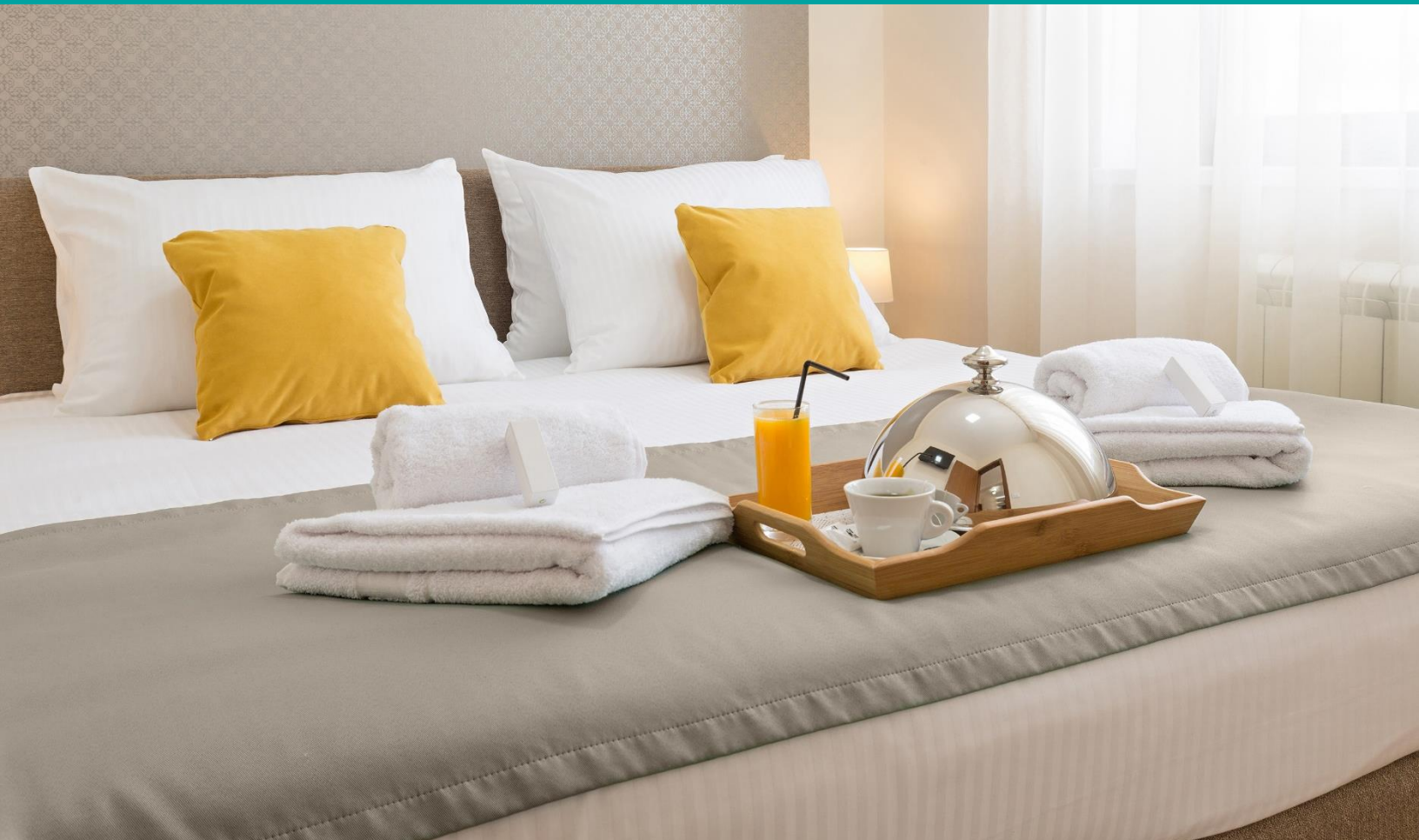




Karnataka
One state. Many worlds.
Department of Tourism

**DEPARTMENT OF TOURISM,
GOVERNMENT OF KARNATAKA**

GUIDELINES FOR REGISTRATION OF HOTELS AND RESORTS – 2025



Contents

1. Title, Extension, and Commencement.....	3
2. Definitions	3
3. Guidelines for Registration of Hotels and Resorts.....	3
3.1. Eligibility for Registration	3
3.2. Submission of Application.....	4
3.3. Procedure for Registration.....	4
3.4. List of information and documents to be uploaded for Registration	6
3.5. Registration and Renewal Fee	7
3.6. Mode of Payment	7
3.7. Validity of Registration	7
4. Guidelines for Renewal of Registration.....	8
5. Guidelines for Operation of Hotel and Resort establishments	8
6. Monitoring, Periodic Inspection, Enforcement, and Cancellation of Registration	10
7. Punishment for False Display of Registration	10
8. Right to Modify / Amend	11
9. Right to Issue Clarification.....	11
10. Interpretation.....	11
Annexure 1 – Application form for Registration	12
1. General Information	12
2. Hotel / Resort Unit Details	13
3. Supporting Documents to be Enclosed / Uploaded	14
Annexure 2 – Format for Undertaking for Compliance with Operational Requirements ...	18
Annexure 3 - Format of Undertaking for the “Pledge of Commitment towards Safe & Honourable Tourism”	19
Annexure 4 – Formats for Inspection Reports by AD / DD (Tourism)	20
Annexure 5 – Format of Certificate for Registration.....	23

GUIDELINES FOR REGISTRATION OF HOTELS AND RESORTS IN KARNATAKA - 2025

1. Title, Extension, and Commencement

- i. These guidelines may be called “Guidelines for Registration of Hotels and Resorts – 2025”
- ii. They shall extend to the whole of the State of Karnataka
- iii. They shall come into force from the date of notification by Department of Tourism, Government of Karnataka
- iv. Registration is compulsory to operate a Hotel / Resort establishment in Karnataka

2. Definitions

- i. **“Hotel”** is an establishment that provides accommodation, meals, and other services for travellers and tourists. **A hotel must have a minimum of 10 lettable rooms.**
- ii. **“Resort”** is a hotel primarily used for relaxation and recreation, attracting visitors for vacations and tourism.
- iii. **“Department of Tourism”** shall mean the Department of Tourism, Government of Karnataka
- iv. **“KTTF Act”** refers to the Karnataka Tourism Trade (Facilitation and Regulation) Act, 2015 and amendments thereof.
- v. **“KTTF Rules”** refers to the rules notified from time to time for the implementation of the KTTF Act, and includes, but is not limited to the Karnataka Tourism Trade (Facilitation and Regulation) Rules, 2016 and amendments thereof.
- vi. **“Karnataka Tourism Policy”** refers to the prevailing Karnataka Tourism Policy. The present policy is the Karnataka Tourism Policy 2024-29.

3. Guidelines for Registration of Hotels and Resorts

Hotels and Resorts that have commenced operations or intend to commence operation within Karnataka shall be registered with and recognized by the Department of Tourism, Government of Karnataka under the KTTF Act and in accordance with these guidelines. The registration provided may be renewed in accordance with the provision of the KTTF Act.

3.1. Eligibility for Registration

Any property meeting the definition of a Hotel or Resort is eligible for registration, provided it complies with the following minimum requirements:

- The establishment must have a minimum of 10 lettable rooms with outside windows or ventilation.
- The minimum size of each room must be 120 sq. ft.

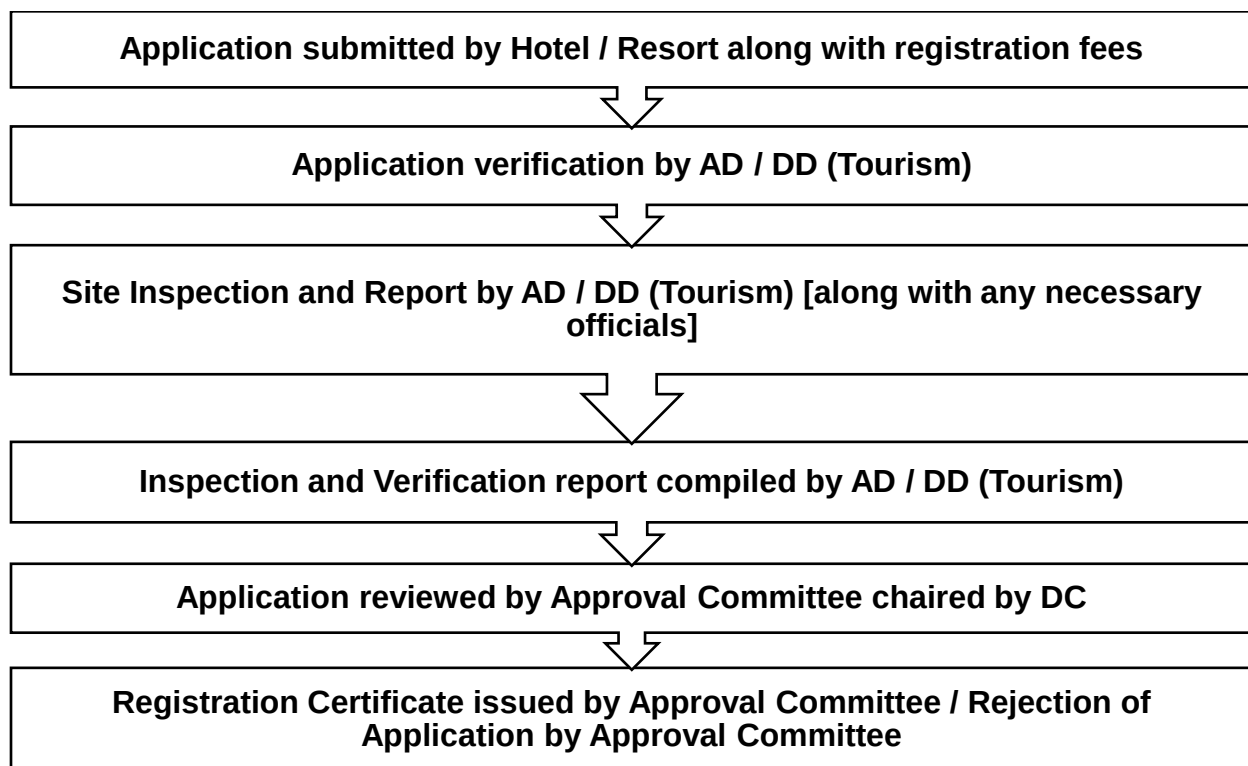
- Each room must have an attached toilet with a minimum size of 30 sq. ft.
- The establishment must have a designated lounge or seating area in the lobby.
- A clean, hygienic, and professionally designed kitchen must be present on the premises.
- The establishment must have at least one dining room capable of serving all meals.
- The property should be designed to ensure proper access for all individuals, including differently abled and elderly users. This includes facilities like wheelchair accessibility, ramps with anti-slip floors, and barrier-free public washrooms.
- Adequate parking facilities must be provided relative to the number of rooms and other amenities. This includes exclusively earmarked accessible parking near the entrance for differently abled guests.
- The applicant must have obtained all necessary licenses and No-Objection Certificates (NOCs) from relevant local authorities prior to applying for registration with the Department of Tourism. This includes, but is not limited to, clearances from the Fire Department, Pollution Control Board, and the local Municipal authority or Panchayat.

3.2. Submission of Application

An online application shall be submitted to the Deputy Commissioner of the respective district via the designated portal of the Department of Tourism, Government of Karnataka.

Note: Till the registration system becomes active online, applications for registration may be received and processed by the AD / DD Tourism for the concerned district. The certificate for registration and recognition may be issued offline in the format at Annexure 5.

3.3. Procedure for Registration



1. Applicant shall create an account / login to their existing account on the portal of the Department of Tourism and shall fill out and submit their online application form for registration as a tourism trade. Applicants applying for a renewal of their registration may use their existing login credentials.

All mandatory documents as applicable for the respective Tourism Project / Tourism Service Provider need to be submitted along with the application form. The documents at Annexure 1, Annexure 2, Annexure 3 of these guidelines must be submitted along with supporting documents. The Applicant shall also pay the registration fees for their respective application at the time of submission of their application.

Applicants can track their application and get updates regarding the current status of their application on the website of Department of Tourism. Applicants shall also receive updates on their registered email address and phone number.

2. The Assistant Director / Deputy Director for the applicable district shall verify the application and uploaded / submitted documents. After verification of documents by AD / DD (Tourism), the AD / DD (Tourism) shall inform the concerned authorities, if applicable, for undertaking an inspection visit.
3. The inspection shall be conducted by the AD / DD (Tourism) along with applicable concerned authorities. The AD/DD (Tourism) will be the nodal officer for coordinating the site visits by other officials and for compiling all submitted inspection reports before presenting the consolidated findings to the Approval Committee

Applicant shall facilitate the inspection visit by the officials.

The format for the inspection report is provided at Annexure 4. Any deficiencies in the documents submitted shall be notified by the AD / DD (Tourism) to the Applicants for necessary action.

Note: The application for a Hotel / Resort cannot be rejected at this stage but any deficiencies in the application shall be informed to the Approval Committee for a final decision.

4. After the verification of the documents and inspection visit, AD / DD (Tourism) shall submit an inspection and verification report to the Approval Committee chaired by the concerned Deputy Commissioner.

The constitution of the Approval Committee is as follows –

- i. Deputy Commissioner [Chairperson]
- ii. CEO ZP
- iii. Superintendent of Police
- iv. Project Director, District Urban Development Cell
- v. Executive Engineer, ESCOM
- vi. Representative of applicable Hotels Association
- vii. Representative of applicable Homestay Association
- viii. Representative of applicable Tour Operators / Travel Agent Association
- ix. Assistant Director / Deputy Director (Tourism) [Member Secretary]

x. Any other representatives nominated by the Deputy Commissioner

If the application is rejected due to deficiencies in application by the Approval Committee, the Applicant shall be informed of the rejection along with the reasons for rejection. Rejected Applicants may correct the deficiencies and restart the registration process.

5. If the Applicant is eligible for registration, the Approval Committee shall approve the application for registration and issue the registration certificate as per the format at Annexure 5.
6. After successful completion of registration, the Applicant shall be notified via email / message along with a copy of their registration certificate. Applicants can also download a copy of their registration certificate at any time from their registered account on the Department of Tourism's website.

Registered Hotels / Resorts shall display the certificate as per the operational requirements mentioned subsequently in this document.

7. The issuing / rejection of registration certificate shall be completed within **90 (ninety) working days** from the submission of the application. **Deemed approval shall be given to applicants after 90 (ninety) working days from the submission of the application.**

Disciplinary action shall be taken against the concerned officials for failure to submit the inspection report.

3.4. List of information and documents to be uploaded for Registration

The applicant must submit the following documents with the application:

- Application Form for Registration as per Annexure 1
- Copy of Supporting Documents (listed in Annexure 1)
 - **Entity Registration:** Certificate of Incorporation / Registration under the relevant Act (e.g., Companies Act, Partnership Act, Limited Liability Partnership Act, Shops and Establishment Act, etc.).
 - **Statutory Registrations:**
 - GST Registration Certificate
 - PAN Card of the entity
 - Registration Certificate under Karnataka Shops and Establishment Act
 - **Trade License from the local authority (Municipality / Corporation / Panchayat)**
 - FSSAI Certificate
 - **Property Documents:**
 - Sale Deed or Rent Agreement / Lease Agreement / License Agreement / Management Contract
 - Sanctioned Building Plans / Occupancy Certificate
 - Address proof of the establishment **(e.g., utility bill from last 2 months or property / municipality tax receipt).**
 - **No-Objection Certificates (NOCs):**

- NOC from Police Department
- NOC from the Fire Department
- NOC from the Pollution Control Board
- NOC / Approval / Clearance from Ministry of Environment, Forest & Climate Change (if applicable)
- CRZ Clearance (if applicable)
- NOC / Approval / Clearance from the Airport Authority of India (if applicable)
- **Photographs:** Clear photographs of the hotel / resort's interior and exterior, capturing key facilities like rooms, lobby, kitchen, dining area, and accessibility features.
- Star-classification certificate from Ministry of Tourism, Government of India (if applicable)
- Excise license (if applicable)
- Undertaking for compliance with Operational Requirements (Annexure 2)
- Signed copy of the Pledge of Commitment towards “Safe & Honourable Tourism” (Annexure 3)
- Proof of Authorization for Applicant (Letter of Authority / Board Resolution / Power of Attorney) - *If applicant is not the Proprietor / Partner / Director of the Entity*

3.5. Registration and Renewal Fee

The application shall be accompanied with a non-refundable registration fee / renewal fee as notified by the Government.

No Gram Panchayat, ULB, or any other government agency is authorised to charge any extra fees / cess from any Hotel / Resort from the applicant for registration / NOC in addition to the above-mentioned fee. Any dues in this regard shall be paid by the Tourism Department to the concerned government agency.

3.6. Mode of Payment

Fee shall be paid online using the payment gateway provided in the application portal.

Until the payment gateway is available online, the fee shall be paid to the District Tourism Development Committee as informed by the Assistant Director / Deputy Director (Tourism) of the respective district. The Assistant Director / Deputy Director (Tourism) of the concerned district shall assist the applicant in making the payment.

3.7. Validity of Registration

The validity of the registration shall be as per the KTTF Act.

The initial registration shall be provided for a period of 5 (five) years from the date of issue of registration.

4. Guidelines for Renewal of Registration

The procedure for the renewal of registration for Hotels and Resorts shall be the same as the process for initial registration outlined in Section 2 of these guidelines.

Hotels / Resorts must apply for the renewal of their registration at least three months before the date of expiry of their current registration to ensure uninterrupted validity. The renewed registration will be granted for a period not exceeding five years at a time, contingent upon the payment of the renewal fee prescribed in Section 3.5 of these guidelines.

5. Guidelines for Operation of Hotel and Resort establishments

All Hotel and Resort establishments operational within Karnataka shall adhere to the following operational guidelines to ensure a safe, accessible, and high-quality experience for guests.

1. **Mandatory Registration:** All new and existing Hotels and Resorts are required to be registered with the Department of Tourism, Government of Karnataka. The official list of registered establishments shall be displayed on the Department of Tourism website.
2. **Commercial Compliance:** As commercial establishments, Hotels and Resorts must obtain and maintain a valid trade license from the concerned local authorities. The owners and operators are responsible for all statutory compliances, including the payment of property tax and utility bills.
3. **Minimum Infrastructure and Facilities:** All establishments must maintain the following minimum infrastructure:
 - **Rooms:** The establishment must have a minimum of 10 lettable rooms. Each room must be at least 120 sq. ft. in size and have an attached toilet of at least 30 sq. ft. All rooms must have outside windows or ventilation.
 - **Common Areas:** A designated lounge or seating area must be provided in the lobby. The establishment must have at least one dining room where meals are served.
 - **Kitchen:** A clean, hygienic, and professionally designed kitchen must be maintained to ensure efficiency and safety in operations.
 - **Parking:** Adequate parking facilities must be provided in relation to the number of rooms and other amenities.
 - **Must have all facilities and services as mentioned in the latest guidelines issued by Ministry of Tourism for at least 1-star classification**
4. **Accessibility:** Establishments must be designed and maintained to ensure proper access for all people, including differently-abled and elderly guests. Measures must be in place so that all users can approach, enter, and use the facilities independently. This includes providing infrastructure such as wheelchair accessibility, ramps with anti-slip floors, barrier-free public washrooms, and clearly marked, accessible parking spaces located nearest to the entrance.
5. **Maintenance and Hygiene:**
 - The establishment shall always be kept in good, clean, and hygienic condition for guests.

- Prescribed safety measures related to quality, health, hygiene, and fire safety must be followed without fail.
- All crockery, cutlery, and glassware must be of a good standard and available in sufficient quantity for the number of guests being served.

6. Security and Guest Records:

- The establishment shall have CCTV surveillance at key public areas, including entrances and reception, and maintain the data for at least 30 days.
- A register, in either physical or electronic format, must be maintained for all guest check-ins and check-outs. This record must include a scanned copy or photocopy of a valid photo ID for domestic guests and passport details for foreign guests.
- Details of all foreign guests must be submitted to the local police department as per their prescribed guidelines.
- A feedback register and a complaint register with an action-taken log must be maintained at the reception or front office.

7. Local Experience and Community Engagement:

- Establishments are encouraged to provide a local experience through decor, authentic cuisine, and local activities.
- Establishments are encouraged to employ local residents for hospitality services and to procure goods from local vendors where possible.

8. Emergency Preparedness: Contact details for local police, fire authorities, and the nearest doctor or hospital must be prominently displayed within the establishment and provided to guests upon check-in.

9. Sustainable Practices:

- Establishments must follow sustainable and responsible tourism practices in their operations.
- Proper waste management facilities must be in place as per applicable laws, with an emphasis on waste segregation, recycling, use of renewable energy, and proper disposal methods.

10. The registration certificate issued under these guidelines must be displayed at the reception or main entrance where it is clearly visible.

11. The establishment shall mandatorily share tourist arrival data (both foreign and domestic) with the Department of Tourism on a monthly basis through the designated portal.

12. Registered Hotels and Resorts are eligible for incentives, subsidies, and concessions as detailed in the prevailing Karnataka Tourism Policy and other schemes notified by the State and Central Governments.

13. Operating a Hotel or Resort without a valid registration is considered illegal, and legal action will be initiated against the owners, promoters, or operators of such establishments.

14. Any illegal activities conducted by guests must be promptly reported to the police department for necessary action.

6. Monitoring, Periodic Inspection, Enforcement, and Cancellation of Registration

The Deputy Commissioner shall constitute a Tourism Inspection Committee and shall delegate the committee members for inspection of recognized Hotel / Resort establishments for compliance with these guidelines from time to time. The government officials identified in the committee may delegate a suitably qualified official for periodic / surprise inspection visit and reporting. The Department of Tourism, Government of Karnataka shall support the Deputy Commissioners in this regard.

During the inspection, the facilities and services provided will be evaluated for compliance with the operational requirements detailed in these guidelines and affirmed in the applicant's undertaking (submitted as per Annexure 2), utilizing the official inspection report formats (Annexure 4), as well as compliance with applicable laws, rules, and regulations

Hotel / Resort establishment found in non-compliance with the guidelines or applicable laws are liable to have their registration cancelled. This may also include the failure to maintain requisite standards, overcharging of tourists, reports of unhygienic conditions, unlawful activities, malpractices, misbehaviour with customers, etc. A suitable fine may also be levied at the discretion of the Deputy Commissioner of the concerned district.

7. Punishment for False Display of Registration

If any person, company, association or firm or any other body falsely represent the Hotel / Resort establishment as registered or graded under the KTTF Act, the Deputy Commissioner as the prescribed authority shall levy the penalty as per Section 25 of the KTTF Act.

The Section 25 of the Act is reproduced below for reference

25. Punishment for false display of recognition.-

(1) If any person, company, association or firm or any other body who falsely represent any tourism trade as registered or graded under this Act, the prescribed authority shall impose fine not exceeding rupees fifty thousand for the first of such offence, and not exceeding rupees one lakh for second or subsequent offence:

Provided that before ordering imposition of fine, the prescribed authority shall, afford reasonable opportunity of hearing to the person, company, association or firm or any other body concerned.

(2) Where any person, company, association or firm or any other body, even after imposition of fine under sub-section (1) continues to display or show that he is recognised or registered as such, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to three months or with fine or with both

8. Right to Modify / Amend

The Department of Tourism, Government of Karnataka may revise these guidelines from time to time based on stakeholder feedback. The Hotel / Resort owners or agents/operators should check the Department of Tourism website or contact their concerned AD / DD (Tourism) for the latest copy of the guidelines.

9. Right to Issue Clarification

Department of Tourism, Government of Karnataka shall have the authority to issue necessary clarifications in case any clarification is required regarding implementation of these guidelines.

10. Interpretation

All matters of interpretation, dispute, contention under these guidelines shall be referred to Additional Chief Secretary / Principal Secretary / Secretary Tourism, Government of Karnataka. The decision taken by the Additional Chief Secretary / Principal Secretary / Secretary Tourism shall be final and binding.

Annexure 1 – Application form for Registration

1. General Information

Sl. No.	Particulars	Details
1.	Full Name of the Entity	
2.	Entity Type (e.g., Company, LLP, Partnership, Proprietorship)	
3.	Date of Registration / Incorporation of the Entity	
4.	GST Identification Number	
5.	PAN of the Entity	
6.	Website URL (if any)	
7.	Social Media / Online Presence URL (if any)	Facebook: _____ X (formerly Twitter): _____ Instagram: _____ YouTube: _____ Google Maps: _____ TripAdvisor: _____ Others (please specify): _____
8.	Official Email ID of the Entity	
9.	Contact Details	Name: _____ Designation: _____ Phone: _____ Email: _____
10.	Whether member of Karnataka Tourism Society (KTS)?	☐ Yes ☐ No KTS Membership Number: _____ (if applicable)
11.	Whether member of Federation of Hotel & Restaurant Associations of India (FHRAI)	☐ Yes ☐ No FHRAI Membership Number: _____ (if applicable)
12.	Is the entity a member of any other recognized Hotel & Restaurant Association? (Details to be provided)	

13.	Registered Office Address	Address Line 1: _____ Address Line 2: _____ Street: _____ City / Town / Village: _____ Taluka: _____ District: _____ Pin Code: _____
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2. Hotel / Resort Unit Details

Sl. No.	Particulars	Details
14.	Name of Hotel / Resort	
15.	Is the Hotel / Resort classified under the Ministry of Tourism, GoI? <i>(Includes star-classification as well as other classifications such as heritage classification)</i>	☐ Yes ☐ No Type of Classification: _____ (if applicable)
16.	Total Built-up Area of the Hotel/Resort (in Sq. Ft.)	
17.	Total Number of Rooms in the Hotel / Resort	
18.	Total Number of Beds in the Hotel / Resort	
19.	Types of Accommodation Provided (e.g., Suite, Deluxe, Standard AC/Non-AC)	
20.	Facilities Available (Tick all that apply)	☐ Car Parking ☐ Restaurant ☐ Bar ☐ Swimming Pool ☐ Conference Hall ☐ CCTV ☐ Other
21.	Details of the Owner / Manager of the Hotel/Resort	Name: _____ Designation: _____ Phone: _____ Email: _____
22.	Address of Hotel / Resort	Address Line 1: _____ Address Line 2: _____ Street: _____ City / Town / Village: _____ Taluka: _____

		District: _____ Pin Code: _____
23.	Do you have an Excise License?	☐ Yes ☐ No License Type: _____ Date of Issue: _____

3. Supporting Documents to be Enclosed / Uploaded

Sl. No.	Document	Submitted by Applicant	For Office Use (Verified)
Entity Documents			
1.	Registration / Incorporation Certificate of the Entity	☐ Yes ☐ No	
2.	PAN Card of the Entity	☐ Yes ☐ No	
3.	GST Registration Certificate	☐ Yes ☐ No	
4.	Proof of Authorization for Applicant (Letter of Authority / Board Resolution / Power of Attorney) <i>[If applicant is not the Proprietor / Partner / Director of the Entity]</i>	☐ Yes ☐ No	
Premises Documents			
5.	Address Proof of the Hotel / Resort e.g., utility bill from last 2 months or property / municipality tax receipt).	☐ Yes ☐ No	
6.	Sale Deed (if applicable) <i>Note: Applicant must submit either Sale Deed or Rent Agreement / Lease Agreement / License Agreement / Management Contract</i>	☐ Yes ☐ No	
7.	Rent Agreement / Lease Agreement / License Agreement / Management Contract (if applicable) <i>Note: Applicant must submit either Sale Deed or Rent Agreement / Lease Agreement / License Agreement / Management Contract</i>	☐ Yes ☐ No	
8.	Sanctioned Building Plans / Occupancy Certificate	☐ Yes ☐ No	
9.	Certificate of Chartered Accountant for previous financial year's turnover	☐ Yes	

	Note: Select Not Applicable if commercial operation was started less than 12 months before date of applicable	☐ No ☐ NA	
Licenses and Clearances			
10.	Registration Certificate under Karnataka Shops and Establishment Act	☐ Yes ☐ No	
11.	Trade License from Local Authority (Municipality / Corporation / Panchayat)	☐ Yes ☐ No	
12.	Certificate from FSSAI	☐ Yes ☐ No	
13.	No-Objection Certificate from Police Department	☐ Yes ☐ No	
14.	No-Objection Certificate from Fire Department	☐ Yes ☐ No	
15.	No-Objection Certificate from Pollution Control Board	☐ Yes ☐ No	
16.	NOC / Approval / Clearance from Ministry of Environment, Forest & Climate Change (if applicable)	☐ Yes ☐ No	
17.	CRZ Clearance (if applicable)	☐ Yes ☐ No	
18.	NOC / Approval / Clearance from the Airport Authority of India (if applicable)	☐ Yes ☐ No	
Photographs			
19.	Photograph of Hotel / Resort Exterior (including name signage)	☐ Yes ☐ No	
20.	Photograph of Lobby	☐ Yes ☐ No	
21.	Photograph of Sample Room	☐ Yes ☐ No	
22.	Photograph of Restaurant / Dining Area	☐ Yes ☐ No	

23.	Photograph of Kitchen	☐ Yes ☐ No	
24.	Photograph of Accessibility Features	☐ Yes ☐ No	
Additional Documents			
25.	Star-classification certificate from Ministry of Tourism, Government of India (if applicable)	☐ Yes ☐ No	
26.	Excise license (if applicable)	☐ Yes ☐ No	
Undertakings			
27.	Undertaking for compliance with Operational Requirements (as per Annexure 2)	☐ Yes ☐ No	
28.	Signed copy of the Pledge of Commitment towards "Safe & Honourable Tourism" (as per Annexure 3)	☐ Yes ☐ No	

Place:

Date:

Signature of Proprietor / Partner / Director / Authorised Representative:

Name:

Contact Number:

--- For Office Use only ---

--- Details of Receipt of Application ---

Application Number	
Date of Receipt of Application	
Place of Receipt of Application	
Name and Designation of Receiver	
Signature	

--- Form Processing Status ---

Application Received	Date: Sign:	
Data Entry	Date: Sign:	
Application Verified	Date: Sign:	
Site Inspection by AD / DD Tourism	☐ Approved ☐ Rejected	Name: Designation: Date: Sign:
Review by Approval Committee	☐ Approved ☐ Rejected Date: Sign:	

Annexure 2 – Format for Undertaking for Compliance with Operational Requirements

(On the letterhead of the Applicant)

To,
Deputy Commissioner,
District Name

I [Mr / Mrs / Ms _____] the owner / authorized legal representative of M/s _____, a Hotel / Resort establishment located at _____ hereby declare that –

1. I have read and understood all the terms and conditions mentioned in the "Guidelines for Registration of Hotels and Resorts – 2025" and amendments thereof with respect to the [registration / renewal of the registration] *(strikeout as applicable)* of Hotel / Resort establishment and hereby agree to abide by them.
2. I have reviewed the guidelines for operation of Hotel / Resort establishments. I hereby undertake to provide all the mandatory facilities and ensure compliance with all the operational requirements as mentioned in the "Guidelines for Registration of Hotels and Resorts – 2025" and amendments thereof.
3. I shall share guest / tourist data with the local police, enforcement authorities, and with the Department of Tourism as per the notified practice.
4. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that in the event of concealment of facts and giving false information or concealment of facts herein, I / we will be liable for appropriate civil and criminal action under the relevant provisions of law.
5. I also undertake that the registration and recognition availed by furnishing such false information or concealment of facts shall be liable to be summarily cancelled.

Place:

Date:

Signature of Proprietor / Partner / Director / Authorised Representative:

Name:

Contact Number:

Annexure 3 - Format of Undertaking for the “Pledge of Commitment towards Safe & Honourable Tourism”

Undertaking for the “Pledge of Commitment towards Safe & Honourable Tourism”

(On the letterhead of the Applicant)

To,
Deputy Commissioner,
District Name

It is to hereby confirm that I / we have read and understood the “Code of Conduct for Safe and Honourable Tourism” adopted on 01st October 2010 and as modified from time to time and hereby agree to abide by them. I / We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

I / We solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilization, and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. I / We will function as guardians and custodians of our natural heritage and the areas we operate in, follow all rules and regulations and respect and protect our fauna, flora, avi fauna and coral reefs. We will report any wrong doings to the authorities.

Recognizing that every earth resource is finite and fragile, I / We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage project standards, such that my / our present tourism resource requirements optimize both local community benefits and future sustainable uses. I / We will follow sustainable practices during our operations and encourage waste segregation, recycling, use of renewable energy sources and proper disposal of waste. I / We will encourage other operators in our area of operation, to follow sustainable practices.

I / We will be mindful of our carbon footprint and endeavour to offset it, where possible, by planting trees and minimizing our footprint by using renewable energy sources, efficient fuel sources, vehicles with low emissions and by avoiding use of wood for cooking.

I / We will leave the area of operation cleaner than we find them. We will not pollute or let others pollute our water bodies.

Place:

Date:

Signature of Proprietor / Partner / Director / Authorised Representative:

Name:

Note: The Code of Conduct for Safe and Honourable Tourism may be downloaded from the website of the Ministry of Tourism, Government of India at <https://tourism.gov.in/sites/default/files/2020-08/Safe%20and%20Honble%20Tourism%20Guidelines.pdf>

Annexure 4 – Formats for Inspection Reports by AD / DD (Tourism)

1. Part 1: Verification of Uploaded Documents

(To be verified against the documents submitted with the application)

Sl. No.	Document Verified	Status	Observations (if any)
1.	Address Proof of the Hotel / Resort e.g., utility bill from last 2 months or property / municipality tax receipt).	☐ Verified	
2.	Sale Deed / Lease Agreement / License Agreement / Management Contract <i>Note: Applicant must submit either Sale Deed or Rent Agreement / Lease Agreement / License Agreement / Management Contract</i>	☐ Verified	
3.	Sanctioned Building Plans / Occupancy Certificate	☐ Verified	
4.	Trade License from Local Authority (Municipality / Corporation / Panchayat)	☐ Verified	
5.	FSSAI Certificate	☐ Verified	
6.	NOC from Police Department	☐ Verified	
7.	NOC from Fire Department	☐ Verified	
8.	NOC from Pollution Control Board	☐ Verified	
9.	NOC / Approval / Clearance from Ministry of Environment, Forest & Climate Change (if applicable)	☐ Verified ☐ Not Applicable	
10.	CRZ Clearance (if applicable)	☐ Verified ☐ Not Applicable	
11.	NOC / Approval / Clearance from the Airport Authority of India (if applicable)	☐ Verified ☐ Not Applicable	
12.	Certificate of Chartered Accountant for previous financial year's turnover	☐ Verified ☐ Not Applicable	
13.	Star-classification certificate from Ministry of Tourism, Government of India (if applicable)	☐ Verified ☐ Not Applicable	
14.	Excise license (if applicable)	☐ Verified ☐ Not Applicable	

2. Part 2: Verification of Physical Infrastructure & Facilities

(To be verified during the site inspection)

Sl. No.	Infrastructure / Facility	Status	Observations (if any)
1.	Minimum of 10 lettable rooms present	☐ Yes ☐ No	
2.	Room and toilet sizes meet minimum requirements (120 sq. ft. & 30 sq. ft. respectively)	☐ Yes ☐ No	
3.	Designated lounge / seating area present in lobby	☐ Yes ☐ No	
4.	Minimum one dining room present	☐ Yes ☐ No	
5.	Kitchen is clean and hygienic	☐ Yes ☐ No	
6.	Adequate parking facilities are available	☐ Yes ☐ No	
7.	Accessibility features are present (Ramps, accessible washrooms, etc.)	☐ Yes ☐ No	
8.	Functional CCTV cameras present at entrance	☐ Yes ☐ No	
9.	Functional CCTV cameras present at reception	☐ Yes ☐ No	
10.	All facilities and services as mentioned in the latest guidelines issued by Ministry of Tourism for at least 1-star classification	☐ Yes ☐ No	

3. Part 3: Overall Compliance and Recommendation

1.	Are the details provided in the Application Form correct as per the site inspection?	☐ Yes ☐ No
2.	Additional Observations on Application Form (if any):	

3.	Does the establishment meet the operational requirements specified in Section 4 of the Guidelines?	☐ Yes ☐ No
4.	Additional Observations on Operational Requirements (if any):	
5.	Additional Observations from Site Inspection Visit (if any):	
6.	Recommendation:	
7.	Suitable for Registration as a Hotel / Resort?	☐ Approved ☐ Rejected
8.	Reason for Recommending Rejection (if applicable):	
9.	Name and Designation of AD / DD (Tourism):	Name: Designation:
10.	Signature of AD / DD (Tourism):	

Annexure 5 – Format of Certificate for Registration

No. _____

Office of the _____

Dated: _____

Certificate for Registration of Hotel / Resort Establishment

Subject: Issue of certificate of registration and recognition to M/s *[Name of Entity]* for the Hotel / Resort named *[Name of Hotel / Resort]*

Reference:

1. Government Order No. _____ dated _____
2. Application Number _____ dated _____

This is to certify that the Hotel / Resort known as *[Name of Hotel / Resort]* that is operated by M/s *[Full Name of Entity]* and located at *[Full Address of the Hotel Resort]* has been registered and recognized by the Department of Tourism, Government of Karnataka under the Karnataka Tourism Trade (Facilitation and Regulation) Act, 2015.

The project is recognized as **[Hotel / Resort]** undertaking the tourism activities in accordance with the approved guidelines.

The registration is valid for a period of five years from the date of issue of this certificate.

The particulars given in the application were verified with the available information and supporting documents furnished by the applicant. If found that the approval has been obtained by furnishing incomplete or false documentation or if the applicant has been found to be indulging in corrupt practices, fraudulent or illegal practices, this certificate gets cancelled automatically.

This certificate is subject to the Hotel / Resort adhering to the relevant guidelines for Hotel / Resort establishments as notified by the Department of Tourism, Government of Karnataka from time to time.

**Deputy Commissioner,
(Name of District),
Government of Karnataka**

To,

Authorised Representative
[Name of Entity]
[Address of Entity]

Copy to:

1. Commissioner, Department of Tourism
2. Superintendent of Police, _____ district
3. Assistant Director / Joint Director, Department of Tourism, _____ district
4. Office copy

Disclaimer: This certificate is only for the purpose of registration and recognition of the establishment for running the Hotel / Resort. It is not a classification or grading of the quality of facilities and services. The star classification for hotels is a separate process conducted by the Ministry of Tourism, Government of India. Separate classification / grading for facilities and services may be provided for Hotel / Resort by the Government of Karnataka.

Guests are advised to take an informed decision about the quality of facilities and services.