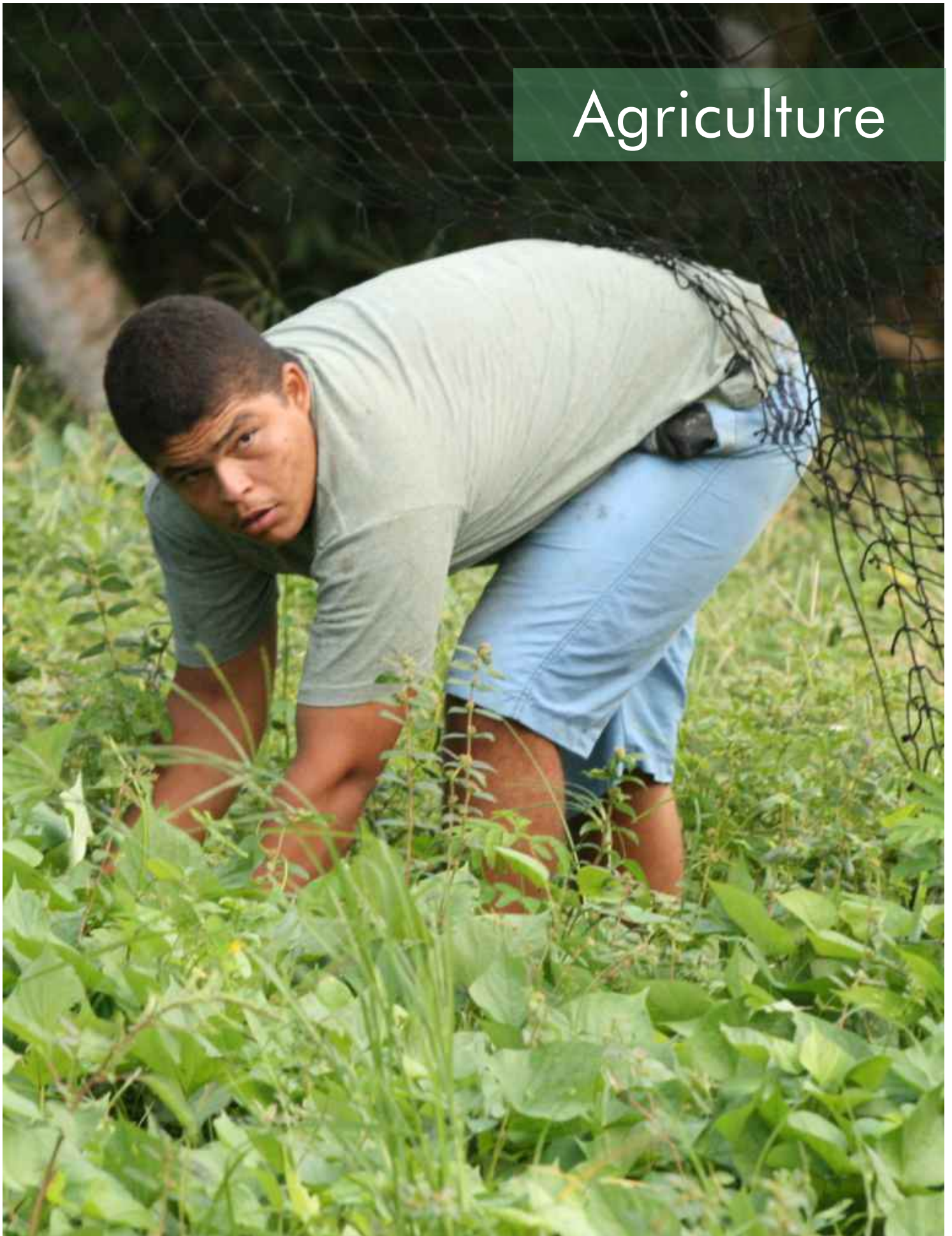
A handwritten signature in black ink that reads "Michel". The signature is stylized and written in a cursive-like font.

*James Alix Michel  
President of the Republic of Seychelles*

# Contents

Agriculture	1
Business & Taxation	5
Citizenship & Civil Status	14
Culture & Arts	20
Community	23
Education	27
Environment	36
Fisheries & The Blue Economy	42
Human Rights & the Law	47
Housing & Land	52
Office of the President	60
Social Services & Welfare	63
Health	72
Employment	76
Transport	84
Tourism	87
Youth & Sports	92

# Agriculture



**1. What procedures should I follow if I wish to lease a piece of land from the Government for agricultural purposes?**

An application needs to be submitted by the promoter to the Chief Executive Officer of the Seychelles Agricultural Agency (SAA), with a proposed development plan for 5 years. The application and project proposal are assessed by SAA before the promoter is interviewed. The promoter is then informed whether the proposal is approved or not. If approved, a recommendation is submitted for the District Administrator's views and subsequently for State approval. If land is available, administrative procedures are followed to lease the land to the applicant. In the event that land is not available, a successful applicant is added to the SAA's waiting list and this is officially communicated to the applicant.

**2. What are the conditions for leasing land from the Government for agricultural purposes?**

After official allocation, the developer is monitored for a period 6 months before lease is considered. Then the lessee is informed of lease payments per annum, which are then payable half yearly in advance.

The minimum term for agricultural lease is 10 years, longer leases will depend on the size of investment.

**3. What procedures should I follow if I want to purchase a piece of land from the Government for agricultural purposes?**

Government land designated for agricultural purposes is not for sale. However, should a person want to purchase land not classified as agricultural land and wish to do an agricultural project on it, the Ministry responsible for land use will use its discretion to decide whether the land may be purchased for such purpose. The decision will be based on the land's designation and developments in its surroundings. It will be guided by the Ministry's Land Use Planning Policy.

**4. What are the types of loan available for the agricultural sector?**

The credit line of the Agriculture Development Fund (ADF) administered by Development Bank of Seychelles allows a registered farmer to borrow up to SCR. 1 million at an interest rate of 2.5% and a repayment period of up to 12 years.

The Scheme (commercial loan) for Small and Medium Enterprises (SME) allows a farmer to borrow a minimum of SCR 50,000.00 and a maximum of SCR 3 million. The interest rate is 5% for loans up to SCR 1 million and 7% for the next SCR 2 million. Farmers who does not qualify under the SME Scheme or those with larger investments (above SCR 3 million) can borrow from Development Bank of Seychelles (DBS) an interest rate of 10%, provided the activity is assessed to be viable and the necessary securities can be provided.

Loans under the Agricultural Development Fund (ADF) are at a low interest rate (2.5 %) with no personal contribution and a repayment period of up to 12 years plus grace period of up to 18 months depending on the type of project. The ADF Scheme is strictly for registered farmers whereas SME Scheme and DBS financing are available to all farmers, whether registered or not. Personal contribution for SME and DBS loans is 2.5% and 10% respectively.

**5. If I own a piece of land (private owner), can I exchange my land with the Government for another plot suitable for agricultural purposes?**

The practice of exchange of land will depend on negotiations with the Ministry of Land Use and Housing which is the ministry responsible for land use planning. However, to obtain land for agricultural purposes, the Ministry of Fisheries and Agriculture and the Seychelles Agricultural Agency will need to be consulted. The applicant will need to submit a proper development and business plan. The proposal will be evaluated for feasibility and viability, before the land can be allocated.

In view of the requirement to ensure a viable activity and food security for the country, it will also be necessary to assess the ability of the applicant to carry out this activity successfully. This is done through various means including interviews.

**6. Which government services sell agricultural products (such as seeds, pesticides, fertilisers)?**

There are four Requisite Stores that sell products such as fertilisers, seeds, pesticides, irrigation equipment/materials, UV plastic for shade house and small equipment like sprayers. The stores are base at Val D'Andorre, Anse Boileau, and Union Vale on Mahé and Amitié on Praslin.

**7. Are there insurance packages or government insurance schemes for the agricultural sector?**

Yes, there is one which is done in partnership with SACOS and H.SAVY Insurance, whereby the Government contributes half of the premium and the other half is contributed by the farmer.

**8. Are there any taxes rebate/concessions given to farmers who want to import a vehicle for the purpose of conducting the business?**

Yes. According to the Agriculture and Fisheries (Incentives) Act (AFIA), 2005, farmers benefit from 50% applicable rate of Trades Tax (Customs Duties) on the importation of a commercial vehicle. For example, if the applicable rate of customs duties on a vehicle is 25%, the farmer will only pay 12.5%. This provision is being replicated under the Customs Management Act, 2011 following the coming into effect of the AFIA repeal in January 2015. Note however that where applicable, the excise tax, VAT and levy remain payable.



### 9. Do I need to register to become a farmer? If yes, how and where?

Yes, if the business is to be carried out on a private property you need to send a formal request to the CEO of the Seychelles Agricultural Agency (SAA) in which you specify the type of activities to be undertaken on the farm. The request will then be channeled through the appropriate section within SAA for further action. If it is to do with crop production, the Extension Section will contact the applicant and organise a site visit in order to fill in the required documents to finalise the registration. The applicant will only be registered if the farming activities cover an area of 1000 square metres of land or above. A copy of the land ownership document or a letter of authorisation in the event that the applicant is not the land owner will be required by the applicant.

For livestock activities, the visit will be carried out by the livestock staff together with other representative from the Ministry of Health and the Ministry of Environment. If the farm is to be on Government land, the registration will be automatic once the land is officially allocated to the applicant.

### 10. If my farm is affected by a natural disaster, am I eligible to apply for financial aid?

There is an insurance scheme for farmers in place called the Agricultural Disaster Fisheries Insurance Scheme (ADFIS) which you can apply for, in order to be able to obtain financial assistance after a natural disaster affects your farm. Contact the SAA for more information.

### 11. Do I need permission for the keeping and fattening of pigs?

Yes, permission is needed for the fattening and breeding of pigs and this is normally allowed in the two designated livestock zones – Anse Boileau and Val d'Andorre. In other areas it is done on a case to case basis. There will be a need to submit a formal application for pig rearing to the Seychelles Agricultural Agency. From this, the Livestock Production Committee will organise a visit to assess your farm/proposed area for the activity. Only after a decision is taken will you be eligible for a livestock permit. Guidelines for pig rearing can be obtained at the Livestock Services office at Union Vale during normal working hours.

#### CONTACT DETAILS:

##### MINISTRY OF FISHERIES AND AGRICULTURE

P.O. Box 408

Phone **4672306** | Fax 4610127

Contact: Principal Secretary for Fisheries and Agriculture, **Mr. Michel Nalletamby**

Email: [mnalletamby@gov.sc](mailto:mnalletamby@gov.sc)

##### SEYCHELLES AGRICULTURAL AGENCY

P.O. Box 166

Phone: **4676453** | Fax 4324295

Contact: CEO, **Mr. Marc Naiken**

Email: [ceosaa@gov.sc](mailto:ceosaa@gov.sc)

# Business & Taxation



**12. What is the role of Small Business Financing Agency (SBFA)?**

The role of the Small Business Financing Agency is to provide financial assistance to small business. The financial assistance consists of a loan with a low interest rate.

**13. What are the types of businesses that fall under the category of services assisted by SBFA?**

These are the types of business, existing or new, that fall under the category of services assisted by SBFA include:

Tailoring, arts, graphics, handicraft, bakery, snack production and food processing, hairdresser, mechanics, manufacturing, repairs and maintenance, horticulture, backyard farming, fishing, cleaning services, day care, childminding, tourism services, entertainment, services and training.

- Loans are up to SCR 300,000 with interest rate of 4.5% for loans up to SCR 75,000 and loan above SCR 75,000 at 4.7%.
- A maximum period for repayment up to 7 years.
- A non-refundable application fee of SR 100 for loans up to SCR 150,000 and SCR 150 for loans above SCR 150,000.
- No personal contribution is required.
- SBFA accept the following securities: Mortgage on land/property, qualified guarantors, assignment of insurance policies, pledge, treasury bonds.

A grace period of up to 6 months is provided.

**14. What are the criteria to be qualified for a loan with SBFA?**

Businesses that wish to apply for a SBFA loan should:

- Should be a Seychellois citizen.
- Be 18 years and above.
- Employing not more than 10 people.
- Have an annual turnover of not more than SR1 million.
- The borrower should provide proof of his/her ability to repay the loan and the business is/will be profitable.
- Provide sufficient and acceptable forms of security for the loan in case the borrower fails to repay the loan.

**15. What is the role of the Small Enterprise Promotion Agency (SEnPA)?**

SEnPA's role is to promote and facilitate entrepreneurship and Small and Medium Enterprise (SME) development in pursuit of economic diversification.

**16. What is a "cottage industry certificate"?**

A cottage industry certificate allows the holder to conduct a cottage-based business and allow them to benefit from SEnPA's entrepreneurial services. For example, SEnPA certificate holders can display their goods/products in any SEnPA's shops and be paid on a monthly basis based on the sales of products. In addition, a cottage industry certificate is a certificate given to all SME's (Small and Medium Enterprises) that had undergone all procedures and formalities put forward by SEnPA and other government sectors concerned, i.e. the Ministry of Health, Department of Environment and

the Fire Brigade department.

- Non-compliance with these requests could result in SEnPA revoking the cottage certificate.
- SMEs should work at their residential area/premises
- Foreigners are not eligible to obtain the certificate
- This certificate may not be transferred to or used by a second party.
- The business is operated locally by the owner.
- This certificate is renewable every year.
- Should any change of name, address, telephone number occur, you must contact SEnPA for correction or amendment.

#### **17. If I want to sell products in popular events where can I go to register to obtain a stall to participate?**

It all depends on the events or national events. In the case of Bazaar Victoria and fairs organized on the grounds of the Camion Hall, SEnPA is accountable for all the logistics. If the event is organized off the grounds of SEnPA or in other district, the vendor needs to contact their District Administrator's office or, according to the advert put forward, they should contact the liaising coordinator for specific logistics information.

#### **18 What is VAT?**

Value Added Tax (VAT) is a broad-based tax on consumption. It applies to almost all goods and services that are imported, bought and sold for use or consumption in Seychelles. VAT is charged as a percentage of the selling price on the sale of goods and services at each stage of production in a distribution chain and is borne ultimately by the final consumer.

There are two (2) rates for VAT; the standard VAT rate which is 15% and 'zero-rated' which is applied at a rate of (0) %. Only businesses whose annual sales turnover is equal to or exceeds SCR 5 million are obligated to register for VAT, while those who earn less will choose whether to be registered or not.

#### **19. How is VAT applied?**

VAT is applied at the point of import (by Customs) and on domestic sales of goods and services at the time of supply.

##### *Standard Rate*

These are goods and services which attract a standard VAT rate. The standard VAT rate in Seychelles has been set at 15%.

##### *Zero-rated supplies*

Zero-rated supplies refer to the sales of goods and services which attract a VAT rate of 0%. Zero-rated supplies are taxable even if no VAT is actually collected on such a transaction. Zero-rated supplies are mainly exports.

##### *Non-Taxable Supplies (exempt supplies)*

Non-Taxable supplies are goods and services that are exempted from VAT. These goods and services are sold with no VAT charged. Exempt supplies are not the same as 'zero-rated' supplies.

## **20. Who needs to pay VAT?**

Every person purchasing goods/services classified as being taxable is liable to pay VAT. VAT is not charged on exempt supplies. A full list of the exempt supplies can be found in the First Schedule of the Value Added Tax Act 2010.

## **21. What can a consumer do if he/she is being charged VAT?**

The consumer must pay the VAT on the goods or services purchased. If the consumer is not sure whether the goods/services are taxable, the consumer should keep the receipt and consult the Seychelles Revenue Commission (SRC) for clarification. To ensure the business is VAT registered, the consumer can request the business to present their VAT certificate which is an official document provided by SRC. A list of VAT registered businesses is available on the SRC website.

## **22. What is Income Tax?**

Income Tax in Seychelles is levied on all personal income, including that of domestic and foreign individuals and companies working in Seychelles. The current rate for income tax is 15% which is withheld from employee salaries by employers.

From 1<sup>st</sup> April 2016, no income tax is payable by employees on total salaries up to SCR 5,050. There is detailed information regarding the April 2016 changes to income tax on the SRC website, including tools such as payroll templates and an income tax calculator.

From July 2016, employees who earn a salary of SR 8555.50 or less, will not be required to pay income tax.

Employees earning above SR 8555.50 will pay tax at a flat rate of 15%. From January 2017 a progressive tax system will be introduced, this means people who earn less, will pay less tax and people with higher incomes will contribute more to the tax system. Refer to the Seychelles Revenue Commission website for up to date information regarding changes in relation to income tax. Employers pay 20% tax on non-monetary benefits that they provide to their employees.

### *Non-monetary benefits*

This is any benefit provided to an employed person in respect of the person's employment or to an associate of the employed person. It includes any right, privilege, service or facility that is or is to be provided under an arrangement for or in relation to the performance of work and benefits. Examples of non-monetary benefits include accommodation, utilities, provision of clothing, meals, motor vehicle, medical expenses, insurance, transport, tuition fees and training costs, etc.

## **23. Who should pay Income Tax?**

Income Tax is paid by the employed person. However, it is the employer who withholds tax at the applicable rate from the employee's total emoluments and remits this to the SRC. If a person thinks the employer is not paying their income tax to the SRC, the person should contact the SRC to file a complaint.

**24. When is Income Tax due?**

Income Tax is remitted to the SRC on a monthly basis, using the Business Activity Statement (BAS). Income and Non-Monetary Benefits Tax (INMBT) must be remitted by the 21<sup>st</sup> day after the month that the withholding occurred.

**25. What is Corporate Social Responsibility Tax?**

The Corporate Social Responsibility (CSR) Tax is imposed on businesses with a turnover equal to or exceeding the threshold of 1 million Seychelles Rupees specified in the First Schedule of the Corporate Social Responsibility Tax Act 2013.

CSR Tax is applied at the rate of 0.5%. A business can pay 0.25% by way of donations, sponsorship or project funding to an approved body or programme based on the approved CSR guideline. A Non-Governmental Organisation or Community Based Organisation may apply for a CSR certificate or letter to the CSR Committee of the Ministry of Finance, Trade and the Blue Economy and remit the remaining 0.25% to SRC each month. If no donation or sponsorship is made, the business must remit 0.50% of the monthly turnover to SRC.

**26. What is Business Tax?**

Business tax is a tax payable on the taxable income of a business, unless exempted as per the Second Schedule of the Business Tax Act 2009.

**27. Who pays Business Tax?**

Business tax is payable by the owners of the business on the taxable income of the business, which includes:

- Income received from products or services sold;
- Fees received by a professional person;
- Residential Rent received
- Interest earned, etc.

**28. What is the Business Tax rate?**

The Schedules in the Business Tax Act 2009 provide the rates applicable on the taxable income of a business, because these rates are subject to change you should access the Schedules online or contact your accountant or SRC to make an enquiry relating to the rate that applies to your business.

**29. When is Business Tax payable?**

Business tax is payable in the year that income is earned in the form of 'Pay as You Go' installments which are due by the 21<sup>st</sup> day of each month.

**30. What is a Presumptive Tax?**

A Presumptive tax is a simplified tax regime aimed at reducing the compliance burden for small businesses. It was introduced in January 2013 under the Tenth Schedule of the Business Tax Act, 2009 as amended.

**31. Are all small businesses liable to the Presumptive Tax?**

All small businesses (including sole traders, partnerships and companies), other than those registered for VAT on a voluntary basis, are liable to the presumptive tax unless they received permission to opt out of the presumptive tax regime.

**32. What is the applicable rate of the Presumptive Tax?**

The presumptive tax is applicable at a flat rate of 1.5% of the turnover of the small business.

**33. How does the Presumptive Tax system work?**

The presumptive tax is applied on the annual business turnover of the current year (i.e. the year in which the revenue is earned). For example, the Presumptive Tax due (payable) in 2014 depends on the annual business turnover for 2013.

Example

In 2013 a business makes an annual turnover of SR 550 000.

- The Presumptive tax payable is SR 8, 250 (550 000 x 1.5% = 8,250).
- The payment of the SR8, 250 is due in 2014 by 31<sup>st</sup> March.

**34. When is Presumptive Tax payable and the Presumptive Tax Return due?**

The presumptive tax is payable by 31<sup>st</sup> March in the following year in which the revenue was generated. The presumptive Tax Return is due by the same date.

**35. What is Tourism Marketing Tax (TMT)?**

Tourism Marketing Tax is imposed on a business with a turnover equal to or exceeding the threshold of SR1million as specified in the First Schedule of the Tourism Marketing Tax Act, 2013.

**36. Who pays TMT?**

Businesses liable to pay TMT are the tourism operators, banks, insurance companies and telecommunication service providers.

**37. Can I deal with the Seychelles Revenue Commission electronically?**

Yes, you can lodge payroll information and tax returns online [www.src.gov.sc](http://www.src.gov.sc). SRC also has an ePayment service for tax payments– you should check with your bank to see if they are on board yet.

If you are importing, you will be required to lodge your declaration electronically, usually through the use of a Customs Agent. The most efficient way to pay the taxes and other charges for your imports is to open a Customs pre-payment account and deposit funds. For more information on pre-payment accounts, contact the Customs Division at SRC.

**38. What taxes, fees and charges are payable upon import?**

The type of goods that you import will determine the tax (e.g. duty, excise, VAT) payable. Some items also attract an environmental levy. In addition to taxes and levies you will need to pay an Entry Processing Fee, if you are using a Customs Agent to assist you in the clearance process they will charge a fee for their services.

**39. Can I pay my tax and other charges related to my import after I receive the goods?**

Customs processes require payment of all taxes, fees and charges (including levies) before the goods are released unless the goods are entering an approved Bonded Warehouse.

Importers may request a payment by installments arrangement through the Revenue Commissioner, however these arrangements are not approved unless there are specific circumstances (e.g. hardship caused by an unexpected event) that warrant a payment arrangement. With all payment by installment arrangements interest is applied at the prescribed rate.

In the case of dishonoured cheques, interest will be applied until the total amount outstanding has been recovered. Clients who dishonour cheques on more than 1 occasion are not permitted to make payment via cheque.

**40. What is the passenger allowance for entering Seychelles with duty or tax free goods?**

Each passenger is allowed to bring in the following goods tax free:

- 200 cigarettes or 250 grams of tobacco or cigars/cheroots [adult passengers only]
- 2 litres of alcohol with less than or equal to 16% alcohol by volume (abv) [adult passengers only]
- 2 litres of alcohol with more than 16% abv [adult passengers only]
- 200 ml of perfume or eau de toilette
- Goods obtained overseas or purchased duty/tax free in Seychelles with a combined value of SCR 5000 for adults or SCR 3000 for travellers aged under 18

The passenger allowance does not apply to commercial goods (i.e. goods that will be sold or used in your business).

**41. What is the role of Seychelles Investment Board (SIB)?**

The roles of SIB include the following:

- Formulate investment promotion policies, plans and marketing strategies and undertake promotional activities to attract foreign and local investments;
- Advise government on strategies for investment policies and country image-building;
- To stimulate the development, expansion and growth of the economy by promoting Seychelles as an international investment, business and service centre;
- To promote and facilitate the development of investment and business activities.

**42. Which projects are required to go through SIB?**

The following are some projects which need to be presented before SIB for approval:

- All projects comprising of Foreign Direct Investment (FDI)
- Projects with investment above SCR10 million
- Public Private Partnerships
- Projects consisting of both local and foreign shareholders



**43. If I need guidance and information on how to invest in Seychelles or want to start a business, where should I go?**

The Seychelles Investment Bureau provides a 'One-Stop-Shop' service to all foreign or local investor. SIB provides relevant information and advice about the various investment opportunities in the Seychelles. SIB provides the necessary official forms, documents and contacts that the investor needs to proceed with the investment, including:

- Coordinate scoping exercises between investors and SIB referral agencies
- Coordinate discussions between referral agencies and investors to address concerns or issues with particular projects.

**44. What is the role of the Seychelles Bureau of Standards (SBS)?**

- The primary roles of SBS is to:
- Promote standardization in industry and commerce;
- Provide facilities for the examination and testing of commodities and material or substance from which they may be manufactured, produced or processed;
- Provide for the assessment of manufacturing process or management system;
- Provide for the examination testing and calibration of instruments, appliances, apparatus, and weights in relation to their accuracy.

**45. What is the role of National Institute of Science, Technology and Innovation?**

The roles of NISTI include the following:

- Make use of the application of science, technology and innovation (STI) in all sectors and processes of the economy;
- To ensure that Seychelles benefits from the acquisition and utilization of available capacities and capabilities to attain a sustainable socio-economic development that is compatible with its unique and pristine environment;
- To promote creativity and innovative activities in schools;
- To improve the awareness within the industrial and service sector of the importance of intellectual property rights and to create a conducive environment for innovation to continuously develop new products and processes to retain the competitive advantage of Seychelles.

**46. What is the role of Industrial Estates Authority (IEA)?**

The primary roles of IEA are:

- To develop and manage industrial estate and micro enterprise premises;
- To oversee the performance of contracts relating to infrastructure development of industrial estate;
- To monitor sustainable development of industrial estate and micro enterprise premises.

**47. How can I apply to lease industrial land from Government?**

An applicant needs to apply in writing to the Industrial Estates Authority office at Providence by means of a letter or by using the standard application form. It is important that the applicant provide a summary of their business and the size of land they are applying for.

**48. Can I sell the leasehold property of industrial land of the Government to a third party?**

Yes, but you will need prior approval from Government if you wish to sell your shares (if it is a company) or transfer your leasehold title (if you are an individual).

**CONTACT DETAILS:**

**SEYCHELLES REVENUE COMMISSION**

P.O. Box 50 | Phone **4293737** | Fax 4225565

Contact: Acting Revenue Commissioner, **Ms. Georgette Pillay**

Email: [Commissioner@src.gov.sc](mailto:Commissioner@src.gov.sc)

Website: [www.src.gov.sc](http://www.src.gov.sc)

**SMALL BUSINESS FINANCING AGENCY (SBFA)**

P.O. Box 1662

Phone **4389800** | Fax 4226081

Contact: CEO, **Ms. Rosanda Alcindor**

Email: [sbfa@gov.sc](mailto:sbfa@gov.sc)

**SENPA**

P.O. Box 537 | Phone: **4323151** | Fax 4324121

Contact: CEO, **Ms. Penny Belmont**

Email: [ceo@senpa.sc](mailto:ceo@senpa.sc)

Website: [www.senpaseyelles.com](http://www.senpaseyelles.com)

**SEYCHELLES INVESTMENT BOARD**

Caravelle House, P.O. Box 1167, Victoria

Phone 429 55 00 | Fax 4 22 51 25

Contact: CEO, **Mr. Rupert Simeon**

Email: [rsimeon@sib.gov.sc](mailto:rsimeon@sib.gov.sc) | Website: [www.sib.gov.sc](http://www.sib.gov.sc)

Facebook: <https://www.facebook.com/SeychellesInvestmentBoard>

**SEYCHELLES BUREAU OF STANDARDS**

Standards House, Providence Industrial Estate, P.O. Box 953, Mahe

Phone: 4380400 | Fax:4375151

Contact: CEO, **Ms Amy Quatre**

Email: [sbsorg@seychelles.net](mailto:sbsorg@seychelles.net)

**NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND INNOVATION**

6<sup>th</sup> Floor, Le Chantier Mall | Francis Rachel Street P.O. Box 1668, Victoria

Phone 4325702 | Fax 4325703

Contact: CEO, **Mr. Xavier Estico**

Email: [ceo@nisti.gov.sc](mailto:ceo@nisti.gov.sc)

**INDUSTRIAL ESTATES AUTHORITY**

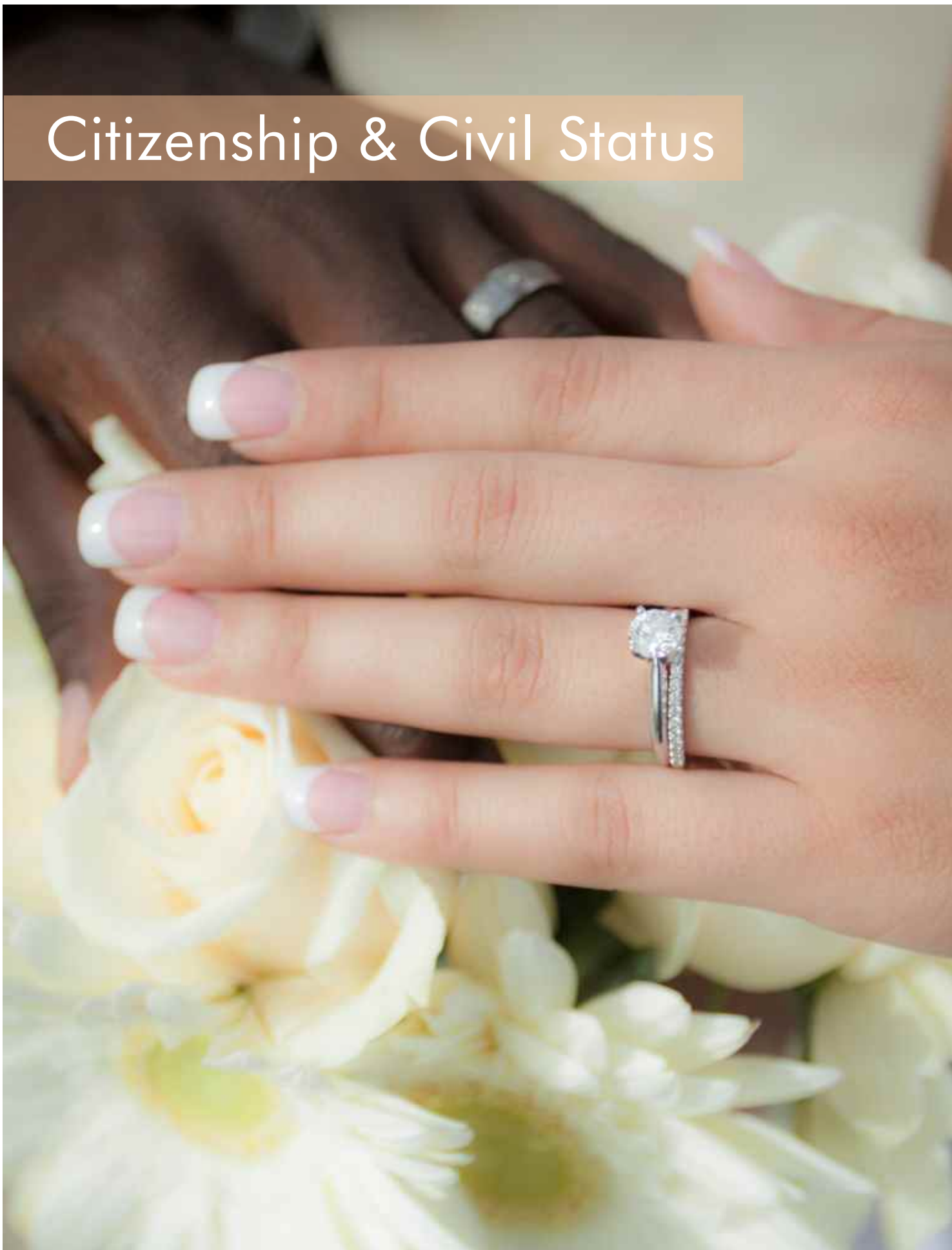
The Green Corner Annex | Providence Industrial Estate, Mahe

Phone 4373324 | Fax 4374104

Contact: CEO, **Mr. Vic Tirant**

Email: [vtirant@iea.gov.sc](mailto:vtirant@iea.gov.sc)

# Citizenship & Civil Status



**49. What are the requirements for applying for an Identification Card (I.D) card?**

*a) Seychellois nationals*

- The applicant must produce a passport and birth certificate at the Identity Card office, which is located on the ground floor of the Oceangate House, opening hours are from 8 a.m to 4p.m.
- The applicant should have stayed for minimum 3 months in the country so as to be issued with an I.D, and an official letter will be issued.
- All I.D cards are valid for 10 years.
- The I.D card is free of charge.

*b) Expatriate Nationals*

- The applicant must produce relevant permit and passport.
- The payment fee is SCR300.
- The I.D card expires upon the expiration of the expatriate's permit to stay in Seychelles.

**50. What are the procedures to be followed if my Identity Card is:**

*c) Expired?*

- The holder must present the expired card at the I.D Card Office at Oceangate House, so as to be issued with a new one.
- The ID card is free of charge.

*d) Lost?*

- The holder must produce a police statement at the I.D Card Office.
- The payment fee is SCR150.

**51. What are the procedures to be followed if I want to change any information on the Identity Card (Marriage/Divorce/Legitimate/Official)?**

- The holder must submit official documents to support amendment on the I.D. card.
- The payment fee of SCR150

**52. If my ID card is lost, where do I report it?**

Report the loss of your ID card at the Central Police Station.

**53. How do I apply for a Seychelles passport?**

You will need to fill in the Passport Application Form and submit it to the Immigration Office. You can download the form from [www.ics.gov.sc/downloads](http://www.ics.gov.sc/downloads)

**54. If my passport is lost while I am travelling abroad, where I should report it and what should I do to get new travel documents?**

Should you lose a Seychelles passport, you should immediately report it the Embassy of Republic of Seychelles within that territory so as to organise a temporary travel document to return to Seychelles in a timely fashion. If Seychelles does not have a permanent mission in the particular jurisdiction, the person should therefore appeal to an established Consulate of the Republic of Seychelles in the territory. Alternatively, any Seychellois citizen can also contact the Consular Division of the Ministry of Foreign Affairs and Transport of Seychelles who will liaise with the services of the foreign state to facilitate return travel to Seychelles for its citizens in distress.

Seychellois citizens are strongly urged, that in the event of losing a passport, they immediately contact the closest police station and immigration service in the jurisdiction where the passport has been lost as well as the Republic of Seychelles representations. For ease of reference please find the contacts of both the Diplomatic and Consular missions of the Republic of Seychelles abroad on the Ministry of Foreign Affairs and Transport website: [www.mfa.gov.sc](http://www.mfa.gov.sc)

#### **55. How does one apply for citizenship in Seychelles?**

The applicant must:

- meet the respective criteria for acquisition of citizenship for which he/she wishes to apply under.  
For the criteria see: [http://www.statehouse.gov.sc/uploads/downloads/filepath\\_61.pdf](http://www.statehouse.gov.sc/uploads/downloads/filepath_61.pdf)
- Sit for the citizenship qualifying examination and obtain at least 80% marks in one of the 3 National languages;
- Have not been sentenced to a term of imprisonment of 1 year or more for an offence punishable under any laws of Seychelles;
- Must have resided in the Seychelles for an aggregate period of 15 years
- Have not been absent from Seychelles for a continuous period of one year or more without written permission of the Minister;
- Complete the respective citizenship application form.

#### **56. I am Seychellois, married to a foreigner, and my spouse wants to apply for citizenship, what procedure must be done?**

Applicable for marriages from 29<sup>th</sup> June 1976 onwards;

- The person must have been married for at least 10 years and have been a legal resident in Seychelles for five years or more;
- Have obtained at least 80% marks in the citizenship qualifying examination in one of the 3 national languages;
- Have not been sentenced to a term of imprisonment of 1 year or more for an offence punishable under any laws of Seychelles;
- Have not been absent from Seychelles for a continuous period of one year or more without written permission of the Minister;
- Complete application for citizenship by naturalisation. Obtainable at Immigration office, Independence House. Information is also available on [www.ics.gov.sc](http://www.ics.gov.sc)

#### **57. What is the procedure to get married?**

A couple wishing to get married by law should be aware of these important points about civil marriages:

- The age of majority for a male or female to contract a marriage is 18 years and over;
- Parental consent is required for any minor to contract civil marriage;
- Female children of age 15 to 18 years must produce proof of the consent (a notary document) in writing if one of the parents can't be there in person to give verbal consent;
- Before the marriage can take place, the banns are published for 11 days prior to the date of marriage.
- Foreigners wishing to get married in Seychelles may call at the Civil Status office at Independence House or may wish to make arrangements through their local travel agent or hotel.

*Document required to be presented:*

- Birth certificate,
- Death or Divorce certificates where applicable.
- Passport where appropriate

**58. How do I proceed to get a divorce?**

- Persons seeking advice on these matters are asked to contact their legal adviser, who will submit their applications to the Court. Copies of divorce certificates are forwarded by the court to the Civil Status Office.

**59. After how many days by law should I declare a child or children after birth?**

The declaration of birth must be done within 30 days of the birth of the child.

**60. How do I register the death of my relative?**

- Death should be declared within 24 hours of passing away of the person at the Civil Status office.
- The declaration should be done by two informants after receiving the Medical's Certificate from a Medical Officer.
- If the Medical certificate cannot be obtained, the informants should contact the Police Department before proceeding to make the declaration
- The Identity Card of the deceased as well for the informant should be available to produce to the Civil Status Officer.
- After the declaration procedures have been carried out, a burial permit and a death certificate will be issued to the informant by the Civil Status officer.
- The informant will proceed to the Social Services (funeral parlour) with the death certificate for necessary formalities.
- The informant will proceed with the burial permit to the cemetery for necessary formalities.
- No internment can take place until the death of the deceased has been registered by the Civil Status office and a permit /certificate has been issued by the Civil Status Office

The Civil Status Office is located on the ground floor of the Independence House. Opening Hours are from 8 a.m. to 4 p.m. A standby officer is available during the weekend and the contact number of the officer is publicized on the door of the Civil Status Office.

**61. If I want to change my name or surname, can I do so?**

A citizen of Seychelles by birth or who has acquired citizenship by registration or naturalisation and has resided in Seychelles for at least three years, may apply in writing to the Chief Officer of the Civil Status for permission to make change(s) or addition(s) of his name, surname or family name at the Civil Status Office at Independence House. You need to provide your birth certificate, citizenship registration/naturalization certificate. The fee for the application is SCR1,000 and the publications in the Official Gazette by the Attorney General's Chambers is SCR825 and SCR 172.50 in the Seychelles Nation.

**62. What I should know about changing my name?**

The application will be published three times in the Official Gazette. After four months the application will be approved if no objection has been lodged or on good and sufficient ground in support of the application.

**63. At what age can I start voting?**

A person who is a citizen of Seychelles, has attained the age of 18 years and is residing in an electoral area of Seychelles for a minimum of three months, can vote in national elections.

**64. Who may not register as a voter?**

A person may not be registered as a voter if he/she is:

- Disqualified as a voter under the Elections Act Chapter 68A/Election (Amendment) Act, 2014 or any other written law.
- Is under any written law declared to be of unsound mind or detained as a criminal lunatic.
- Serving a prison sentence of or exceeding six (6) months.

**65. What are the qualifications to register as a voter?**

- You must be a Seychellois citizen.
- You must be 18 years and above.
- You must be residing in an electoral area for a minimum of three (3) months before registration.
- You are not registered in another electoral area.

**66. What are the requirements for registration?**

- **National Identity Card** - for all transactions.
- **Marriage Certificate** - where a change of name should be effected.
- **Divorce Certificate** - where a change of name should be effected.
- **Naturalization Certificate** - where a person who has become a Seychelles citizen applies to be registered as a voter.
- **Birth Certificate** - where there is a discrepancy in the spelling of the voter's name.

**67. Where can you register as a voter?**

The Electoral Commission of Seychelles has established Registration Centres to facilitate all year round access to the register of voters as per the Elections Act Chapter 68A/Elections (Amendment) Act, 2014.

The register of voters is open throughout the year for:

- *Registration of new voters,*
- *Making objections,*
- *Transfer of voters from one electoral area to another*
- *Taking changes in the demographic information.*

## 68 Where are the Registration Centres and what time are they open?

Registration Centres are open Monday to Friday (except public holidays) from 9.00 a.m to 3.00 pm at the following places on Mahe and Praslin.

### Mahe

1. *Electoral Commission's Office, Suite 203, Aarti Chambers, Mont Fleuri.* (for Anse Etoile, English River, Mont Buxton, St Louis, Bel Air, Mont Fleuri, PLaisance, Roche Caiman, Les Mamelles and all other electoral areas in Seychelles)
2. *Beau Vallon District Administration Office* (for Beau Vallon, Bel Ombre and Glacis)
3. *Anse Aux Pins District Administration Office* (for Anse Aux Pins, Cascade and Pointe Larue)
4. *Anse Royale District Administration Office* (for Anse Royal, Aux Cap and Takamaka)
5. *Anse Boileau District Administration Office* (for Anse Boileau, Baie Lazare, Grand Anse Mahe and Port Glaud)

### Praslin

1. *Baie St Anne Praslin District Administration Office* (for Baie St Anne Praslin and Grand Anse Praslin)

### Inner Islands

1. *La Digue District Administration Office* (for Inner Islands)

## 69 How can I verify my name on the Register of Voters?

In addition to the Registration Centres, copies of the Register of Voters are also available in all District Administration offices.

You can also verify your name on the Commission's online e-service using the following procedure:

- Access the website: [www.ecs.sc](http://www.ecs.sc)
- Enter your National Identity Number (NIN).
- Click on verify – your name, surname and electoral area will be displayed.

Or through SMS

- SMS your National Identity Number (NIN) to 9600.
- You will receive an SMS with your name, surname and electoral area.

### CONTACT DETAILS:

#### DEPARTMENT OF IMMIGRATION AND CIVIL STATUS

P.O. Box 430 | Phone: 4263613/14/57 - 4293600 | Fax 4323416

Contact: Principal Secretary for Immigration and Civil Status, **Mr. Michel Marie**

Email: [michel.marie@gov.sc](mailto:michel.marie@gov.sc) | Website: [www.ics.gov.sc](http://www.ics.gov.sc)

#### OFFICE OF THE ELECTORAL COMMISSION

Aarti Chambers, Mont Fleuri,

P.O. Box 74 | Phone: 2495555 | Fax 4225044

Contact: Chairman, **Mr. Hendrick Gappy**

Email: [hgappy@gmail.com](mailto:hgappy@gmail.com) | Website [www.ecs.sc](http://www.ecs.sc)



# Culture & Arts



**70. How can I learn the traditional dances of Seychelles?**

You may contact the Department of Culture at the National Cultural Centre and obtain an application form for registration. There is a yearly session that runs for 8 months from March to October. After registration, when sessions are ready, participants are contacted accordingly. For further information you may contact the Department of Culture, National Cultural Centre on 4321333.

**71. How do I register as a musician? What are the benefits of registering?**

You can register with the Seychelles Musicians Association (SEYMAS) if you have produced any tangible work such as a CD. You can register with the Seychelles Authors and Composers Society (SACS) which will collect royalties and other benefits attributed to you. The National Arts Council (NAC) assists both members of the associations and individual artists with small assistance that they need, be it financial or other administrative assistance. For further information you may contact the National Arts Council on 4295200.

**72. If I want to do an art exhibition, is there any government funding given for that specific project?**

The National Arts Council (NAC) has for many years assisted artists in organizing their exhibitions be it solo or group exhibition. NAC provides gallery, help mounting the exhibition, do their adverts, invitation, banners and even assists with the reception. NAC also provides PA system for the official part. For further information you may contact the National Arts Council on 4295200.

**73. What agency is responsible for big events and shows?**

The Creative Industries and National Events Agency (CINEA) is being created in 2016 to be responsible for all the large cultural events of the country such as:

- Festival Kreol
- Carnaval International de Victoria
- Miss Seychelles Beauty Pageant
- Festival of the Sea
- FetAfrik

CINEA is also responsible for the National Troupe and the National Choir, as well as management of the International Conference Centre.

**74. What are other services offered at the International Conference centre?**

The International Conference Centre is a convention and conference centre in Victoria, so it provides all services related to workshops, meetings and seminars. The services offered also include simultaneous interpretation system, personal conference system, facilities for catering and also a restaurant.

**75. How much does it cost to rent the International Conference Centre Auditorium and other rooms in the building per day?**

The rent of the International Conference Centre Auditorium is SCR10, 000 for live musical shows. Price vary from SCR4, 000 onwards for other activities such as religious gathering, workshops, seminars, schools and charity activities which are highly subsidised.

**76. As a musician, do I need to seek permission if I want to host a concert in the district or Victoria?**

You will need to seek permission from the Commissioner of Police and the Seychelles Licensing Authority if the concert is to be held outdoors. If parking is required, you will need to liaise with the Seychelles Land Transport Agency. If the concert will be held in a district, you need to inform the respective District Administrator's office.

**77. Is there any funding given to assist a promoter who wants to mount a cultural exhibition?**

Under sponsorship in the Arts Development Budget, the National Arts Council may assist the promoter in terms of logistics and also some funding to mount exhibitions. However NAC encourages artists to register with their respective association /federation and NAC and seek assistance this way.

**78. Where do I go to protect my creative work?**

In order for you to protect your creation, you need to go to the Office of the Registrar of Copyrights (ORC), to register your work. Its office is based within the Department of Culture, National Cultural Centre. Copyright registration is voluntarily covered under Copyright (Voluntary Registration) Regulation, 2015. Copyright Protection is for a lifetime and 50 years after death of the owner, covered under the Copyright Act, 2014 (Act 5 of 2014). Please contact, Office of the Registrar of Copyrights, National Cultural Centre Tel: 4321333 or [copyrightseychelles@gov.sc](mailto:copyrightseychelles@gov.sc)

**CONTACT DETAILS:**

**NATIONAL ARTS COUNCIL SEYCHELLES**

P.O. Box 138

**Phone: 4295200** | Fax 4224121

Contact: CEO, **Mr. Jimmy Savy**

Email [ceo@nacseychelles.sc](mailto:ceo@nacseychelles.sc)

Website: [www.artseychelles.org.sc](http://www.artseychelles.org.sc)

**DEPARTMENT OF CULTURE**

P.O. Box 1383

**Phone: 4321333** | Fax 4325418

Contact: Principal Secretary for Culture, **Ms. Benjamine Rose**

Email: [benjamine.rose@gov.sc](mailto:benjamine.rose@gov.sc)

Website: <http://www.pfsr.org/>

**OFFICE OF THE REGISTRAR OF COPYRIGHTS**

National Cultural Centre, P.O. Box 1383

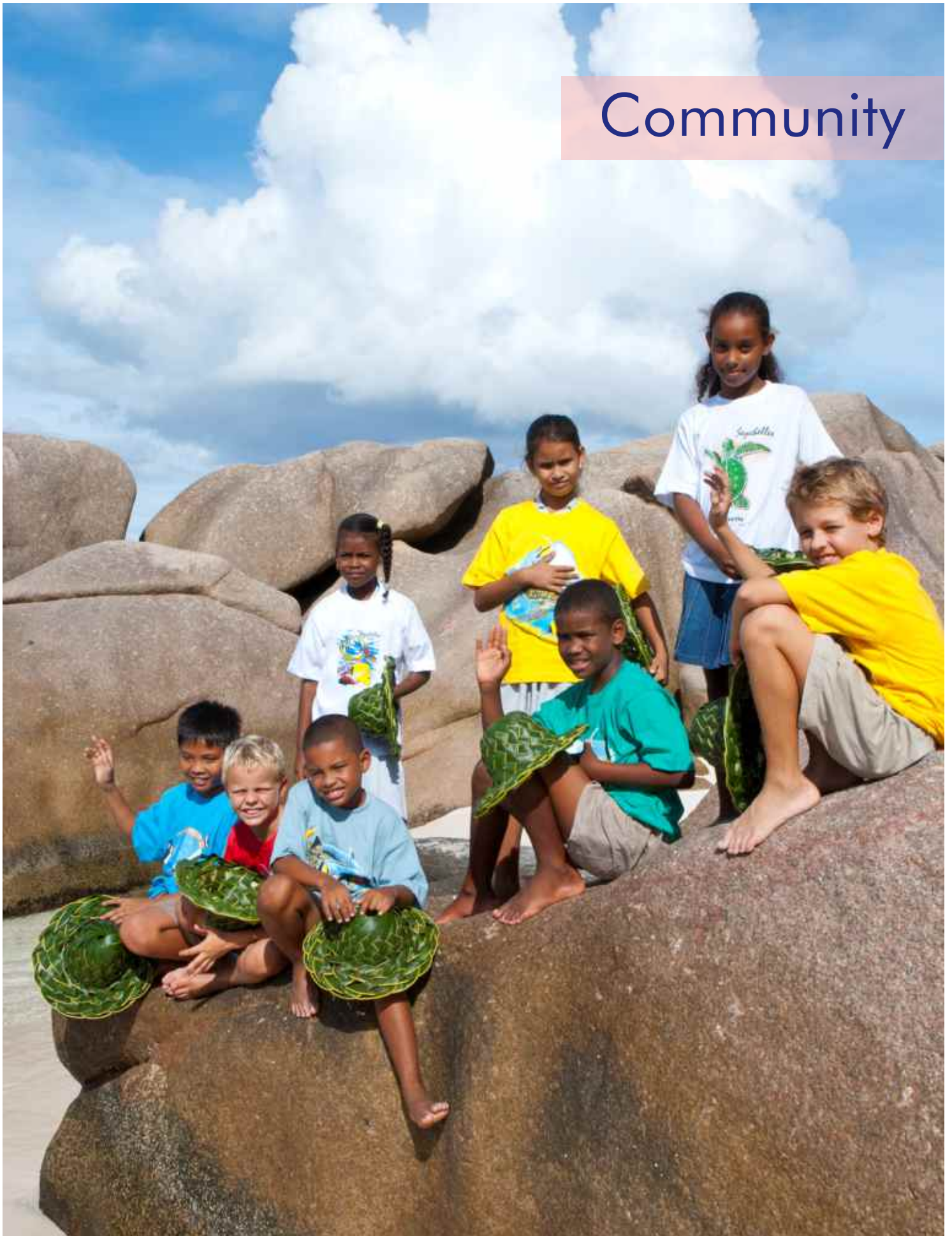
Victoria

**Phone: 4321333**

Contact: Acting Registrar of Cultural Property and Copyrights, **Mr. Marcel Rosalie.**

Email: [copyrightseychelles@gov.sc](mailto:copyrightseychelles@gov.sc)

# Community



**79. Can I use a community centre for private functions?**

Yes, it is possible to hire the community centre for private functions. In order to do so, you need to contact the District Administration Office.

**80. Are there standard rates for these services, or do they vary?**

The rates varies depending on which Community Centre is being used and the type of activities to be held.

**81. What is the procedure to be followed if I want the Government to consider a project that would benefit the community?**

You may make your proposal at the District's Annual Public Meeting or you may submit your project proposal to the District Administrator. With the election of the District Councils in the future, you may submit your proposal to the attention of the Council's Chairperson or to any other members of the Council.

**82. What is the "Neighbourhood Watch" programme?**

The "Neighbourhood Watch" is a community programme undertaken at community level in close collaboration with the Department of Police. The programme entails sensitizing people to come together and make their communities safer. It focuses on keeping a close watch of your neighbour's house/property when they are absent and inform the Police or District Administrator of any concerns you may have. People in the community can also inform their DA or Police of any issues affecting them in their community/neighbourhood.

**83. What is the role of a District Administrator?**

The District Administrator who heads the District Administration Office is responsible for:

- Ensuring the implementation of the Community Development Department's Policy at District level.
- Facilitating and encouraging the participation of the community in the affairs of the District
- Providing guidance assistance and advice to residents of the Districts in general and public related matters.
- Ensuring the collaborative and partnership approach in providing effective and efficient service delivery at District level
- Initiating viable community projects that respond to the aspirations and needs of the District
- General Management of the community facilities and infrastructures.

**84. Are the internet services in the Internet Cafés at the District Administrations offices free of charge?**

No. There is a nominal fee, which varies depending on the service provider.

**85. As a pensioner, in what recreational activities can I participate at district level?**

You can join the Senior Citizens Club, through the District Administration Office.

- The Club encourages socially active lifestyles for all its members.
- It represents, defends and protects the interest of the senior citizens of the district.

- It pursues opportunities for the participation and interaction of the senior citizens of the district.
- It organizes activities in partnership with district administrations for greater community unity and the sharing of skills, knowledge, values and experience.

**86. What are other groups or committees for different age groups available at District level?**

Other District Based Groups available at District level are:

- The Neighbourhood Recreational Activities (for children aged 3 years to 15 years)
- The District Youth Club
- The District Family Council
- The District Disabled Support Group
- Cultural Development Committee
- Sports Development Committee
- Environment Group
- And other initiatives such as:
- Community Leadership Programme and
- The Local Initiative Awards

**CONTACT DETAILS:**

**COMMUNITY DEPARTMENT**

Oceangate House, P. O. Box 731, Victoria, Mahé

Tel: **4297400** | Fax: 4224081

Contact: Principal Secretary for Community Development and Sports **Mr. Denis Rose**

Email: [denis@macs.sc](mailto:denis@macs.sc)

## DISTRICT ADMINISTRATION OFFICE CONTACTS

DISTRICTS	E-MAIL ADDRESS	DA'S OFFICE TEL	FAX
ANSE AUX PINS	<a href="mailto:anseauxpinsda@gov.sc">anseauxpinsda@gov.sc</a> / <a href="mailto:anseauxpinsaao@gov.sc">anseauxpinsaao@gov.sc</a>	4375214	4376228
ANSE BOILEAU	<a href="mailto:anseboileauda@gov.sc">anseboileauda@gov.sc</a>	4355391	4355238
ANSE ETOILE	<a href="mailto:daae@cdysc.gov.sc">daae@cdysc.gov.sc</a>	4241443	4241759
ANSE ROYALE	<a href="mailto:anseroyaleda@gov.sc">anseroyaleda@gov.sc</a>	4371233	4372290
AU CAP	<a href="mailto:aucapda@gov.sc">aucapda@gov.sc</a> ;	4410950	4410960
BAIE LAZARE	<a href="mailto:baielazareda@gov.sc">baielazareda@gov.sc</a>	4361306	4361648
BAIE STE ANNE	<a href="mailto:baiesteanneda@gov.sc">baiesteanneda@gov.sc</a>	4232052	4232272
BEAU VALLON	<a href="mailto:beauvallonda@gov.sc">beauvallonda@gov.sc</a>	4247450	4248350
BEL AIR	<a href="mailto:belairda@gov.sc">belairda@gov.sc</a>	4224318	4321802
BEL OMBRE	<a href="mailto:belombreda@gov.sc">belombreda@gov.sc</a>	4247368	4247831
CASCADE	<a href="mailto:cascadeda@gov.sc">cascadeda@gov.sc</a>	4373282	4373451
ENGLISH RIVER	<a href="mailto:englishriverda@gov.sc">englishriverda@gov.sc</a>	4321630	4321630
GLACIS	<a href="mailto:glacisda@gov.sc">glacisda@gov.sc</a> ;	4261479	4261404
GRAND ANSE MAHE	<a href="mailto:grandansemaheda@gov.sc">grandansemaheda@gov.sc</a>	4378337	4378522
GRAND ANSE PRASLIN	<a href="mailto:grandansepraslinda@gov.sc">grandansepraslinda@gov.sc</a> / <a href="mailto:grandansepraslinda@gmail.com">grandansepraslinda@gmail.com</a>	4233458	4233071
LA DIGUE	<a href="mailto:ladigueda@gov.sc">ladigueda@gov.sc</a> / <a href="mailto:ladigueda@gmail.com">ladigueda@gmail.com</a>	4234244	4234335
LES MAMELLES	<a href="mailto:lmsda@gov.sc">lmsda@gov.sc</a> ;	4345164	4345964
MONT BUXTON	<a href="mailto:montbuxtonda@gov.sc">montbuxtonda@gov.sc</a>	4322797	4320386
MONT FLEURI	<a href="mailto:montfleurida@gov.sc">montfleurida@gov.sc</a> / <a href="mailto:montfleuriaao@gov.sc">montfleuriaao@gov.sc</a>	4322528	4324516
PERSEVERANCE 1	<a href="mailto:cdora@gov.sc">cdora@gov.sc</a>		4610425
PERSEVERANCE 2	<a href="mailto:daperseverance2@gov.sc">daperseverance2@gov.sc</a>	4611400	
PLAISANCE	<a href="mailto:plaisanceda@gov.sc">plaisanceda@gov.sc</a> / <a href="mailto:plaisanceaao@gov.sc">plaisanceaao@gov.sc</a> / <a href="mailto:plaisancesec@gov.sc">plaisancesec@gov.sc</a>	2810200	4344683
POINTE LARUE	<a href="mailto:daptl@cdysc.gov.sc">daptl@cdysc.gov.sc</a>	4344196	4373901
PORT GLAUD	<a href="mailto:daportglaud@cdysc.gov.sc">daportglaud@cdysc.gov.sc</a>	4373172 / 4373997	4378003
ROCHE CAIMAN	<a href="mailto:rochecaimanda@gov.sc">rochecaimanda@gov.sc</a>	4378273	4601108
ST. LOUIS	<a href="mailto:stlouisda@gov.sc">stlouisda@gov.sc</a>	4601321 / 4601320 / 4601323	4266140
TAKAMAKA	<a href="mailto:datakamaka@cdysc.gov.sc">datakamaka@cdysc.gov.sc</a>	4266615	4366368

# Education





**87. What is the Children's Dedicated Fund?**

The Children's Dedicated Fund is financial assistance from the government in a fund that is made available to school children in need of assistance. The Fund is used for the following purposes:

- To provide snacks for mid morning break.
- To pay for school meals.
- To purchase school uniform material and pay for tailoring if necessary.
- To purchase uniform accessories: belt, shoes, and pocket with school logo.
- To purchase school bags and some stationeries.
- To assist with bus fares.
- At times to also assist to purchase reading glasses for acute cases.

**88. What is the procedure to apply for assistance with the Children's Dedicated Fund?**

Students needing assistance are identified through either :

- self-referral;
- referral by teachers;
- referral by parents;
- referral by District Administration's office.

Parents or guardians then fill out an application form for the Dedicated Fund. The form provides information on the background of the students, the specific needs of the students, parents' names, contact and address. The completed forms are forwarded the head teacher who meets with individual parents to be informed how their children will be assisted. The head teacher also liaises with the District Administration Office to ascertain the financial status of the parents.

**89. What are the criteria required to become fully employed as a teacher?**

As per the existing Teacher Scheme of Service:

- Recognised qualifications and requirements for the post of *un-certificated teacher/lecturer*.
- At least five IGCSE grade C or equivalent and above; or
- At least one 'A' level. Note: If the 'A' level is in a subject other than English, the candidate must also possess an IGCSE or equivalent in English at grade C.
- An Ordinary National Diploma in fields other than Education
- Higher National Diploma in fields other than Education
- Recognised qualifications and requirements for the post of *certificated teacher/lecturer* as per existing Teacher Scheme of Service.
- A Certificate in Education or equivalent
- A Diploma in Education (D1)

**90. What are the criteria needed for a Certificate of Operation for a "Day Care" Centre?**

The criteria include:

- Meeting the requirements of the regulations on the operation of a Day Care.
- Registration of the Day Care by the Registrar of Companies.
- Approval of eligibility of the operator to operate a Day Care by the Ministry of Education.
- Meeting the Health and Fire Safety criteria.

- Meeting the Minimum Standards for Day Care infrastructure, which may be obtained from the Institute of Early Childhood Education.
- Meeting the staff/learner ratio.

**91. What are the annual fees for a Certificate of Operation for a Day Care Centre?**

SCR 550 yearly.

**92. How many children can a child minder look after?**

As per National Standards on Childminding Regulations (2016), a child minder may look after up to ten children.

**93. What is the standard age required to register a child for pre-school with a state school?**

The child should be 4 years old by 30th September of the year of entrance in Crèche.

**94. How do I register a child for pre-school at a state school?**

During time of registration between June- September, the parent or guardian needs to go to the school where the child will attend crèche to register. A registration form, with all the particulars, is completed, the parent provides a copy of the child's birth certificate, health information inclusive of record of immunisation (*kart peze*) and the identity cards of the parent(s) and child. Registration for children of expatriates will include all of the above details as well as the Gainful Occupation Permit (GOP) of the parent(s).

**95. What happens if a child is absent from school often?**

According to the Education Act (2004), a student shall be excused from school attendance if

- the student is excluded from attendance under any law;
- the student is unable to attend school because of illness or danger of infection; or
- there are compelling family reasons.

Where a parent of a child of compulsory school age who is not excused under these points, neglects or refuses to cause the child to attend school, the parent commits an offence and is liable on conviction to a fine of an amount not exceeding SCR20,000. The Court may, instead of imposing a fine, require a person convicted of an offence under subsection (1) to enter into bond not exceeding SCR25,000 with one or more sureties to be approved by the Court on condition that the person shall, after the expiration of five (5) days, cause the child to attend school as required.

**96. What is the compulsory age at which a child must attend school?**

The compulsory school age is from 6 years old by 30<sup>th</sup> September of the year of enrolment in Primary One to 17 years old or successful completion of secondary five, whichever occurs first.

**97. What are the allowances and benefits received by students at secondary and post-secondary institutions?**

- Post-secondary school monthly allowances from the Agency of Social Protection, are as follows:
  1. First year student: SR 850
  2. Second year student: SR 950
  3. Third Year student: SR 1,050
- The Laptop Scheme for S4, S5 and post-secondary students allows students to purchase laptops at a low cost, as they are partly subsidised by the Government. Application needs to be done through the Department of Information Communication Technology. For more information, call DICT on 4286600, or email Ms. Laura St Ange: [lstange@gov.sc](mailto:lstange@gov.sc) . The application form and details can be downloaded from [www.ict.gov.sc](http://www.ict.gov.sc)
- Post-secondary school students get a free bus pass for travel during school hours from the Agency of Social Protection.

**98. Who is eligible for Government scholarships for higher-level education?**

- Seychellois students who have completed their 'A' Level studies in Seychelles and meet the 18 point academic criteria.
- Students who have successfully completed their AAT final or their Diploma in Business Studies and want to pursue ACCA.
- Students who have completed their City and Guilds studies in Seychelles and meet the criteria.
- Best performers from the professional centres, provided that they take up training in priority fields of study and meet the entry requirement of the training institution where they intend to study.
- Candidates who meet the set criteria for a foreign scholarship as specified by the donor country.
- In such cases, candidates may be both pre and in-service, from the public and private sector.
- Students who have gained entry into the University of Seychelles and partner universities with a minimum of 12 academic points.
- Mature students (unemployed/changing field of work) who opt to train in a priority field of study subject to them meeting the entry requirement of the training institution where they intend to study.

**99. What are the categories of scholarship?**

There are two categories of scholarships: Government of Seychelles Scholarship and Foreign Scholarship.

## 100. What type of scholarship does the Government of Seychelles fund?

### a. Full Scholarship

- Full scholarships are awarded in national priority areas only, that is: medicine, teaching and tourism/hospitality management, aquaculture, zoology, marine biology, micro biology, fish veterinary, fisheries science (this is subject to change along with the priority needs of the country).
- A full scholarship is also awarded to a third child in the same family on scholarship at the same time.
- A full 'scholarship' includes the value of the following, funded by the sponsor:
  - Tuition fees which are paid to the training institution for an Agency for National Human Resource Development- approved course of study;
  - Stipend/living expenses and other allowances (some allowances apply for overseas studies only);
  - Return airfares by cheapest route to and from the training venue (for overseas studies);
  - Establishment allowance equivalent to one month stipend will be given to students going on overseas training;
  - Stipend and bus allowance (for students in tertiary institutions locally);
  - Housing allowance for Praslin and La Digue students (for students in tertiary institutions on Mahe);
  - Part of the salary is paid for in-service students whilst on full time studies as per the Public Service Order (PSO), applicable to overseas students;
  - Full salary is paid for in-service students on local tertiary training.

### b. Partial Scholarship

Partial Scholarships are awarded:

- In national priority areas and approved training venues if you do not meet the criteria for a Government of Seychelles scholarship but wish to contribute voluntarily to your training.
- They are awarded annually to applicants wishing to opt for a non-approved venue to study in a priority field in national priority areas (excluding medicine, teaching and hospitality/ tourism management, aquaculture, marine biology, microbiology, zoology, fish veterinary, fisheries science) and approved training venues to applicants who meet criteria for a Government of Seychelles scholarship. Pre-service students in that category shall be liable to pay parental contribution according to parental income. In-service students are not liable to pay parental contribution.
- Pre-service students on corporate scholarships studying at the University of Seychelles.

*(Note: A pre-service candidate is someone who has just completed post-secondary education; someone who has never been employed; or someone who leaves employment at the time of training and is not in receipt of a salary)*

### c. High Achievers Scholarship:

This is awarded to students who have scored minimum 3 A's in their A-Level examinations in one sitting.

**101. What are the types of Foreign Scholarship?**

**a. Full Scholarships**

- Full scholarships are awarded by the foreign government or organisation, such as the Commonwealth and Australian Aid programmes.

**b. Joint Funded Scholarships**

- Joint funded scholarships to be awarded jointly by Agency for National Human Resource Development and the foreign government or organisation, such as, China, Russia, and Serbia.
- Depending on the conditions of the scholarships, the Government of Seychelles shall fund accordingly to ensure that students benefit fully. Terms and conditions may vary.

**102. Do my parents need to contribute towards my studies if I am successful in obtaining a scholarship?**

A parental contribution is requested from all recipients of Government of Seychelles scholarships, with the exception of the following:

- A level students who score grade A in 3 subjects or more.
- The outstanding performer of each Professional Centres (MTC, SAHTC, SIT, NIHSS, STA, Seychelles Polytechnic, SALS and SPA),
- Pre-Service students whose aggregate parental income is less than SR12,000 after tax and other mandatory deductions.
- Students who select training in top priority fields-teaching, medicine, tourism and hospitality management, aquaculture, zoology, marine biology, microbiology, fish veterinary, fisheries science).
- Students awarded scholarship to study at the University of Seychelles.
- In-service applicants.

**103. What is “bonding”?**

Bonding is a contract document that provides you with key information on what you are entitled under the scholarship and what your responsibilities are. The bonding period is calculated based on the training costs. You and your guarantor need to sign this document in the presence of witness at the Agency for National Human Resource Development.

**104. If I do not complete the studies after being given a scholarship by the Government, what happens?**

You will be in breach of the terms of the bonding agreement and you will need to pay the equivalent of the training costs as stipulated in the agreement. If you do not pay, your guarantor will be liable to pay the costs.

**105. Who can study at the University of Seychelles?**

Seychellois and international students that meet the University of Seychelles entry requirements may study at the university, for a range of certificate, diploma, first degree and master degree courses. For more information check the website <http://www.unisey.ac.sc/>

**106. As the University of Seychelles started in 2009, are its standards internationally recognised?**

Yes. Many of the university's degree programmes are provided by the University of London, and the awards are made by that body, in their name. The University of London is one of the highest-regarded universities in the world. Students who undertake a University of London programme follow exactly the same syllabus and assessment as their counterparts in London.

Other providers include L'Université de La Réunion; L'Université de Paris 1, Panthéon Sorbonne; University of the West of Scotland, and the Eastern and Southern African Management Institute (ESAMI).

Additionally, the university offers its own programmes, alongside the above, all of which have to be validated by the Seychelles Qualifications Authority. The standards of that body are benchmarked against those of other quality assurance bodies to ensure international comparability.

**107. Upon completion of my scholarship studies, do I need to work for the Government?**

Generally students are bonded to the Republic of Seychelles, meaning that they can work anywhere in Seychelles in the government or private sector. The only exception is if you received a scholarship for medicine or education. In such cases you are bonded to the respective ministry.

**108. What happens in instances where students fail to return or take up employment of their studies?**

In the case of non-return or failure to take up employment as per the Bonding agreement, the maximum for refund should reflect the duration of the training programme. Thus,

- The maximum period allowed for the repayment shall not exceed the course duration and
- The minimum amount of repayment annually shall also be calculated to reflect the average amount the Government of Seychelles spent annually on the student's training.

**109. What do you do if you want to have your qualifications evaluated?**

You need to bring the following documents to Seychelles Qualifications Authority

- Your original qualifications and transcripts
- Your ID or any other form of identification with your photo
- Fees for the service

At the SQA, your original qualifications and transcripts will be verified. A copy of these documents will be made and the original will be given back to you. You will complete an application form where you will insert the information required and effect payment for the service. Your qualifications will then be evaluated and the SQA will produce an Evaluation Certificate. The process will be done within two weeks if all information is available for evaluation. Where there is a need to conduct research or liaise with overseas bodies, the process may take longer. There is a Fast Track service if your request for evaluation is urgent. The SQA will contact you once your Evaluation Certificate is ready.

**110. What do you need to do before you enroll for training (full-time/distance mode/online) with an institution overseas?**

You need to liaise with the Seychelles Qualifications Authority by phone, email or visit the Authority. You will provide information on the institution and the training programme on which you would like to enroll. The SQA will conduct research and if necessary the Authority will liaise with the training provider to establish if it is a recognised Provider and if the course on offer is validated. The SQA will provide feedback to you within a week of your request. This service is currently free of charge.

**111. What is the process for establishing a tertiary education institution in Seychelles?**

The process is initiated through an official Letter of Notification of Interest addressed to the Principal Secretary responsible for Tertiary Education, Ministry of Education, by the potential service provider. Upon receipt of the Letter of Expression of Interest, the Principal Secretary or the delegated officer will respond by forwarding a copy of the source document “Establishing Private Tertiary Education and Training Institutions in Seychelles” for consideration and guidance. The applicant will be requested to forward a Project Proposal on the planned institution. Upon consideration of the Project Proposal, the Ministry will provide the prospective provider with one of the following responses:-

- Letter of Approval of Project in Principle
- Communication seeking further clarification on aspects of the Project.
- Letter of Non-Consideration of the Project Proposal, indicating the justification for non-consideration.

Following the issuing of the Letter of Approval of the Project in Principle, the prospective provider will take steps to action the Implementation Plan proposed and provide the Ministry with regular updates, leading to the registration and Operation of the Institution. A prospective provider who has been issued with Letter of Approval of the Project in Principle is eligible to apply for Registration and Operation of a Tertiary Education and Training Institution. The delegated authority of the Ministry, on considering the application documents shall take necessary steps to process for approval of registration or refusal of approval of registration.

**CONTACT DETAILS:**

**MINISTRY OF EDUCATION**

Mont Fleuri, P.O. Box 48

Phone: **4283002**

Fax: 422 58 89

Contact: Principal Secretary for Early Childhood, Primary and Secondary Education, **Ms. Merida Delcy.**

Email: [mdelcy@eduhq.edu.sc](mailto:mdelcy@eduhq.edu.sc)

Website: [www.edu.gov.sc](http://www.edu.gov.sc)

**UNIVERSITY OF SEYCHELLES**

Anse Royale Campus, P.O.Box 1348

Phone: **4381222**

Fax: 4371695

Contact: The Registrar, **Mr. Michel Denousse.**

Email: [RegistrationOfficer@unisey.ac.uk](mailto:RegistrationOfficer@unisey.ac.uk)

Website: [www.unisey.ac.sc](http://www.unisey.ac.sc)

**SEYCHELLES QUALIFICATIONS AUTHORITY**

Mont Fleuri, P.O. Box 1017

Phone: **4324055**

Fax: 4224102

Contact: CEO, **Ms. Fiona Ernesta.**

Email: [sqa@seychelles.net](mailto:sqa@seychelles.net)

Website: [www.sqa.sc](http://www.sqa.sc)

**TERTIARY EDUCATION COMMISSION**

Ministry of Education Headquarters, Mont Fleuri

P.O. Box: 418

Phone: **4610944**

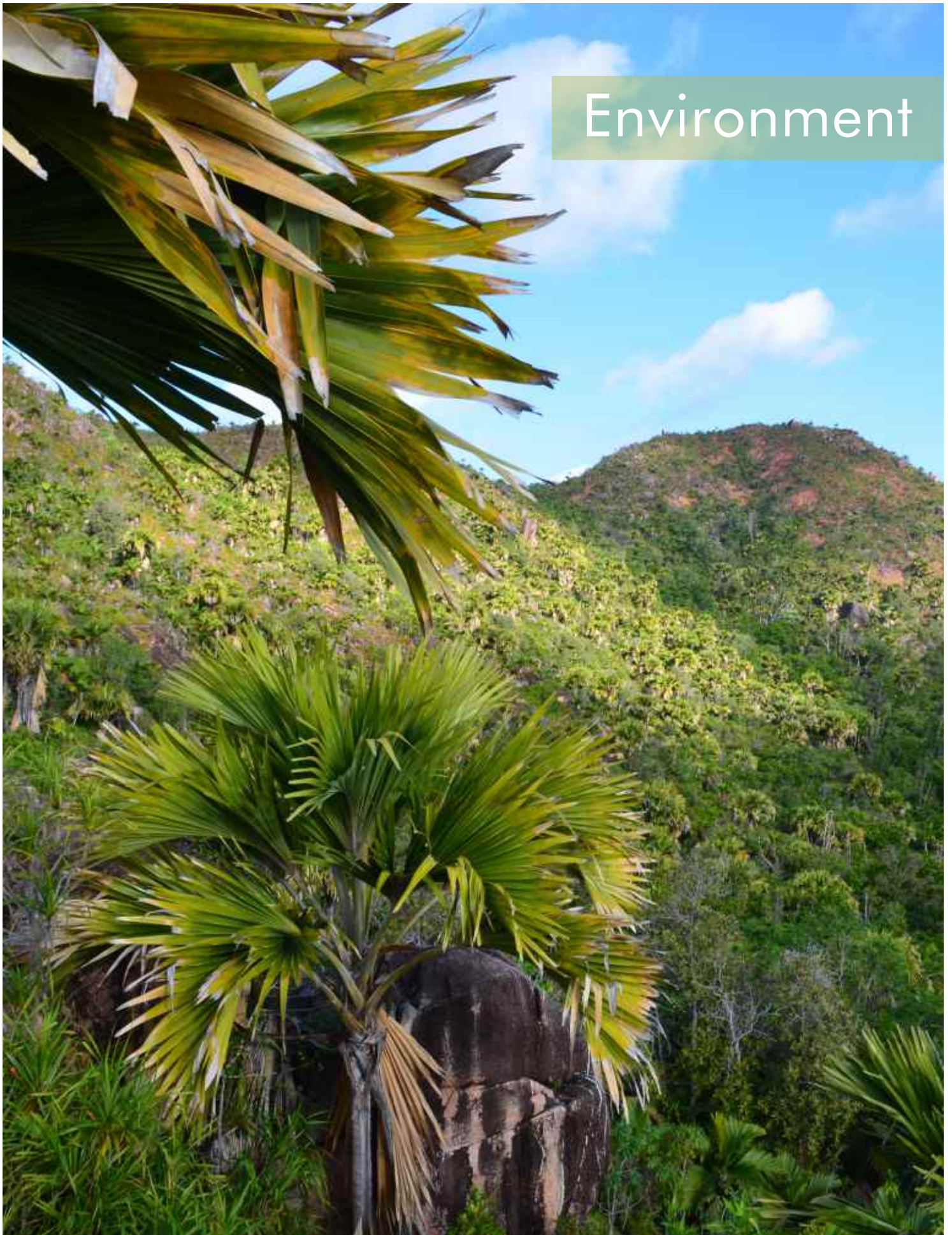
Fax: 4610923

Contact: CEO, **Mr. Jean Michel Domingue.**

Email : [ceosec@tec.edu.sc](mailto:ceosec@tec.edu.sc)



# Environment



**112. Who do I contact if there is a tree on state land that poses a threat to public or private property?**

You should contact the Environment Department, Forestry Section at the Aarti Chamber, Room 205, Mont Fleuri. After receiving a complaint about a tree being a potential threat, a site visit is conducted by the Forestry Officer to assess whether the tree really poses a danger. If so, the case is then taken up by the Ministry through a letter with some recommendations from the Forestry Section about the urgency of the works to be carried out.

**113. Can a person dispose of his/her waste at the Landfill at Providence?**

Yes anyone can dispose waste at the landfill at a charge of SCR 50 for the first tonne. Thereafter a charge of SCR 100 is imposed for any additional tonne.

**114. Do I need a permit to a light fire?**

Yes, a permit is needed to light a fire. An applicant needs to apply for a permit at the Forestry Section of the Environment Department, Forestry Section at the located in Room 205 at the Aarti Chamber at Mont Fleuri. An application form needs to be collected, filled and submitted with a processing fee of SCR100. A site visit is then conducted by the Forestry Officers and depending on their findings a recommendation is made to the Principal Secretary before issuing a permit. In case there is a fire ban, you are not allowed to light a fire even if you have a permit. Once the ban is lifted you can bring your permit to the Office of Forestry section where it can be renewed at no cost.

**115. Where can I obtain a Tree felling Permit?**

To fell trees on a property, homeowners and developers must apply for a Tree felling permit at the Environment Department, Forestry Section at the Aarti Chamber, Mont Fleuri, Room 205. Forestry Section staff will review the application and visit the site prior to issuing or rejecting an application.

**116. As a Seychellois citizen, do I need to seek permission to visit Aldabra?**

Yes, to go to Aldabra Atoll you need to seek permission from the Seychelles Islands Foundation (SIF). You also do need permission for landing with a boat on the beach as Aldabra is a Strict Nature Reserve.

**117. Are all beaches accessible to the public?**

Yes, under Seychelles law all beaches up to the high water mark are classed as public domain and therefore accessible to the public.

**118. If I am bitten by a known owner's dog, who is liable to pay for compensation?**

The owner of the dog is liable. It will be a civil matter, but it is also covered under the Penal code. The regulations regarding stray and domicile dogs are in the Dog Control Act, previously Licensing Act, is the regulatory Act.

- 119. Can a person go on an outer island to collect bird's eggs when the season is open?**  
No, it is against the law. The authorisation from the Islands Development Company is needed. For more information call 4224640
- 120. Can I stay at the guest house on Silhouette and the Outer Islands that are managed by the Islands Development Company?**  
Yes, you can make a booking and payment with the Islands Development Company. For information on the room rates and availability, and transport arrangements call 4224640. For descriptions see <http://www.idc.sc/index.php/IDC-Services/guest-house.html>
- 121. As a Seychellois citizen, do I need to seek permission to visit Aldabra?**  
Yes, to go on the island of Aldabra you need to obtain permission from the Seychelles Islands Foundation (SIF). You do not need permission for landing with a boat on the beach as it is public domain.
- 122. How can I get a solar PV panel for my house with the Government assistance?**  
Consumers can apply for a Photovoltaic (PV) panel under the Seychelles Energy Efficiency Renewable Energy Program (SEEREP), a low interest loan scheme from their banks. The maximum loan is SCR150, 000 at 5% interest with personal contribution of only up to 2.5% of the loan amount above SCR 75,000 (the first SCR 75,000 does not require personal contribution) with a maximum repayment of 5 years. To apply, consumers get a proforma invoice from one of the suppliers and take it to Seychelles Energy Commission (SEC) for endorsement (certifying the invoice is for the renewable energy technology-RET). They must go to their respective bank to apply for the SEEREP and use the loan to pay for their PV systems. Once the system is installed and commissioned, the consumer can apply for the Domestic Rebate. They can fill a rebate application form (the local PV suppliers can do it) and submit it to PUC which will certify the system's specification, verify that it has been correctly installed and commissioned, and that the performance is acceptable. The form is then forwarded to SEC for final check and approval. Once approved, SEC will contact the consumer to collect the form and to bring it, along with the ID of the person the rebate is payable to, to the Development Bank for Seychelles (DBS) to collect the rebate payment.
- 123. How can I get a solar energy system for my business with government help?**  
Commercial consumers can apply for the SMEs Loan scheme which is a bit similar to SEEREP. They can apply through commercial banks or via DBS. Terms and conditions apply but still it is a low interest loan scheme to assist commercial entities to purchase, among others, renewable energy technologies and energy efficiency devices. Like SEEREP, the pro-forma invoice needs to be endorsed by Seychelles Energy Commission (some banks do not always require the invoice to be endorsed by SEC because they themselves can validate the invoice). Then they go to their respective banks to apply for the loan, and use the loan to pay for their PV systems. Once the system is installed and commissioned, the consumer can apply for the Commercial Rebate. There is a rebate application form which they fill (the local PV suppliers can do it) and submit to PUC which certifies systems specification, that it has been correctly installed and commissioned and performance is acceptable. The form is then forwarded to SEC for final check

and approval. Once approved, SEC will contact the consumer to collect the form and to bring it, along with the ID of the person the rebate is payable to, to the Development Bank of Seychelles, to collect the payment.

**124. Can we collect endemic plants from the National Park or any other places?**

Endemic plants are protected. It is an offence to collect any plants within the National Park.

**125. Can we keep endemic animals in cages as pets?**

Most endemic animals are protected under the law. However, certain species of animals such as fruit bat and giant land tortoise are being kept in captivity. For land tortoises; you would need to obtain a certificate of ownership from the Department of Environment.

**126. Do we need permission to camp in the National Park?**

It is against the law to camp anywhere in Seychelles although special permission may be granted by the Seychelles Police after first obtaining the approval from the Seychelles National Parks Authority.

**127. Do I need Environment Authorization before that I develop my land?**

All request for development submitted through the Town and Country Planning Authority requires Environment Authorization before that approval is granted.

**128. Why is an Environmental Impact Assessment done prior a construction project are started?**

It is important for an Environmental Impact Assessment (EIA) to be conducted prior to any construction project development or activity to ascertain whether the development will have an adverse impact on the adjacent environment particularly in a protected or ecologically sensitive area.

**129. How do I know if my development will require a Class 1 or Class 2 Environment Impact Assessment?**

Large projects which are listed in Schedule 1 of the Environment Protection (Impact Assessment) Regulation 1996 require a Class 1 impact Assessment. An EIA consultant will be appointed by the developer to undertake the assessment. Class 1 category constructions include hotels, schools, hospitals and other large constructions. For Class 2, such as a house or other minor constructions, is EIA are conducted via a form that is filled with questions concerning the development and the area it is built in.

**130. I want to develop my piece of land which has a river that runs across it, but I don't know if I will get authorization to do so, where can I go to get advice?**

You can always contact the Environment Assessment and Permit Section for a pre-planning advice relating to environmental impacts before that you finalise your drawings. However, you must ensure that your development meets all standard requirements to be considered.

**131. Why is there a need to do an Environment Impact Assessment for a development?**

For any development to be considered it is important for an Impact assessment to be carried out as it involves evaluating potential environmental impacts which may result from the proposed development. The EIA may also provide mitigative measures for the proposed development.

**132. Who do we contact when there is a disaster?**

The main emergency number is 999 that goes through the command centre of the Police and in turn they will communicate with respective agency. The Division of Risk and Disaster Management (DRDM) has a hotline 2522622 for issues relating to emergency situations also.

**133. What do the different colour codes for disasters mean?**

Colour Code 1 – 5



**Severe**



**Very High**



**High**



**Moderate**



**Low**

**134. What is the procedure for making a new Electrical or Water connection?**

*For Electricity and Water Connections* – A client can either come in person or have someone collect application and agreement forms at any of the PUC five customer service centres, namely, Creole Spirit Building in Victoria, Maison de Malavois on Bois de Rose Avenue, Anse Royale, Baie Ste Anne Praslin and La Passe La Digue. Attached should be these relevant documents; Location Plan and Land Registration. Application forms can also be downloaded from the PUC website [www.puc.sc](http://www.puc.sc). However submission of forms must be done in person at Creole Spirit Building or Maison de Malavois on Mahe and at Baie Ste Anne on Praslin and on La Digue.

**135. If I want to connect to abstract water from the streams, is there a procedure for doing so?**

The applicant requests in writing to the PUC, a site visit is made and approval is granted or not. The fees are SCR 2150/ or SCR 527 plus processing fee of SCR 52.64 for commercial or industrial services depending on the number of people you employ. Any other premises other than trade is SCR 52.64 plus processing fee of SCR 52.64 (domestic or agriculture).

**136. What do I need to do in case I have problems to pay my utility bills?**

In instances where customers have difficulty in paying their utilities bills, PUC can consider an agreement whereby the customers can pay by monthly instalments for certain period of time depending on the outstanding balance while at the same time paying their monthly bill. This

**CONTACT DETAILS:**

**MINISTRY OF ENVIRONMENT, ENERGY AND CLIMATE CHANGE**

**ENVIRONMENT DEPARTMENT**

Botanical Gardens, P.O Box 445

Phone: **4670500** Fax: 46106488

Contact: Principal Secretary for Environment, **Mr. Alain De Comarmond**

Email: [adecommarmond@gov.sc](mailto:adecommarmond@gov.sc)

**ENERGY AND CLIMATE CHANGE DEPARTMENT**

Botanical Gardens, P.O. Box 445

Phone: **4670569** Fax: 4610638

Contact; Principal Secretary for Energy and Climate Change, **Mr. Wills Agricole**

Email: [w.agricole@env.gov.sc](mailto:w.agricole@env.gov.sc)

**SEYCHELLES ENERGY COMMISSION**

Room, 307, Block B, Unity House, P.O Box 1488

Tel: **4610818** Fax : 4610196

Contact: Chief Executive Officer, **Mr. Tony Imaduwa**

Email: [timaduwa@sec.sc](mailto:timaduwa@sec.sc)

**LANDSCAPE AND WASTE MANAGEMENT AGENCY**

English River, P.O Box 1153

Phone: **4324334** Fax: 4610646

Contact: CEO, **Ms. Lena Desaubin.**

Email [ldesaubin@gov.sc](mailto:ldesaubin@gov.sc)

**PUBLIC UTILITIES CORPORATION**

Electricity House, Roche Caiman, P.O Box 174

Phone: **4678000** Fax: 4610739

Contact: **CEO, Mr. Philip Morin.**

Email: [pmorin@puc.sc](mailto:pmorin@puc.sc)

Website: <http://www.puc.sc/>

**SEYCHELLES ISLANDS FOUNDATION**

La Ciotat Building, Mont Fleuri, P.O. Box 853, Victoria

Phone: 432 17 35 | Fax: 432 48 84

Contact: CEO, **Dr. Frauke Dogley**

Email: [frauke@sif.sc](mailto:frauke@sif.sc)

Website: [www.sif.sc](http://www.sif.sc)

**SEYCHELLES NATIONAL PARKS AUTHORITY**

P.O Box 1240, Latanier Road

Phone: **4225114** Fax: 4224388

Contact: CEO, **Mr. Flavien Joubert.**

Email: [f.joubert@env.gov.sc](mailto:f.joubert@env.gov.sc)

Website: <http://www.snpa.sc/>

**ISLANDS DEVELOPMENT COMPANY**

New Port, P O Box 638, Victoria,

Phone 4224640 Fax 4224467

Contact: CEO, **Mr. Glenny Savy**

Email: [glenny@idc.sc](mailto:glenny@idc.sc)

Website: [www.idc.sc](http://www.idc.sc)

# Fisheries & The Blue Economy



**137. How does the Blue Economy Scheme work?**

Under the scheme, all Seychelles banks are encouraged to allocate a percentage (not less than 10%) of the loan portfolio to finance projects which are related to Blue Economy, such as:

- *Eco-Tourism*
  - Guide activities e.g. ocean walks, educational diving
  - Protection and conservation activities e.g. coral restoration
  - Yachting
  - Hire craft
  - Aquarium projects
  
- *Fisheries*
  - Aquaculture and by-products
  - Fish Processing /Value addition e.g. smoked fish
  - Recycling
  - Services e.g. ice-plant, cold-storage
  
- *Marine renewable energy and waste conversion activities*
- *Pearl farming*
- *Research*
- *Seaweed Products*

The Small and Medium Enterprise (SME) Scheme which is applicable for activities with an annual turnover below SCR 6 million offers loan up to SCR3 million with a two-tier interest low rate structure, of 5% on the first SCR1 million and 7% on the next SCR2 million for the clients. Government in turn provides subsidy by covering the difference between the interest paid by the clients and the financial institution's prime lending rates of the previous month.

Encouraging innovative business concept, the SME Scheme is available for all types of businesses, except retail and wholesale and refinancing of existing loans, with personal contribution not exceeding 2.5% of the loan value. The loan is repayable over a period of 5 to 7 years, subject to negotiations between the client and the bank.

**138. Do I need a license from the Seychelles Fishing Authority to be a fisherman?**

No. Presently only boat owners wanting to participate in commercial fishing need to apply for a license from Seychelles Fishing Authority (SFA). However, SFA is working on a comprehensive licensing framework for the future.

**139. Do I need a license to fish sea cucumbers, octopus or lobsters?**

While a license is required to fish for sea cucumbers and lobsters, presently none is necessary for octopus fishing.

**140. Do I need a license for fish processing?**

Licenses for fish processing are issued at the Seychelles Licensing Authority (SLA).



**141. Where can I learn to be a fisherman or learn new fishing techniques?**

Traditionally, fishermen have learnt the trade from previous generations or on the job. At present, there are no institutions providing formal training for fisherman. However, the Maritime Training Academy (MTA) runs a course, “Advanced Certificate in Fisheries Science and Fisheries Technology,” which offers modules related to artisanal and semi-industrial fishing, navigation and seamanship, as well as how to plan, prepare and control fishing trips.

**142. Do I need to have a Vessel Monitoring System (VMS) on my boat?**

While it is not compulsory for all commercial fishing vessels to have a VMS installed on board, SFA ensures that all fishing vessels with autonomous power are fitted with a VMS. The VMS system principal role is for fisheries management purpose, however it also serves as a safety equipment. SFA is currently providing this service, including equipment and installation, at no fee. For more information, contact the Fisheries Monitoring Centre at the SFA head office on telephone number 4670316.

**143. Are there loans available for the purchase of a commercial fishing vessel?**

Various options are available for individuals wanting to purchase a commercial fishing vessel:

- The Small Business Financing Agency (SBFA) provides loans up to SCR 300,000 at an interest rate of 4% and a repayment period of seven years for both the purchasing of new vessels as well as for vessel repairs.
- The Development Bank of Seychelles (DBS) provides loans for up to SCR 5.8 million at an interest rate of 10%. Moreover, under the Small and Medium Enterprise (SME) scheme, investors can benefit from loans up to SCR 3 million at subsidised interest rates varying between 5-7%.
- The Seychelles Fishing Authority (SFA) in collaboration with DBS has set up the Fisheries Development Fund (FDF) with the specific aim of boosting investment in the semi-industrial fisheries. The FDF provides loans at an interest rate of 3% for the purchasing and upgrading of long line vessels as well as for fisheries value addition and processing activities. The total cost of each investment project shall not exceed Euro 500,000. The funding is quoted in Euros as it forms part of the sectoral support received by Seychelles under the Fisheries Partnership Agreement with the European Union.

**144. Do I need to pay any duties at Customs when I land my fish at the fishing port?**

No.

**145. Do I need to make payment for mooring my boat and using port facilities at Victoria, Providence or Bel Ombre?**

While it is free for vessels to moor and use port facilities, a fee is applicable for the use of water and electricity at the fishing ports.

**146. Where can I stock up on ice before leaving for a fishing trip?**

Ice plants are located at Bel Ombre and Providence fishing ports, Anse la Mouche, Anse Royale and at Baie Sainte Anne (Praslin) and ice is sold at SCR 30 for 50 kg. A new ice plant was installed for use at the Victoria fishing port at the end of 2015.

**147. I need to put my fish in cold storage, what access can I get at the fishing ports?**

For a fee, fishermen can make use of the blast freezing and cold storage facility at the Providence fishing port. Tariffs may vary according to the commercial rates of utilities charged by PUC, therefore it is best to contact SFA directly to obtain this information.

**148. How do you register as a boat owner/fisherman at SFA and what are the benefits of registering?**

In order for boat owners and fishermen to benefit from fisheries concessions it is necessary for them to first register at the SFA. Registration for both is done at the SFA Head Office at a yearly fee of SCR 50. Boat owners need to have a valid commercial fishing license in order to register whereas fisherman wanting to register should be accompanied by the owner of the vessel they will be employed on.

**149. What concessions are available in the fisheries sector for fishermen and boat owners?**

- Rebates on business tax, income tax, trades tax, and VAT.
- Conditional on the initial amount of investment, boat owners can employ a maximum of 25% of foreign employees for a fee of SCR 500 per month per person;
- A fuel concession of SCR 4 per litre.
- Concessionary price for ice if purchased at SFA' s facilities.

**150. What are the procedures to apply for a commercial fishing license?**

Application for a commercial fishing license is done at the SFA Head Office and requires the following documents: ID Card and purchase receipt for the fishing vessel. If a company is applying then legal proof of registration is also needed.

A licensing officer then assists with the completion of the application form where the following should be provided: personal details (name and telephone number), name of vessel, vessel type, length and width of vessel, engine type and capacity and name of skipper.

The vessel owner is then provided with a unique registration "SZ" number to print on their vessel. Following this, an enforcement officer will undertake a visit to verify that all is in order with the vessel, take a picture for records purpose, after which the fishing license will be issued for a yearly fee of SCR100.

**151. What is the role of the Fish Inspection and Quality Control of the Seychelles Bureau of Standards?**

The Fish Inspection and Quality Control Unit provides:

- Sanitary inspection to ensure that fisheries export industry complies with EU and other international regulatory requirements to guarantee access of Seychelles fishery products to EU and other International market.
- Official monitoring of microbiological and chemical parameters in fishery products, potable water and ice have consistently yielded good results in compliance with regulatory norms.

**CONTACT DETAILS:**

**MINISTRY OF FISHERIES AND AGRICULTURE**

2<sup>nd</sup> Floor, Caravelle House, P.O. Box 408

Phone: **4672306**

Fax: 4610127

Contact: Principal Secretary for Fisheries and Agriculture, **Mr. Michel Nalletamby.**

Email: [mnalletamby@gov.sc](mailto:mnalletamby@gov.sc)

**SEYCHELLES FISHING AUTHORITY**

Seychelles Fishing Authority

Fishing Port, P. O. Box 449, Victoria.

Phone: **4670300**

Fax: 4224508

Contact: Acting CEO, **Mr. Vincent Lucas**

Email: [vlucas@sfa.sc](mailto:vlucas@sfa.sc)

Website: [www.sfa.sc](http://www.sfa.sc)

**Department of the Blue Economy,  
Ministry of Finance, Trade and The Blue Economy**

Liberty House, P.O.Box 313, Victoria

Phone: **4382095**

Fax: 4322782

Contact: Principal Secretary for the Blue Economy, **Ms. Rebecca Loustau-Lalanne**

Email: [psbe@finance.gov.sc](mailto:psbe@finance.gov.sc)

**SEYCHELLES LICENSING AUTHORITY**

Orion Mall, P.O. Box 3

Phone **4283444**

Fax 4224256

Contact : CEO, **Mr. Daniel Gappy**

Email: [ceo@sla.sc](mailto:ceo@sla.sc)

Website: [www.sla.sc](http://www.sla.sc)

**SEYCHELLES BUREAU OF STANDARDS**

Standards House,

Providence Industrial Estate

P.O Box 953

Mahe

Phone: **4380400**

Fax: 4373826

Contact: CEO, **Ms Amy Quatre.**

Email: [sbsorg@seychelles.net](mailto:sbsorg@seychelles.net)

# Human Rights & the Law



**152. Where do I go if I feel my human rights have been violated?**

You should make a complaint at the National Human Rights Commission at AARTI Chambers, Suite 306, Mont Fleuri or put a case before the Constitutional Court.

**153. I do not have money to pay a lawyer in a court case, what help can I get from government?**

The government is contributing to the Legal Aid Fund constituted under the Legal Aid Act to meet such circumstances. The Legal Aid Act makes provisions for providing a lawyer to a person free of charge, to conduct a case in the court, until the final determination of that case. This assistance can be sought for conducting both the civil and criminal cases and even for preparing or instituting the case.

**154. Does Legal Aid cover all costs?**

Legal aid under the Legal Aid Act covers all the costs until the final determination of the case.

**155. If I get legal representation from the Legal Aid Scheme, do I have a say in the lawyer who will represent me, with regard to choosing of a lawyer?**

The person does not have the liberty to choose any particular lawyer under this Legal Aid Scheme. The Court/Registrar have a list of lawyers who will be appointed on rotational basis to provide service. The lawyer who is appointed under the scheme will render service until the termination of the case. However, sometimes Legal Aid may be provided only for drafting of legal documents and other formal matters. If the person is dissatisfied with the lawyer appointed, the person can inform the Court to reconsider with proper reasons then the Court can change the lawyer and appoint a new one from the list.

**156. What is the procedure for obtaining Legal Aid?**

When a person is seeking an assistance of this nature to conduct his case in the Court, he has to make an application for legal aid before the Court or Registrar. The application may be made either in writing or orally to the Judge or Registrar by the applicant himself or on his behalf. The applicant has to provide all the necessary details about himself (the person seeking legal aid) such as his/her marital status, income, occupation, nature of the matter for which legal aid is sought, etc. If the application is made orally, then the Registrar will record all the necessary particulars and obtain the signature of the person. Once the application is completed, a Judge, upon satisfaction of all the given particulars, will issue a certificate and appoint a lawyer from the list of legal practitioners prepared under the Legal Aid Act to conduct his case in the court. The fee to be paid for the lawyers under this legal aid scheme is scheduled in the Act itself.

*Oral application*

A person making an application for legal aid orally may do so by giving the Registrar all the details required by the Court, by speaking in person at the Registrar's Office. Where the application is made orally, the Registrar shall record the details specified under sub-rule (1) and obtain the signature of the person making the application.

**157. What can I do if I am not satisfied with a verdict given by the court?**

If you are found guilty, and are not satisfied with the judgment of the court, you have the right to appeal your case. If the decision was made by a Magistrate's Court, you can appeal to the Supreme Court, and you must file an appeal within 14 days. If it is a decision made at the Supreme Court you can appeal to the Court of Appeal within 30 days of the said judgment.

**158. How do I file a court case?**

A person can either file a plaint, petition and application by himself or can go to a lawyer or can apply for legal aid at the Supreme Court or can see the Registrar, Deputy Registrar, and Assistant Registrar for further guidance. Criminal cases are filed by the Attorney General Chambers to the Supreme Court.

**159. Where can I get copies of the laws of Seychelles on the Internet?**

The website <http://www.seylii.org/> provided by the the Seychelles Legal Information Institute (SeyLII), an independent registered association, is the primary online legal resource that provides free online access to essential Seychelles legal resources. In addition to providing a portal for case law and legislation, SEYLII aims to increase public awareness of the operations of the domestic courts and the broader legal profession, thereby improving access to the courts and strengthening public confidence in the administration of justice.

**160. Can the Police search my property including car, house without a warrant?**

The Police can search the property, especially if they have reasonable grounds to believe there is something suspicious or criminal associated activities going on, for certain offences like drug search no warrants are needed.

**161. How does the Crime stopper system work?**

There is a barred number, 133, where calls are anonymous and confidential for anyone who wishes to pass on to Police information related to criminal activities or offenses being committed. The caller bears no cost. There is also a crime stopper email address , [crimestopper@seypolice.sc](mailto:crimestopper@seypolice.sc) where information on criminal-associated activities can be passed on to the Police.

**162. Can the NDEA (National Drug Enforcement Agency) search my property including car, house without a warrant?**

Yes. Under the legislation of The National Drugs Enforcement Act (2008) (Herein referred to as the NDEA Act), Section 13 (4) states that an NDEA Agent is vested with the powers, functions, duties, protections and authorities to act as a Police officer, and with these powers of a police officer an NDEA Agent acting under Section 25 of the Misuse of Drugs Act (2016) (MUDA) may at any time and without a warrant:

- Stop and search any person whom he reasonably suspects of having in his possession a controlled substance or an article liable to seizure (such as drugs or utensils used to administer drugs, scales to weigh drugs etc.)
- Enter and search any place or premises in which he suspects there is controlled substance or an article liable to seizure (this also includes the ability to search all persons found in that place.)
- A police officer may also use such force as deemed reasonably necessary in the circumstance. This section of the Act covers the forced entry to the premises where the occupants of the house bar the door or refuse entry to the police officer.
- Section 25 of the MUDA also relates to vehicles, vessels and aircraft, with the same powers as stated above.

**163. Where can I access the Constitution of the Republic of Seychelles online?**

The National Assembly website has a link for the Constitution of the Republic of Seychelles  
[http://www.nationalassembly.sc/lib2/Documents/Constitution of SEZ.pdf](http://www.nationalassembly.sc/lib2/Documents/Constitution%20of%20SEZ.pdf)

**164. Can I observe a sitting of the National Assembly?**

Yes, all members of the public are allowed to attend a sitting of the National Assembly. No prior booking is required for such visits. Assembly sittings are normally on Tuesdays from 9:00 a.m. to 5:00 p.m. and visitors can observe sittings from the Public Gallery.

All visitors will be required to fulfil the 'Conditions of Entry to the National Assembly' before permission is granted to enter the Precincts. Visitors are also expected to abide by the 'Code of Conduct for Visitors' whilst in the Precincts. The information is available on the website:  
[www.nationalassembly.sc](http://www.nationalassembly.sc)

The website also has all the contact details of the Members of the National Assembly if you wish to contact your MNA about any issues concerning your district or the legislation that will be debated in the National Assembly.

## CONTACT DETAILS:

### NATIONAL HUMAN RIGHTS COMMISSION

Aarti Chambers, P.O. Box 736, Victoria

Phone: **4225147** Fax 4225737

Contact: The Ombudsman and Chairperson of the National Human Rights Commission,

**Ms. Dora Zatte**

Email [ombuds@seychelles.net](mailto:ombuds@seychelles.net) and [seynhrc@gmail.com](mailto:seynhrc@gmail.com)

### SUPREME COURT OF SEYCHELLES,

Palais De Justice, P.O. Box 157

Phone: **4224131** Fax 4226279

Contact: Chief Justice of the Supreme Court, **Dr. Mathilda Twomey**

Email: [m.twomey@judiciary.gov.sc](mailto:m.twomey@judiciary.gov.sc)

or

Contact: Registrar of the Supreme Court, **Ms. Juliana Esticot**

Phone: **4285858** Fax: 4224197

Email: [j.esticot@judiciary.gov.sc](mailto:j.esticot@judiciary.gov.sc)

### OFFICE OF THE ATTORNEY GENERAL

#### LAW OFFICE

National House, P. O. Box 58, Mont Fleuri

Phone: **4383100** Fax:4225764

Contact: Attorney General, **Mr. Ronny Govinden**

Email: [agoffice@seychelles.sc](mailto:agoffice@seychelles.sc)

#### REGISTRATION DIVISION

Independence House, P. O. Box 142, Victoria

Phone: **4280900** Fax:4225764

Contact, The Registrar General, **Mrs. Wendy Pierre**

Email: [wpierre@registry.gov.sc](mailto:wpierre@registry.gov.sc)

#### NATIONAL DRUG ENFORCEMENT AGENCY

Phoenix House, New Port, P.O. Box 1040, Victoria

Phone: **4611909/923**

Answering machine: 4610910 Fax 4610963

Contact: Chief Officer, **Mr. Niall Scully**

Email: [chiefofficer@ndea.sc](mailto:chiefofficer@ndea.sc)

#### THE NATIONAL ASSEMBLY

P.O. Box 734, Ile du Port

Tel: **4285600** Fax: 4285699

Contact: The Speaker of the National Assembly, **Hon. Dr. Patrick Herminie**

Email: [pherminie@nationalassembly.sc](mailto:pherminie@nationalassembly.sc)

or the Ag. Clerk to the National Assembly, **Ms. Shelda Commettant**

Ext: **5606** Fax: 4285699

Email: [clerk@nationalassembly.sc](mailto:clerk@nationalassembly.sc) Website: [www.nationalassembly.sc](http://www.nationalassembly.sc)



# Housing & Land



**165. What is the maximum government housing loan that I can apply for me to build a house?**

There are two (2) housing loan schemes that citizens can apply for to build a house. They are based on the sustainability of the repayment of the loan.

- 1<sup>st</sup> Housing loan scheme: Normal housing loan – Land must belong to the applicant and be free from any encumbrances. The maximum loan amount is SCR850,000. The maximum salary of the applicant is SCR 30,000.
- 2<sup>nd</sup> Housing loan scheme – The applicant must have permission to build from owner of the land and the maximum loan amount is SCR400, 000
- Government also provides a grant subsidy called the Smart Subsidy Scheme to loan applicants in the normal housing loan and 2nd housing loan category. The subsidy applies for applicants with income of SCR6000 – SCR20,000 and the amount of subsidy ranges from SCR200,000 to SCR50,000 depending on income. The form must be filled when the loan application is being done with the Commercial banks or HFC. This form will be sent by the Commercial Banks/HFC to the Housing subsidy committee at the Ministry of Finance, Trade and the Blue Economy for assessment.
- In February 2016, government has decided to offer a reduction of 25% on the price of the house to those who are on a house purchase agreement with the Property Management Company (PMC).
- Other people who are renting houses from PMC and who wish to join the house purchase agreement, will also enjoy this 25% reduction.
- Other PMC tenants who do not wish to join the House Purchase Agreement scheme, and who are on the minimum wage, will receive a contribution from the Agency for Social Protection to meet 50% of the rent.
- Furthermore, a Seychellois citizen who is buying a house or a plot of land for the first time, will not have to pay stamp duty on the first SCR 2million.

**166. Are there specific government loans given for the renovation of a house?**

There are two loan schemes that citizens can apply for the renovation of a house:

- Home improvement loan of SCR50, 000 for painting, ceiling, etc.)
- Home improvement loan of SCR100, 000 for re-roofing only. Maximum salary of the applicant is SCR 15,000.
- Home improvement loan for pensioners: It is an interest-free loan to allow long-time homeowners, above the age of 63, to enable them to repair their houses. It is a special loan of up to SR 50,000 that allows them to carry out renovation works on their homes and a loan up to SR 100,000 for re-roofing. The pensioners will receive 25% grant of the loan amount apply.

**167. What is a “personal contribution” when applying for a loan?**

For the 2nd Housing loan scheme and normal housing loan scheme, the client must make a mandatory contribution of 7.5% of the amount of loan they are applying for.

**168. How many months “grace period” are given before I start repayment of a housing loan?**

Repayment starts once the first loan amount is disbursed.

- 169. Can I be guarantor to more than one person applying for a loan with HFC?**  
A person can be a guarantor only two times based on his/her sustainability to repay the applicant's loan in case he/she defaults.
- 170. Where can I obtain loan application forms to apply for a loan with HFC?**  
Clients should apply/fill loan application forms through their respective District Administration office.
- 171. What is the function of the “Rent Board”?**  
The Rent Board is set up under the Control of Rent and Tenancy Agreements Act (Cap 47) and has as primary functions to adjudicate upon all matters in relation to rental of a property, including;
- The ejectment of a lessee from a dwelling house and or business premises;
  - Applications filed by either the lessor or the lessee for an Order fixing, reducing or increasing rent of any dwelling house and or business premises;
  - Complaints by the lessee for disrepair of a dwelling house and or business premises.
- 172. How can I buy a piece of land from the Government?**  
Standalone residential plots are purchased by lodging a land bank application form at the applicant's electoral District Administration office or at the Ministry of Land Use and Housing.
- 173. If I own a piece of land, can I buy another piece of land for residential purposes or apply for a house from the Government social housing project?**  
No it will not be possible.
- 174. Can I view the Cadastre with plots of land and their numbers on the Internet?**  
Yes. The website <https://www.webgis.gov.sc/> has the cadastral map and shows the plot numbers for land in Seychelles.
- 175. Where should I go to know who are owners of a particular plot of land?**  
You can check at the Land Registration Office, 1<sup>st</sup> Floor, Independence House.
- 176. If I am one of the heirs to a property which has not been subdivided, can I still apply to buy a piece of land from the Government?**  
With regards to immovable property (land) - it all depends on the size of the estate and the amount of your share in the estate. This is assessed on case by case basis.
- 177. What is the procedure to exchange a piece of land with the Government?**  
The party requesting for an exchange of land puts his/her request in writing to the Ministry of Land Use and Housing and the same is assessed accordingly for decision making. Government, likewise, may initiate the process for an exchange of land in the event a property is of interest for Government development.

**178. Can I buy land in a District other than the one I am registered in?**

Yes, it can be done under the Ministry's quota under the Land Bank Scheme or through self-identification and endorsement of your District Administrator, depending on where the land is.

**179. How can I identify vacant plots for Government land in Seychelles?**

You may identify a plot through site visits combined with research at the Land Registration Office and the help of the Geo-Informatics System.

**180. If someone has encroached with a building on my private property, where do I lodge a complaint? What are my rights?**

If someone has encroached onto your property by means of any construction and you are aggrieved by that encroachment, you may consider any of the following:

- (a) You amicably resolve the encroachment through negotiation with your neighbour. This may result in an exchange or purchase between the parties.
- (b) You seek legal advice from a legal practitioner. The latter may move to lodge a case in Court and see to a resolution in Court. He/she may request for an Order for an outright demolition of the encroachment.
- (c) You may also report the matter to the Planning Authority for an investigation. In such a case, you will be requested to commission the services of a licensed surveyor to relocate boundary beacons to define the approved boundary line(s). In addition, you should ask the surveyor to map out the extent of encroachment. Only a licensed surveyor has the capacity to undertake this task.

If you chose to report the matter to Planning Authority, the latter will investigate the case by starting to establish whether the party who has encroached on your property has Planning Authority approval for the development. In the event that no Planning Authority approval can be traced, planning authority may make a request for the submission of a retrospective application with permission to build from your neighbor. The Authority will all along, try to get the parties to come to some sort of resolution amicably. In the event that no amicable solution is possible, the Planning Authority may request for demolition of the encroachment portion onto the other property. Planning Authority may also recommend that in the absence of an amicable resolution for the aggrieved party to seek redress in the Court of law.

In the event that one of the parties have Planning Authority permission to build within his or her property but chose to build recklessly, resulting in the encroachment, the Planning Authority will stop the project if it is still under construction and move to get the party to resort to what was approved.

**181. What are my rights if I am being evicted from a house?**

An application may be filed at the Registry of the Rent Board provided you fall within the definition of a lessee under the law and you are aggrieved by the decision of the lessor. The Board will thereafter issue notice on all parties (i.e. the lessee and lessor) and fix a date for all parties to appear before it for adjudication. It should be noted that all evictions by the lessor is prohibited under the law unless application is made to the Rent Board. However nothing shall prevent a lessor from giving his lessee notice to quit.

**182. What is the role of the Planning Authority?**

The main roles of Planning Authority can be summarised as follows:

- Uphold provisions of the Town and Country Planning Act.
- Prepare and implement development and land use plans.
- Develop and implement approved physical development policies and guidelines.
- Offer pre-planning advice and assess planning applications.
- Verify and process structural designs/details.
- Convey Planning Authority Board decisions.
- Advise clients on development matters.
- Monitor implementation of approved projects.
- Collect planning (processing) fees.
- Investigate and take corrective action on breaches of the TCPA

**183. In order to build a house what procedure must I complete from Planning Authority?**

The following procedure must be followed:

- Since information required for planning submission is of a very technical nature, you are required to appoint a licensed agent architect or draughts man, who will be responsible to draw your plans and make an application to the Planning Authority on your behalf.
- You can visit the Planning Authority Front Counter, on the ground floor of Independence House to get a list of architects/draughtsman, including the size of drawings that they are allowed to submit.
- A licensed agent is fully aware of all the processes he or she needs to undertake and information required by the Planning Authority, including relevant forms and processing fee to be paid upon submission of your planning application.

The fee schedule is also available to you as the developer at the Planning Authority Front Counter. In addition, a complete application will consist of the planning application form, environment application form, your ID, title deed, permission to build if the property is not yours, cadastral plan, location plan, orthophoto, declaration form duly signed both the developer and the agent, a check list, all relevant plans and payable processing fees. Applications can only be submitted by an appointed licensed agent given that he or she may have to answer technical questions when submitting documents at the Planning Authority receiving counter.

- Together with your agent, you will be required to make a declaration on pertinent aspects of your application. Your agent is required to submit an accurate plan of your parcel of land including correct positioning of existing man-made or natural features that may exist. He/she should ensure that your application is completed and is of high standard to avoid unnecessary delays in processing the application.

- Once the application is submitted and accepted, counter staff will register the application and the latter will be given a unique reference number. This number must be quoted on all correspondences. The registered application is then circulated to pertinent referral agencies and the latter are given 14 days to comment on the application. In the third week of submission, your application will be viewed with all comments received by a committee which advises the Planning Authority board to approve, refuse, approve in principle or defer the application. In the case of an approved decision, both the agent and developer will be informed of the Board's decision the following week. In the case of refusals, the agent and applicant will be called in for explanation. For approval in principle, depending on the nature of the case, the agent will be notified in writing copied to the applicant requested for the necessary changes. For deferred decisions, the Board may rule to approve or extend the duration of application vetting. For cases requiring changes to be made by the agent, Planning Authority makes a single request and will give the agent 5 weeks to make the changes. In the event that he or she fails to meet the deadline which is also stated in the letter, the case will be automatically withdrawn from the system. The latter may only be re-instated at the request of the applicant of agent and this will incur a re-instatement fee. The applicant and agent may nonetheless ask the Authority for an extension of time or to hold the application altogether.

There are instances where additional information or changes are requested by the Planning Authority. Your agent is required to consult you and submit what is expected. From receipt of your application to its finalisation, correspondence is sent to your agent and copied to you during the time your application is being processed.

- Upon approval of your planning application, the Planning Authority prepares three (3) stamped sets of documents attached to Certificates of Approval and conditions that must be followed during construction. These are released to your agent who is required to sign that/he/she has received same. At the same time, the Planning Authority sends you a letter to inform you that your plans have been released and that you should contact your agent. The Planning Authority calls both the agent and applicant to inform them of the refused or approved decision. The parties are also notified of the decision by email.
- Should your house consist of structural elements, for instance if it is to be constructed on columns or has other floors above the ground floor, one of the conditions of approval is that you solicit an engineer to submit structural details to the Planning Authority for approval prior to undertaking any site works. In view of the complexity structural plans, the Planning Authority requests for structural designs to be submitted at least 28 days prior to construction of the approved development. Structural designs must be prepared and submitted by a licensed structural engineer. These are cross checked by Planning Authority in-house engineers. You cannot start to implement the approved development until the Planning Authority clears the structural design.
- To construct your house, you will have to appoint a licensed contractor to undertake construction. There are different categories of license contractors. Each is licensed to

undertake different categories of projects. You must ensure that you choose the appropriate contractor for your approved project. The contractor that you appoint is required to comply with the approved documents and submit a Commencement Notice to the Planning Authority front counter 48 hours before he/she starts construction on site. This notifies the Development Control officers to visit your site to ensure that construction is going according to the approved plans and conditions.

Throughout the construction of your house, the contractor will also have to submit notices when constructing waste water disposal facilities such as septic tanks and soak away pits, as well as a 'Reinforcement Notice'. The latter should notify the Planning Authority engineers to visit the site and check that construction of structural elements designed by your engineer is done in accordance to the approval. The Development Control officers will continue to monitor the construction until completion.

- Deviation from the Planning Authority approved project is not permitted without Planning Authority approval. You may wish to discuss potential changes to your already approved project with the Development Control officer attached to your project. He or she will advise where the potential change needs a substitute application or not.

**184. Do I need to contribute to Home Savings Scheme to be assisted with a house?**

Yes, the applicant is required to contribute to the Home Savings Scheme for at least 12 months to be eligible for housing assistance.

**185. If I am a professional or semi-professional, can I apply to get assistance to buy a government condominium?**

Yes. The applicant is assessed on the loan sustainability as well as the needs and urgency of the purchase. The applicant cannot be an owner of a private property or a plot of land, and should not have received previous housing assistance. The units are sold outright and the loan is at a commercial rate.

**186. What are the criteria for me to be assisted with a house under the social housing project?**

The applicant must be a Seychellois above 18 years contributing to the Home Saving Scheme for at least 12 months, as well as be considered a priority, based on current living conditions by the District Administrator.

**187. What emergency assistance can I get from the Government if my house burns down in a fire?**

You can get emergency assistance through the District Administration Office, and the Property Management Company will try to organise for temporary accommodation in case no relatives or family members can accommodate the victims of a house fire.

Also through the District Administrator, Red Cross Society of Seychelles can be contacted for immediate help with some basic needs such as clothes, and the Agency for Social Protection will assist the family financially to enable them to purchase a few basic household items and food.

**CONTACT DETAILS:**

**MINISTRY OF LAND USE AND HOUSING**

Independence House ,P.O Box 199, Victoria

Phone: **4674444**

Fax:4610152 /4610153

Contact: Principal Secretary for Housing, **Mr. Joseph Francois**

Email:[jfrancois@mluh.gov.sc](mailto:jfrancois@mluh.gov.sc)

Website: [www.luh.gov.sc](http://www.luh.gov.sc) / <https://www.webgis.gov.sc/>

**SEYCHELLES PLANNING AUTHORITY**

Independence House, P.O. Box 1997, Victoria

Phone: **4674530**

Fax 4610148

Contact: CEO, **Mr. Gerard Hoareau.**

Email: [ghoareau@mluh.gov.sc](mailto:ghoareau@mluh.gov.sc)

**HOUSING FINANCE COMPANY**

Victoria House, P.O. Box 1112, Victoria

Phone: **4298400**

Fax 4298463

Contact: CEO, **Mr. Ronny Palmyre**

Email [psec@hfcl.sc](mailto:psec@hfcl.sc)

**PROPERTY MANAGEMENT COMPANY**

Oceangate House, P.O. Box 1161, Victoria

Phone: **4672800**

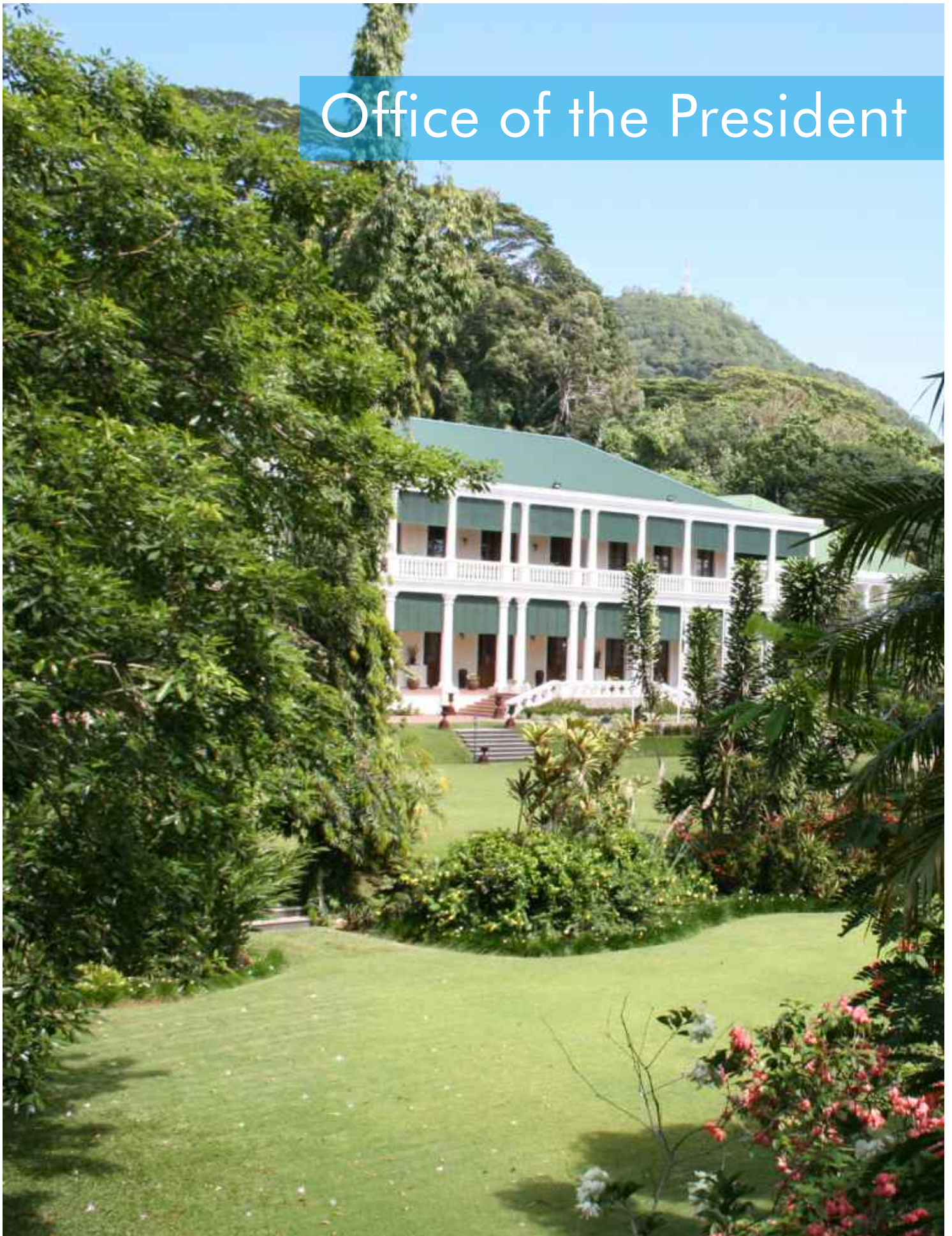
Fax 4610797

Contact: CEO, **Mr. Jules Baker**

Email [j.baker@pmc.sc](mailto:j.baker@pmc.sc)



# Office of the President



**188. I want to make request for an appointment with the President, what must I do?**

You may make a request to meet with the President in a variety of ways; by letter, email, fax, Facebook message.

Address : President James Michel  
Office of the President  
State House  
P. O. Box 55  
Victoria, Mahé, Seychelles  
Phone: **4295656**  
Email: [jmichel@statehouse.gov.sc](mailto:jmichel@statehouse.gov.sc)  
Facebook: <https://www.facebook.com/james.michel.503>

The most common and preferred mode of communication is by printed letters. There are also many people who come at the gate of the State House and make requests in person. All of these requests are recorded. The letters are routed to the Department of Public Affairs, which makes the necessary request through the Secretary General of the Executive Office of the President.

**189. How can I contact the Vice-President?**

The most common and preferred mode of communication is by printed letters. There are also many people who come at the gate of the State House and make requests in person. All of these requests are recorded. The letters are routed to the Secretariat of the Vice-President, which makes the necessary request through the Principal Secretary for the Vice-President.

Address : Vice President Danny Faure  
Office of the President  
State House  
P. O. Box 55  
Victoria, Mahé, Seychelles  
Phone: **4295656**  
Email: [dfaure@statehouse.gov.sc](mailto:dfaure@statehouse.gov.sc)  
Facebook: <https://www.facebook.com/Danny.Rollen.Faure>

**190. What is the procedure to follow if a person wants to visit State House?**

The request needs to be made formally in writing or by email as follows:

Press Office  
Office of the President  
State House  
P. O. Box 55  
Victoria, Mahé, Seychelles  
Phone: **4295656**  
E-Mail: [cps@statehouse.gov.sc](mailto:cps@statehouse.gov.sc)

The person should state when they wish to visit and give full names of all persons wishing to visit. If there are no events taking place at the State House on the requested date, then a one hour guided tour will be organised.

#### 191. How can I reach Ministers of the Cabinet on Facebook?

**Minister for Community Development, Social Affairs and Sports (Designated Minister)**

Minister Vincent Meriton <https://www.facebook.com/vincent.meriton>

**Minister for Foreign Affairs and Transport**

Minister Joel Morgan <https://www.facebook.com/joel.morgan>

**Minister for Education**

Minister Macsuzy Mondon <https://www.facebook.com/macsuzy.mondon>

**Minister for Finance, Trade and The Blue Economy**

Minister Jean-Paul Adam <https://www.facebook.com/jeanpaul.adam>

**Minister for Health**

Minister Mitcy Larue <https://www.facebook.com/mitcy.larue>

**Minister for Tourism and Culture**

Minister Alain St. Ange <https://www.facebook.com/seychelles.tourismboard/>  
or <https://www.facebook.com/Ministry-of-Tourism-and-Culture-Seychelles>

**Minister for Land Use and Housing**

Minister Christian Lionnet <https://www.facebook.com/christian.lionnet>

**Minister for Labour and Human Resource Development**

Minister Idith Alexander <https://www.facebook.com/idith.sharon.alexander>

**Minister for Home Affairs**

Minister Charles Bastienne <https://www.facebook.com/charles.bastienne>

**Minister for Environment, Energy and Climate Change**

Minister Didier Dogley <https://www.facebook.com/etienne.dogley>

**Minister for Fisheries and Agriculture**

Minister Wallace Cosgrow <https://www.facebook.com/wallace.cosgrow>

**Minister of Investment, Entrepreneurship Development & Business Innovation**

Minister Michael Benstrong <https://www.facebook.com/MichaelBens>

# Social Services & Welfare



## Children

### 192. What is the procedure for the adoption of a Seychellois child?

Persons seeking to adopt a Seychellois child must make an application to the Director of Social Services. The person requests to adopt a child through the Social Services.

- The consent of the natural parents is sought by the Social Services.
- The prospective adoptive parent(s) has/have to undergo a medical test to determine fitness and good health to adopt. This also applies for the child to be adopted.
- The Social Services prepare a home study report on the person seeking to adopt. If found eligible to adopt, the applicant is informed accordingly and is placed on the register for prospective adoptive parents.
- Upon identification of the child and pre-adoption arrangements, an application for an adoption order is made to the Supreme Court of Seychelles by the prospective adoptive parents. The Supreme Court instructs the Social Services to submit a report on the prospective adoptive parent(s)' suitability to adopt.

### 193. If I am a Seychellois can I adopt a foreign child?

Persons seeking to adopt a foreign child will have to contact the Director of Social Services to discuss intention. They need to abide to procedures before adopting from abroad. Requests for adoption will not be entertained if procedures are not adhered to.

The procedures are as follows;

- The Social Services will carry out a home study to assess suitability. The Director of Social Services will decide on the suitability to adopt and encourage prospective adopters on local adoption.
- If local adoption is refused, the Social Services will guide the applicant on adoption from a foreign country.
- Prior to formalizing adoption procedures abroad the Director of Social Services should be notified. Within 14 days of entering the Seychelles with the child, the applicant(s) must inform the Director of Social Services.
- A Social Services report on the suitability of the adoptive parent(s) will be used by the Supreme Court to guide a verdict on the adoption order. The final decision on an adoption application will then be taken by the Supreme Court.

### 194. What is fostering?

Fostering is about caring for a child or children of whom you are not the biological parent. When you foster, you agree to look after a child on behalf of the Social Services, from a few days to several years. You have to be trained and placed on the foster register. The time in foster care depends on how soon a child can safely be reunited with his family. If this is not possible, then it depends on how soon a permanent placement can be made. Becoming a permanent foster carer means the child remains with you until they reach adulthood, but you are still caring for them on behalf of Social Services. The difference between fostering and adoption is when you adopt a child, you become the child's legal parent and the child remains with you on a permanent basis. The Children Act 1982 Section 28(1) makes provision for foster care.

**195. What is the maximum length of time that a child can stay in foster care?**

This depends on a case to case basis; depending at what age the child was placed and circumstances for termination.

**196. What is the minimum amount by law that is given as child maintenance by a parent for one child?**

The sum provided for child support/maintenance depends on the parents' salary and the number of children needing maintenance. Parents with higher income may offer to provide a substantial sum which is agreeable to all parties.

**197. Who do I contact if a child is being abused and urgent assistance is needed?**

In the case of child abuse, one may contact the Children's Helpline on 4322626, a 24-hour service provided by the Social Services. Note that cases of abuse can be reported to the Police as well for intervention and assistance.

Social Services have a statutory responsibility to promote and safeguard the welfare of children under the Children Act. The powers vested in Social Services enable it to assume a coordinating role in the protection of children against all forms of abuse.

The protection of children also requires close working relationship between the Social Services and other agencies. For instance, Police, health workers, schools, voluntary organizations and others who show a common aim to protect children at risk.

**198. What is the role of the National Children's Council?**

The National Children's Council (NCC) commits itself to promote professional and effective interventions for the protection and safety of children so that they can realise their full potential in a society that respects their rights and dignity, as laid down in the UN Convention on the Rights of the Child which has been ratified by the Government of Seychelles. The NCC Act, first established in 1982 has been subsequently revised in 1991 and 1999 to reflect changes in the nation's social development.

**Pensions and Elderly Care**

**199. At what age is an elderly person qualified to have a home carer?**

Home care is a service provided not only for the aged but also for the sick and disabled. Therefore, there is no age restriction to have home care assistance. It depends entirely on your ability to function on your own either physically or mentally.

**200. What are the criteria to be qualified to have a home carer?**

There are only two criteria to apply for a home carer:

- The most important is the Bartel index assessment which is a medical assessment. This will establish whether the person needs a carer based on the person's medical/physical condition.

This is done by Ministry of Health.

- The means testing will establish whether the person will be assisted by government for home care or not. This is done by the Agency for Social Protection. The final result is given by Agency for Social Protection.

**201. How can an elderly person be admitted to the Elderly Services Homes?**

The person has to be 63 years and above, be mobile and able to do all of his/her personal chores independently. They have to submit an application with the administration of the homes. This can be done either through the District Administration offices or at the Homes administration office.

The residents of the Homes are self-dependent. They don't pay rent and they purchase their own food items (from their monthly pension/retirement benefits). They however contribute a nominal fee of R400 that goes towards maintenance and utilities of the homes.

In the case of two of the elderly homes; Baie Ste Anne, Praslin and Anse Royale, they have a central kitchen systems, where the residents contribute an additional R1, 000 each for the purchase of food. There are nine elderly homes altogether.

**202. Why should I contribute towards my pension?**

A pension is an income you will receive upon retirement to enable you to live in basic comfort. It provides you as a member of the Pension Fund with the financial security on retirement or in case of being unable to work as a result of illness, injury or disability. However, in case of your death before or after retirement, the Fund provides your surviving spouse and your children with a pension. The Fund covers extensively all public and private Seychellois workers in formal employment including the offshore sector, self-employed persons who are contributing to the Fund, part time workers and casual labour including stevedores. Pension contribution for all employees is mandatory by law. Currently, both employers and employees are both obliged to contribute 2% each of the employees' gross salary. Employees should check with Seychelles Pension Fund if they feel that their employers are not contributing towards their pension.

**203. How can I become eligible to receive a monthly pension from the Seychelles Pension Fund?**

You can apply for a retirement pension if you are a Seychellois citizens and have a minimum of 10 years of continuous contribution to the Social Security Fund (up to June 2010) or a minimum of 10 years continuous mandatory contribution to the Seychelles Pension Fund, immediately prior to retirement or an aggregate period of 20 years of contribution to either the Social Security Fund or the Seychelles Pension Fund prior to retirement.

A person may retire at the age of 60 to 62 which is optional or on reaching the compulsory retirement age of 63. A person may retire at any age on medical grounds upon meeting the above criteria and have been found to be unfit by the certified medical board.

**204. What other contributions can I make for my pension?**

You can make a voluntary contribution in addition to the mandatory contribution as a further saving. The voluntary contribution with interest currently at 4% will be refunded to you on retirement.

- 205. Will I still qualify for the Pension Fund retirement pension if I am living abroad?**  
If you continue to pay your contribution while living abroad you will qualify to benefit with a pension and you will be requested to submit a life certificate every six months.
- 206. I don't qualify for a pension from the Pension Fund, so at what age can I start to receive the general retirement benefit?**  
You start to benefit when you become 63 years old provided you are a citizen of Seychelles. As of April 2016, you will receive a monthly payment of SCR 5,050.  
This kind of retirement benefit is given to those who have reached 63 years, regardless of their employment history, provided they have met a key residency test. In the last 15 years prior to reaching 63, you must not have been out of the country for a period of more than 5 years cumulatively.
- 207. Will I still qualify for the retirement benefit if I am living abroad?**  
No, if you move abroad for more than six months your benefit will stop and will be reinstated in the month prior to your returning to Seychelles.
- 208. What happens when I reach retirement age and do not have the required length contribution for me to be eligible for a pension?**  
If you do not qualify for a pension, you will be refunded your pension contributions over the years you worked and interest accrued. This will be paid in a lump sum inclusive of interest accrued on attaining the age of 63.
- 209. What is the procedures for claiming pension?**  
The applicant should submit an application form to the Seychelles Pension Fund (Benefits Section) to claim for the retirement pension. Claims are processed within a period of 7 days. The form can also be collected at the offices at Caravelle House on Mahe, Pension Complex on Praslin or La Passe Pension House on La Digue. Alternatively you can download the application form from the website [www.pensionfund.sc](http://www.pensionfund.sc).
- 210. If I die before attaining retirement age, who benefits from my Pension Fund contributions?**  
There are two types of pensions that would be payable in this case that you die before reaching retirement age; surviving spouse pension and children's pension. In the case where the deceased person has both surviving spouse and eligible children (age of 18 or up to the age 25 years if attending full-time education) at the time of death, the spouse shall be entitled to 50% and the eligible children 40% of the pension. If only the surviving spouse is alive then pension payable is 80% of the pension of the deceased person would have been entitled to on retirement, which is payable for the rest of the life of the surviving spouse. If the surviving spouse is 10 years, or more, younger than the deceased person, then 70% of the person is payable for the rest of the life of the surviving spouse. If only the surviving child or children are alive, the pension payable is 80% until they reach 18 years of age or 25 years if attending full education.



**211. Who is eligible to apply for surviving spouse's pension?**

The wife or husband of the deceased member of the Pension Fund who was maintained by him or her at the time of death or where the member has, at the time of death, been cohabiting with a person as the common law wife or husband for a period of three (3) years before the member's death and maintained that person during that period.

**212. What will happen to my voluntary contributions in case I die before the age of retirement?**

If a Pension Fund member has voluntary contribution standing to his/her account at the Fund, the member can nominate any beneficiary in case of death before retirement. In absence of any nomination his or her heirs in the following order: surviving spouse, children, father/mother, shall be entitled to the contribution.

**213. How and when can I obtain my Pension Fund contributions statement?**

The member's statement of account is released annually in April, which allows a member of the Fund to view the monthly contribution credited to his/her account for the previous year. You can also visit the Seychelles Pension fund website; [www.pensionfund.sc](http://www.pensionfund.sc) and follow the instructions to download your statement.

Members who do not receive their annual statement or want to query on their statement of account are encouraged to contact the SPF offices at Caravelle House on Mahe, Pension Complex on Praslin or La Passe Pension House on La Digue.

**214. What is an incapacity pension?**

An Incapacity Pension provides financial assistance to eligible members' of the Fund who are certified by the established medical board to be incapable of work as a result of illnesses, injuries or disabilities. Members who do not are not eligible for a monthly pension but who are certified unfit by the Medical Board will receive in lump sum the contribution including interest standing in their account.

**215. What is "Pre-retirement Death gratuity"?**

The pre-retirement death gratuity is applicable where a member dies prior to retirement and does not qualify for a retirement pension. It is a onetime lump sum payment equivalent to the member's total contribution to the Pension Fund plus interest. The gratuity is paid to the surviving spouse and if the deceased member has no spouse or children to his/her nominated beneficiary. If he/she has not made any nomination his/her dependent if any who he/she has been maintaining for at least three years prior to his/her death.

**Family disputes**

**216. How can I lodge a complaint with the Family Tribunal?**

The person reports at the Family Tribunal Secretariat with his/her I.D and in child(ren) related matters that of the child(ren) on whose behalf the plaint is being made and the necessary formalities are undertaken. A Chairman/Vice-Chairman presides at the Tribunal and are assisted by two Members.

- 217. How long does it take after lodging the complaint for the first hearing date?**  
Depending on the severity/urgency of the matter and availability of space in the Tribunal diary; the first hearing can be on the same day (if it is sitting day) up to 2 weeks.
- 218. If I am not satisfied with verdict of the Tribunal, is there an alternative?**  
Yes, you can appeal against the Family Tribunal order/decision before the Supreme Court.
- 219. Can the Family Tribunal sentence a person to imprisonment?**  
The family Tribunal does not handle criminal matters, it only makes an order, and yes it can sentence a person to imprisonment in case of breach of a Family Tribunal order.

### **Social Security Benefits**

- 220. As a single parent with children who are still minors, am I eligible for financial assistance?**  
Yes, the person can apply for welfare assistance. However, welfare is a means tested assistance, therefore all household income will be used in the calculation for assistance and person may or may not be assisted depending on the means test result.
- 221. Is a person who is sick and unable to work, eligible for financial assistance?**  
If the person who is sick is formally employed or self-employed then the person can get sickness benefit. If the person is still unable to work after receiving 130 days of sickness benefit then the person can be referred to the Medical Board for invalidity benefit. Those who do not qualify for sickness or invalidity benefit, they can still apply for welfare but their qualification will depend on the household income and means test result.
- 222. When a person dies, can I receive any assistance for the funeral arrangements?**  
Yes, there is a funeral benefit which is paid by Agency for Social Protection to the person making the funeral expenses. It is currently SCR 1600 under SSF Act.
- 223. Who is eligible to apply for welfare assistance?**  
Any Seychellois citizen who is 18 or above and has lived in the country for 11 months in a period of 24 months may apply for welfare assistance. They complete an application in the district where they are currently residing. There is a vetting period that takes at least three days. Welfare assistance is for a household and not necessarily for an individual within a household. A household might not qualify for automatic monthly assistance based on its income compared to set parameters but if justifiable approval can be granted for a one off payment that goes up to SCR 5,000.
- 224. Are orphans eligible for any assistance?**  
Yes, the children whose parents have died can receive the orphan benefit under the Social Security Act.
- 225. Does an abandoned child qualify for financial assistance?**  
Yes, the child can receive the abandoned child benefit under the Social Security Act.

**226. Is there a maternity benefit for employed and self-employed persons?**

Yes, the maternity benefit of SCR 2,340 per month covers the full 14 weeks period, which totals SCR. 8,190. Employees are covered under the Employment Act which obliges employers to pay the employees who is on maternity leave her full salary for the duration of the leave (14weeks), which they can then claim back up to a maximum of the aforementioned (i.e. SCR. 8,190).

**227. Is there a maternity benefit for unemployed persons?**

There is no maternity benefit for the unemployed mothers. Welfare assistance is determined under general means testing parameters for these mothers.

**228. What is the procedure for the new-born savings scheme benefit?**

A SCR1000 voucher can be found in the booklet issued by Seychelles Commercial Bank for every new-born child. The booklet is available at the Government hospitals and at the branch of Seychelles Commercial Bank.

The parents are required to complete all formalities as required by the Civil Status Act, Chapter 34 of Law of Seychelles as well as of the bank.

The voucher may be presented to any branch of Seychelles Commercial Bank within a period of one year from the date of birth together with the following documents:

- The birth of certificate of the new-born child issued by the Civil Status office.
- The Identity Card of the parent
- Proof of residential address. (Example: utility bill)

Please note that a voucher presented after one year from the date of birth will be treated as null and void.

**229. Do mothers get a childcare benefit for pre-school children?**

There is a childcare benefit of SCR500 per child but it is not automatic. Eligibility is assessed through a welfare application whereby if the parent(s) is in employment and they have a child (ren) between the ages of 0-4years and who are not in crèche then the household expenditure is assessed to see if they qualify for the benefit.

**230. What is survivor's benefit?**

It is a benefit that is paid to a surviving spouse for a period of 20 days after the death of a partner. A person receiving survivors benefit can qualify for widow's pension or a widowed mother's pension. The qualifying criteria are as per Seychelles Security Fund benefit regulation.

**231. If I am unemployed, can I apply for financial assistance?**

Yes. Unemployed persons can apply for welfare assistance. Their households' income will be means tested and if they qualify they will be financially assisted for intervals of up to 3 months in any one go. Upon applying for renewal of assistance, unemployed persons must show proof that they have been actively seeking employment.

**232. Is there financial assistance available for disabled children?**

As of April 2016, the newly approved Disability Benefit will come into effect and will provide assistance to children born with or who have developed some form of disability during their childhood. Certification of the disability has to be made by Council for Disabled. Previously disabled children were covered by a general disability benefit.

**CONTACT DETAILS:**

**AGENCY FOR SOCIAL PROTECTION**

P.O. Box 190  
Phone: **4293500**  
Fax 4224740  
Contact: CEO, **Mr. Marcus Siméon**  
Email: [ceo.asp@gov.sc](mailto:ceo.asp@gov.sc)

**FAMILY TRIBUNAL**

Unity House, P.O. Box 602  
Phone: **4285858**  
Fax: 4321643  
Contact: Chairperson of the Family Tribunal, **Ms. Laura Pillay**  
Email: [l.pillay@judiciary.gov.sc](mailto:l.pillay@judiciary.gov.sc)

**SOCIAL AFFAIRS DEPARTMENT**

P.O. Box 731  
Phone: **4281800 / 4225055**  
Fax 4323688  
Email: [lwilliam@gov.sc](mailto:lwilliam@gov.sc)  
Website: [www.socialdevelopment.gov.sc](http://www.socialdevelopment.gov.sc)  
[www.renensans-sosyal.net](http://www.renensans-sosyal.net)

**SEYCHELLES PENSION FUND**

PO Box 576, Caravelle House, Victoria  
Phone: **4294699**  
Fax: 422 50 37  
Contact: CEO, **Ms. Lekha Nair**  
Email: [lekha.nair@gov.sc](mailto:lekha.nair@gov.sc)  
Website: [www.pensionfund.sc](http://www.pensionfund.sc)

**NATIONAL CHILDREN'S COUNCIL**

P.O. Box 377  
Phone: **4283900**  
Fax 4225688  
Contact: CEO, **Ms. Ruby Pardiwalla**  
Email: [ncc@seychelles.sc](mailto:ncc@seychelles.sc)  
Website: [www.ncc.sc](http://www.ncc.sc)

# Health



**233. If I am ill and need overseas medical treatment, will the Government health service fund my treatment and travel expenses?**

You need to be examined by a Medical Consultant (a senior doctor) working with the Health Care Agency. The Medical Consultant will determine if your case needs to be referred to a Board of senior doctors at the Health Care Agency. Your need for overseas medical treatment is assessed by the Board, following extensive discussion and consultation.

If that Board determines that your health can improve from treatment that is available overseas and not available in Seychelles, the Government Health Service will fund the whole or part of your treatment. The Government may also fund medical examinations not available in the country routinely.

The level of funding depends on your financial means. If follow-up overseas medical examination is needed, it may be possible to obtain government funding in certain circumstances, but if the follow-up can be undertaken in Seychelles, the Government will not fund it.

**234. If I have been on a self-funded emergency overseas treatment, will I be refunded by the Government?**

The Government will not refund you if the treatment is available in Seychelles and also will not refund you if you did not seek treatment in Seychelles before deciding to go overseas. If you did seek treatment, but the treatment was not available locally, then you will be refunded. However if the treatment is available locally and for some reason there was delay or misdiagnosis, your case will also be presented to Board of senior doctors of the Health Care Agency to determine the amount to be refunded.

**235. If I have a complaint regarding health care services, where do I go?**

It depends on the nature of your complaint. If you have a complaint about services at a Health Centre or any other Health Unit, you need to see the Head of the Health Centre or Health Unit first. If you cannot get a solution from the Health Centre or Unit, you need to refer the matter to the Customer Relations Unit of the Ministry. This is situated in the Red Roof Building at the Ministry of Health and can be accessed by calling 4388000.

You can also address your complaint in writing to the Principal Secretary for Health, to the Chief Executive Officer of the Health Care Agency and to the Public Health Commissioner, depending on the nature of the complaint. Finally, you can address a complaint in writing to the Minister for Health if you have exhausted the different avenues and you have not obtained a solution.

**236. Is it possible to seek a second opinion on my health condition if I have been to see a doctor at the Government health service or private service and they give me an opinion which I fear may not be correct?**

Yes, it is possible. You need to see a medical officer in the health centre that serves your district or a private medical practitioner and the medical officer or private medical practitioner will refer you to the appropriate doctor, usually a specialist.

Depending on the nature and urgency of your problem as determined by that medical officer or private practitioner, you will receive an appointment for the second opinion.

Your appointment will be scheduled depending on the waiting list of the specialist you want to see and on the urgency of your problem. If your problem is judged extremely urgent, you may even be seen within the hour.

**237. If I want to have a surgery, even though a doctor working from the Government health service says it is not necessary, can I pay the Ministry of Health for that service?**

Medical procedures are conducted according to need and not at all according to want. If you want a surgery but you do not need it, it is unlikely that any doctor anywhere will do it. The Ministry of Health generally does not undertake surgeries for cosmetic reasons if there is not an associated functional need for the surgery. There are certain cosmetic surgeries that are performed in Seychelles for functional reasons, by visiting specialists such as breast surgeries and maxillofacial surgeries and these are provided free of charge, as health care is free for all Seychellois citizens.

**238. If I go on holiday overseas and during my holiday I have an accident or get very ill, will the Government provide me with help to get medical treatment there?**

For Seychellois citizens who are on holiday, any health-related costs incurred are their personal responsibility. For this reason, people are encouraged to obtain travel insurance when travelling abroad. For Seychellois students studying abroad, the Agency for Human Resource Development assists with their insurance and medical care.

Government employees travelling overseas on official duty are covered by a Group Personal Accident Policy, which covers;

- Personal accident up to SCR150,000
- Medical/Emergency Expenses up to SCR25,000
- Personal Baggage up to SCR10,000
- Repatriation Costs up to SCR 40,000

**239. What happens if a relative dies at home?**

If an accident or any mishap has happened, you need to call the Police.

If the person is a patient who is known to the Seychelles Hospital, and you do not suspect the death was anything other than the known disease, then you should contact the hospital where a duty nurse will assist you. If you are not clear about the cause of death then call the Police.

If the patient is known to a regional clinic in South Mahe, then you may contact Anse Royale Hospital if the death is after 4pm.

**240. If I am a drug addict, where should I go first for help?**

Detoxification is possible at the Wellness Centre of the Ministry of Health at Les Canelles and private doctors provide the services for detoxification. There is also a new Wellness Clinic at the Seychelles Hospital that is a drop-in clinic for addicts. The Ministry of Home Affairs also runs a one year voluntary detox and rehabilitation-through-work programme on Coetivy island. The Mont Royal Centre and the *Centre D'Accueil de la Rosiere* offer pre-rehabilitation day counselling service, rehabilitation following detoxification and post counseling services. Following the introduction of the Misuse of Drugs Bill, 2016, in April 2016, a new detoxification and rehabilitation national plan for addicts will be introduced during the course of 2016.

**241. Can I see a specialist doctor in a regional clinic?**

Most specialists go to Praslin, La Digue, English River Clinic, Beau Vallon Clinic, Anse Royale Clinic and Anse Boileau Clinics at least once or twice a month.

Praslin and La Digue have a full time physician. Most patients on Praslin and La Digue needing care on an emergency basis, are treated by a physician however if other specialist emergency care is needed then they are either flown by plane or airlifted by helicopter to Mahe, to be taken to Seychelles Hospital.

**242. What do I need to do if I disagree with a decision taken by the Public Health Authority?**

If a person is aggrieved by a decision of the Public Health Authority, he/she may appeal within 28 days from receipt of the notification of the decision to the Public Health Authority Appeals board.

**243. Can I bring a sample of food or water for testing to the Ministry of Health if I suspect that it is contaminated?**

First call the public health service of the Ministry of Health to report the suspected contamination and ask them to come to investigate and collect the sample(s) for testing. This would give authenticity and legal validity to the results, especially if legal action is anticipated. Moreover the sampling procedure has to be followed by trained personnel.

**CONTACT DETAILS:**

**MINISTRY OF HEALTH**

Seychelles Hospital, Mont Fleuri | P.O. Box 52

Phone: **4388014/4388000** | Fax 4226042

Contact: Principal Secretary for Health, **Dr. Bernard Valentin**

Email: [PS@moh.gov.sc](mailto:PS@moh.gov.sc)

Website [www.health.gov.sc](http://www.health.gov.sc)

**HEALTH CARE AGENCY**

Seychelles Hospital, Mont Fleuri | P.O. Box 52

Phone: **4388073**

Contact: CEO, **Dr. Suresh Menon**

Email: [Suresh.Menon@health.gov.sc](mailto:Suresh.Menon@health.gov.sc)

**PUBLIC HEALTH AUTHORITY**

Seychelles Hospital, Mont Fleuri

P.O. Box 52

Phone: **4388016** | Fax: 4225131

Contact: Public Health Commissioner, **Dr. Jude Gedeon.**

Email: [Jude.Gedeon@health.gov.sc](mailto:Jude.Gedeon@health.gov.sc)



# Employment



**244. What is the minimum age to register for employment?**

The minimum age is 15 years old. However there are certain jobs that a person needs to be 18 years old or 21 years old to do. Jobs in hotels, guest houses etc., a person needs to be 18 years old or above. Jobs in casinos, gaming houses a person needs to be 21 years old or above. The Ministry may grant special permission for a person to work in those places below the prescribed age.

**245. Where do I go to register for employment?**

You need to go the Private Employment Agencies. Presently, there are three (3) private employment agencies where you can register for a job:

- Job Plus, Oceangate House, Victoria - 4321212
- HEG Employment Agency, Roche Caiman - 2783781
- Job Plus, Baie Ste Anne, Praslin - 4232622

**246. What documents must I bring along with me?**

ID card, last employment references, certificate of qualification and your CV.

**247. Do I need a job card when seeking for employment? If yes, where do I obtain it?**

Yes. A job card can be obtained upon registration for a job at the private employment agencies.

**248. Where can I view job vacancies?**

At the Private Employment Agencies, in local newspapers, weekly vacancy adverts on television and Ministry of Labour and Human Resource Development website, [www.employment.gov.sc](http://www.employment.gov.sc). In addition you can also visit the employment officers in the district where you will be able to view the vacancies available on the Labour Market.

**249. What is the 'My First Job Scheme?'**

The Government has put in place a new scheme in 2016 where Government will subsidise 40% of the salary to a maximum SR 7,000 for a one year duration for the graduates from Professional Centres upon completion of their studies. Professional Centres are post-secondary institutions such as the Seychelles Institute of Technology, the Seychelles Maritime Academy etc.

The aim of the scheme is to provide temporary wage subsidies to employers who recruit and provide work experience and skills enhancement of candidates who have completed their studies at a Professional Centre. This scheme is also a support to the small and medium enterprises, especially during the startup phase. The scheme also applies to young entrepreneurs who would like to start their own business. More information can be obtained from the Ministry of Labour and Human Resource Development website; [www.employment.gov.sc](http://www.employment.gov.sc).

**250. I am a jobseeker with only secondary level of education and unskilled. How can the Ministry assist me to secure employment?**

The Ministry oversees the implementation of the Employment Training Schemes. The aim of the Schemes is to improve the employability prospects of young jobseekers throughout the country. The Schemes in collaboration with its partners also aimed to place all participants in permanent

employment after successfully completing on-the-job training for a period of time. The Schemes targets jobseekers aged 15 to 35 years, who have dropped out or completed secondary school and also those that have not been selected for post-secondary institution or do not wish to pursue further studies. The programmes include Soft skills sessions which teach these young person's life and employability skills. Jobseekers residing on the Inner Islands mainly Praslin and La Digue also benefit from the scheme.

Registration is done at the Ministry of Labour and Human Resource Development, Employment Services Section, or at the Outstation Office on Praslin and La Digue. Candidates must be in possession of school leaving certificates, references, National identity card and a job card for registration.

**251. Can I choose to be trained in any field that I want in the Employment Training Scheme?**

No. The Employment Training Scheme has the objective of training and establishing young persons in various trades and vocations as per areas of demand on the labour market. At present emphasis is being placed on training in the Tourism, Construction, Agricultural and Horticultural Sectors.

The areas of training are reviewed on a yearly basis and other training areas such as Environment and Forestry, Clerical, Retailing, Laboratory and Accounting may be considered as long as there is demand for trainees and available placement for on the job training.

**252. Can I join the Employment Training Scheme if I am in a full time job?**

No, the programmes are designed for the jobseekers without working skills and working experience.

**253. Will I get employed after the Employment Training Scheme?**

Yes, the aim of the Employment Training Programme is to assist the jobseeker to gain the necessary skills in order to secure employment upon completion of the programmes. While on the training the trainee must demonstrate commitment and willingness to learn and develop positive attitude to work which in turn will convince the employer to absorb him/her in full time employment.

**254. Is there an agency that can help me prepare for a job interview and CV?**

Private employment agencies and employment officers in District Administration offices offer counselling on how to prepare for an interview.

**255. What is the length of probationary period during employment?**

6 months maximum.

**256. What do I need to do if I want to extend the probationary period of my worker during employment?**

You can set in the contract a probationary period of 6 months maximum. If you have set a lower period, you can extend it yourself for up to 6 months as long as you inform your worker clearly. If your intended extension brings the total period over 6 months, you need the authorisation of the Ministry of Labour and Human Resource Development.

**257. What is the maximum working hours that are permitted as per the Employment Act?**

60 hours per week for a worker other than a watchman, or 12 hours per day, whichever is the less, and 72 hours per week for a watchman. The working hours include an aggregate of a half-hour's break per day.

**258. How many days for compassionate leave is a worker entitled per year for both private and public sectors?**

For private sector, it is 4 days maximum with pay. The employer can give more at his/her own discretion.

For the public sector;

(a) Compassionate leave shall not exceed four working days per calendar year and is at the discretion of the Principal Secretary or Chief Executive Officer.

(b) Compassionate leave shall be granted only in the following circumstances:-

(c) Critical illness or death of a close family member i.e. father, mother, brother, sister, spouse, child of the marriage including stepchild or adopted child, legal guardian, grandparents or other recognized next- of- kin.

**259. How many days for annual leave is a worker entitled per year?**

21 days of paid annual leave. Saturdays, Sundays and Public Holidays are not included in a period of annual leave. For example, if you take 5 days of annual leave starting on Tuesday 1<sup>st</sup> March 2016, you must return to work only on Tuesday 8<sup>th</sup> March 2016, because your 5 days are Tuesday 1<sup>st</sup> March, Wednesday 2<sup>nd</sup> March, Thursday 3<sup>rd</sup> March, Friday 4<sup>th</sup> March and Monday 7<sup>th</sup> March.

**260. Can I convert my accrued leave into cash?**

Annual leave is firstly for rest. But in exceptional circumstances, the worker and employer may agree between them to convert the accrued leave into cash.

**261. How much leave can be accumulated?**

In the private sector, it will depend on a mutual arrangement agreed to between worker and employer but an employer must give a worker at least 14 days every year.

In the public sector, an employee, may, in exceptional circumstances, be granted permission to accumulate leave only upon special consideration by the Chief Executive Officer of the organisation.

**262. What is the length of maternity leave by law?**

It is 14 weeks with pay and 2 weeks without pay.

**263. What is the length of paternity leave by law?**

A fathers get 5 days paternity leave after the birth of his child, if he has formally recognised the newborn child, and has written to request the paternity leave from his employer at least 8 weeks in advance of the child's birth with a letter that is co-signed by the expectant mother. The document must also provide the full name, NIN and address of the mother. The father must apply for the dates he intend to take the paternity leave two weeks in advance, attaching a copy

of the certificate of confinement as received from the Ministry of Health (MOH). Before going on paternity leave, the father must give the employer the birth certificate of the child and the maternity leave certificate from the Ministry of Health.

**264. What should I do, as a worker, if I have an accident in my workplace?**

An occupational accident should be reported to the Ministry of Labour and Human Resource Development within 48 hours. In the case of an occupational accident, you should find out whether your workplace has an insurance policy. If your workplace has an insurance policy regarding occupational accidents, your organisation will investigate and submit a claim to its insurance company. If your workplace does not have an insurance policy you may initiate legal action against this company in a court of law.

An employee may also verify if his/or her employer has reported occupational accident which he/she has been involved in by visiting the Labour Monitoring and Compliance Section of the Ministry of Labour and Human Resource Development or by calling and request the information from officers of the Labour Monitoring and Compliance Section. The Employer is also liable to prosecution for failure to report occupational accident within the above given time frame.

**265. What should I do if I have a grievance with my employer/employee?**

You should ensure that you have tried to solve the problem with your employer/employee first. If unsuccessful, gather all documents relating to your grievance and register your grievance at the Industrial Relations Section of the Ministry of Labour and Human Resource Development. You have 14 days from the date of the occurrence of the grievance to register your grievance.

**266. What is “mediation”?**

A mediation is a consultative meeting where an officer (of the Ministry) meets with both parties concerned to try to find a solution to settle their grievance without them having to go to court.

**267. What procedure must I follow if I need to lay off my workers?**

It is called the negotiation procedure which allows for termination, in particular redundancy, and lay-off of workers set out in Part 1 of Schedule 1 of the Employment Act 1995. For example, if you cease to operate, in whole or part, your business, if you temporarily suspend, in whole or part, the operation of your business for reasons beyond your control, if you reconstruct the operation of your business for the purpose of facilitating improvement in the business by which greater efficiency and economy can be effected or if you introduce new technology in your business and as a consequence, a worker employed in your business has become redundant, you will need to comply with this procedure.

**268. How many days of paid sick leave is a worker entitled to during a period of 12 months?**

30 days paid sick leave is allowed by law, but when a worker is required by a medical practitioner to be confined to a hospital or similar institution if the worker has not exhausted his 30 days' paid sick leave and is confined at the hospital or similar institution or at home for a continuous period which extends beyond the unexhausted part of the 30 days' paid sick leave, the worker is entitled to a further maximum 30 days' paid sick leave during that continuous period. A worker is also entitled to an aggregate maximum of 60 days' unpaid sick leave after the exhaustion of paid sick leave under this regulation.

**269. What requirements need to be followed for redundancy/termination of employees for reason other than disciplinary measure?**

An employer wishing to terminate a contract of employment of a worker under the Negotiation Procedure must, not less than 42 days before the employer intends to give notice of termination to the worker, notify the Ministry. The 42 days may, in exceptional circumstances and at the discretion of the Ministry, be reduced. Upon receipt of the notification with the required fee the Ministry requests all relevant information required from employer and registers the application. A date for the consultation is set and communicated to the employer. The employer is required to bring the worker/s to be terminated to the consultation. The Ministry has to give the determination within 14 days after the date of registration of the notification. The employer has to wait for 21 days from the determination before giving notice of termination to the worker. The determination is subject to appeal.

**270. What are the criteria to qualify for compensation?**

In the private sector, compensation is not an automatic entitlement. It arises only in certain circumstances, such as when a contract of employment ends for a reason not attributable to the worker or when a worker resigns or retires after 5 years of service.

In the public sector, an employee (including an expatriate on local letter of appointment) who has continuity of service and who leaves the Public Service in one of the following circumstances

is eligible for payment of compensation:-

1. Resignation;
2. On reaching national retirement age of 63 years;
3. Death (payable to legal heirs);
4. Appointment on contract terms under the Public Sector Commission for period prior to taking up a PSC contract;
5. Termination on grounds of failing probationary period;
6. Premature and voluntary retirement;
7. Redundancy;
8. Completion of part-time employment;
9. On medical grounds following the decision of a Medical Board;
10. In the public interest;
11. Following marked deterioration in work and personal standards where remedial measures have been to no avail;
12. Transfer.

**271. What is the difference between gratuity and compensation?**

In the private sector, gratuity is not regulated. Compensation arises only in certain circumstances, such as when a contract of employment ends for a reason not attributable to the worker or when a worker resigns or retires after 5 years of service.

In the public sector gratuity is a payment in recognition of past years of continuous service. Payment of gratuity for past years of continuous service applies to all employees who were in the service from 1<sup>st</sup> January 1979 except for those whose gratuity payment is specified in their Scheme of Service. Gratuity for continuous service shall be paid every five years under delegated authority.

Compensation is the total amount of monetary or non-monetary pay provided to an employee by an employer in return for work performed as required. Payment of compensation for past period of service from 1<sup>st</sup> January 1979 or thereafter is an accrued benefit, applies to employees in continuous employment in the public sector.

Employees who are transferred between the public service will not affect eligibility for the payment of compensation.

**272. Is it compulsory for me to give a pay slip to my workers?**

Yes and it must record details of payment to the worker.

**273. Is it compulsory for my employer to give me a lunch break of one hour?**

No, it is only compulsory for your employer to give you an aggregate of a half-hour's break per day which in addition is included in the working hours and must be paid.

**274. What is the difference between salary band/wage grid and minimum wage?**

The Salary band/wage grid is a range of Salary Points representing the basic monthly salary allocated to a post. The salary band was introduced for employees in the public service.

Minimum wage is for the Private Sector.

The monthly minimum wage is obtained by applying the following formula with the hourly rate prescribed by the Government:

$$\text{Minimum monthly salary} = \frac{\text{hourly rate} \times 52 \times \text{weekly working hours}}{12}$$

Currently, the minimum wage is SR33.30 per hour, as of April 2016.

**275. Can I require my worker to work on public holidays?**

You can only require your worker to work on public holidays if you are working in an essential service, or if your worker is a shift-worker or a watchman.

**276. What is the rate for calculation of overtime performed by a worker?**

1 ½ hours pay for 1 hour's work on a week day. E.g.; if a worker earns SR50 per hour, he will have to be paid SR75 for each hour of overtime performed.

2 hours pay for 1 hour's work on a holiday. E.g.; if a worker earns SR50 per hour, he will have to be paid SR100 for each hour of overtime performed.

**277. How long is the compulsory rest period?**

An employer shall grant to his worker at least 24 consecutive hours' rest in any period of 7 days. An employer shall also ensure that there is an interval of at least 8 consecutive hours between the end of a daily shift and the beginning of the next shift, provided that where a daily shift is divided into 2 parts the interval may be reduced proportionately.

**278. How many days of leave for civic duties is a worker entitled to?**

A worker shall be entitled to an aggregate maximum of 14 days' paid leave in any period of 12 months for the purpose of fulfilling or in connection with any civic duties approved by the Ministry.

**279. Can I remain in employment after retirement age?**

Yes, but you will require approval from the Ministry of Labour and Human Resource Development.

**280. How soon after the date of the termination of my contract of employment can I expect my employer to give me a certificate of employment?**

Your employer has 21 days to give you a certificate of employment.

**281. How do I bring a case to the Employment Tribunal?**

The person must first register his/her grievance to the Ministry of Labour and Human Resource Development and this goes through a mediation process. If mediation fails, the relevant party is issued a certificate to present to the Employment Tribunal if he/she wishes to bring the case before the Employment Tribunal.

**282. Is the Employment Tribunal proceedings open to the public?**

The Employment Tribunal functions like any Magistrate Court in Seychelles. Proceedings are open to the public and can be attended by any person. The Tribunal sits four (4) times a week from Monday to Thursday. Proceedings are usually presided by the Chairman or Vice Chairman and two members - a worker's representative and an employer's representative. The Applicant (or with his/her representative/lawyer) and the Respondent (or with his/her representative/lawyer) will also be present.

**CONTACT DETAILS:**

**MINISTRY OF LABOUR AND HUMAN RESOURCE DEVELOPMENT**

P.O. Box 1097

Phone: **4297200**

Fax: 4325326

Contact: Principal Secretary for Employment, **Ms. Veronique Bresson**

Email: [psemploy@employment.gov.sc](mailto:psemploy@employment.gov.sc)

Website: [www.employment.gov.sc](http://www.employment.gov.sc)

**DEPARTMENT OF PUBLIC ADMINISTRATION**

P.O. Box 56

Phone: **4383000**

Fax: 4224936

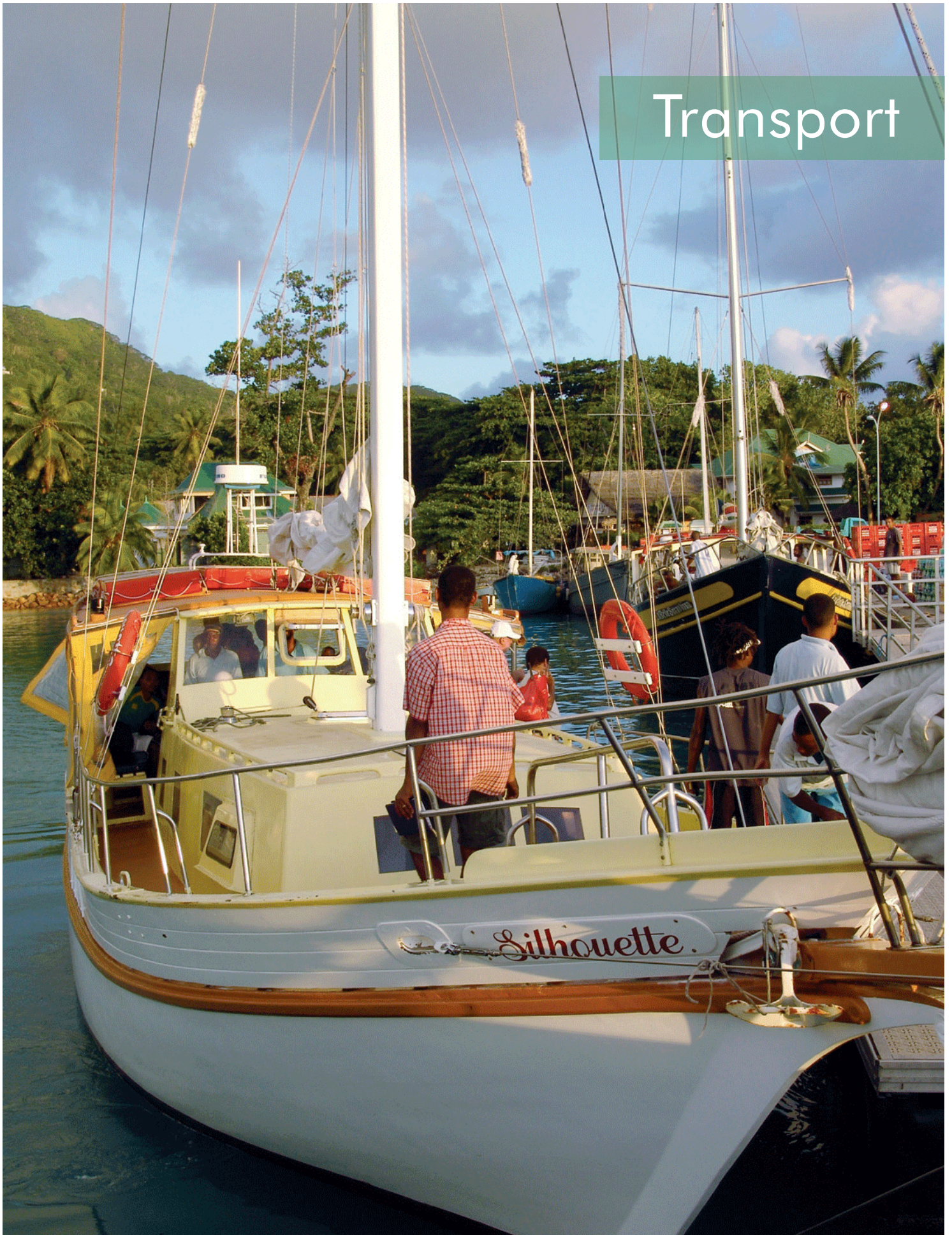
Contact : Chief Secretary for the Public Service, **Ms. Jessie Esparon**

Email: [psdpa@dpa.gov.sc](mailto:psdpa@dpa.gov.sc)

Website: <http://www.dpa.gov.sc>



# Transport



## Motor vehicle

### **283. What are the procedures for obtaining a driving license?**

You will need to go to the Police Headquarters in Victoria to obtain a date for the Driving License Theory Test.

Once you have passed the theory test, you will need to do a medical test prior to obtaining a Provisional Learner's Permit. Then you will need to get the services of a driving instructor to teach you how to drive and prepare you for your driving test. Once the instructor feels that you are ready he/she will get an appointment for your off-road and on-road test.

**Resident:** Once a competency certificate is issued by the Commissioner of Police then you can apply for the driving license at the Seychelles Licensing Authority (SLA).

#### **Foreigner:**

If they do not have a driving license they will have to follow the same procedures as above.

For those who have a driving license, they can drive with it for 3 months after which they will have to obtain a local driving license.

They will have to produce their present license which the Police will authenticate and if found to be ok they will be issued with a competency certificate which they will present to SLA whereby they will be issued with a local driving license for the category of vehicle they will be allowed to drive.

The non-Seychellois driver needs to provide SLA with an original and valid driving license along with passport or Seychelles Identity card, in order to obtain a local driving license.

### **284. How do I get the number plates and vehicle registration for my car?**

You will have to go to the Seychelles Licensing Authority to register your car and fill in necessary documents to register your vehicle. In doing so you will be issued with a registration number which you will have to affix on your vehicle and get your vehicle tested by the Vehicle Testing Station.

### **285. What are the procedures for setting up a transport business and becoming a vehicle operator?**

You must go to the Seychelles Licensing Authority to request for a taxi operator license. Once all formalities are completed you will also need to test your taxi vehicle at the Vehicle Testing Station to ensure that it is fit for such a business and also you will have to obtain a Class 3 driving license to be able to operate a taxi vehicle.

### **286. What is the procedure for becoming a taxi operator?**

You must go to the Seychelles Licensing Authority to request for a taxi operator license. Once all procedures are completed you will also need to test your taxi vehicle at the vehicle testing station to ensure that it is fit for such a business.

## Boat

### **287. Where can I learn to sail a boat or skipper a ship?**

You can learn to sail at the Seychelles Maritime Academy (SMA).

### **288. How do I get a navigation license?**

After attending basic STCW maritime training courses at the Seychelles Maritime Academy, a license can be obtained at the Seychelles Maritime Safety Administration (SMSA) after sitting for respective examinations. The Eligibility letter to attend basic STCW training courses at SMA is issued by SMSA after authentication of sea service and other relevant documents. STCW is the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, which sets the standards for masters, officers and watch personnel.

### **289. How do I register my vessel?**

The registration of the vessel is done by Seychelles Maritime Safety Administration for vessels belonging to Seychelles citizens.

#### **ROAD TRANSPORT COMMISSIONER'S OFFICE**

3<sup>rd</sup> floor, ICCS, P.O. Box 92, Victoria

Phone: **4611100**

Fax 4610267

Contact: Road Transport Commissioner, **Mr. Tim Marie**

Email: [tmarie@gov.sc](mailto:tmarie@gov.sc)

#### **SEYCHELLES MARITIME SAFETY ADMINISTRATION**

New Port, P.O. Box 912, Victoria

Phone: **4224866**

Fax 4224829

Contact: CEO, **Captain Joachim Valmont.**

Email: [dg@smsa.sc](mailto:dg@smsa.sc)

#### **SEYCHELLES LICENSING AUTHORITY**

Orion Mall, P.O. Box 3, Victoria

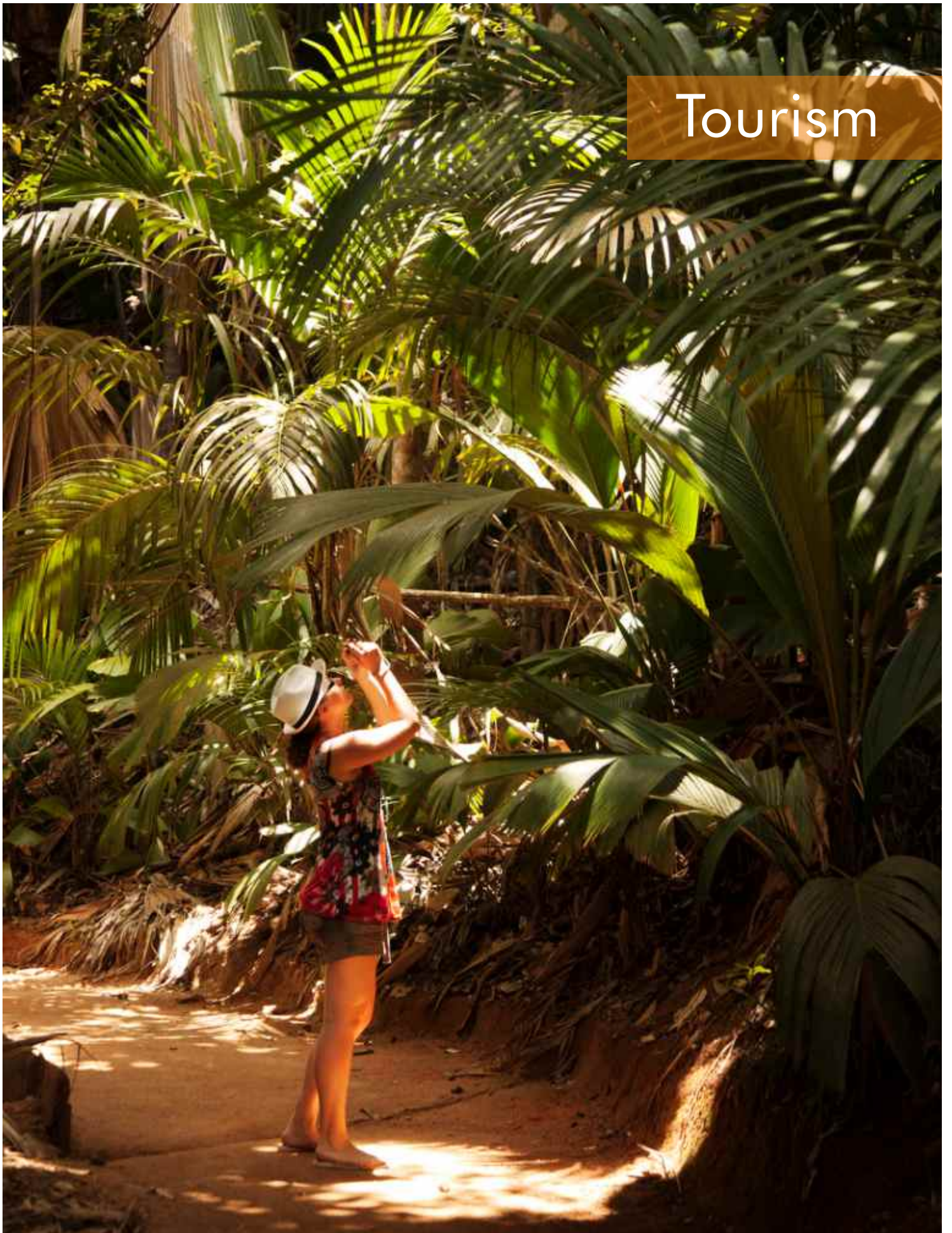
Phone: **4283444**

Fax 4224256

Contact: CEO, **Mr. Daniel Gappy.**

Email [ceo@sla.sc](mailto:ceo@sla.sc) Website [www.sla.sc](http://www.sla.sc)

# Tourism



**290. What do I need to do become a licensed tour guide?**

To become a licensed tour guide you will need to apply for a license with the Seychelles Licensing Authority. It is required that you have a certificate of successful completion of the tourist guide course which is offered by the Seychelles Tourism Academy. You will also need to submit, with your license application, a certificate and references as proof of training in order to carry out the business, first aid training endorsed by the Ministry of Health or the Red Cross, a police character certificate, insurance policy for the business covering personal injury and damage to client's property while on tour. Once all is in order you will have to pay a license fee of SCR1000 for 5 years. Please note that the Tour Guide Business is reserved for Seychellois only.

**291. What do I need to do become a dive instructor?**

To become a dive instructor you will need to have a PADI certificate that can be obtained after successful completion of courses at a licensed dive centre. Once you have received a PADI Diving instructor License you may teach diving at a licensed dive centre or operate your own dive Centre. Please note that ownership or investment in a dive centre is reserved for Seychellois, except on outer islands (under special consideration). However, a foreigner can be employed by a dive centre. It is also important to have the necessary insurance policy for the type and scope of operation of the business as well as to cover clients in relation to safety and security.

**292. What do I need to do to set up a travel agency?**

A travel agency is a business that has license to sell airline tickets and other transport tickets, either directly or indirectly. To set up a travel agency, you must submit a Business Plan to the Seychelles Investment Board (SIB). Upon approval from SIB you can apply for a license at the Seychelles Licensing Authority. For application of license you should have a certificate of registration as a Travel Agent (IATA-International Air Transport Association) obtained from the Office of the Registrar, proof that you are the owner or lessee of the premises from where the business is to be administered and an appropriate insurance cover. You are also required to pay a license fee of SCR 2000 for 5 years. Please note that the business of a travel agency is reserved for Seychellois only.

**293. What do I need to do to set up a “tour operator” business?**

A tour operator is a business that makes directly or indirectly, arrangements for accommodation, transport or other services relating to travel of persons within Seychelles or arranges entertainment, sight-seeing excursions or guide services for clients.

To become a tour operator, you must submit a Business Plan to the Seychelles Investment Board (SIB). Upon approval from SIB you can apply for a license at the Seychelles Licensing Authority (SLA). In order to be issued with a license you must submit to SLA a bank guarantee of SCR 2million, a business registration certificate from the Office of the Registrar, proof that you are the owner or lessee of the premises from where the business is to be administered and an appropriate insurance cover.

You are also required to provide an affidavit that states that you do not own or have interest in another tour operator or car hire business. The license fee for a tour operator business is SCR2000 for 5 years.

Please note that a Tour Operator license shall be granted only to a company having a minimum shareholding of not less than 51% held by Seychellois citizens.

**294. What do I need to do to set up a hotel or guest house business?**

For large tourism accommodation development (25 rooms & above) a business plan, will need to be submitted to SIB. If approved, your business agent will need to submit your architectural plans to the Planning Authority for approval. Thereafter upon approval and completion of the development, a certificate of occupancy will need to be sought from the Planning Authority to certify that the building complies with all Planning regulations and is safe to be occupied. After receiving your certificate of occupancy you may then apply for your licence at the Seychelles Licensing Authority.

However for application for change of use and small developments, your business agent should submit your architectural plans directly to the Planning Authority for approval.

Your licensed agent should be able to advise you on all requirements and procedures. The process for occupancy certificate and licensing has to be followed.

For 16 rooms and above, for foreign investors, applications must be made first to SIB.

Ownership or investment in accommodation establishment shall be based on the following:

- 1-15 rooms 100% Seychellois
- 16-24 rooms 20% Seychellois
- 25 rooms and above no minimum

Note that it is important to have the appropriate insurance cover for the type and scope of the operations of the business and to cover clients in relation to health and safety.

**295. What do I need to do to set up a restaurant or a bar?**

To set up a restaurant or a bar, foreigners will need to submit their business plan at SIB. Seychellois can submit their application directly to SIB to obtain all required information in advance.

Alternatively, you can submit your architectural drawings directly to the Planning Authority through a licensed agent who will be able to guide you on the requirements and all procedures.

Once your application is approved, a certificate of occupancy will need to be sought from the Planning Authority to certify that the building complies with all planning regulations and is safe to be occupied. After receiving your certificate of occupancy you may then apply for your license at the Seychelles Licensing Authority.

To note that for the construction and operation of tourism accommodation and restaurants

businesses, there are set criteria/requirements by different agencies that need to be met. Tourism Criteria are available upon request. Clients are free to contact the Tourism Department on 4286500 for guidance, advice and necessary documentation. It is also important to have the appropriate insurance cover for the type and scope of the operations of the business and to cover clients in relation to health and safety.

**296. If I want to rent or convert my house into a self-catering tourism establishment, what is the procedure?**

You need to submit a change of use application from Residential to Self-Catering tourism establishment to the Planning Authority.

Planning Authority will then evaluate if all criteria have been met and the application is approved accordingly. This will then follow by the issue of an Occupancy Certificate that you will need to submit to the Seychelles Licensing Authority (SLA) when applying for your license.

Your building will be inspected by all necessary agencies and based on the recommendations SLA will issue the license.

Your establishment will be entered in the system of the Tourism Department once a license is issued. Your establishment will be monitored and evaluated on a regular basis to ensure that standards are maintained. For further information you may contact the Standards and Regulation Section, Tourism Department on 4286500.

**297. Can my business participate in the local and international tourism trade fairs?**

Currently, there are no local Tourism Trade Fairs except for exhibitions and forums organised by STB or other agencies. With regards to International Tourism Trade Fairs, the Seychelles Tourism Board will send invitation letters and registration form to stakeholders mainly hotels, guest houses and Destination Management Companies about six to eight months in advance for them to confirm their participation. Participants are charged with a participation fee and have to bear the cost for their accommodation and travelling expenses. You can contact the STB on 4671300 for more information.

**298. As a Seychellois entrepreneur, how do I benefit from the “Tourism Incentives Act”?**

The Tourism Incentives Act (TIA) is no longer applicable. The concessions that were under TIA are covered under the current tax law. As such entrepreneurs need to consult the Seychelles Revenue Commission on these concessions.

**299. How do I register as a “life guard”?**

To join the “life guard” service you need to complete an application form which can be collected at the Fire and Rescue Services Agency at the New Port.

Upon submission of the completed form you need to have a medical test and also submit a character certificate.

Afterwards you will be call in for an interview and a date will be set for an entrance test which will evaluate your level of fitness and swimming abilities. Through this entrance test, you will be assessed and selected as a possible candidate as a “life guard”. For further details you may contact the Fire and Rescue Services Agency on 4289950.

**CONTACT DETAILS:**

**SEYCHELLES LICENSING AUTHORITY**

Orion Mall, P.O. Box 3, Victoria

Phone: **4283444** Fax: 4224256

Contact : CEO, **Mr. Daniel Gappy.**

Email: [ceo@sla.sc](mailto:ceo@sla.sc)

Website: [www.sla.sc](http://www.sla.sc)

**SEYCHELLES INVESTMENT BUREAU**

P.O. Box 206

Phone: **4295500** Fax: 4225125

Contact: CEO, **Mr. Rupert Simeon**

Email: [rsimeon@sib.gov.sc](mailto:rsimeon@sib.gov.sc)

Website: [www.sib.gov.sc](http://www.sib.gov.sc) Facebook: <https://www.facebook.com/SeychellesInvestmentBoard>

**DEPARTMENT OF TOURISM**

Espace Building, P.O Box 1049, Victoria

Phone: **4286500** Fax: 4324240

Contact: Principal Secretary for Tourism, **Ms. Anne Lafortune**

Email: [alafortune@gov.sc](mailto:alafortune@gov.sc)

Website: <http://www.pfsr.org/>

**SEYCHELLES TOURISM BOARD**

Espace Building, P.o Box 1269, Victoria

Phone: **4671300**

Contact: CEO, **Ms. Sherin Naiken**

Email: [Sherin.Naiken@seychelles.travel](mailto:Sherin.Naiken@seychelles.travel)

[www.seychelles.travel](http://www.seychelles.travel) and Facebook: <https://www.facebook.com/seychelles.tourismboard/>



# Youth & Sports



**300. How can I participate in a registered sports activity?**

Registered sports events in Seychelles are organised mainly by the 32 recognized sports federations and associations and the National Sports Council and they cater for competitive and non-competitive sports for all ages from Baby Gym to senior citizens.

**301. Do I need to be a registered athlete to get access to sporting venue?**

Some facilities are free for general public. This is the Fitness Trail Freedom Square and other districts open field for individual participation. Official approval is needed for groups from the National Sports Council.

**302. Do boys and girls have equal right of participation in sports activity?**

The right to play is a constitutional right and all federations provide the same treatment for boys and girls.

**303. What kind of insurance support is provided to athletes?**

Federations with athletes in national selections must send their names to the National Sports Council. The list is updated on a monthly basis.

NSC covers two forms of insurance: Medical Insurance and Travel Insurance

- a) Medical Insurance: for injuries sustained in training and competition both locally and internationally. The claim can be made when a person has sustained a long term and debilitating injury which leaves him/her helpless for a period of time.
- b) Travel Insurance: cover hospitalization overseas, loss/damage of luggage, flight cancellation.

To make a claim for injury, the applicant needs a medical report, a witness report and a personal report, which are then forwarded to the insurer. The waiting period for claim settlement is within 3-6 months.

**304. How do I register a sports federation or sports club with the National Sports Council?**

For Federations to get recognition, they should first satisfy the followings;

- a) Be a registered body with the Registrar of Association
- b) Be recognized by their international body
- c) Have organized an AGM where they were created
- d) Have all their financial matters in good standing

The National Sports Council gives support to all sports disciplines that have obtained full recognition by NSC, with the following benefits:

- a) Administrative and financial( staff, use of facilities, annual grant).

- b) Possibility of sponsorship through CSR or other means.
- c) Have a national team to represent the country in international competition.
- d) Present athletes to be awarded for top performance annually.

**305. What kind of schemes are available to support athletes?**

To support athletes to perform at high level standards, the following schemes are in place:

**a) Sports Academy**

The program was launched in 2006 for individual sports and to date, several of our top athletes, especially in badminton, athletics, table tennis and swimming, have benefited. Most of them are school based (under 18).

The main criteria, is that the athletes have the basic talent, motivated to work hard to succeed, should be an Olympic (individual) sports, and where needed be, achieved measurable standard (swimming, weightlifting, athletics)

Athletes have to train in the morning (before 6.00am); transport takes them from home to the training venue. They are provided breakfast before going to school. After school, they are brought back to the venues, where they are provided with snack, and after training they are transported back home.

**b) Elite Athlete Scheme**

The scheme, which was initiated in 2013, is opened for young (18-22 years), individuals from, Olympic sports, who have demonstrated the potential to achieve good results internationally. To be eligible to the scheme, athletes should have obtained a medal at continental level, or has achieved measurable standards.

The athlete is expected to be training full-time (twice a day or more) and ready to compete internationally. Athletes are remunerated on a monthly basis by NSC, based on their training attendance and reports from the coach. The aim is for the athlete to obtain an Olympic medal within 2 quadrennials. A contract is signed between the athlete and NSC

**c) High Level Scheme**

It has been operational since 2001 and has produced Seychelles top sportsmen and women since. Athletes in the scheme should have obtained a medal at continental level, or has achieved established standards. The athlete should be from Olympic sports. He/she gets a monthly allowance and will only remain on the scheme if the standard is maintained, when revised annually. Athletes need to sign a contract.

**306. What are the training activities offered at the Sports Training & Technical Development Section?**

The Training Activities being offered are for people who are actively involved in local sports activities, the coaches, managers, executive committee members of those organisations and medical sports assistants (Trainers). Training activities range from a minimum of 15 hours to more than 1500 hours depending on the type of training. Already three long term training sessions have been organized where participants have been awarded the Advance Sports management Certificate approved by the International Olympic Committee and a number of level I, II and III for the National Coaches Accreditation Programme.

For more information you go in person to Sports Training Centre (Stad Popiler, Victoria) or you can call on 4671263 or 4671240 or email us on [nstc03@seychelles.net](mailto:nstc03@seychelles.net). You can also watch out for advert in local newspapers. For the time being all training activities are free of charge.

**307. What water sports activities are offered by NSC?**

The National Sports Council offers the following water sports on Mahé and Praslin:

- Swimming
- Sailing
- Windsurfing
- Canoeing

**308 On Mahé, how can a child participate in the swimming classes?**

Swimming Classes for school children are offered during the day from 8:00 a.m. to 2:30 p.m. at the Roche Caiman National Swimming Pools. These are free of charge for all day-care centres and school children up to the age of 10 years old. This is in line with the Government Policy to ensure that every child can swim by the age of 10 years. For school children, 11 years above, each class pays SR 500 per lesson inclusive of 1 instructor. An additional SR 100 is charged for the second instructor.

School of swimming sessions are also on offer for children at SR 200 per session and SR 300 for adults. They attend lessons twice per week for 6 weeks after school or work.

You can either collect an application form at the National Swimming pool at Roche Caiman or you can call to give your e-mail address and they will send you a form which you will have to fill and return to the swimming pool.

**309. What are the fees for public swimming?**

Public swimming is offered daily during week days from 8:30 a.m. to 6:00 p.m. Adults are charged SR 25 and children under 18 years old SR 10. Public Swimming on Saturdays are from 1:00 p.m. to 5:00 p.m. Adults are charged SR 25 and children under 18 years old SR 10.

**310. Can I register for private swimming lessons?**

Yes. Private lessons are also on offer at SR 100 per lesson. You can either collect an application form at the National Swimming pool at Roche Caiman or you can call to give your e-mail address and they will send you a form which you will have to fill and return to the swimming pool.

**311. Can I use the facilities at the Roche Caiman National Swimming Pool to cater for other non-sport events, like a party?**

Yes. The swimming pool is available for Children parties on Sunday afternoons. This is being charged as follows:

- a. SR 1,500 for 15 to 20 persons
- b. SR 2,000 for 21 to 25 persons
- c. SR 2,500 for 26 to 35 persons
- d. SR 3,500 for 36 and above person

**312. What swimming classes are offered at the Eve Island Swimming Pool on Praslin?**

- Swimming Classes for school children during the day from 8:00 a.m. to 2:30 p.m. These are free of charge for all day-care centres and school children up to the age of 10 years old.
- For school children 11 years above each class pays SR 300 per lesson inclusive of 1 instructor. An additional SR 100 is charged for the second instructor
- Public Swimming on Saturdays from 1:00 p.m. to 6:00 p.m. Adults are charged SR 25 and children under 18 years old SR 10.
- School of swimming sessions are also on offer for children at SR 200 per session and SR 300 for adults. They attend lessons twice per for 6 weeks after school or work.

**313. What does the Sail Training Scheme offer for beginners on Mahe?**

- Sailing classes are offered for complete beginners from 7 years up to adults
- Windsurfing classes are offered for complete beginners from 12 years up to adults
- Canoeing classes are offered for complete beginners from 10 years up to adults
- STS charge SR 200 for a course of 12 sessions for children and SR 500 for adults for Seychellois, SR 500 for a course of 12 sessions for children and SR 1,000 for adults for non-Seychellois
- It offers private classes in sailing and windsurfing. These are charged at SR 6,000 per course. (A maximum of 6 person per course).
- Private classes in canoeing. These are charged at SR 4,000 per course. (A maximum of 6 person per course)

**314. What does the Sail Training Scheme offer for beginners on Praslin?**

- Sailing classes are offered for complete beginners from 7 years up to adults.
- Windsurfing classes are offered for complete beginners from 12 years up to adults
- Canoeing classes are offered for complete beginners from 10 years up to adults
- STS charges SR 200 for a course of 12 sessions for children and SR 500 for adults for Seychellois, SR 500 for a course of 12 sessions for children and SR 1,000 for adults for non-Seychellois.
- It offers private classes in sailing and windsurfing. These are charged at SR 6,000 per course. (A maximum of 6 person per course).
- Private classes in canoeing. These are charged at SR 4,000 per course. (A maximum of 6 person per course).

**315. How can I become a nominee in the “Seychelles Sports Awards”?**

The best sportsmen/women are nominated by their sports discipline's association, based on the results of their performance throughout the sporting year.

**316. What agency or authority is responsible for the enforcement of anti-doping regulations?**

The Seychelles National Anti-Doping Commission (SNADC) and the Regional Anti-Doping Organisation (RADO) are responsible to ensure Code Compliance of the World Anti-Doping Agency (WADA) of which Seychelles is a signatory and also the UNESCO Convention of which Seychelles has signed the Declaration. The office is based at Stad Popiler, in Victoria. It can be contacted on 2723435.

**317. What kind of youth programmes are available to young people?**

The Seychelles National Youth Council has several programmes, including;

- The Young Citizen Movement provides primary and secondary school children with a national body that they can join on a voluntary basis. Through various programmes implemented, the Movement provides school-aged children with more enriching and motivating opportunities outside the classroom to live the concept of patriotism.
- The President's Award Programme – Seychelles is an exciting self-development programme available to all young people aged from 14 to 25 years. Previously known as the Duke of Edinburgh's Award Scheme, it is now internationally known as the International Award Programme for Young People. The Programme exists in 126 countries and has been joined by over 6 million young people worldwide.
- The Community Youth Unit aims at elaborating and implementing programmes to ensure youth's integration in the community, their wholesome development and preservation and promotion of our cultural identity, with several Youth Services Bureaus.
- The Youth Employment Initiative Unit within the Programme Development Section has been set up to promote and raise awareness on employment opportunities, productivity and implement quality programmes and projects to address concerns of youth employment.
- The Seychelles National Youth Assembly (SNYA) is an educational forum, which aims at providing its members with the opportunity to nurture their knowledge and learning, as well as enabling them to develop their search and speaking skills. It is a non-political forum.
- The Inner Islands Unit is responsible for the day to day implementation of youth programmes as well as the administration and operation of the Youth Services Bureau on Praslin and the Internet Cafés on both Praslin and La Digue.

**CONTACT DETAILS:**

**NATIONAL SPORTS COUNCIL**

P.O. Box 480

Phone: **4671200** Fax 4610145

Contact : CEO, **Ms. Giovanna Rousseau**

Email: [highlevelsports@seychelles.sc](mailto:highlevelsports@seychelles.sc)

Website: [www.seynsc.com](http://www.seynsc.com)

**SEYCHELLES NATIONAL YOUTH COUNCIL**

P.O Box 236,

Orion Mall, Victoria

Phone: **4611374** Fax: 4610548

Contact: CEO, **Mr. Alvin Laurence**

Email: [ceosync@gov.sc](mailto:ceosync@gov.sc)

Website: <http://www.snyc.info/>

Facebook: <https://web.facebook.com/snycseychelles/>