



Tourism Licensing Guide

Activity Type	Required Documents
<p>(Office for 5-stars Hotel Management under establishment- Land)</p> <p>5-Star Hotels</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 hotel resumes its business, will pay Fees for Issuing License & a 10% Government Levy shall be charged on the hotel'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 4-stars Hotel Management</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.



<p>under establishment- Land)</p> <p>4-Star Hotels</p>	<ul style="list-style-type: none">• Copy of Memorandum of Association (for Companies).• Copy of Title Deed.• Aerial map for site (Google).• Location of land/estate (minimum land area 1500m).• Minimum number of rooms 80 rooms .• Lobby 400 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 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 hotel resumes its business, will pay Fees for Issuing License & a 10% Government Levy shall be charged on the hotel'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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