



**GOVERNMENT OF SIKKIM  
DEPARTMENT OF TOURISM  
GANGTOK.**

**FORM II**

**APPLICATION FORM FOR THE REGISTRATION OF A HOTEL  
[See Rule 3 (4) & (12)]  
(E/W/N/S)**

No.....

Date.....

To,

The Prescribed Authority,

Photo of the  
Applicant

Sir,

I/We request that I/We as hotel keeper and my / our hotel known  
as.....situated at .....  
may be registered under Rule 6 of the Sikkim Registration of Tourist Trade Rule, 2008 in  
respect of .....

The particulars of the hotel are as under:-

1. Name of the Hotel area in Sq.ft.
2. Name of the Promoters with a note on their business antecedents, if any.
3. Complete postal address of the promoters/telephone/Fax., E.Mail.
4. Status of the owners/promoters.
5. If Public/Private limited company with copies of Memorandum and Articles of Association.
6. Name of person intending to operate a hotel or is already operating a Hotel.

7. a. Permanent Address  
b. Residential Address.
8. Whether own building or rented .....
9. Sikkim Subject / Certificate of Identification.
10. Education qualification.
11. Certificate of Hotel Management/Capacity Building Training. Yes No
12. Location of hotel with postal address .....
13. Distance from nearest Railway Station, airport, main shopping centres ( in kms)  
.....
14. Number of staff employed
15. Names (s) of Manager (s), with educational/technical qualification
16. Details of Staff employed with their full permanent address.  
And qualification, supported by documents.....
17. Hotel with boarding .....Yes No.....
18. Detail of accommodation

<b>(i) <u>Guest Room</u></b>	<b><u>No</u></b>	<b><u>Facilities</u></b>
(a) Single bed rooms		(a) Television (b) Intercom ( c ) Attached baths (d) room heater (e) central heating system (f) geyser (g) lifts (h) 24 hrs running water
(b) Double bed rooms		Facilities: (a) (b) (c) (d) (e) (f) (g)
( c ) Suite room		Facilities: (a) (b) (c) (d) (e) (f) (g)
(d) Number of family suites (4 bedded)		Facilities: (a) (b) (c) (d) (e) (f) (g)
(e) Dormitory		Facilities: (a) (b) (c) (d) (e) (f) (g)
(f) Reception and lounge		Yes /No (if yes area in sq.ft)
(g) Dinning, Conference, Banquet Hall & Restaurant sitting capacity.		
(h) Facilities for physically challenged persons.	Yes	No
(i) Provision of cloak rooms for ladies and gents	Yes	No

Separately in public areas.

(j) Water Purifying system	Yes	No
(k) Laundry facilities	Yes	No
(m) Staff Cafeteria	Yes	No
(n) Staff staircase	Yes	No
(o) Staff Uniform	Yes	No
(p) Emergency exit	Yes	No
(q) Parking areas- vehicle capacity	Yes	No
(r) Health club	Yes	No
(s) Swimming pool	Yes	No
(t) Library	Yes	No
(u) Boutique shops	Yes	No
(v) Garden	Yes	No

**Kitchen**

a) Type of Cuisine	Veg.	Non-Veg
b) Commercial Gas Connection	Yes	No
c) Cold & Dry storage system	Yes	No

19. Telephone number .....

20. Website .....

21. E.Mail address .....

22. Copy of room tariff, if any, to be enclosed.

23. Eco-friendly practices, if any, being followed.

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|--|-----|----|
| 24. Use of natural flowers/plants for decoration   | Yes | No |
| 25. Promotion of local handicrafts/handlooms   | Yes | No |
| 26. Garbage disposal system  | Yes | No |
| 27. Grade applied for:-  |     |    |
| 28. List of documents to be attached   |     |    |
| (a) NOC from Forest, Power, Fire Services, Health & PHE, Labour & Excise departments.                    |     |    |
| (b) Receipt of evidencing the payment of fee of prescribed under rule 5.                                 |     |    |
| 29. An affidavit duly attested by a Magistrate not below the rank of Magistrate 1 <sup>st</sup> Class to |     |    |
| The effect that he does not possess any disqualifications Mentioned under clause                         |     |    |
| (a) And (b) of section 12 of the Registration of Tourism Trade Act. 1998.                                |     |    |

Signature of Applicant

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**ACKNOWLEDGEMENT**

1. Name of the Applicant .....
2. Fee receipt No. B/R & Challan No .....
3. Date of receipt of Applicant .....

**Signature of Official**  
**(Seal of Office)**

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**Required Documents for Hotels / Lodge**

1. SSC/COI
2. Occupancy Certificate / Parcha
3. NOC from House Owner
4. Pollution Control Board (NOC)
5. NOC from Fire, Helath, Energy, and Power Department
6. Affidavit ( Oath Commissioner )
7. Cahllan of Rs. 2000/-
8. Photo 3 numbers