



# Tourism Authority

## List of Documents for Renewal of Tourist Accommodation Certificate and Tourist Enterprise Licence

<p><b>For all enterprises, in case of Company</b></p>	<ul style="list-style-type: none"> <li>▪ Letter from Company's Secretary (and bearing seal of company), certifying that there has been no change in the shareholding structure of the company OR specifying any change in the shareholding structure, stating the names and nationalities of directors and shareholders, and the respective number of shares.</li> </ul> <p><b>In case of any change in shareholding structure, the following additional documents to be submitted:</b></p> <ul style="list-style-type: none"> <li>▪ Extract of a valid Annual Return, including the first page and pages referring to updated list of directors and shareholders and certified by the Registrar of Companies. The date of the document from (or the seal of) the Registrar of Companies shall be less than one month from the date of the renewal of licence.</li> <li>▪ Copy of National Identity Card of new shareholder/directors</li> <li>▪ Declaration form (available on the website of the Tourism Authority)</li> </ul> <p><b>In case of non-citizen(s) in the new shareholding structure:</b></p> <ul style="list-style-type: none"> <li>▪ Copy of Occupation permit as investor of the Director/shareholder</li> <li>▪ Copy of passport of the Director/Shareholder</li> <li>▪ Clearance from the Ministry of Tourism (in case the shareholder is not holder of an Occupation Permit as investor)</li> </ul>
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Type of Enterprise	Documents
<p><b>Hotel</b> <b>Tourist Residence</b> <b>Guest House</b></p>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Certificate/Letter of security measures from approved list of security companies</li> <li>▪ If security guards employed by tourist accommodation, Certificate of Character and/or Copy of receipt of application for new Certificate of Character during the current year (if applicable)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Security Audit Report by approved Security Consultants (for hotel only)</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Restaurant, Table D'Hôte</i></b>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Beach Hawker trading on beaches facing hotel</i></b>	<ul style="list-style-type: none"> <li>▪ Certificate of Character and/or Copy of receipt of application for new Certificate of Character during the current year (if applicable)</li> </ul>
<b><i>Tour Operator</i></b>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Travel Agency</i></b>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Renewed Bank Guarantee (If date of first issue of licence is after 16 October 2018)</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Rental Agency for buses/minibuses</i></b>	<ul style="list-style-type: none"> <li>▪ Letter from NTA in case of change in the fleet (decrease or increase in number of vehicles)</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Scuba Diving, Helmet Diving Centre &amp; Boathouses</i></b>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Letter from hotel certifying that the contract with hotel is still valid (if within hotel premises)</li> <li>▪ Employee Information Form</li> </ul>
<b><i>Karting, ecotourism, golf courses, providing non-motorised water sports, rental agency (jet ski, kite surf, motorcycles, bicycles, quads, windsurf</i></b>	<ul style="list-style-type: none"> <li>▪ Copy of insurance certificate, covering the validity period of the licence.</li> <li>▪ Employee Information Form</li> </ul>