



HOTEL ASSOCIATION NEPAL

Gairidhara, Kathmandu

Tel: 4412705, 4428946

E-mail : han@ntc.net.np, Website: www.hotelassociationnepal.org.np

Application for Membership

Name of Hotel: Star Rating :
 Address: P.O.Box No. :
 Fax No. E-mail:
 Name of the Owner: Telephone:
 Executive of the Hotel :

Name

Designation

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Total No. of Room	Single	Double	Suites.....
Tariff (Current)	US\$	US\$	US\$
	Rs	Rs	Rs

Operating since Month Year
 Type of ownership: Partnership/Proprietorship/Private Ltd./Other Specifications (if any)

Date
 Signature
 Name in Block
 Designation

Note

Please attach photo-copy of registration documents from Dept. of Tax, Dept. of Industry, Tourism Department-MoTCA, Foreign Exchange Certificate of NRB, Compaly Rules & Regulation, Paper of House & Land or 10 years lease agreement, copy of citizenship & tax cleared certificate

TO BE FILLED BY HOTEL ASSOCIATION NEPAL

Name of Hotel
 Address Tel.
 Date of Membership approved by the Board
 Type of Membership : Active/Allied

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Authorized Signature



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HOTEL INSPECTION FORM

01. Name of Hotel : _____
02. Name of Owner : _____
03. Address : _____
04. Date of Establishment/Operation : _____
05. Type of Ownership : Sole/Partnership/Pvt. Ltd./Pub. Ltd.
06. Capital & Structure : Total _____ Loan if any _____
07. No. of Rooms, Beds & Staff : Rooms _____ beds _____ Staff _____
08. No. of Food Outlets : _____
09. Telephone/Fax : _____
10. Fan/Heater : _____
11. Furniture : _____
12. Ownership of Building/Land : _____
13. Heating System : _____
14. Sources of Water/Sanitation : _____
15. Carpet : _____
16. Recommendation from Department of Tourism : Regd. No. _____ Date : _____
17. Certification from Department of Industry : Regd. No. _____ Date : _____
18. Tax Exemption Certificate : Regd. No. _____ Date : _____
19. Foreign Exchange Permit from : _____
Nepal Rastra Bank
20. Other things to be mentioned : _____
21. Comments/Remarks/Recommendation : _____
after Inspection

Signature : _____

Name of Inspector : _____

Date of Inspection : _____

Necessary document for HAN Membership

1. Request letter to become HAN member

2. HAN Membership form

3. Registration document of Dept of Tax

4. Registration document of Dept of Industry

5. Registration document of Dept of Tourism Dept MoTCA

6. Registration document of Foreign Exchange Certificate

7. Registration document of House & Land or 10 years lease agreement

8. Registration document of Citizenship

9. Registration document of Tax Cleared certificate

10. Board minut in case of Public company