



**MINISTRY OF TOURISM  
REPUBLIC OF MALDIVES**

**APPLICATION FORM FOR TOURIST HOTEL OPERATING LICENSE**

**Purpose of submitting**

- New  Renewal  Change of  Change of  Change of  Name Change  Replace  Others  
 Change of Location  Operator  Owner  beds

**Details of the Hotel**

Name of the Hotel (English): .....

Name of the Hotel (Dhivehi): .....

Address (Ward/House Name/ Road/ Island Atoll): .....

No. of Rooms at the time of Application: .....

No. of Beds at the time of Application: .....

No. of Rooms Increased: .....

No. of Beds Increased: .....

E-Mail Address: .....

Website Address: .....

Hotel Contact Number: ..... Fax: .....

**Details of the Owner**

Name, Present Address & Street name of the Owner: .....

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ID Card No / PP No/Company Reg. No: .....  
(ID Card No. If Owner is an Individual)

Tel / Mobile: ..... Fax: ..... E-mail: .....

Permanent Address & Street name of the Owner: .....

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Tel / Mobile: ..... Fax: ..... E-mail: .....

### Details of the Operator

Name, Present Address & Street Name of the Operator: -----

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ID Card No / PP No/Company Reg. No: -----  
(ID Card No. If Operator is an Individual)

Tel / Mobile: ----- Fax: ----- E-mail: -----

Permanent Address & Street Name of the Operator: -----

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Tel / Mobile: ----- Fax: ----- E-mail: -----

### On behalf of the Operator of the Hotel:

**I hereby declare that the information given above is correct:**

Name:	Signature:
Designation:	
Contact no:	Seal of Operator:
Mobile no:	
Date:	

### ***Additional Document to be submitted with the Application:***

- Copy of Registration certificate for Land and Building
- Copy of Business Name Registration of the Hotel
- Copy of Permission from the Male' Council or Island Council to use the building as a Tourist Hotel.
- If the Operator is other than the Owner, a copy of the lease/management agreement. (***There should be a clause in the agreement allowing for the use of the premises as a hotel***)
- If the Operator/owner/manager is a company, copy of registration certificate, memorandum and articles of association of the company (***please note 'operation of Tourist Hotels' must be included under the objectives of the company in the Memorandum of Association***)
- ID card copy of all Shareholders and Directors
- If Applicant is a partnership, copy of registration of Partnership agreement.
- If the Owner/Operator is an Individual copy of ID Card/PP.
- Insurance Policy for Hotel.
- Disaster Management Plan for Hotel.
- Maldives Inland Revenue Authority (MIRA) Tax Clearance Form (***Previous Operator and New Operator***)

**Note:**

- *Original of the previous Operating License should be submitted with this application (if registered before)*
- *Please note that MVR of 10,000 is applicable for all new registration*
- *Please note that MVR 500 is applicable for Renewal, Operator, Owner, Bed Increase and other changes*
- *For more information please contact Registration Section, 332 3224, 3323226.*