

**Policy for Registration of
Homestay Establishments
Revised - 2020**

**Government of Gujarat
Industries & Mines Department,
Resolution No. PVS-102020-HS-2-S
Sachivalaya, Gandhinagar.
Dated: 21/12/2020**

Read

- Industries and Mines Department GR No.PVS-10-2014-753615-S, Dated 20/11/2014 regarding Policy for Registration of Homestay Establishments.

Preamble

Tourism plays a crucial role in promoting the cultural identity of a destination. It encourages efficient utilization of local resources and manpower for attracting visitors. It promotes the local economy, thus positively contributing to the state and national economy in the long run.

Homestays have gradually emerged as a key tourism offering in the global travel and tourism industry. A homestay presents visitors the opportunity to share a home with locals, and learn about the local culture, food and heritage. It is being considered as a significant tool for promoting socio-economic and cultural facets of the destination. Homestays provide an economic opportunity for homeowners across urban and rural areas. They help indigenous communities in conserving their culture and environment.

The State Government has introduced the policy for Registration of Homestay Establishments vide its earlier GR No. PVS-10-2014-753615-S, dated 20/11/2014. During the implementation of the said policy, it was felt that certain incentives and criteria need to be revised to make policy more lucrative and broad based.



The Gujarat Homestay Policy 2020(Revised) has been formulated with an aim of providing comfortable homestay facilities offering standardized world class services to tourists. These Homestays would supplement the accommodation options available in cities and tourist destinations across Gujarat.

Resolution

- (1) This document shall be known as 'Incentives and Guidelines Policy for registration of Homestays, Revised-2020'.
- (2) It shall be applicable in the entire State of Gujarat.

1. Commencement

This policy shall come into effect from the date of issue of this Government Resolution.

2. Terms & Definitions

In this policy, unless the context otherwise requires: -

a) Applicant

Means the owner of the establishment who applies for registration as Homestay Establishment under this policy.

b) Form

Means the application form appended to this policy.

c) Tourist

Means a person(s) who pays for lodging and boarding facilities in a Homestay Establishment

d) Homestay Establishment

Means a place where the owner of the establishment, along with his/her family, is physically residing in the same residence and leasing out from one room to six rooms to any tourist on payment for boarding and lodging and such accommodation is recognized by the Office of Commissioner of Tourism, Gujarat.

e) Single owner

If ownership of the Homestay Establishment is in a single name, then a person is a single owner.

f) Joint owner

If ownership of the Homestay Establishment is in the name of more than one owner, then all such owners are Joint Owners.

g) Leased property holder

Leased Property Holder is a person(s) in whose name the lease has been executed for a certain property for a certain period.

h) Principal Place of Residence

The homeowner, who together with his/her family, inhabits the same premises as their principal place of residence.

i) Residential Unit

Registered as "Residential Unit" with the concerned local authority.

j) Permissible Rooms and Beds

Minimum one room and maximum six rooms (12 beds) are permissible under the policy.

3. Eligibility of Applicant for Registration

Any eligible house owner as defined below who legally owns an establishment which is his/her principal place of residence and is physically residing in the same establishment along with his/her family, may apply for Homestay Establishment registration under this policy.

- i. **Single owner applicant-** If a property belongs to a sole owner, then such person may apply for Homestay Establishment registration under this policy.
- ii. **Joint owner applicant-** If there is more than one house owner, then any one owner or all owners may jointly apply under the policy for Homestay Establishment registration with No Objection Certificate (NOC)(s) from the other Joint Owner(s).

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- iii. **Leased properties** – Only in cases where Government is the lessor and the purpose of lease is solely residential, then such applications may be considered under the policy. Any one lessee, in case of more than one lessee, may apply under this policy with NOC(s) of other lessee(s) provided that the lease period is more than the period of Homestay Establishment recognition and applying under this policy does not violate any conditions of the original lease.
- iv. Only an establishment that is registered as “Residential Unit” with the concerned local authority, will be considered for the purpose of this Policy.
- v. Establishment having an adequate arrangement for water, power supply, proper ventilation and lighting, suitable furniture, sanitation facility, good upkeep and possessing required standards of hygiene, cleanliness and safety, located in an area that is easily accessible may apply for Homestay Establishment registration under this policy.
- vi. The Homestay Establishments will be classified based on amenities and services as mentioned in the ‘**Checklist**’ at “**Annexure B**”.

4. Incentives and Concession

- i. Residential General Purposes (RGP) rates for electricity would be charged from the registered Homestay Establishment.
- ii. Residential rates of municipal property tax and water tax would be charged from the registered Homestay Establishment.
- iii. Office of Commissioner of Tourism, Gujarat shall give one-time short duration training, along with marketing guidance and support in general to Homestay Establishment owners.
- iv. Registered Homestay Establishments will be eligible for benefits under the Subsidy for Residential Rooftop Solar Plants-2015 of Government of Gujarat or any such scheme announced by the Government of Gujarat from time to time for residential units.

5. Registration Process

a. Application Process

Such applicants (home owners) intending to use their residential premises as

Homestay Establishment shall apply for registration of the establishment (and for renewal) online at www.gujarattourism.com. Application documentation formats are appended to this policy at “Annexure A”, “Annexure B”, “Annexure C” and “Annexure D”.

b. Category wise Registration Fees

Fees shall be paid online after duly filling the Online Registration form. Along with the application, the Applicant shall pay the fees on the following scales namely: -

Sr. No.	Name of category	Amount of fees for New Registration (INR)	Amount of Fees for Renewal of Registration (INR)
1	Silver	500/-	250/-
2	Gold	1,000/-	500/-
3	Platinum	2,000/-	1,000/-

6. Verification Process

a. Document Verification

On receipt of application under Sub-Clause (5.a.), the contents of the application will be scrutinized by the Authority. The presence of facilities and services will be evaluated against the Checklist prepared as per “Checklist” at “Annexure B”.

b. Police Verification

Police Verification Certificate from the Local Police Station shall be obtained by the homeowner applicant as required in the prescribed format as per “Annexure E”.

c. Field Verification

On satisfactory receipt of all required documents, site inspection of the establishment will be conducted by qualified agency as appointed by the Office of Commissioner of Tourism, Gujarat.

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d. Issuance of Certificate

Said designated agency will submit their inspection report to the Office of Commissioner of Tourism, Gujarat. Classification Committee will take final decision with respect to issuance of Registration Certificate and the approved establishments will be issued registration certificate by Commissioner of Tourism, Gujarat.

The applicant shall be issued a Registration Certificate in format provided at "Annexure F", where establishment is approved by Commissioner of Tourism, Gujarat for registration as Homestay Establishment under this policy. This certificate is valid for the period of two years from the date of issue. A homeowner may commence business operations only on receipt of the Registration Certificate.

Note: The Office of Commissioner of Tourism, Gujarat reserves the right to accept or reject any application.

e. Validity of Registration

The homestay will be awarded a Registration Certificate in the format provided at "Annexure F" with a validity of 2 (two) years, which may be renewed thereafter every two years on payment of fees laid down in this policy.

f. Renewal of Registration Certificate

Online Application for renewal of Homestay Registration Certificate is to be made in the format provided at "Annexure G" at least 30 days prior to expiry of ongoing registration certification validity. Acceptance of delayed renewal applications will be at the sole discretion of Commissioner of Tourism, Gujarat on the basis of just and sufficient cause. In-time renewal applications completed in all respects should be disposed of before the expiry date of registration. In case of any delay in decision from the Office of Commissioner of Tourism, Gujarat for applications submitted in time, it would be deemed that approval is given for registration renewal till the date of final communication from the Office of Commissioner of Tourism, Gujarat in this regard.

7. **Classification of Homestay:**

Any Homestay Establishment which applies for registration and classification/ re-classification to the Commissionerate of Tourism office, in the specified application form provided at "**Annexure A**" with all details as may be applicable, shall be ready at all times for inspection by the Classification Committee or qualified agency. These homestay establishments will be classified based on the facilities and services offered as described in "**Annexure B**".

a. **Silver Category**

Homestay Establishment offering basic rooms with a comfortable bed, side table and a cupboard along with shared well-equipped washrooms with neat and clean environment providing basic amenities at affordable rates (Detailed classification criteria are mentioned in "**Checklist**" provided at "**Annexure B**").

b. **Gold Category**

Homestay Establishment offering high quality services with additional amenities compared to Silver Category with quality, style, convenience and comfort. Rooms offered to be more comfortable and have additional amenities as compared to silver category. Such Homestays shall offer a comfortable and relaxed environment to the Tourist in a reasonable budget. The rooms should have attached private bathroom having essential toiletries (Detailed classification criteria are mentioned in "**Checklist**" provided at "**Annexure B**").

c. **Platinum Category**

Homestay Establishment offering superior type of property, variety of amenities, upscale, well equipped, deluxe comfort with premium quality. The rooms offered will be bigger in size than Gold category with superior services, a king size bed, a safe, a workstation, a modern TV, etc. The rooms should have attached private bathroom having essential toiletries (Detailed classification criteria are mentioned in "**Checklist**" provided at "**Annexure B**").

8. **Classification committee**

Classification Committee for recommending classification of the establishment shall

consist of the following members:

Commissioner of Tourism, Gujarat	Chairman
Faculty (one) of Institute of Hotel Management, Gandhinagar	Member
Nominee of Hotel & Restaurant Association, Gujarat	Member
Nominee of Indian Association of Tour Operators (IATO)	Member
General Manager/Senior Govt. Officer as appointed by Commissioner of Tourism, Gujarat.	Member Secretary

9. Power to Inspect & Evaluate

- i. The Secretary (Tourism), Industries and Mines Department, Gujarat or Commissioner of Tourism, Gujarat reserve the power to inspect the Homestay Establishment registered under this Policy at all reasonable times either by themselves or by authorizing any officers or staff subordinate to them in this behalf.
- ii. During the inspection, if any deficiency is observed, Office of Commissioner of Tourism, Gujarat shall issue notice to the unit to rectify the same within 30 days from the date of receipt of such notice and submit a report. If deficiencies are not rectified within 30 days and reported, the Commissioner of Tourism, Gujarat, shall cancel the sanctioned registration and classification of the said Homestay Establishment.
- iii. The Secretary (Tourism) will hold the power to evaluate the legality, appropriateness and merits of any order passed by the Office of Commissioner of Tourism, Gujarat and may call for any record for inspection.
- iv. In any case where deemed fit, the Secretary (Tourism) will hold the power to Suo Moto amend, cancel or reverse any order. It is to be ensured that adequate opportunity of hearing is provided to the affected party before passing any such order.

10. Duties of Homestay Owners

- i. The Registered Homestays shall maintain the required standards at all times. Such Homestay Establishments shall be inspected at any time without prior notice.

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- ii. The Registered Homestays shall have to mandatorilly display charges of room, dinner, lunch, breakfast and levied accordingly. The type of breakfast to be offered will have to be specified, the charges will have to be displayed; and Tourists will have to be informed such in advance.
- iii. Any changes in the facilities of the Homestay Establishment will have to be informed to the Office of Commissioner of Tourism, Gujarat within 30 days of such change. If any violation of this comes to the notice of Office of Commissioner of Tourism, Gujarat, then the classification will stand withdrawn/ terminated.
- iv. Registration will be finalized within 30 days of the application being made to the Office of Commissioner of Tourism, Gujarat, given that the application is complete in all respects.
- v. Furnish particulars of any tourist staying in such Homestay establishment to the concerned authorities as and when required.
- vi. Forthwith communicate to the prescribed authority any change in ownership of the Homestay Establishment, whether by inheritance or transfer immediately after the change/transfer.
- vii. The owner of the homestay shall maintain a register in the format provided at **"Annexure H"** and shall furnish the same as and when required by the Authority.
- viii. Safety and security of the tourist shall be the responsibility of the homestay owner and copy of ID and Address proof documents of the tourist/guest must be retained and records of same shall be maintained and to be produced to the concerned authorities as and when asked.
- ix. The Homestay owner shall follow the safety/security guidelines issued by the local police authority for accommodation units like hotels/ residential societies or dharmshalas from time to time.
- x. It shall be the responsibility of the Homestay owner to ensure that data of the Homestay Visitor/Tourist (s) and recordings of the CCTV shall not be misused in any manner.
- xi. Display of Homestay Registration Certificate in such a manner that it is clearly

visible to tourists is must.

11. Grievance Redressal

The Homestay Owners/Tourists or any Individual/Organization can raise their complaints or dispute to the office of Commissioner of Tourism.

12. Appeal

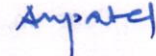
Any person aggrieved by the order of Commissioner of Tourism, Gujarat may appeal before the Secretary (Tourism), Industries and Mines Department, Gujarat, within 60 days of the date of the communication of such order to him and the decision of the Secretary (Tourism) Industries and Mines Department, Gujarat, thereupon shall be final.

- i. The appeal is to be in the prescribed format as provided at "**Annexure I**" in two copies along with Non-refundable appeal fees of Rs. 100/- to be paid online at www.gujarattourism.com. If the Appellant does not have any valid and appropriate reason, any appeal received after a prescribed time period of 60 days will not be accepted.
- ii. An Appellate authority will pass a speaking order after the hearing.
- iii. The Record will be maintained for all appeals related procedures including communications and remarks at the time of hearing. The Secretary (Tourism), Industries and Mines Department, Gujarat, may uphold, alter or dispose the matter as it may deem fit after duly considering the available records.
- iv. The Department of Tourism, Industries & Mines Department reserves the right to add, amend or remove any clause to this policy, as it may deem fit necessary from time to time, shall be applicable under this new policy GR.

13. In case of any conflict/interpretation between this GR and provision of the earlier GR dated 20/11/2014, the provisions as specified herein shall prevail over earlier GR.

This issues with the concurrence of Finance Department vide its note dated 04-03-2020 on this department's file of even number.

By order and in the name of Governor of Gujarat,



(Ajay Patel)

Deputy Secretary (Tourism)
Industries & Mines Department

Encls: Annexures 'A' to 'I'

Copy to:

1. Principal Secretary to Hon'ble Governor of Gujarat, Raj Bhavan, Gandhinagar. (*By letter)
2. Chief Principal Secretary to Hon'ble Chief Minister, Swarnim Sankul-1, Gandhinagar.
3. Personal Secretary to Hon'ble Deputy Chief Minister, Swarnim Sankul-1, Gandhinagar.
4. Personal Secretary to Hon'ble Minister (Tourism), Swarnim Sankul-2, Gandhinagar.
5. Personal Secretary to Hon'ble Minister of State (Tourism), Swarnim Sankul-2, Gandhinagar.
6. Deputy Secretary to Chief Secretary, Sachivalaya, Gandhinagar.
7. Secretary, Ministry of Tourism, Government of India, Transport Bhavan, 1 Parliament Street, New Delhi- 110001.
8. Additional Chief Secretary, Home Department, Sachivalaya, Gandhinagar.
9. Additional Chief Secretary, Revenue Department, Sachivalaya, Gandhinagar.
10. Additional Chief Secretary, Urban Development & Urban Housing Department, Sachivalaya, Gandhinagar.
11. Additional Chief Secretary, Finance Department, Sachivalaya, Gandhinagar.
12. Additional Chief Secretary, Energy & Petrochemicals Department, Sachivalaya, Gandhinagar.
13. Additional Chief Secretary, Industries & Mines Department, Sachivalaya, Gandhinagar.
14. Additional Chief Secretary, Sports, Youth & Cultural Activities Department, Sachivalaya, Gandhinagar.
15. Principal Secretary, Climate Change Department, Sachivalaya, Gandhinagar.
16. Secretary(Tourism), Industries and Mines Department, Sachivalaya, Gandhinagar.



17. Secretary (Expenditure), Finance Department, Sachivalaya, Gandhinagar.
18. Commissioner of Municipalities Administration, Block No.1, 4th Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar.
19. Industries Commissioner, Udyog Bhavan, Gandhinagar.
20. Commissioner of Tourism, Block No.1, Jivraj Mehta Bhavan, Gandhinagar.
21. Managing Director, Tourism Corporation of Gujarat Limited, Udyog Bhavan, Gandhinagar.
22. Director, Gujarat Energy Development Agency, Gandhinagar.
23. Secretary, Road & Building Department, Sachivalaya, Gandhinagar.
24. Chief Electrical Inspector & Collector Electricity Duty, Block No.18, 6th Floor, Udyog Bhavan, Gandhinagar.
25. Settlement Commissioner & Director of Land Records, Kha-5 Circle, Nr. Railway Crossing, Sector-14, Gandhinagar.
26. All Municipal Commissioners.
27. All Collectors.
28. All Commissioners of Police.
29. All Superintendents of Police.
30. Principal, Institute of Hotel Management, Gandhinagar.
31. President, Hotel and Restaurant Association, Ahmedabad.
32. President, Indian Association of Tour Operators(IOTA), 310, Padma Tower II, 22 Rajendra Place, New Delhi - 110 008.
33. Accountant General, Rajkot / Ahmedabad.
34. Pay and Account Officer, Ahmedabad/ Gandhinagar.
35. System Manager, Industries & Mines Department, Sachivalaya, Gandhinagar.
- With a request to upload this GR on the department's website.
36. Select File.

Annexure A

Application Form (New/Renewal) for registration of Homestay Establishment

Sr. No.	Item	Details
Applicant Details:		
1.	Name of the applicant:	
2.	Application category (Silver/Gold/Platinum):	
3.	Name of the person authorized to manage the establishment:	
4.	Contact details	
a.	Complete postal address of the establishment:	
b.	Geo-Coordinates	
c.	Mobile Number	
d.	E-mail address:	
Establishment details:		
1.	Distance of the Establishment in km (with name and location) from:	
a.	Airport:	
b.	Railway Station:	
c.	City Centre:	
d.	Nearest main shopping center:	

e.	Nearest bus stand /scheduled city bus stop:	
2.	Ownership Type (Single/Joint/Leased) (enclosed proof of ownership)	
3.	Width of the road on which establishment is located:	
4.	Details of parking area available in the establishment or in its vicinity:	
5.	Plot Area (Sqm):	
6.	Covered Area (Sqm):	
7.	No. of Rooms in the establishment and the rooms offered under the Policy	
a.	Single bed & size of each Room	
b.	Double bed & size of each Room	
	Common area (give details and Area in Sqm)	
8.	Lobby/Lounge	
9.	Dining space	
10.	Additional facilities, if any;	
11.	Eco-friendly facilities;	
12.	Fire fighting equipment/hydrants, working/ not working	
13.	Types of food to be provided:	
14.	Tariff for rooms:	
a.	Single bedroom:	

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b.	Double bedroom:	
15.	Fee payment Receipt No.:	
16.	Details of enclosures supplied with the application:	

Particulars of owner or authorized person residing in the establishment giving age, profession, family members with their relationship and brief note on the background of owner or representative.

Also enclose following self-attested certificates, as applicable:

1. Fire Safety
2. Lift Use
3. Building Use
4. Society NOC

Attach checklist of facilities available in the Homestay Establishment as per Checklist at "Annexure B"

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Annexure B

Facilities and Services Checklist

Sr. No.	Subject / facility	Category			Certification by the establishment regarding the facilities Yes/No	Observation of Classification Committee
		Silver	Gold	Platinum		
1	Establishment registered with the local authority as Residential property	M	M	M		
2	Well maintained and well-equipped house with quality carpets/ Area rugs/ Tiles or Marble Flooring, Furniture, fitting etc. in keeping with traditional lifestyle.	M	M	M		
3	Sufficient parking with Adequate road width.	D	M	M		
4	Guest Rooms: Minimum one lettable room and maximum 6 rooms (12 Bed). All Rooms should be clean, airy, pest free, without dampness &	M	M	M		

Sr.	Subject / facility	Category			Certification	Observation
	with outside window or ventilation		M	M		
5	Minimum Floor Area sq. ft. for each room	120	120	200		
6	Comfortable bed with good quality linen & bedding preferably of Indian design	M	M	M		
7	Attached private bathrooms with every room along with toiletries	D	M	M		
8	Minimum Size of each Bathroom in Sq. ft.	20	40	40		
9	W.C. Toilet to have a Seat & lid, toilet paper	D	M	M		
10	24 hours running hot water & cold water with proper sewerage connections	D	M	M		
11	Water saving taps and Showers	D	D	M		
12	Well maintained smoke free, clean, hygienic, pest free kitchen	M	M	M		
13	Well-furnished Dining area	D	M	M		
14	Good quality utensils, Good quality cutlery	M	M	M		

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Sr.	Subject / facility	Category			Certification	Observation
	and crockery					
15	Air-conditioning & heating depending on climatic conditions with room temperature	D	M	M		
16	Iron with iron board on request	D	M	M		
17	Internet connection	D	M	M		
18	15-amp earthed power Socket in the guest room	M	M	M		
19	Telephone with extension facility in the room	D	M	M		
20	Wardrobe with at least 4 clothes hangers in the guest room.	D	M	M		
21	Shelves or drawers in the Guest room.	D	M	M		
22	Complimentary RO plant or mineral water for drinking	M	M	M		
23	Good quality chairs, working tables and other necessary furniture	D	M	M		
24	Laundry and Dry-	D	M	M		

Sr.	Subject / facility	Category			Certification	Observation
	cleaning facility					
25	Refrigerator in the room	D	M	M		
26	A lounge or seating arrangement in the lobby area	D	M	M		
27	Proper Garbage disposal Facilities	M	M	M		
28	Acceptance of cash or Banker's cheque or D.D.	M	M	M		
29	Name, address and telephone number of doctors (to be deployed)	M	M	M		
30	Keeping Left luggage safe facility	D	M	M		
31	Assistance with luggage on request	D	M	M		
32	Small Safe facility in bedroom	D	M	M		
33	Smoke and Heat detector In the establishment	D	D	M		
34	Security Guard Facilities	D	M	M		

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Sr.	Subject / facility	Category			Certification	Observation
		M	NA	M		
35	Maintenance of a register for guest check-in and check out records as per Annexure 'H'. In case of foreign tourist, fill Form "C" as per existing Government rules.	M	M	M		
36	1 W.C. Toilet and Bathroom per 4 beds	M	NA	NA		
37	Power Backup arrangement	D	D	M		
38	Surveillance Cameras (CCTV) with 30 days back up	M	M	M		
39	Dish connection and Television	D	M	M		
40	Easy accessibility to location of establishment using transportation facility	M	M	M		
41	A Bedside Table with Reading Lamp and Drawer	NA	D	M		
42	A wastepaper basket	NA	D	M		
43	Per guest Complimentary 1 Drinking water bottle facility	NA	D	M		

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Sr.	Subject / facility	Category			Certification	Observation
44	1 bath towel and 1 hand towel to be provided per guest	NA	D	M		
45	King size Bed in each room	NA	D	M		
46	Washroom equipped with Exhaust fan	NA	D	M		
47	No smoking area	NA	D	M		
48	Tea/Coffee making facility in room with tea/coffee pouches	NA	D	M		
49	Plan showing Fire Exit way in each room	NA	D	M		
50	All time food/snacks facility	NA	D	M		

'M' stands for mandatory

'D' stands for desirable

'NA' stands for Not Applicable

Note - The grading across various categories will depend on the quality of accommodation, facilities and services created or provided. The same may be relaxed by the Classification Committee as per local requirements.

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Annexure C

Self-Declaration

I Son/wife/ daughter of Mr./Ms./Mrs
..... do hereby verify that the information
provided herein is true to the best of my knowledge and the documents are authentic.

Signature of the owner of establishment

Place:

Date:

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Annexure D

Format for undertaking

To,
Commissioner of Tourism,
Tourism Corporation of Gujarat Limited. Udhog Bhavan, GH-4,
Gandhinagar, Gujarat.

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration or renewal of the Homestay Establishment and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge.

(.....)

Name and signature of applicant

Date:

Place:

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Annexure E

Police verification

This is to certify that Mr./Ms/Mrs..... son/wife/daughter of..... residing at (address).....
..... since.....years and applying for registration of Homestay Establishment under
Gujarat State Homestay Policy bears a good reputation and there are no adverse remarks
and entries made against him or her or any members of the family at this Police Station.

Signature of Police Inspector of concerned Police Station

Date:

Place:

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Annexure F

Certificate of Registration

It is certified that house.....Owned by Mr./ Ms./ Mrs. is registered for(number of rooms and beds) for Silver/ Gold/ Platinum category under Homestay Establishment Policy.

This certificate is issued on
And shall remain valid till

**Commissioner of Tourism
Gujarat**

Date:

Place:

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Annexure G

Application for Renewal of Registration of Homestay Establishment Policy

To,
Commissioner of Tourism, Gujarat
Tourism Corporation of Gujarat Limited,
Udyog Bhavan, GH-4, Gandhinagar.

Respected Sir,

I hereby apply for renewal of certificate of Registration of this Policy.
Brief details are as under.

1. Name of the establishment. - (With complete address)
2. Date of registration with date of validity. (Enclose copy of certificate of registration)

As the period of validity of the registration certificate is expiring on, so I request that the said certificate may be renewed for a further period of two years on the term and conditions as laid down under this Policy. [Online Application for Renewal has already been submitted].

I enclose herewith Online Fee Payment Receipt No..... as renewal fee.

Date:

Place:

Signature of owner of establishment

Annexure H

Homestay Owner Name.....

Address of the Establishment.....

Registration no.....

Column Name	
Sr.No.	
Guest Name in Full (Surname first)	
Age	
Nationality	
Permanent Address	
Mob. No.	
Email Address	
ID proof (Photocopy of Government issued acceptable ID Proof with the address to be enclosed)	
Passport Number (In the case of foreign tourist, Photocopy of Passport to be enclosed along with form- C*)	
Total No. of Guests	
Date and Time of Check-in	
Date and Time of Checkout	
Place of Arrival of the guest	
Place of departure of the guest	
Purpose of Visit	
Signature	

* as prescribed by Ministry of Home Affairs' vide their notification dated 18th march, 2016 and updated from time to time.

Handwritten mark

Annexure I

(Form for Appeal)

From,

.....

(Name and address of the Applicant)

To,

Appellate Officer (Homestay Policy)

Secretary (Tourism),

Industries and Mines Department,

Gujarat,

1. Full Name of Applicant:
2. Address:
3. Full details of the order of the Commissioner of Tourism against which the appeal or revision application is made(Copy to be enclosed):
4. Has the prescribed appeal fee been paid? If so, give full details of the mode of payment.
5. Has the appeal been filed within time limits of 60 days as stipulated in the policy?
6. Point wise details of case and reason for appeal:
7. If the appeal application is filed by the holder of Power of Attorney, (please attach the copy of Power of Attorney).

Signature of appellant/owner of establishment

Date:

Place:

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