



List of documents for variation

SN	List of activities	Type of variation	Documents to be submitted
1	HOTEL	<p><u>1.</u> Change in trade name</p> <p><u>2.</u> Change in company name</p> <p><u>3.</u> Increase/decrease in number of rooms</p> <p><u>4.</u> Increase/decrease in number of covers for restaurant</p> <p><u>5.</u> Increase/decrease in number of bicycles</p> <p><u>6.</u> Add/remove activity:</p> <ul style="list-style-type: none"> ▶ Spa ▶ Fitness centre ▶ Restaurant ▶ Rental Agency bicycles ▶ Beauty parlour ▶ Boathouse 	<p><u>1. Change in trade name:</u> i. Amended Business Registration Card with new trade name.</p> <p><u>2. Change in company name:</u> i. Certificate of Incorporation for change of name. ii. Amended Business Registration Card with new company name</p> <p><u>3. Increase/decrease in number of rooms:</u> For increase in number of rooms only i. Clearance from Ministry of Tourism ii In case there has been a change in the building structure: <ul style="list-style-type: none"> • Building and Land Use Permit (BLUP) • Layout plans </p> <p><u>4. Increase/decrease in number of covers for restaurant:</u> ▶ In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>5. Increase/decrease in number of bicycles:</u> i. Certificate of Registration from the Police <i>Note: Bicycles should not be more than 4 years of age.</i></p> <p><u>6. Add/remove activity:</u> To submit all documents as per checklist for new application, pertaining to each activity.</p>



List of documents for variation

2	GUESTHOUSE	<p>1. Change in trade name</p> <p>2. Change in company name (for company)</p> <p>3. Change in name (individual only)</p> <p>4. Increase/decrease in number of rooms</p> <p>5. Increase/decrease in number of covers for restaurant</p> <p>6. Add/remove activity: For guesthouse above 10 rooms: ► Add Fitness centre</p> <p>For guesthouse above 50 rooms ► Spa ► Fitness centre ► Restaurant</p>	<p><u>1. Change in trade name:</u> i. Amended Business Registration Card with new trade name.</p> <p><u>2. Change in company name:</u> i. Certificate of Incorporation for change of name. ii. Amended Business Registration Card with new company name</p> <p><u>3. Change in name (individual only):</u> i. New National Identity card ii. Amended Business Registration Card with new name</p> <p><u>4. Increase/decrease in number of rooms:</u> <i>For increase in number of rooms only</i> ► In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>5. Increase/decrease in number of covers for restaurant (above 50 rooms only):</u> ► In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>6. Add/remove activity:</u> For guesthouse above 10 rooms: ► Add Fitness centre</p> <p>For guesthouse above 50 rooms ► Spa ► Fitness centre ► Restaurant</p> <p>To submit all documents as per checklist for new application, pertaining to each activity.</p>
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List of documents for variation

3	TOURIST RESIDENCE	<p>1. Change in trade name</p> <p>2. Change in company name (for company)</p> <p>3. Change in name (individual only)</p> <p>4. Increase/decrease in number of rooms</p> <p>5. Increase/decrease in number of covers for restaurant</p> <p>6. Add/remove activity: For more than 10 rooms: ▶ Spa ▶ Fitness centre</p> <p>For more than 50 rooms: ▶ Spa ▶ Fitness centre ▶ Restaurant</p>	<p><u>1. Change in trade name:</u> i. Amended Business Registration Card with new trade name.</p> <p><u>2. Change in company name:</u> i. Certificate of Incorporation for change of name. ii. Amended Business Registration Card with new company name</p> <p><u>3. Change in name (individual only):</u> i. New National Identity card ii. Amended Business Registration Card with new name</p> <p><u>4. Increase/decrease in number of rooms:</u> <i>For increase in number of rooms only</i> ▶ In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>5. Increase/decrease in number of covers for restaurant (above 50 rooms only):</u> ▶ In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>6. Add/remove activity:</u> For more than 10 rooms: ▶ Spa ▶ Fitness centre</p> <p>For more than 50 rooms: ▶ Spa ▶ Fitness centre ▶ Restaurant</p> <p>To submit all documents as per checklist for new application, pertaining to each activity.</p>
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4	DOMAINE (with or without accommodation)	<ol style="list-style-type: none"> 1. Change in trade name 2. Change in company name (for company) 3. Change in name (individual only) 4. Increase/decrease in number of rooms 5. Increase/decrease in number of covers for restaurant 6. Increase/decrease in number of bicycles 7. Increase/decrease in number of quad 8. Add/remove activity: <ul style="list-style-type: none"> ▶ Restaurant ▶ Rental Agency of bicycles ▶ Rental Agency Quad 	<p><u>1. Change in trade name:</u> i. Amended Business Registration Card with new trade name.</p> <p><u>2. Change in company name:</u> i. Certificate of Incorporation for change of name. ii. Amended Business Registration Card with new company name</p> <p><u>3. Change in name (individual only):</u> i. New National Identity card ii. Amended Business Registration Card with new name</p> <p><u>4. Increase/decrease in number of rooms:</u> For increase in number of rooms only ▶ In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>5. Increase/decrease in number of covers for restaurant:</u> ▶ In case there has been a change in the building structure i. Building and Land Use Permit (BLUP) ii. Layout plans</p> <p><u>6. Increase/decrease in number of bicycles:</u> i. Certificate of Registration from the Police <i>Note: Bicycles should not be more than 4 years of age.</i></p> <p><u>7. Increase/decrease in number of quads:</u> Only application to be submitted.</p> <p><u>8. Add/remove activity:</u> To submit all documents as per checklist for new application, pertaining to each activity.</p>
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Note: For any change in entity a new application shall be submitted.