

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

- Ministry:** Finance and Economic Development
(Corporate and Business Registration Department)
- Post:** Principal Compliance Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375
(18 058 074)
- Effective Date:** 06 July 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Compliance Officer who reckon at least four years' service in a substantive capacity in the grade and who possess good administrative and supervisory skills.
- Duties:**
1. To supervise the work of Compliance Officers of the Corporate and Business Registration Department and to be responsible for their on-the-job training and performance appraisal.
 2. To monitor the proper processing, including data capture, of applications/documents received under the various legislation administered by the Department.
 3. To report to the Registrar of Companies on all matters relating to compliance and to recommend remedial action.
 4. To initiate action against non-compliance under the various legislation administered by the Department until final determination.
 5. To examine complaints, attend to queries of members of the public and ascertain that remedial action is taken promptly.
 6. To deal with and ensure that all correspondence submitted either manually or electronically are dealt with promptly.
 7. To effect site visits at any registered offices or/and business premises to ensure compliance with the various legislation administered by the Department.
 8. To take charge of the office in Rodrigues when serving on a tour of service.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

06 July 2018

Date.....



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9. To represent the Registrar of Companies in Court, as and when required.
10. To use ICT in the performance of his duties.
11. 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 Principal Compliance Officer in the roles ascribed to him.

Note

Principal Compliance Officers should serve on a tour of service in Rodrigues, as and when required.

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N. Auchoybur (Mrs)
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