

Guidelines for Hotels' Registration and Grant of License with the Department of Tourism Services:

The Department of Tourist Services (DTS) is a Regulatory body for tourist services related to all Provinces of Pakistan, i.e. Sindh, Punjab, KPK, Baluchistan, Islamabad and Gilgit Baltistan. Its main function is to regulate the Hotel and Travel Trades, which includes registration and issuance of Licenses to Hotels, Restaurants, Travel Agents, Tour Operators and Tourist Guides. The Departments implementing the following Acts and the Rules framed thereunder:

- 1 The Pakistan Hotels & Restaurants Act, 1976 and Rules, 1977
- 2 Travel Agencies Act, 1976 & Rules 1977
- 3 Tourist Guides Act, 1976 and Rules, 1996

It registers and grants licenses to Hotels, Restaurants, Travel Agencies and Tourist Guides through these acts and serves as valued and trusted regulators in Hospitality and Travel trade

FUNCTIONS OF Departments of Tourist Services in Provinces of Pakistan:

- 1 Registration and licensing of Hotels, Restaurants, Travel Agencies and Tourist Guides
- 2 Classification of Hotels
- 3 Fixation of fair rates for Hotels and Restaurants
- 4 Approval of service charges for travel agencies
- 5 Regulate standard of services provided at Hotels and Restaurants, in accordance with relevant laws
- 6 Check and ensure the function of Travel agencies in accordance with relevant laws
- 7 Co-ordination with Hotels and Restaurants Advisory Committee and Travel Agencies Regulatory Committee for effective implementation of Hotels and Restaurants Act, Travel Agencies Act & Tourist Guides Act.
- 8 Annual Renewal of Licenses of Hotels, Restaurants, Travels Agencies & Tourist Guide.
- 9 Perform judicial functions under Travel Agencies Act and Hotels and Restaurants Act.
- 10 Tourist / Customers complaints resolution

HOTELS & RESTAURANTS LICENSING PROCESS

Sr. No. Application Process

- 1 Submission of application on prescribed form
- 2 Scrutiny of documents by DTS
- 3 Inspection of premises by DTS
- 4 Issuance of demand note for registration / license fee or defer application to fulfill requirements
- 5 Issuance of License

Note: Application forms are available in the download section on main page.

Documents Required:

Sr. No. Requirement

1. Prescribed Application form duly filled in (Download Prescribed Application Form)
2. Medical Fitness Certificate of each employee on the prescribed Form-I from a Registered Medical Practitioner.
3. Building Plan / Map of Hotel or Restaurant.
4. Room rates /copy of Menu Card or rate list.
5. Copy of NIC of the Proprietor/Partners//Directors/Chief Executive/General Manager.
6. Attested copies of Lease Agreement /Proof of Ownership of Hotel/Restaurant premises.
7. In case of a Partnership Firm attested copies of Registration Certificate and Partnership Deed duly certified by the Registrar of Firms.
8. In case of a Limited Company, attested copies of Incorporation Certificate, Memorandum and Articles of Association, Form-A and Form-29 duly certified by the Registrar of Companies.

**FEES SCHEDULE FOR HOTELS & RESTAURANTS
As per SCHEDULE-III**

**Grant of Registration (One time only)
REGISTRATION FEE for Hotels:**

Class of Hotel	Rates per Bed	Minimum
One Star Hotel	Rs.200/-	Rs. 4,000/-
Two Hotel	Rs.400/-	Rs.16,000/-
Three Star Hotel	Rs.600/-	Rs.36,000/-
Four Star Hotel	Rs.800/-	Rs.80,000/-
Five Star Hotel	Rs.1,000/-	Rs.120,000/-

REGISTRATION FEE for Restaurants:

	Seating capacity of not More than, 50		Seating capacity of above 50 persons	
	A.C.	Without A.C.	A.C.	Without A.C.
(i) In Karachi, Hyderabad, Sukkar, Bahawalpur, Multan, Lahore, Faisalabad, Rawalpindi, Islamabad, Murree, Peshawar, Swat and Quetta	Rs.10,000	Rs. 5,000	Rs. 20,000	Rs. 10,000
ii) Other places	Rs. 3,000	Rs. 1,600	Rs. 6,000	Rs. 3,000

SCHEDULE-IV

LICENCE FEE for Hotels:

Class of Hotel	Rates per Bed	Minimum
One Star Hotel	Rs.100/-	Rs.2,000/-
Two Hotel	Rs.200/-	Rs.8,000/-
Three Star Hotel	Rs.300/-	Rs.18,000/-
Four Star Hotel	Rs.400/-	Rs.40,000/-
Five Star Hotel	Rs.500/-	Rs.60,000/-

SCHEDULE-IV - Rule 8(2)]

LICENCE FEE for Restaurants

	Seating capacity of not More than 50		Seating capacity of above 50 persons	
	A.C.	Without A.C.	A.C.	Without A.C.
(i) In Karachi, Hyderabad, Sukkar, Bahawalpur, Multan, Lahore, Faisalabad, Rawalpindi, Islamabad, Murree, Peshawar, Swat and Quetta	Rs. 5,000	Rs. 2,600	Rs. 10,000	Rs. 5,000
ii) Other places	Rs. 2,600	Rs. 1,600	Rs. 5,000	Rs. 2,600