



Tourism Licensing Guide

Activity Type	Required Documents
<p>(Office for Apartment Management under establishment-Land)</p> <p>Hotel Apartments – five stars</p> <p>Treated as classified five star hotels accordance with resolution No. (4) of 2015</p>	<p><u>Submit applications via website business licensing system (SIJILAT)</u></p> <ul style="list-style-type: none">• Copy of CPR & Passport for Applicant.• Copy of Memorandum of Association (for Companies).• Copy of Title Deed.• Aerial map for site (Google).• Location of land/estate (minimum land area 2500 m²)• Minimum number of rooms is 200 rooms.• Lobby 500 m.• Full set of drawing of the proposed building with scale 1:100 & A3D rendering of the hotel external view.• A written approval from the owner in case the property is leased.• Site should be within a tourism zone as approved by Tourism• Project Feasibility Study:<ul style="list-style-type: none">- Details of the project.- Start date and the end of the project.- Cost of the project.- Employment rate.• Copy of Educational Qualifications & Experience in Hotels Management or experience who will manage the Hotel.• A bank letter stating the financial status of the project.• When the Apartments resumes its business, will pay Fees for Issuing License & a 10% Government Levy shall be charged on the apartment's revenue for each quarter of the year (at the end of every three months) supported by an auditor's report that must be submitted at year-end.
<p>(Office for Apartment Management under</p>	<p><u>Submit applications via website business licensing system (SIJILAT)</u></p> <ul style="list-style-type: none">• Copy of CPR & Passport for Applicant.• Copy of Memorandum of Association (for Companies).



<p>establishment- Land)</p> <p>Hotel Apartments – four stars</p> <p>Treated as classified four star hotels accordance with resolution No. (4) of 2015</p>	<ul style="list-style-type: none">• Copy of Title Deed.• Aerial map for site (Google).• Location of land/estate (minimum land area 1500m)• Minimum number of rooms 80 rooms .• Lobby 400m .• Full set of drawing of the proposed building with scale 1:100 & A3D rendering of the hotel external view.• A written approval from the owner in case the property is leased.• Site should be within a tourism zone as approved by Tourism Sector.• Project Feasibility Study:<ul style="list-style-type: none">- Details of the project.- Start date and the end of the project.- Cost of the project.- Employment rate.• Copy of Educational Qualifications & Experience in Hotels Management or experience who will manage the Hotel.• A bank letter stating the financial status of the project.• When the Apartments resumes its business, will pay Fees for Issuing License & a 10% Government Levy shall be charged on the apartment's revenue for each quarter of the year (at the end of every three months) supported by an auditor's report that must be submitted at year-end.
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