

**APPLICATION FORM FOR GUEST HOUSE/REST HOUSE OR MOTEL LICENCE**

<b>1.</b>	<b>Name of Guest House/Rest House or Motel:</b> _____	
<b>2.</b>	i)	<b>Address:</b>
	ii)	Telephone number:
<b>3.</b>	<b>Location:</b>	
	i)	Province:
	ii)	District:
<b>4.</b>	<b>Name of owner with parentage;</b>	
	i)	Full address of the owner:
	ii)	Telephonic address of the owner:
	iii)	Cell number: _____ WhatsApp Number: _____
<b>5.</b>	<b>Name of Manager with parentage;</b>	
	i)	Address:
	ii)	Telephone number if any:
<b>6.</b>	<b>Land;</b>	
	i)	Area of Guest House/Rest House or Motel:
	ii)	Covered area:
	iii)	Whether held proprietorship or on lease or mortgage:
<b>7.</b>	<b>Costs;</b>	
	i)	Cost of furniture and fixture:
	ii)	Cost of equipment:
	iii)	Annual lease or mortgage money if any:
	iv)	Total investment:
<b>8.</b>	<b>Fixture if any and provided;</b>	
	i)	A bed (single, double, suites):
	ii)	Common rooms:
	iii)	Corridors, galleries etc.:
	iv)	Bathrooms attached:
	v)	Common bathrooms and toilets:
<b>09.</b>	<b>Rates charged</b> (Please give full details of service charges, rates for breakfast, meals, etc.)	
	i)	Immediately before the 1 <sup>st</sup> January of every year
	ii)	Present (with date from which prescribed)

Name & Designation of Applicant: \_\_\_\_\_

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

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

## **DOCUMENTS REQUIRED FOR GUEST HOUSE/REST HOUSE OR MOTEL LICENCE**

- i. Character Certificate of owner/CEO/Director of Guest House/Rest House or Motel.
- ii. The following details of staff must be mentioned on the firm letterhead and attach attested copies of supporting documents.

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

- iii. Medical Fitness Certificate of each employee on the prescribed Form-I from a registered medical practitioner.
- iv. Copy of full details of service charges, rates for breakfast, meals, etc on the firm letterhead.
- v. Copy of CNIC of the Proprietor/Partners//Directors/Chief Executive/General Manager.
- vi. Attested copies of Lease Agreement or Proof of Ownership of Guest House/Rest House or Motel.