SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Finance and Economic Development (Companies Division)
Post: Registrar of Companies
Salary: Rs 100,000 (18 00 95) [Personal to officer in post as at 30 June 2008]
        Rs 80,000 (18 00 90) [For Future holder joining on or after 1 July 2008]
Effective Date: 16 July 2012
Qualifications: A. By selection from among –
                      (i) Barristers-at-Law with at least five years' standing.

                      OR

                      (ii) candidates who are registered with the Mauritius Institute of
                           Professional Accountants (MIPA) in accordance with section 51
                           of the Financial Reporting Act and who reckon at least five years'
                           post qualification experience.

B. Candidates should—
     (i) reckon at least ten years’ experience at senior management level;
     (ii) possess sound practical knowledge of the Company Law, the
          Business Registration Act and the Insolvency Act;
     (iii) possess strong interpersonal, leadership and managerial skills;
     (iv) have personal credibility and integrity;
     (v) have a track record of management ability; and
     (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the formulation of policies and to ensure that activities of
the Companies Division are carried out in accordance with relevant legislations.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
16 July 2012

Date
Duties:

1. To be responsible for the general administration and smooth running of the Companies Division.

2. To advise on policies pertaining to the regulatory functions of the Division.

3. To formulate appropriate training policies for the staff.

4. To ensure the implementation of the Performance Management System in the Companies Division.

5. To use ICT in the performance of his duties.

6. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Registrar of Companies in the roles ascribed to him.