KTTF Online Registration Modules

1. Hotel / Resort
2. Restaurant
3. Amusement Park

Overview of Online Registration Process

Commissioner Tourism

The Commissioner Tourism will have Super Admin Accessibility. The super admin should have access to view all the applications and their status, pending at which level (District /Head office), category of products/ services in which the applicant have applied, etc.

Applicant

1 The applicant will create new account and submit the online application form along with the mandatory documents and make the registration fee payment. The applicant can track his/her application and get updates regarding the same directly on the portal after logging to his/her account and over mail id

In case of any further clarification, the applicant have to provide explanation and furnish missing document(s). Failure to furnish documents will lead to rejection of application.

AD/DD (District Office)

2 The AD/DD will carry out online verification of the application form submitted along with the uploaded documents. Post verification, AD/DD will conduct field visit **within 30 working days** and submit the inspection report to JD for approval

Joint Director (Head Office)

3 The JD will carry out overall verification of the application and inspection report submitted by the AD/DD **within 14 working days**. Post approval, the JD shall initiate the online issuance of the Registration Certificate **within 1 working day**.

Based on the verification of the ***Application form, Documents uploaded and Field Visit***

Yes

The Applicant will facilitate the field visit if the application is accepted at AD/DD level. Post approval by AD/DD, the application will be accepted by JD for further action

No

In case of further clarification or rejection of application, the AD/DD and JD shall provide detailed reasons regarding the same and intimating the same to the Applicant and for internal record purpose.

Applicant

4 The applicant will be notified over his registered account and mail regarding their successful registration under DoT along with the copy of the registration certificate. The applicant will be registered under DoT, GoK for 5 years.

*The overall registration will take place in **45 days** from the date of submitting the application form.*

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Online Registration Process

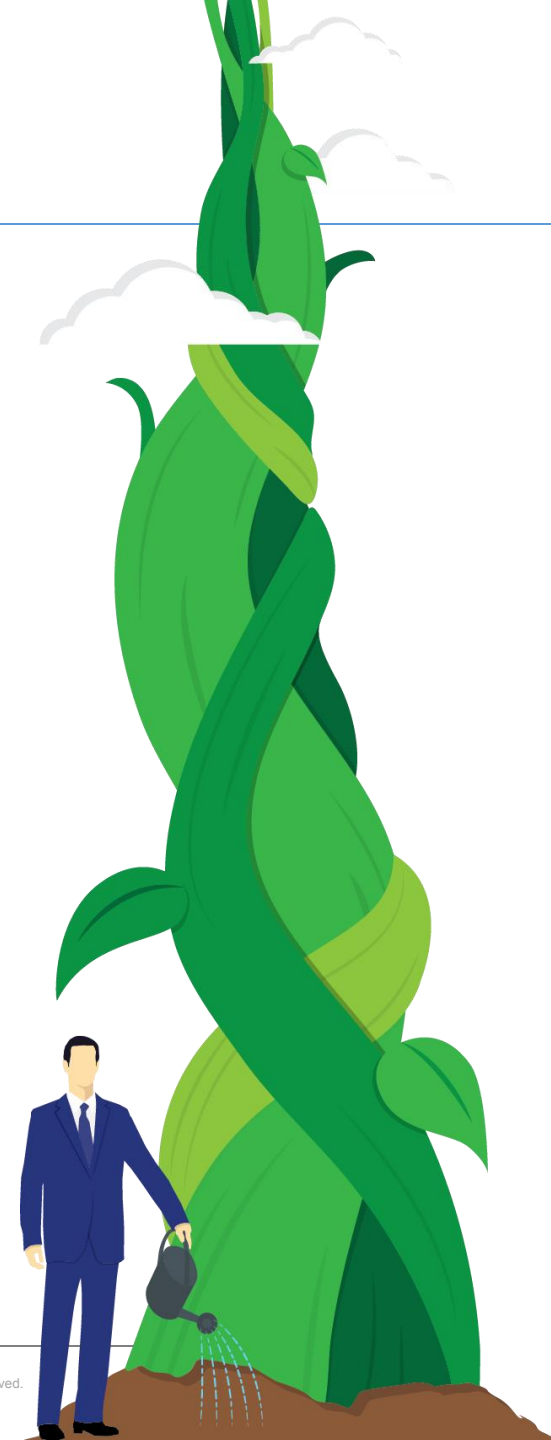
General Terms & Conditions

Profile of the Entity

Profile of the Hotel/Restaurant

Mandatory Documents

Payment & Submission of Application



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Registration of Hotel/Resort

Online Registration Process for Hotel / R

Definition	"Hotel" is an establishment providing accommodation, meals, and other services for travelers and tourists. "Resort" is a hotel used for relaxation, recreation, attracting visitors for vacations and/or tourism.
General Terms & Conditions	➢ The Hotel / Resort must have minimum 10 lettable rooms, all rooms with outside windows / ventilation. ➢ The minimum size of each room should be 120 sq. ft. ➢ The minimum size of attached toilet for each room should be 30 sq. ft. ➢ The Hotel / Resort must have lounge or seating area in the lobby. ➢ The Hotel / Resort must have a clean and hygienic kitchen ➢ The Hotel / Resort must have minimum one dining room serving all meals. ➢ The Hotel / Resort should be designed to ensure proper access to all people, including differently abled and elderly users. Measures should be taken such that all users can approach, enter, or leave the facility independently and can reach and use its facilities without undue difficulties. The Hotel / Resort should have facilities / infrastructure such as wheelchair accessibility, ramps with anti-slip floors, way finding signage, handrails on staircases, barrier free public washrooms, accessibility to public areas, accessible car park, information available in braille, etc. ➢ The Hotel / Resort must provide adequate parking facilities in relation to the number of rooms and banquet / convention hall capacity. There should be exclusively earmarked accessible parking nearest to the entrance for differently abled guest. ➢ The Hotel / Resort must have all necessary licenses / no objection certificate (NOC) from the relevant local authorities and any other concerned authorities, as may be applicable for the respective project. ➢ The Hotel / Resort must have the facilities and services as mentioned in the latest guidelines issued by Ministry of Tourism, Government of Karnataka for 1-star or 2-star hotel classification. ➢ The applicant must mandatorily upload a declaration stating that the Hotel operator on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) on the Karnataka Tourism Website. ➢ A registration amount of Rs 500 to be paid (non -refundable).

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Section 1 - General Information of the

Full Name of the Entity* *(Firm/Company/Limited Liabilities Partnership/Proprietorship)*	
Entity Type*	Drop Down Option
Date of Registration/Incorporation of the Entity* *(as per the Companies Act 1956 / 2013 or Indian Partnership Act 1932 or Limited Liabilities Partnership Act 2008 or Shops and Establishment Act)*	
Date of issue of Trade License*	
Name of Proprietor / Directors / Partners*	
GST Identification Number*	
PAN Number	
Website Name & URL	
Official Email Id of the Entity	
Whether the member of Karnataka Tourism Society (KTS)?*	Yes or No *(If yes, please upload the valid KTS license)*
Whether a Member of any recognized Hotel & Restaurant Association? *	Drop Down Option

Registered Office Address (Applicant to mention only the details of office address in Karnataka for which registration under Department of Tourism is required)	
Address Line 1*	
Address Line 2	
District *	Drop Down Option
Taluk*	Drop Down Option
City / Town / Village*	
Nearest Landmark *	
Pincode*	
Mobile Number*	
Telephone number	
Total Built Area(Sq. Ft) *	

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Section 2 – Hotel/Resort Unit Details

Name of Hotel/Resort*	
Is the Hotel/Resort star classified under Ministry of Tourism, Government of India*	Yes & No Option *(If yes, the applicants must upload the valid MoT star classification certificate)*
Category of the Hotel/Resort *(only applicable, if the hotel/resort is classified under Ministry of Tourism, Government of India)*	Drop Down Option *(1-star, 2-star, 3-star, 4-star, 5-star and 5-star deluxe, others)*
Total No. of Rooms in the Hotel/Resort*	
Total No. of Beds in the Hotel/Resort*	
Type of Accommodation Provided*	☐ Suite Room ☐ Executive Room ☐ Deluxe Room ☐ Super Deluxe Room ☐ Dormitory ☐ Standard Room (Without AC) ☐ Standard Room (With AC) ☐ Others*(Please specify*
Facilities Available in the Hotel & Resort*	☐ Car Parking ☐ Restaurant ☐ Bar ☐ Swimming Pool ☐ Conference Hall ☐ CCTV ☐ Other Facilities *(Please specify*
Name of the Owner/ Manager of the Hotel/ Resort*	

Mobile Number*	
Email Id of the Owner/ Manager of the Hotel/Resort	

Registered Hotel/ Resort Address (Applicant to mention only the details of Hotel/Resort address in Karnataka for which registration under Department of Tourism is required)

Address Line 1*	
Address Line 2	
District *	Drop Down Option
Taluk*	Drop Down Option
City / Town / Village*	
Nearest Landmark *	
Pincode*	
Mobile Number*	
Telephone number	
Official Email Id of the Hotel/ Resort *	
Total Built up Area of the Hotel/Resort (in Sq. Ft)*	

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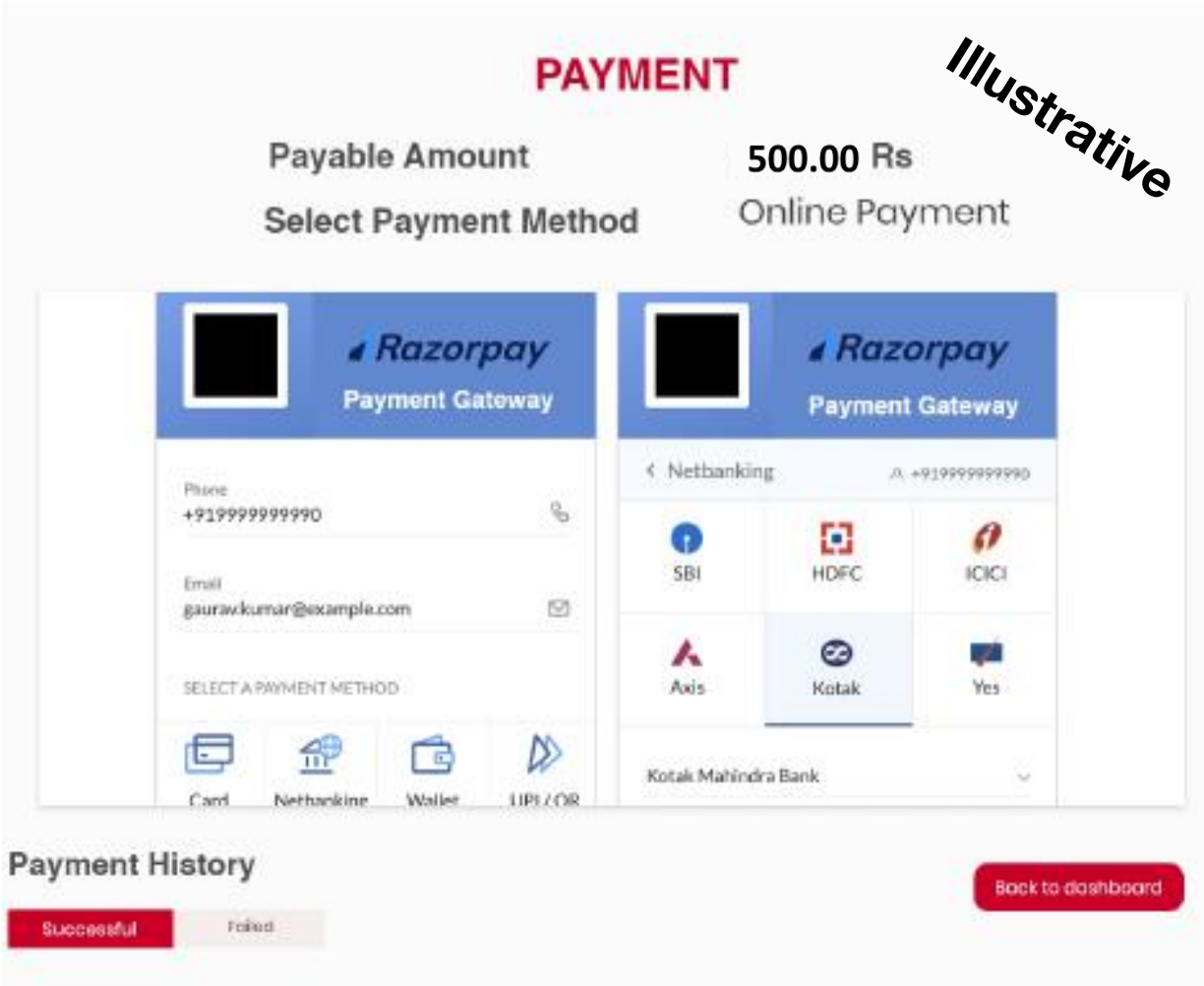
Section 3 - Documents

Registration/Incorporation Certificate of the Entity* *Documentary proof to be uploaded in compliance with the any one of the below act:* *- should be a Company registered under The Indian Companies Act 1956/2013 or* *- a Partnership Firm under the Indian Partnership Act 1932 or -A Limited Liabilities Partnership under Limited Liabilities Partnership Act 2008 or* *-In the case of Sole Proprietorship, registration under the Shops and Establishment Act or GST Registration Certificate needs to be furnished*	
Commencement Certificate of the Hotel/Resort *	
Registration certificate under Karnataka shops and Establishment Act* *(For Hotel/Resort)*	
Certificate of Chartered Accountant* *Documentary proof of turn over in Indian or foreign exchange from Hotel/Resort related activities operations during the previous financial year"* *• Certificate of Chartered Accountant on original letter head* *• Profit & Loss statement.*	
Address Proof of the Hotel/Resort* *Utility bill which is not older than two months from the date of application of any service provider (Electricity/telephone/gas/water bill) / property or municipality tax receipt.)*	
Details of Hotel/Resort Premises* (*Rent agreement/Lease Agreement in case of rented property. Sale Deed & Property Tax in the case of owned property)*	
Photograph of Hotel/Resort Interior* *(All the mandatory features to be captured including the name of the hotel/resort)*	
Photograph of Hotel/Resort Exterior* *(All the mandatory features to be captured including the name of the hotel/resort)*	

Copy of Trade License*	
Sanctioned Building Plans/Occupancy Certificate*	
GST Registration Certificate*	
Certificate from FSSAI*	
No-Objection Certificate from Fire department	
Certificate/License from Municipality/corporation/ Panchayat to show that your establishment is registered as a Hotel/Resort*	
NOC from Pollution Control Board*	
Bar Permit *(If applicable)*	
Declaration stating that the Hotel/Resort operator on a monthly basis shall mandatorily share/upload the Tourist Arrival details (Foreign& Domestic) on the Karnataka Tourism Website*	
A signed copy of the Pledge of Commitment towards "Safe & Honorable Tourism*	
NOC from Ministry of Environment & Forests (wherever applicable)	
NOC from Airport Authority of India for Hotel/Resort located near the Airport (wherever applicable)	
CRZ clearance (wherever applicable)	
Copy of PAN	

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Section 4 – Payment *(Integrated with Khajane)*



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Thank You