(Form E) APPLICATION FORM

FOR REGISTRATION OF NEW HOTEL OR OTHER ACCOMMODATIONS /RENEWAL OF EXISTING HOTEL OR OTHER ACCOMMODATIONS

To,

The prescribed Authority Director cum CHD Tourism Department, BTC Kokrajhar- 789970 Photo of the applicant

Sir,

I/We request that I/We may be registered as a Hotel / Guest House / Lodge under the Bodoland Tourism Registration of Tourist Trade Act, (Year). The particulars are as under,

New Registration

Renewal

In case of Renewal, enter Certificate No.:

Operated by: Company/Individual (

1. Details.

Name		
Address		
Police Station	Postal code	
Pan Card	Mobile no.	
Aadhaar(incase individual)		
Email	Office No.	

2. Applicant Permanent resident of BTR: ____(Yes/No)

3. Name of the proprietors(in case of company, authorized signatories (in case partners name of all the partners)

SR.NO	NAME	MOBILE	PAN CARD	AADHAAR

4. Details of Hotel / Guest House / Lodge

Name of the Hotel:	

Full Address:

Name of the Manager: _____ Mobile No: _____

5. Area for operation of Hotel: Taluka:_____

Place:

6.	Hotel Premises:] Owned	On Lease
7.	Having Restaurant:	Yes [No
8.	Bar: Yes	No	9. Swimming pool: Yes No

10. Other Details

Facility	Availability (Yes/No)
Parking	
Wi-Fi	
Air Conditioning	
Room Service	
Laundry Service	
Fitness Centre	
Conference rooms	
Spa	

11. Operational Hours:

12. GST:

(For Office use only)			
<i>DATE*:</i>			
Category: Silver	Gold	Platinum	Diamond

Undertaking

I ________hereby state that I have read and shall strictly abide by the "Terms and Conditions" governing the registration/renewal of Hotels/Guest House/ Lodge as stated in the Tourism Departments Registration of Tourist Trade Act 2024 and rules made thereunder, Bodoland Tourism, direction issued by the Bodoland Territorial Council, Management Authority (Tourism Department, BTC) including all amendments and all other orders relating to the Registration of Hotel/Guest House/Homestay in BTR from time to time. In case of default/violation or breach or non-compliance by me to any of the terms and conditions of the Acts/Rules/Policy or any violation as a re prohibited under prevailing laws, will lead to immediate cancellation of the Registration/License/NOC and Fees/Security Deposit if paid would be forfeited to Government treasury and necessary action would be taken up against me by the Tourism department.

Place:

Signature of Director/Partner:_____

Date:	
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Compliance and Certifications

Please provide the following documents:

- Trade License
- Fire Safety Certificate
- Health and Sanitation Certificate
- GST Registration
- Pollution Control Certificate
- Police Clearance Certificate

Checklist for Submission

Ensure you have included the following with your application:

- Completed Application Form
- Identity Proof of Applicant
- Address Proof of Establishment
- Photographs of Establishment
- Proof of Ownership/Lease Agreement
- Detailed Description of Facilities
- Copies of Certifications and Licenses

Guidelines for Applicants

- 1. Ensure all information provided is accurate and complete.
- 2. Attach all required documents as per the checklist.
- 3. Incomplete applications will not be processed.
- 4. The establishment must comply with all local, state, and national regulations.
- 5. The Tourism Department reserves the right to inspect the establishment before granting registration.
- 6. Any false information may lead to the rejection of the application and legal action.