

SCHEDULE-VI
FORM-F
(See Rule 7)
APPLICATION FOR REGISTRATION OF A HOTEL

1.		Name of the Hotel:	
2.		Year of the Establishment:	
3.	i)	Address:	
	ii)	Telephone numbers:	
	iii)	Cell number:	
4.		Location:	
	i)	Province	
	ii)	District	
5.		Name of owner with parentage;	
	i)	Full address of the owner:	
	ii)	Telephonic address of the owner:	
	iii)	Cell number:	WhatsApp Number:
6.		Name of Manager with parentage;	
	i)	Address:	
	ii)	Telephone number if any:	
7.		Land	
	i)	Area of Hotel:	
	ii)	Covered area:	
	iii)	Whether held proprietorship or on lease or mortgage:	
08.		Costs:	
	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:	
09.		Building	
	i)	Number of floors:	
	ii)	Number of rooms on each floor:	
NATURE OF ROOMS		WITH ATTACHED BATH	WITHOUT ATTACHED BATH
Single bed			
Double bed			
Suites			
Other(s) (specify)			
Total			

	Public Rooms		
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) :		
10.	Furniture and Fixture indicating floor covering, if any and provided in		
i)	A bed room (single, double, suites):		
ii)	Common rooms:		
iii)	Corridors, galleries etc.:		
iv)	Bathrooms attached with bedrooms &		
v)	Common bathrooms and toilets:		
11.	Facilities available on the Hotel premises: (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.		
12.	Types of cuisine served, whether a restaurant is attached with the Hotel		
13.	Class of majority of guests (Please indicate whether mostly guests are foreigners or Pakistani and also mention the peak season of business).		
14.	Employees		
	Categories	Total Number	Professionally Trained
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.		
15.	Classification desired		

16.	Rates charged (Please give full details of room rents, service charges, taxes and rates for breakfast, meals, etc.)
i)	Immediately before the 1 st January of every year
ii)	Present (with date from which prescribed)

Place: _____

Date: _____

Name of Applicant: _____

Designation: _____

Signature & Seal of Applicant: _____

Contact No: _____

DOCUMENTS REQUIRED FOR REGISTRATION OF A HOTEL

- i. Character certificate of Owner/CEO/Director of Hotel.
- ii. The following details of staff must be mentioned on the firm letterhead and attach attested copies of their supporting documents.

S.#	Name	Designation	Address	CNIC No.	Contact No.	Email Address	Bank Account Title and No.	Detail of Social Media Account (Facebook, You Tube etc)	Trained (name of the institute)	Knowledge of foreign language	Training & Experience in travel trade business
1	2	3	4	5	6	7	8	9	10	11	12

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