

**SCHEDULE-VI**

**FORM-F**

(See Rule 7)

**APPLICATION FOR REGISTRATION OF A HOTEL, MOTELS, GUEST HOUSES,  
CAMPING SITES, HUTS AND REST HOUSES**

<b>1.</b>		<b>Name of the Hotel:</b>
<b>2.</b>		<b>Year of the Establishment:</b>
<b>3.</b>	i)	<b>Address:</b>
	ii)	Telegraphic address:
	iii)	Telex number:
	iv)	Telephone numbers:
	v)	Cell number:
<b>4.</b>		<b>Location</b>
	i)	Province
	ii)	Town
	iii)	Street
<b>5.</b>		<b>Nature of ownership (please state whether sole proprietorship, firm cooperative, Limited Company etc.</b>
<b>6.</b>		<b>Name of owner with parentage:</b>
<b>7.</b>	i)	Full address of the owner:
	ii)	Telephonic address of the owner:
	iii)	Telephone number:
	iv)	Cell number:
<b>8.</b>		<b>Name of Manager with parentage:</b>
	i)	Address
	ii)	Telephone number if any.
<b>9.</b>		<b>Land</b>
	i)	Area of hotel:
	ii)	Covered area:
	iii)	Whether held proprietorship or on lease or mortgage:

<b>10.</b>		<b>Costs:</b>	
	i)	Cost of land:	
	ii)	Cost of building:	
	iii)	Cost of furniture and fixture:	
	iv)	Cost of equipment:	
	v)	Annual lease or mortgage money if any:	
	vi)	Working capital:	
	vii)	Total investment:	
<b>11.</b>		<b>Building</b>	
	i)	Number of floors:	
	ii)	Number of rooms on each floor:	
<b>NATURE OF ROOMS</b>		<b>WITH ATTACHED BATH</b>	<b>WITHOUT ATTACHED BATH</b>
Single bed			
Double bed			
Suites			
Other(s) (specify)			
Total			
<b>iii)</b>		<b>Public Rooms</b>	
	i)	Please give details e.g. visitors rooms, reception hall, cloak room, reading room, restaurant, etc., with the area of each room.	
	ii)	Common bath rooms (Indicate floor and numbers)	
	iii)	Common toilets (indicate floor and numbers).	
	iv)	Number of stair cases and lifts:	
	v)	Car park (Please indicate capacity):	
	vi)	Area of compound and gardens, if any:	
	vii)	Date of completion of construction: Please also mention last date of renovation, if any. Please attach a plan of the building (existing)	
<b>12.</b>		<b>Furniture and Fixture indicating floor covering, if any and provided in</b>	
	i)	A bed room (single, double, suites):	
	ii)	Common rooms:	
	iii)	Corridors, galleries etc.:	
	iv)	Bathrooms attached with bedrooms &	
	v)	Common bathrooms and toilets:	
<b>13.</b>		<b>Facilities available on the hotel premises:</b> (Please give details e.g. telephones whether provided in rooms or on each floor and lobby, banking counter, reception, postal counter, running hot and cold water, heating or air-conditioning, restaurant, coffee shop, cold storage, lockers, entertainment, internet, TV, etc.	

<b>14.</b>		<b>Types of cuisine served, whether a restaurant is attached with the hotel.</b>		
<b>15.</b>		<b>Class of majority of guests</b> (Please indicate whether mostly guests are foreigners or Pakistani and also mention the peak season of business).		
<b>16.</b>	<b>Employees</b>			
	<b>Categories</b>	<b>Total Number</b>	<b>Professionally Trained</b>	<b>Not Professionally Trained</b>
i)	Manager			
ii)	Front Office Staff			
iii)	Desk Staff			
iv)	Billing Desk Staff			
v)	Stewards			
vi)	House Keeping Staff			
vii)	Cooks			
viii)	Restaurant Bearers			
ix)	Others.			
<b>17.</b>	<b>Classification desired</b>			
<b>18.</b>	<b>Rates charged</b> (Please give full details of room rents, service charges, taxes and rates for breakfast, meals, etc.)			
i)	Immediately before the 1 <sup>st</sup> January of every year			
ii)	Present (with date from which prescribed)			

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Seal of Applicant: \_\_\_\_\_

**DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE APPLICATION FORM FOR HOTEL/RESTAURANT REGISTRATION AND LICENSE**

- i. Medical Fitness Certificate of each employee on the prescribed Form-I from a registered medical practitioner.
- ii. Building Plan of Hotel or Restaurant.
- iii. Room rates /copy of Menu Card or rate list.
- iv. Copy of CNIC of the Proprietor/Partners//Directors/Chief Executive/General Manager.
- v. Attested copies of Lease Agreement /Proof of Ownership of Hotel/Restaurant premises.
- vi. In case of a Partnership Firm, attested copies of Registration Certificate and Partnership Deed duly certified by the Registrar of Firms.
- vii. In case of a Limited Company, attested copies of Incorporation Certificate.
- viii. Memorandum and Articles of Association, Form-A and Form-29 duly certified by the Registrar of Companies.