



List of Documents for Renewal of

Tourist Accommodation Certificate and Tourist Enterprise Licence

Type of Enterprise	Documents
For all enterprises, in case of Company	<ul style="list-style-type: none"> ▪ 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. <p>Note: In case there is any change of shareholder or director, additional documents to be submitted as per checklist for change in company structure.</p>
Hotel Tourist Residence Guest House	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence. ▪ Certificate/Letter of security measures from approved list of security companies <ul style="list-style-type: none"> ○ 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) ○ Security Audit Report by approved Security Consultants (for hotel only)
Restaurant, Table D'Hôte	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence.
Beach Hawker trading on beaches facing hotel	<ul style="list-style-type: none"> ○ Certificate of Character and/or Copy of receipt of application for new Certificate of Character during the current year (if applicable)
Tour Operator	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence.
Travel Agency	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence. ▪ Renewed Bank Guarantee (If date of first issue of licence is after 16 October 2018)
Rental Agency for buses/minibuses	<ul style="list-style-type: none"> ▪ Letter from NTA in case of change in the fleet (decrease or increase in number of vehicles)
Scuba Diving, Helmet Diving Centre & Boathouses	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence. ▪ Letter from hotel certifying that the contract with hotel is still valid (if within hotel premises)
Karting, ecotourism, golf courses, providing non-motorised water sports, rental agency (jet ski, kite surf, motorcycles, bicycles, quads, windsurf	<ul style="list-style-type: none"> ▪ Copy of insurance certificate, covering the validity period of the licence.