GOVERNMENT OF MAURITIUS

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

Ministry: Industry, Financial Services and Corporate Affairs (Companies Division)

Post: Senior Companies Officer

Salary: Rs 13,400 x 400 – 15,000 x 500 – 17,000 (18 41 49)

Effective Date: 22 December 2004

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Companies Officer reckoning at least four years' service in a substantive capacity in the grade.

Duties:

1. To supervise the work of Companies Officers and to ensure that the provisions of the Companies Act and the Business Registration Act are complied with.

2. To ensure that the incorporation of new companies and the registration of businesses are done in accordance with the provisions of the Companies Act and the Business Registration Act respectively.

3. To verify that duties leviable under the Companies Act and the Business Registration Act have been correctly assessed.

4. To check entries in the Companies and Businesses Registers manually or in the Companies and Businesses Registry Systems using computer terminals.

5. To report to the Registrar of Companies through the Principal Companies Officer and/or the Chief Companies Officer, offences made by companies and businesses contrary to the requirements of the Companies Act and to the Business Registration Act.

6. To assist in the initiation of judicial action against defaulting companies and businesses.

7. To represent the Registrar of Companies in court, as and when required.

8. To perform such cognate duties as may be assigned.

NOTE

Senior Companies Officers are required to work on a roster basis including Saturdays, Sundays and Public Holidays.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms

Date 22 DEC 2004