

In pursuance of the provisions of clause (3) of Article 348 of 'the Constitution of India', the Governor is pleased to order the publication of the following English translation of notification No. 161 /VI/2013-01(07)/2013 Dehradun, dated 24 January, 2014 for general information.

**Government Of Uttarakhand**  
**Culture, Tourism and Sports Section-1**  
**No. 161/VI/2013-01(07)/2013 (418)**  
**Dehradun: Dated: 24 January, 2014**

In exercise of the powers conferred by Clause (a) and (b) of sub-section (2) of section 8 of the Uttarakhand Tourism Development Board Act, 2001 (Uttarakhand Act No. 12, Year 2001), the Governor is pleased to make the following rules, to regulate registration of tourism and travel related trades and agencies; licensing; accreditation; and for determination of charges and other conditions for similar works in Uttarakhand-

**The Uttarakhand Tourism and Travel Trade Registration Rules, 2014**

**Chapter-1**

**Preliminary**

- Short Title, Extent and Commencement**
1. (1) These rules may be called the "**Uttarakhand Tourism and Travel Trade Registration Rules-2014**"
- (2) It shall extend to the whole of Uttarakhand
- (3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.
- Definitions**
2. (1) In these rules, unless the context otherwise requires—
- (a) "**Act**" means Uttarakhand Tourism Development Board Act, 2001, as amended from time-to-time
- (b) "**State**" means the State of Uttarakhand
- (c) "**Government**" means the State Government of Uttarakhand
- (d) "**Board**" means the Uttarakhand Tourism Development Board
- (e) "**Gazette**" means the Gazette of the State of Uttarakhand
- (f) "**Prescribed**" means the prescribed (inherent) rules made under these set of rules
- (g) "**Prescribed Authority**" means the Authority Notified/Deployed for the purpose by the Board
- (h) "**Local Authority**" means the Development Authority, Nagar Nigam or Nagar Palika or Cantonment Board or Nagar Panchayat or Gram Panchayat or Special Area Development Authority
- (i) "**Tourist**" means the any person/group of persons visiting Uttarakhand, including Travelers/Tourists/Adventure Tourists
- (j) "**Competent/Review Officer**" means the Chief Executive Officer, Uttarakhand Tourism Development Board
- (k) "**Appellate Authority**" means the Additional Chief Executive Officer, Uttarakhand Tourism Development Board
- (l) "**Registration Certificate**" means the Certificate Issued under these Rules
- (m) "**Misconduct**" means fraud, misrepresentation, obstructing tourist facilities, taking more than the prescribed rent or charging extra, not displaying the rent charges, not giving cash memo/receipt, not providing committed facilities/services, providing lower grade equipments or not making available experts/ technical personnel
- (n) "**Tourism and Travel Trade Units**" means the following units
- I Accommodation Related Units, like—**  
Hotel, Motel/ Road Side Facilities, Resort/ Health-Spa Resort, Timeshare Apartment, Motor Caravan, Guest/Tourist Rest House, Tent Colony, River/Lake Cruise and/or House Boats, Paying Guest House/Bed & Breakfast/Home Stay, Dharamshalas, Ashrams, etc.
- II Travel Trade Related Units, like—**  
Travel Agent, Domestic Tour Operator, Excursion Agents, etc.
- III Food/Beverage Related Units like—**  
Restaurant/Beer Bar, Fast Food Centre/Food Plaza/Food Court, etc.
- IV. Entertainment Related Units, like—**  
Entertainment/Theme/Amusement Park, Golf Course, Rope Way, Sound & Light Show, Angling (Fishing), etc.

**V. Adventure Tourism Related Units, like—**

Adventure Tour Operators, Kayaking/Canoeing/Sailing/ Yachting /Boating, Water Skiing, Snow Skiing, Trekking, Mountaineering, Rock/Artificial Wall Climbing, Mountain Biking, Wild Life Safari/Bird Watching, Motor Car/Motorcycle Rally, Para Sailing/Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Ice Skating, Adventure Clubs, River Rafting, etc.

**VI. Other Units, like—**

Handicraft/Souvenir Shop, Yoga Dhyam Centre/ Meditation Cottage, Tourist Information Centre, Nature/Adventure/Wild Life photography, etc.

- Relaxation**
- (o) **“Operator”** means the owner/manager of the tourism and travel trade related unit
  - (2) Words and expressions used herein and not defined in these rules, shall have the meanings, respectively, as assigned to them in the Uttarakhand Tourism Development Board Act, 2001
  3. As per the decision of State Government/Tourism Development Board; public complex for use by general public, non-commercial complex of public trust for religious/public events, non-commercial rest house/dak bungalow, circuit house, inspection house under the management of local bodies (or) administrative department (or) public complex (or) government or local body/board or other administrative departments, will not be governed under these rules

**Chapter-2**

**Registration**

- Process for Applying for Registration**
4. (1) For registration of new tourism units for different purposes, the applicant shall have to submit separate applications to the Prescribed Authority in duplicate. The application shall be accompanied by a cash deposit or bank draft of Rs. 1000/- in favour of the Prescribed Authority being application fee. Incomplete applications will not be accepted.
  - (2) In case of Partnership Firm/Company/Agency, it will be mandatory to submit the Power of Attorney along with the application
  - (3) Application Form can also be downloaded from the website of Uttarakhand Tourism Development Board
  - (4) No Person/Tradesman will operate any new tourism unit unless it has been registered under the provisions of these rules.
  - (5) All Persons/Tradesmen, operating a Tourism Unit will have to get their unit registered under the rules. The units in existence before the commencement of these rules, shall have to apply for registration within 90 days of commencement of these rules.
  - (6) It will be obligatory for the applicants to have a furnished office for tourism and travel related trade with facilities like, seating space for tourists, telephone, fax, computer, internet, etc.
  - (7) The applicants should possess the required technical equipments, safety/security related equipments for operating the concerned tourism and travel trade. It will be obligatory for the applicants to furnish an undertaking to the effect that all required equipments to carry out the concerned tourism and travel trade are available.
  - (8) All applicants will have to enclose the list/bio-data of employed technical/skilled manpower required for operating the tourism and travel Trade along with the application.
  - (9) If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 60 days.
- Approval for Registration**
5. (1) The application received in office by the Prescribed Authority for different purposes will be disposed of within 60 days of receipt after their thorough examination detailing the acceptance for registration or reasons for rejection. In case the application is not disposed within this period, it will automatically be considered as accepted.
  - (2) Until an applicant is refused registration by the Prescribed Authority as per the rules, he will be issued a Registration Certificate for a period of

- five years, which will be renewable after the said period of five years based on merits and demerits.
- (3) Unless the Prescribed Authority refuses to the name of the tourism unit operator and specialties of the unit shall be entered in a register made for the purpose and he/she will be issued certificate of registration as per the case may be.
- Renewal of Registration** 6. Like in case of Rule-4, all registered tourism units will have to apply for renewal of their registration before two months of its expiry to the Prescribed Authority.
- Registration Fee** 7. The Prescribed Authority will collect registration fee, as per the orders issued by the Uttarakhand Tourism Development Board from time-to-time. The registration fee is subject to revision by the Board every third year.
- Refusal of Registration by the Prescribed Authority** 8. (1) The Prescribed Authority may refuse the grant of registration of any Tourism and Travel Trade Unit under these rules or as the case may be based on the following, if —
- (a) the operator of the Tourism and Travel Trade Unit has been convicted under Chapter 14 & 16 of the Indian Penal Code or the rules made there under, or of hoarding or smuggling or profiteering or food adulteration or of any law pertaining to prevention of corruption and if a period of 2 years has not elapsed from the date of such conviction.
  - (b) the operator of tourism and travel trade unit is declared insolvent by any competent court and the same has not been redeemed.
  - (c) the operator fails to comply with the norms and standards laid down by the Board for operation/ maintenance of units from time-to-time.
  - (d) the name of the tourism and travel trade unit has been removed from the register under the provisions contain in rule 9 (c), (d), (e) and (g) and if a period of 3 months has not elapsed from the date of such removal from the register.
  - (e) the premises of the tourism and travel trade unit is not in accordance with the prescribed norms.
  - (f) the tour operator or the guide or the operator of adventure tourism does not possess any of the qualification against the prescribed ones.
  - (g) the tour operator or the guide or the operator of adventure tourism, as the case may be, does not possess the desired Registration Certificate.
  - (f) the operator of the Tourism and Travel Trade Unit fails to produce a proof that the composition of Tourism Unit is in accordance with the prevailing rules and provisions made there under and the same has been established in accordance with the local byelaws for construction of building.
  - (g) in the opinion of the Prescribed Authority there are sufficient reasons in writing to refuse the grant of registration.
- (2) The application made for registration will not be refused unless the applicant has been given an opportunity of being heard.
- Removal of the name of the Tourism and Travel Trade Unit from Register and notice thereof** 9. (1) The Prescribed Authority may, based on any of the following provisions, remove from the register by a written order the name of the Tourism and Travel Trade Unit or as the case may be, and may cancel the Registration Certificate issued under Rule 5.
- (a) If the Tourism and Travel Trade Unit itself opts for closing down the unit or if the unit fails to carry out Trade for more than a year;
  - (b) If the unit has been convicted under any of the provisions of the Indian Penal Code;
  - (c) If the unit has been declared insolvent by a competent court;
  - (d) If the unit fails to comply with any of the provisions of these rules;
  - (e) If the unit fails to evict those tourists residing in the unit who create obstructions and cause inconvenience to the people residing in the unit itself or in the vicinity, or deliberately keeps such tourist in the unit;
  - (f) If there is any complaint of misconduct against the unit and the same has been confirmed;
  - (g) If the operator of the unit makes changes in the composition/layout of the unit without the permission of any local body;
  - (h) If the unit has obtained Registration Certificate by unfair means.

***Right to Inspect  
Tourism and Travel  
Trade Unit***

- (2) However, before removing the name of the operator from the register, the Prescribed Authority will issue a notice to the operator of the unit explaining the reasons for removal of the name of the unit from the register, thus providing him/her the last opportunity of being heard.
10. (1) In the event of non-compliance of any of the provisions of these rules or complaint(s) made relating thereto; the Prescribed Authority or the authorized competent authority with the consent of the operator shall have the right to enter the premises of the unit and shall have the right to inspect all documents, registers and other cash/bill books.
- (2) In case of non-cooperation/non-compliance, the Competent Authority shall have the right to suspend or cancel the registration of the unit.

**Chapter – 3**

**Duties and Responsibilities of the Operator of  
Tourism and Travel Trade Unit**

***Duties and  
Responsibilities of  
the Operator of  
Tourism and Travel  
Trade Unit***

11. (1) The tourism unit operators and its employees shall at all times strictly follow these rules and provisions made therein.
- (2) All tourism unit operators will have to submit the information related to facilities and services offered by them and the rates for the same that will be charged from tourists/customers, to the Prescribed Authority, as also the brochures, etc. for the same will also need to be published. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room
- (3) All tourism unit operators will have to keep a complaints /suggestion book in their reception of their office
- (4) All tourism unit operators will make available statistics regarding Indian and foreign tourists reporting in the unit to the Prescribed Authority by 7<sup>th</sup> of every month, as also get it uploaded on the website of the Uttarakhand Tourism Development Board by providing a link.
- (5) In pursuance of the orders given by the Government from time-to-time, all tourism unit operators will have to provide employment to the local people of Uttarakhand in their firms
- (6) All adventure tourism unit operators will have to make available details of the Nepali/Foreign Guides, Senior Guides/Trainers, and Skilled Personnel to the local police station. The tourism unit operator will be responsible for the activities of the Nepali/Foreign Guides and shall have to submit an undertaking for the same with an application to the local Police Station.
- (7) No tourism unit operator will charge extra rates, against any agreed upon contract.
- (8) The operator of the Tourism Unit will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
- (9) In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and registration authority by using fast communication mode.
- (10) All tourism unit operators will have to display the Registration Certificate provided to them by the Board at a prominent and visible place at their reception or office room.
- (11) As per the provisions of Sub-section (2) and the agreed upon rates, the tourism unit operators or any person employed by them, will not ask for any tips/subsidy/gifts/commission from the tourists/service seekers.
12. It will be incumbent upon every operator of Adventure Tourism to get insured each and every tourist and Nepali/Foreign Guides, Senior Guides/Trainers, and Skilled Personnel engaged by him/her on the said operation, as per that fixed by the State Government or Board from time to time.

***Insurance Coverage***

## Chapter-4

### Appeal and Review

- Appeal*
13. (1) Subject to provisions made under sub-rule-2, an appeal can be made to the Appellate Authority against the orders of the Prescribed Authority under these rules.
- (2) Every such appeal shall be made within 90 days from the date of the order.  
Provided that the Appellate Authority may entertain the appeal even after expiry of 90 days if he/she is satisfied that the appellant was prevented for sufficient cause from making such appeal.
- (3) The appellant shall have the right to get him/herself represented through an advocate or through a properly appointed agent and the Prescribed Authority may be represented by such an officer or person as may be appointed by the Prescribed Authority.
- (4) On receipt of appeal and after giving reasonable opportunity of being heard to the appellant and after making such an enquiry as he/she may deem appropriate, the Appellate Authority, for reasons to be recorded in writing, may pass such an order as he/she considers appropriate .
- Review*
14. The Reviewing officer, as may be appointed by the Board, on his/her own or on an application by the aggrieved party, shall be empowered to call for all records pertaining to the case including the order passed relating thereto by the Appellate Authority with the objective of making his/her own assessment about the validity correctness and reasonableness of the order so passed and thereafter may pass such order as he/she may consider appropriate and the order so passed shall be deemed final.  
Provided that an application for review shall not be entertain-able on expiry of a period of 3 months from the date of the order passed by the Appellate Authority.  
Provided further that the Reviewing Authority of his own officer may call for the records of the cases pending before him or those decided by any authority and pass such an order as he/she may deem fit.  
Provided further that any order adversely affecting any person under this section shall not be passed unless the person himself, or a person duly authorized by him/her, or his/her advocate has been given reasonable opportunity of being heard.

## Chapter-5

### Misconduct and Penalty

- Sanction for Violation of Established Orders in regard to Registration Sanctioned for Mis-statement*
15. Under these rules, any person found engaged in tourism and travel trade related activity without proper registration shall be punishable with an amount which may extend up to Rupees Ten Thousand; and in case of continuing contravention with a Rupees One Thousand per day so long as the contravention continues, by the Competent Authority.
16. Under these rules, if any person required to make a statement, knowingly makes a false statement or hides any substantial fact to delude the Prescribed Authority, she/he shall be punishable by Rs. Ten Thousand by the Competent Authority.
- Transfer of Registration Certificate without consent Showing Registration Certificate On Demand*
17. Any person, who transfers or hands over or lends the Registration Certificate granted under these rules without consent of the Competent Authority, shall be punishable with Rs. Ten Thousand by the Competent Authority.
18. (1) A person registered under these rules shall show his/her Registration Certificate to any of the following persons on demand—
- (a) Prescribed Authority or any person duly authorized by him, or
- (b) Any person authorized by the Government or Competent Authority
- (c) Actual Client/Tourist/Guest
- (2) Any person who refuses to show or allow to read his Registration Certificate on demand by the persons so authorized, shall be punishable by an amount of Rs. Five Thousand.

<b><i>Punishment for misconduct</i></b>	19.	Any person who commits any misconduct or contravenes any of the other provisions for which sanction has not been provided under these rules, he/she will be punishable by an amount of Rs. Ten Thousand. Subsequent violation may lead to suspension or cancellation of the registration.
<b><i>Creating hindrances to the authority valid in law</i></b>	20.	Any person who knowingly creates hindrances or shows resistance to the Prescribed Authority or to any person duly authorized by him under these rules to exercise the power delegated, or in carrying out their duty, shall be punishable by an amount of Rs. One Thousand.
<b><i>Recovery of penalty</i></b>	21	If penalties as imposed under section 15 to 20 of these rules are not paid than the recovery will be made as per the provisions of Land Revenue Act.
<b><i>Initiating Prosecution</i></b>	22.	No person shall be prosecuted for any offence committed by him under these rules except for the complaints made by the Prescribed Authority or any person duly authorized by him, or any person authorized by the State Government in this behalf.

## **Chapter – 6**

### **Miscellaneous**

<b><i>Notification of Changes</i></b>	23.	<p>(1) If any change occurs in the succession of the unit for which a certificate of registration has been obtained, then such a person shall notify this fact in writing to the Prescribed Authority within 30 days of such change.</p> <p>(2) The Prescribed Authority shall make requisite changes in the Registration Certificate and in the register prescribed for the purpose.</p> <p>(3) Notwithstanding anything contained in sub-rules(2), if the said successor is not eligible to be registered under these rules, the Prescribed Authority shall be empowered to remove the name of the person from the register in whose name the certificate of registration was originally granted.</p>
<b><i>Return of Registration Certificate</i></b>	24.	Under these rules when a certificate of registration is cancelled, the person holding the certificate shall return the same to the Prescribed Authority within 7 days of service of the cancellation letter in a manner prescribed.
<b><i>Duplicate Certificate</i></b>	25.	If the certificate granted under these rules gets lost or destroyed, then the Prescribed Authority may issue a duplicate certificate to the holder of such certificate on his written request on payment of such fees as may be prescribed in this behalf.
<b><i>Protection</i></b>	26.	For any action taken or proposed to be taken in good faith under these rules, there shall be no legal action against the Government, or any person of the Government/ Board.
<b><i>Power of the Board to Apply these Rules to Other Persons</i></b>	27.	The Board shall be empowered to apply these rules or all or any of the sub-rules including such exceptions, adaptations and modifications as may be deemed necessary to external photography in Uttarakhand State and to those renting or operating house boats, daungis, shikara boats, dandis porters, ponies or to such other persons who may be covered through notifications and the Prescribed Authority shall be empowered to fix the rates to be charged from such person or persons.
<b><i>Power to Make Rules</i></b>	28.	<p>(1) The Board shall be competent to implement the provisions of these rules vide the powers delegated to make rules under Sub-section 2 of Section-8 of the Act.</p> <p>(2) Especially and without making any adverse impact on the prevalence of the earlier powers, provisions may be made for the following in such rules—</p> <p>(a) Maintenance of registers, books and formats for trade by the operators of tourism units.</p> <p>(b) Format for application and Registration Certificate.</p>

- (c) Fees for registration, renewal and issue of duplicate certificate
- (d) Procedure of serving notice under these rules.
- (e) Eligibility for various activities conducted by the operators of travel and trade related units in their various forms.
- (f) Safety measures and standards thereof and the facilities that are provided in the organization of adventure sports.
- (g) Norms for maintenance of health, cleanliness, waste disposal and minimum facilities at different types of tourism units.
- (h) Procedure for publishing the name of the operators whose name is struck off from the register.
- (i) The procedure through which fixed reasonable rates will be displayed, type of tickets and the receipts that are issued, maintenance and submission of accounts and the details relating thereto, registration fee, renewal fee and collection of other outstanding dues and mode of depositing the receipts.
- (j) The place where the Prescribed Authority may conduct enquiry under these rules and all matters whether express or otherwise to be ordained in these rules.
- (k) The information regarding registered units will be submitted to the District Magistrates of the concerned districts.

By Order

**(Dr. Umakant Panwar)**  
Secretary Tourism

**Application Form for Registration of Accommodation Unit**

*(Hotel, Motel/ Road Side Facilities, Resort/ Health-Spa Resort, Timeshare Apartment, Motor Caravan, Guest/Tourist Rest House, Tent Colony, River/Lake Cruise and/or House Boats, Paying Guest House/Bed & Breakfast/Home Stay, Dharamshala, Ashrams)*

To,

The Prescribed Authority,  
 Uttarakhand Tourism Development Board,  
 .....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules-2014, we are submitting herewith the application for registration of our new/old accommodation unit constructed by me/us. The required information is presented hereunder—

- 1. Name of the Accommodation Unit** .....
- Address* .....
- Telephone/Mobile/Fax/Email* .....
- 2. Name of the Owner/Partner** (1) .....
- (2) .....
- Permanent Address* .....
- Current Address* .....
- Telephone/Mobile/Fax/Email* .....
- 3. Name and Address of the Manager/Caretaker** .....
- 4. Land Details of the Accommodation Unit**
- a. Copy of the Registered Deed* .....
- b. Copy of Approved/Sanctioned Building Map and Site Layout Plan* .....
- c. Coy of Mutation* .....
- d. Statutory Status of the Property (Private Ownership, Lease, Rented, Partnership, etc.)* .....
- 5. Year of Construction** .....
- 6. Date of Starting of Accommodation Unit (For Old Units)** .....
- 7. Details of Rooms/Rates of the Accommodation Unit**
- a. Suite Room:* .....
- b. Executive Room:* .....
- c. Deluxe/Super Deluxe Room:* .....
- d. Dormitory:* .....
- e. Air Cooled/Standard/Others:* .....
- 8. Details of Total Residential Rooms/Beds** .....

9. **Details of Facilities available in the Accommodation Unit** .....
- a. *Car Parking:* .....
- b. *Restaurant:* .....
- c. *Bar:* .....
- d. *Swimming Pool:* .....
- e. *Conference Hall:* .....
- f. *Details of Technical Equipments:* .....
- g. *Other Facilities:* .....
10. **Details of Staff (Skilled/Unskilled), their Names, Designation, Address, Experience, Education, Salary, Period of Association, etc.**
11. **Details of the Participation of the Local Community in Employment Generation** .....
12. **Details of Safely/Security related Equipments** .....
13. **Audited balance sheets and profit & loss statements, as provisioned under Company Law, duly verified by a CA (In case of renewal)**
14. **Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)**
15. **Details of Previous Registration (In case of Renewal of Registration)**

16. **Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Accommodation Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules-2014.

Enclosure: .....

Date: .....

Signature of the Applicant/Partner .....

Name: .....

Address: .....

Mobile/Telephone Number: .....

**Application Form for Registration of Travel Trade related Unit**

*(Travel Agent, Domestic Tour Operator, Excursion Agents, etc.)*

To,

The Prescribed Authority,  
 Uttarakhand Tourism Development Board,  
 .....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules-2014, we are submitting herewith the application for registration of our new/old travel trade related unit operated by me/us. The required information is presented hereunder—

- 1. **Name of the Travel Trade Unit** .....
- Address* .....
- Telephone/Mobile/Fax/Email* .....
- 2. **Name of the Owner/Partner** (1) .....
- (2) .....
- Permanent Address* .....
- Current Address* .....
- Telephone/Mobile/Fax/Email* .....
- 3. **Registration Number** (*Enclose copies of registration under Shops Act, Firms/Societies Registration Act, Service Tax, etc.*) .....
- 4. **Name and Address of the Manager/Caretaker** .....
- 5. **Statutory Position of the Property** (*Private Ownership, Lease, Rented, Partnership, etc.*) .....
- 6. **Details of the Office Premises**
- a. *Office Area (sq. mtrs.):* .....
- b. *Location Area (Please tick the appropriate Column)* Commercial ( ) Residential ( )
- c. *Reception Area (sq. mtrs.)* .....
- d. *Toilet Facility (Please tick the appropriate Column)* Yes ( ) No ( )
- 7. **Date of Starting of Travel Trade Unit (For Old Units)** .....
- 8. **Experience of Working in the Field of Travel Trade** .....
- 9. **Details of Staff (Skilled/Unskilled), their Names, Designation, Address, Experience,**

**Education, Salary, Period of Association, etc.**

- 10. **Details of the Participation of the Local Community in Employment Generation** .....
- 11. **Details of Activities Undertaken** .....

  - a. *Travel Management* .....
  - b. *Site Seeing* .....
  - c. *Hotel Booking* .....
  - d. *Adventurous Activities* .....
  - e. *Any other activities* .....

- 12. **Details of Safely/Security related Equipments** .....
- 13. **Details of Insurance (for Adventurous Activities)** .....
- 14. **Details of Activity-wise Rates Charged (Enclose Tariff Cards)** .....
- 15. **Name of Bank (Enclose concerned letter from the bank)** .....
- 16. **Audited balance sheets and profit & loss statements, as provisioned under Company Law, duly verified by a CA (In case of renewal)** .....
- 17. **Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)** .....
- 18. **Details of Previous Registration (In case of Renewal of Registration)** .....

19. **Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Travel Trade related Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules-2014.

Enclosure: .....

Date: .....

Signature of the Applicant/Partner .....

Name: .....

Address: .....

Mobile/Telephone Number: .....

**Application Form for Registration of Food & Beverage Related Unit**

(Restaurant/Beer Bar, Fast Food centre/food Plaza/Food Court, etc.)

To,

The Prescribed Authority,  
 Uttarakhand Tourism Development Board,  
 .....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules-2014, we are submitting herewith the application for registration of our new/old food & beverage related unit constructed by me/us. The required information is presented hereunder—

- 1. **Name of the Food & Beverage Unit** .....
- 2. **Permanent Address** .....
- Telephone/Mobile/Fax/Email* .....
- 3.. **Name of the Owner/Partner** (1) .....
- (2) .....
- Permanent Address* .....
- Current Address* .....
- 4. **Telephone/Mobile/Fax/Email** .....
- 5. **Name and Address of the Manager/Caretaker** .....
- 6. **Land Details of the Food & Beverage Unit**
  - a. *Copy of the Registered Deed* .....
  - b. *Copy of Approved/Sanctioned Building Map and Site Layout Plan* .....
  - c. *Coy of Mutation* .....
  - d. *Statutory Status of the Property (Private Ownership, Lease, Rented, Partnership, etc.)* .....
- 7. **Year of Construction** .....
- 8. **Date of Starting of F & B Unit (For Old Units)** .....
- 9. **Total Seating Capacity in the Unit** .....
- 10. **Details of Food/Bar License** .....
- 11. **Details of Facilities available in the F & B Unit**
  - a. *Bar/Bee Bar:* .....
  - b. *Public Utilities:* .....
  - c. *Banquet Hall:* .....
  - d. *Car Parking:* .....
  - e. *Other Facilities:* .....
- 12. **Audited balance sheets and profit & loss statements, as provisioned under Company**

**Law, duly verified by a CA (In case of renewal)**

**13. Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)**

**14. Details of Previous Registration (In case of Renewal of Registration)**

**15. Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Food & Beverage Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules-2014.

Enclosure: .....

Date: .....

Signature of the Applicant/Partner .....

Name: .....

Address: .....

Mobile/Telephone Number: .....

**Application Form for Registration of Entertainment Related Unit**

{Entertainment/Theme/Amusement Park, Golf Course, Rope Way, Sound & Light Show, Angling (Fishing), etc.}

To,

The Prescribed Authority,  
 Uttarakhand Tourism Development Board,  
 .....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules-2014, we are submitting herewith the application for registration of our Entertainment/Theme/Amusement Park, Golf Course, Rope Way, Sound & Light Show, Angling (Fishing) unit. The required information is presented hereunder—

- 1. **Name of the Entertainment Unit** .....
- 2. **Permanent Address** .....
- Telephone/Mobile/Fax/Email* .....
- 3.. **Name of the Owner/Partner** (1) .....  
     (2) .....
- Permanent Address* .....
- Current Address* .....
- 4. **Telephone/Mobile/Fax/Email** .....
- 5. **Name and Address of the Manager/Caretaker** .....
- 6. **Land Details of the Entertainment Unit**
- a. *Copy of the Registered Deed* .....
- b. *Copy of Approved/Sanctioned Building Map and Site Layout Plan* .....
- c. *Coy of Mutation* .....
- d. *Statutory Status of the Property (Private Ownership, Lease, Rented, Partnership, etc.)* .....
- 7. **Year of Construction** .....
- 8. **Date of Starting of Entertainment Unit (For Old Units)** .....
- 9. **Details of Rates Charged by the Unit** .....
- 10 **Details of License** .....
- 11 **Details of Facilities available in the Entertainment Unit** .....

- a. *Public Utilities:* .....
  - b. *Banquet Hall:* .....
  - c. *Car Parking:* .....
  - d. *Other Facilities:* .....
12. **Audited balance sheets and profit & loss statements, as provisioned under Company Law, duly verified by a CA (In case of renewal)**
  13. **Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)**
  14. **Details of Previous Registration (In case of Renewal of Registration)**

15. **Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Entertainment Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules-2014.

Enclosure: .....

Date: .....

Signature of the Applicant/Partner .....

Name: .....

Address: .....

Mobile/Telephone Number: .....

**Application Form for Registration of Adventure Tourism related Unit**

*(Adventure Tour Operator, Kayaking/Canoeing/Sailing/Yachting/Boating, Water Skiing, Snow Skiing, Trekking, Mountaineering, Rock/Artificial Wall Climbing, Mountain Biking, Wild Life Safari/Bird Watching, Motor Car/Motorcycle Rally, Para Sailing/Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Ice Skating, Adventure Club, River Rafting, etc.)*

To,

The Prescribed Authority,  
 Uttarakhand Tourism Development Board,  
 .....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules-2014, we are submitting herewith the application for registration of our adventure tourism related unit. The required information is presented hereunder—

1. **Name of the Adventure Tourism Related Unit** .....
- Address* .....
- Telephone/Mobile/Fax/Email* .....
2. **Name of the Owner/Partner** (1) .....
- (2) .....
- Permanent Address* .....
- Current Address* .....
- Telephone/Mobile/Fax/Email* .....
3. **Registration Number** *(Enclose copies of registration under Shops Act, Firms/Societies Registration Act, Service Tax, etc.)* .....
4. **Name and Address of the Manager/Caretaker** .....
5. **Statutory Position of the Office of Adventure Tourism Unit** *(Private Ownership, Lease, Rented, etc.)* .....
6. **Details of the Office Premises**
  - a. *Office Area (sq. mtrs.):* .....
  - b. *Location Area (Please tick the appropriate Column)* Commercial ( ) Residential ( )
  - c. *Reception Area (sq. mtrs.)* .....
  - d. *Toilet Facility (Please tick the appropriate Column)* Yes ( ) No ( )
7. **Date of Starting of Adventure Tourism Unit (For Old Units)** .....
8. **Experience of Working in the Field of Adventure Tourism**
9. **Details of Staff (Skilled/Unskilled), their Names, Designation, Address, Experience, Education, Salary, Period**

- of Association, etc.
10. **Details of the Participation of the Local Community in Employment Generation** .....
11. **Details of Activities Undertaken** .....
12. **Details of Adventure Sports related Equipments** .....
13. **Details of Safely/Security related Equipments** .....
14. **Details of Insurance** .....
15. **Details of Activity-wise Rates Charged** .....
- (Enclose Tariff Cards)*
16. **Name of Bank** *(Enclose concerned letter from the bank)* .....
17. **Audited balance sheets and profit & loss statements, as provisioned under Company Law, duly verified by a CA (In case of renewal)**
18. **Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)**
19. **Details of Previous Registration (In case of Renewal of Registration)**

20. **Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Adventure Tourism related Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules -2014.

Enclosure: .....  
Date: .....

Signature of the Applicant/Partner .....  
Name: .....  
Address: .....  
Mobile/Telephone Number: .....

**Application Form for Registration of Other Tourism Units**

*(Handicraft/Souvenir Shop, Yoga Dhyana Centre/ Meditation Cottage, Tourist Information Centre, Nature/Adventure/Wild Life photography, etc.)*

To,

The Prescribed Authority,  
Uttarakhand Tourism Development Board,  
.....

Sir,

As per the provisions of the Tourism and Travel Trade Registration Rules -2014, we are submitting herewith the application for registration of our ..... tourism related unit. The required information is presented hereunder—

- 1. **Name of the Tourism Unit** .....
- 2. **Permanent Address** .....
- Telephone/Mobile/Fax/Email* .....
- 3.. **Name of the Owner/Partner** (1) .....
- (2) .....
- Permanent Address* .....
- Current Address* .....
- 4. **Telephone/Mobile/Fax/Email** .....
- 5. **Name and Address of the Manager/Caretaker** .....
- 6. **Details regarding the Nature of Work of the Unit** .....
- 7. **Experience** .....
- 8. **Year of Establishment** .....
- 9. **Date of Starting of Unit (For Old Units)** .....
- 10. **Details regarding Rates Charged by the Unit** .....
- 11. **Details of Facilities available in the Unit** .....
- 12. **Audited balance sheets and profit & loss statements, as provisioned under Company Law, duly verified by a CA (In case of renewal)** .....
- 13. **Copy of the Receipt of Tax Filed with the Income Tax Department (In case of renewal)** .....
- 14. **Details of Previous Registration (In case of Renewal of Registration)** .....

15. **Declaration**

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said ..... Unit under the Section-5 of the Uttarakhand Tourism and Travel Trade Registration Rules -2014.

Enclosure: .....

Date: .....

Signature of the Applicant/Partner .....

Name: .....

Address: .....

Mobile/Telephone Number: .....