



Government of Nepal

Ministry of Culture, Tourism and Civil Aviation

Department of Tourism

## Hotel Registration Management System (HRMS)



**User Login - Hotel Manual**

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism  
Hotel Registration Management System (HRMS)

User Name

Password

Login

[Forgot Password](#)

[Register](#) [New Hotel User](#) [User Registration Manual Download](#)

- To Login your system, first you should create New User.
- Click on New User option.
- Fill all the required information and finally click on Register button.

Create New Account

First Name (In English) \*

Middle Name (In English)

Last Name (In English) \*

Email Address \*

Mobile Number \*

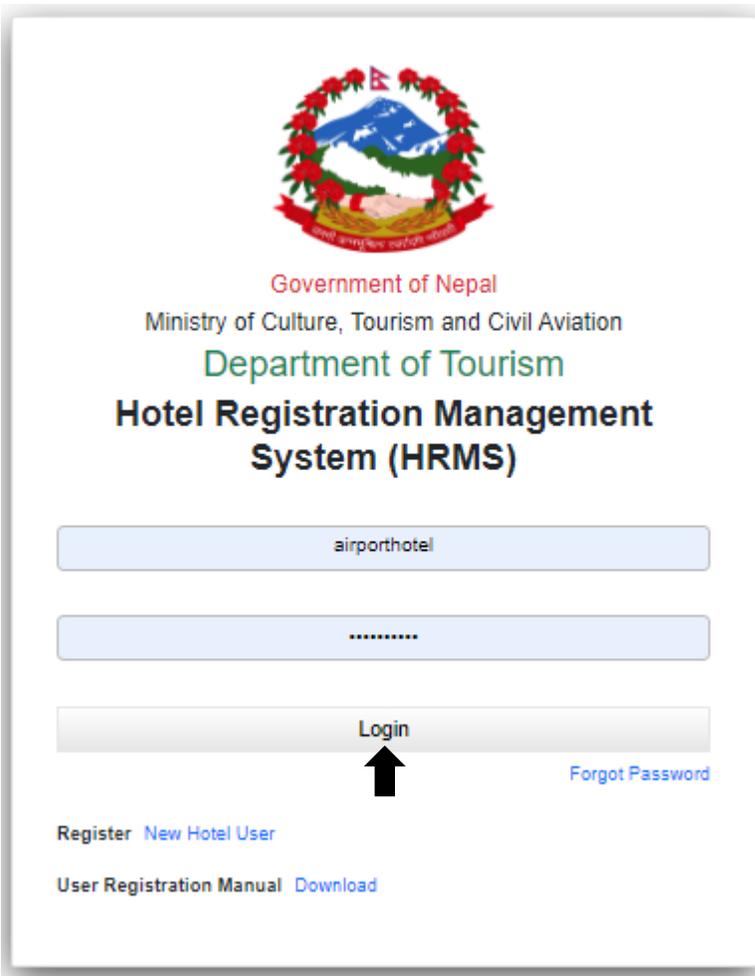
Company Name \*

Post Name \*

By Clicking "Register", you agree to the [Terms & Conditions](#) and prevailing laws

[Register +](#) [Reset](#) [Back <](#)

- After that admin approved your request and send user name and password on your email address.
- To login, enter your user name and password from your gmail address and finally click on Login button.



Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism  
**Hotel Registration Management System (HRMS)**

airporthotel

.....

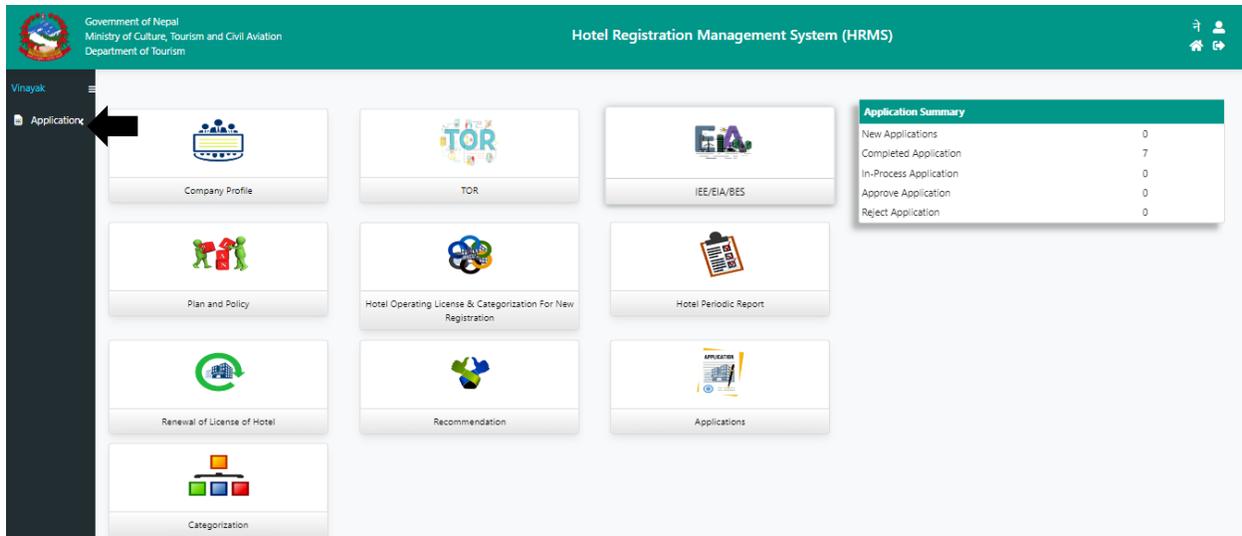
Login

[Forgot Password](#)

[Register New Hotel User](#)

[User Registration Manual Download](#)

- If the user name and password is correct then Homepage will be displayed.
- After successful login, Hotel User dashboard is displayed with all the modules, application summary and registration data as shown in the figure.
- Click on Application at the top most left corner of the dashboard.



- Click on Registration.
- Fill all the information of your organization as shown in the figure.
- Click on Next option.

ORGANIZATION		CAPITAL	FOREIGN AGENCY	SHARE HOLDER	HOTEL	VEHICLE
<b>Company Information</b>						
Name ( In English ) :	<input type="text" value="Airport Hotel"/>	Name ( In Nepali ) :	<input type="text" value="एयरपोर्ट होटल"/>			
Province :	<input type="text" value="Bagmati Province"/>	District :	<input type="text" value="Kathmandu"/>			
Municipality :	<input type="text" value="Kathmandu Metropolitan City"/>	Street Address :	<input type="text" value="Sinamangal"/>			
Ward No :	<input type="text" value="9"/>	Contact Number :	<input type="text" value="01-4112636"/>			
Fax Number :	<input type="text" value="000"/>	PO.Box Number :	<input type="text" value="222"/>			
Email :	<input type="text" value="info@airportohotel.com"/>	Website :	<input type="text" value="www.airporthotel.com"/>			
Gharelu Number :	<input type="text" value="111"/>	Gharelu Issue Date :	<input type="text" value="17-10-2054"/>			
Organization Panvat :	<input type="text" value="500003178"/>	Registration Number :	<input type="text" value="333"/>			
Registration Date (In Nepali) :	<input type="text" value="17-10-2054"/>	Industry Registration Date (In Nepali) :	<input type="text" value="17-10-2054"/>			

- Fill all the information of your capital investment as shown in the figure.
- Click on Next option.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

Vinayak

Application

Registration

ORGANIZATION CAPITAL FOREIGN AGENCY SHARE HOLDER HOTEL VECHILE

Capital Invest

Authorized Capital : 200000000 Issued Capital : 100000000

Paid Capital : 111111111 Fixed Capital : 99000000

Current Capital : 33333333

← BACK NEXT →

- Fill all the information of your foreign agency (if exist) as shown in the figure.
- Click on Next option.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

PASPAS

Application

Registration

ORGANIZATION CAPITAL FOREIGN AGENCY SHARE HOLDER HOTEL VECHILE

Foreign Agency

Street Address : Baneshwor Contact Number : 9848756230

Fax Number : 142530 Email : test1@gmail.com

Website : saraswan.gov.com.np Name (In English) : Saraswan Company

Name (In Nepali) : Saraswan Company

← BACK NEXT →

- Fill all the information of your shareholder if exist (you can fill how much shareholders are there for your organization) and finally click on Submit button.
- **Note:** Shareholder are only added on company profile option.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

Vinayak

Application

Registration

ORGANIZATION CAPITAL FOREIGN AGENCY SHARE HOLDER AGENCY VECHILE

Share Holder +

Person Name	Contact Number	Email	Street Address	Share	Action
Binayak Shah	98111111	test@gmail.com		100000	🗑️
Subarna Shrestha	5524719	abc@gmail.com		274000	🗑️
Amrit Shalya	5524719	abc@gmail.com		950000	🗑️

← BACK NEXT →

- Click on Next button.
- Fill all the information of your Hotel.
- Click on Next option.

The screenshot shows the 'Hotel Information' form in the HRMS. The form is filled with the following details:

Field	Value	Field	Value
Name (In English)	Airport Hotel	Name (In Nepali)	एयरपोर्ट होटल
Province	Bagmati Province	District	Kathmandu
Municipality	Budhanikantha Municipality	Street Address	Sinamangal
Ward No	9	Contact Number	01-4112636
Fax Number	0	PO.Box Number	222
Email	info@airporthotel.com	Website	111
Gharelu Number	111	Gharelu Issue Date	17-10-2054
Male Staffs	50	Female Staffs	10
Hotel Category	Star 3	Hotel Sub Category	3 star

Navigation buttons: BACK (left), NEXT (right, highlighted with a black arrow).

- After completing all these information click on TOR option.
- **Note:** This is your first step for the submission of your documents.

The screenshot shows the HRMS dashboard with the following application options:

- Company Profile
- TOR** (highlighted with a black arrow)
- IEE/EIA/BES
- Plan and Policy
- Hotel Operating License & Categorization For New Registration
- Hotel Periodic Report
- Renewal of License of Hotel
- Recommendation
- Applications
- Categorization

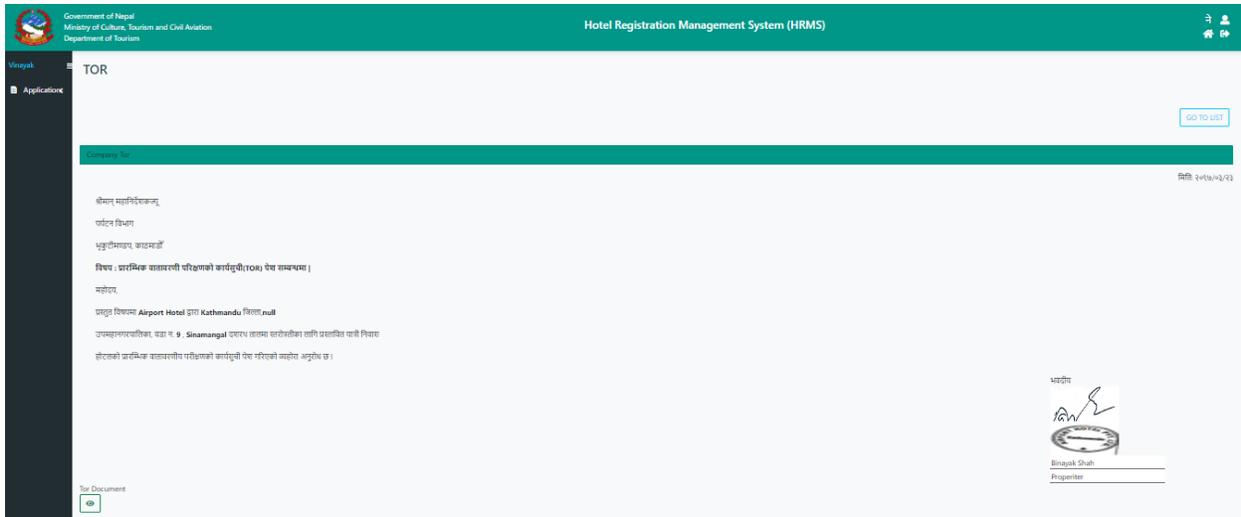
**Application Summary**

Category	Count
New Applications	0
Completed Application	7
In-Process Application	0
Approve Application	0
Reject Application	0

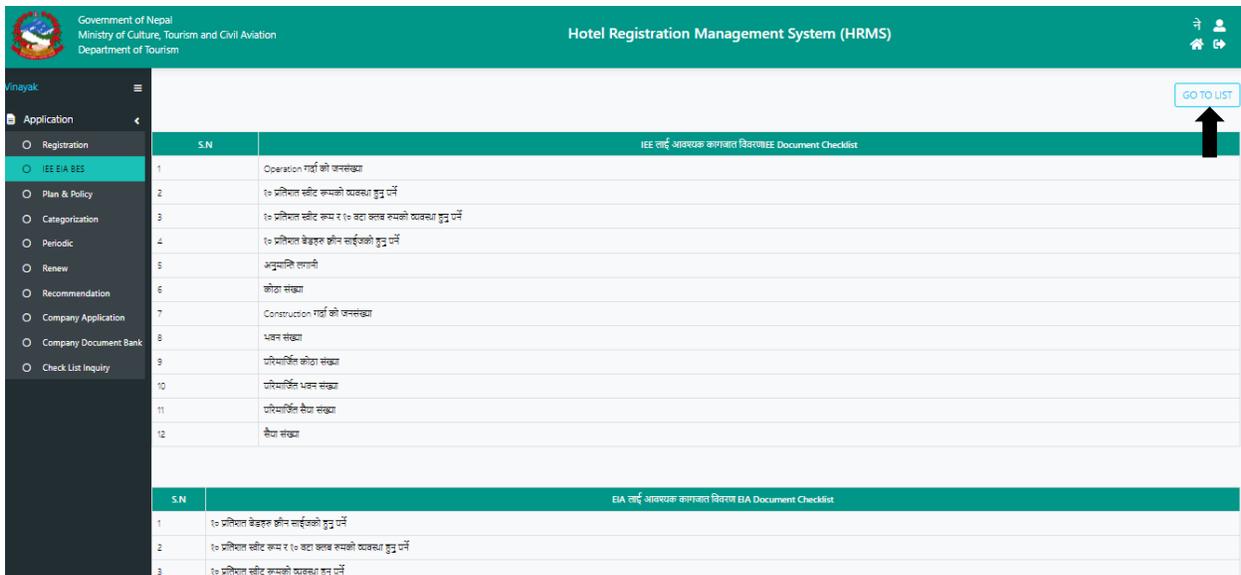
- Click on Add New button.

- Fill all the required documents.
- **Note:** Organization opening letter in the letter pad, signature of applicant, organization stamp, applicant name and designation is required here.
- Finally click on add button.

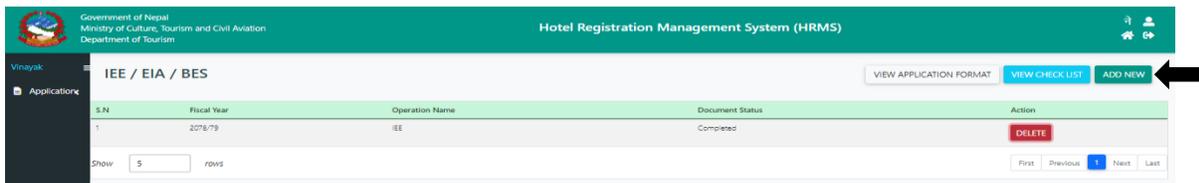
- You can delete and view details of the documents here.
- Click on detail button to view letter of TOR.
- Click on view button to view your applied documents.



- After completing all these information click on IEE, EIA, BES option. (In this section you can fill all the information, what you want for your business purposes).
- You can view application format and check list here, for check list click on view check list.



- Click on Add New button and select your operation list for which purpose you want to add your documents.
- After clicking on proceed button, select your documents.



- **Note:** for every documents you should select is exit button.

- Finally, click on save and submit button.

The screenshot shows the 'IEE / EIA / BES' section of the HRMS. A table lists various documents with columns for S.N, Document Details, Is Exist, Remarks, Upload Document, Download Document, and Action. The first row is highlighted, and a black arrow points to the 'SAVE' button in the Action column.

S.N	Document Details	Is Exist	Remarks	Upload Document	Download Document	Action
1	सैषा संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
2	परिभाषित सैषा संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
3	परिभाषित भवन संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
4	परिभाषित कोठा संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
5	भवन संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
6	Construction गर्दा को जनसंख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
7	कोठा संख्या	<input type="checkbox"/>		Choose File No fl...osen		SAVE
8	अनुमानि लगानी	<input type="checkbox"/>		Choose File No fl...osen		SAVE

- Similarly, you can edit and delete your pending documents.

The screenshot shows the 'IEE / EIA / BES' section with a table of pending documents. The first row is highlighted, and black arrows point to the 'EDIT' and 'DELETE' buttons in the Action column.

S.N	Fiscal Year	Operation Name	Document Status	Action
1	2078/79	IEE	Pending	EDIT DELETE
2	2078/79	IEE	Completed	DELETE

- Click on Plan and Policy option.
- Click on view checklist option, here you can view all your required documents.
- Click on goto list option.

The screenshot shows the 'Document Checklist' section of the HRMS. A table lists documents with columns for S.N and Document Checklist. A black arrow points to the 'GO TO LIST' button in the top right corner.

S.N	Document Checklist आवश्यक कागजातहरू
1	१० प्रतिपाल सँद कम्प र १० वटा प्रत्येक सभको आवश्यक हुनु पर्ने
2	१० प्रतिपाल बिबरन फ्रानि साईको हुनु पर्ने

- Click on Add New option, in this option you should select your documents for your new plan and policies. (you can view checklist and application format to upload your documents).
- Select your documents and click on save button.
- **Note:** for every documents you should select isexit button.

- Similarly, select Add Product and click on Add button. (you can add products as much as you want).

- Click on Categorization option.
- Click on view checklist and application format, here you can view all these things.
- Click on goto back button.

S.N	( Star 3 )3 star Document Checklist लाई आवश्यक कागजात विवरण
1	कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन (प्रतिनिधिको लागि अख्तियारनामा र परिचयपत्र) र निवेदन दस्तुर बुझाएको रसिद
2	यस अघि स्तर वर्गीकरण गरिएको भए सो प्रमाणित प्रतिलिपि
3	स्तरांतिको लागि अनुसूची ४ को ढाँचामा भरेको आवधिक प्रतिवेदनहरू, (निर्धारित समयमा नबुझाएको भए जरिवाना तिरिको भौचर)
4	प्रा.लि. को प्रोजेक्ट स्कीम (सम्भाव्यता अध्ययन प्रतिवेदन)
5	निर्माण कार्यको नक्सा (सम्बन्धित न.पा. /गा.पा. बाट प्रमाणित नक्सा)
6	शेयरधनीको नागरिकता प्रमाणपत्रको प्रतिलिपि (विदेशीको हकमा पासपोर्ट प्रतिलिपि) र व्यक्तिगत विवरण (वापोडाटा)
7	कम्पनी वा फर्मको नामको जग्गाधनी प्रमाणपत्रको प्रतिलिपि, व्यक्तिको नाममा भएमा सो व्यक्ति र कम्पनी वा फर्मबिच भएको सम्झौताको प्रतिलिपि
8	उद्योग दर्ता प्रमाणपत्र
9	घर वा जग्गा भाडामा लिएको भए सोको सम्झौतापत्रको प्रतिलिपि
10	कम्पनी दर्ता प्रमाणपत्र र पत्र (कम्पनीको हकमा)
11	प्रबन्धपत्र र नियमावलीको प्रतिलिपि (कम्पनीको हकमा)
12	कम्पनीको स्थायी लेखा नम्बर ( PAN) दर्ता प्रमाणपत्र

- Click on Add New button.
- Select sub category and click on proceed option.
- Upload your required documents.

- **Note:** for every documents you should select isexit button.
- Finally click on save and update option.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

PASPAS

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization**
- Periodic
- Renew
- Recommendation
- Company Application
- Company Document Bank
- Check List Inquiry

Categorization

GO TO LIST

S.N	Document Details	Is Exist	Remarks	Upload Document	File Name	Download Document	Action
1	यस अघि स्तर वर्गीकरण गरिएको भए सो प्रमाणित प्रतिलिपि	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
2	कम्पनी वा फर्मको लेटरप्याडमा अधिकारिक व्यक्तिको निवेदन (प्रतिनिधिको लागि अक्षियारनामा र परिचयपत्र) र निवेदन दस्तुर बुझाएको रसिद	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
3	स्तरौतिको लागि अनुसूची ४ को ढाँचामा भरेको आवधिक प्रतिवेदनहरू, (निर्धारित समयमा नबुझाएको भए जरिवाना तिरनेको भौवर)	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
4	कम्पनीको स्वामी लेखा नम्बर ( PAN) दर्ता प्रमाणपत्र	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
5	पछिल्लो लेखा परीक्षण प्रतिवेदन (पुरानोको हकमा)	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
6	विभागबाट खटिएको निरीक्षण टोलीको प्रतिवेदन	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
7	विदेशी लगानीको हकमा उद्योग विभागबाट विदेशी लगानी स्वीकृति लिएको पत्रको प्रतिलिपि	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
8	२५ देखि ५० शय्यासम्मको लागि संक्षिप्त वातावरणीय अध्ययन प्रतिवेदन (BES) ५० शय्या भन्दा बढी भएमा IEE र १०० शय्या भन्दा बढी भएमा EIA को स्वीकृत प्रतिवेदन साथै, निरुन्ध,मघावर्ती तथा संरक्षित क्षेत्रमा भएमा पनि IEE तथा EIA को स्वीकृत प्रतिवेदन	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE
9	हालसालैको कम्पनी आवधिक गरिएको व्यवहाराको पत्र र शेयर लगतको प्रमाणित प्रतिलिपि	<input type="checkbox"/>		Choose file No f...osen	No File Uploaded		SAVE

- Similarly, you can edit and delete all your documents here.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

Amar

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization**

Categorization

VIEW CHECK LIST ADD NEW

VIEW APPLICATION FORMAT

S.N	Fiscal Year	Category	Document Status	Action
1	2078/79	Normal	Completed	DELETE

Show 5 rows

First Previous 1 Next Last

- Click on Periodic option.
- Click on view application format and check list, here you can view all these things.
- Click on goto list button.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

Vinayak

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization
- Periodic**
- Renew
- Recommendation
- Company Application
- Company Document Bank
- Check List Inquiry

Categorization

GO TO LIST

S.N	आवधिक कगजात विवरण/Document Details	Action
1	होटेल् पर्यटक आवास, रातमा बसेका पर्यटक र तिनिहरूले बसेका दिनको संख्या सम्बन्धि विवरण - (३) चार दिन देखि सात दिनसम्म बन्ने	
2	होटेल् पर्यटक आवास, रातमा बसेका पर्यटक र तिनिहरूले बसेका दिनको संख्या सम्बन्धि विवरण - (१) आठ दिन भन्दा बढी बन्ने	
3	नेपालमित्र र काशिर गराएको प्रचारको विवरण	
4	अन्तराष्ट्रिय सभा सम्मेलन आदिमा भएा लिएको विवरण	
5	विदेशबाट पर्यटन उद्योग विकास गर्नको लागि निम्त्याइएका व्यक्तिहरूको विवरण	
6	के कति स्वदेशी वा विदेशी कर्मचारीहरू छन्, (ताम, दर्जा र पाउने पारिश्रमिक सहित)	
7	कारोबार एवं आर्जन गरेको विदेशी मुद्राको विवरण	
8	व्यवसायसँग सम्बन्धित कामको लागि आवश्यक पैठारी इजाजतपत्रको विवरण (माससमान र रकम सहित)	
9	उपलब्ध पैठारी इजाजतपत्र मध्ये के कति माससमान प्राप्त भै सकेको छ के कति प्राप्त हुन बाँकी छ र के कति रद्द गरिएको छ त्यसको विवरण	
10	होटेल् पर्यटक आवास, रातमा बसेका पर्यटक र तिनिहरूले बसेका दिनको संख्या सम्बन्धि विवरण - (३) एक दिन देखि तीन दिनसम्म बन्ने	

- Click on add new button, select your fiscal year and part, and click on proceed button.
- Upload all your required documents here.
- **Note:** for every documents you should select isexit button. (in this section you have to select two parts i.e first and second for Renew of your organization at the duration of six month).

- After completing Hotel Periodic Report now you can apply for Renewal of License of Hotel by selecting it.
- Click on Add New option (you can view checklist and application list to upload your documents).
- Select your Fiscal year and click on Proceed option.
- Upload your required documents and finally click on save and update option to submit your documents.
- **Note:** for every documents you should select isexit button.

- Click on Recommendation.
- you can view checklist and application format to upload your documents.
- Click on Goto List button.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

Hotel Registration Management System (HRMS)

ने  
🏠

GO TO LIST

Vinayak

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization
- Periodic
- Renew
- Recommendation
- Company Application
- Company Document Bank
- Check List Inquiry

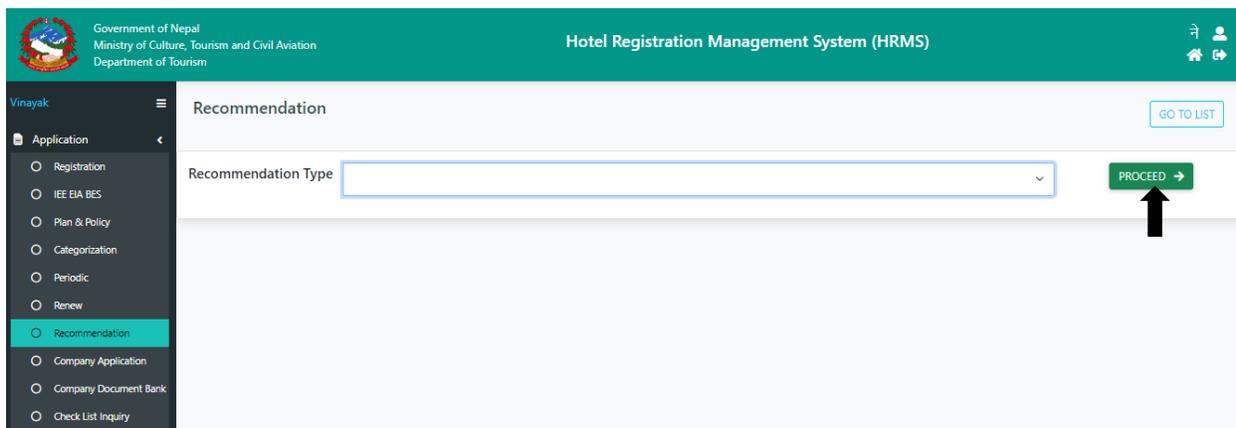
S.N	हरियो नम्बर फोटो लाई आवश्यक कागजात विवरण Document Checklist
1	सवारी दर्ता नं
2	सवारी साधन होटल अथवा रिसोर्ट व्यवसाय संचालनार्थ इजाजत लिएको ऐजेन्सीको नाममा दर्ता भएको हुनुपर्ने ।
3	फिट आरामदायि र सुविधा जनक हुनुपर्ने
4	सवारी साधन १००० सिमि भन्दाभन्दाभन्दा हुनु पर्ने
5	साना सवारी साधन पेट्रोल, डिजेल विद्युत प्लासबाट चल्ने हुनु पर्ने
6	Radio, Music player जडान गरेको हुनु पर्ने
7	Seat Belt जडान गरेको हुनु पर्ने
8	First Aid Box हुनु पर्ने
9	Fire Extinguisher जडान गरेको हुनु पर्ने
10	एयर कन्डिशनर जडान भएको हुनु पर्ने
11	हर्स पावर
12	इन्जन
13	घारक सहित फिट क्षमता ५ फिट भन्दाभन्दाभन्दा
14	सेरिज नं
15	इन्डिन नं
16	मोडेल नं

S.N	विदेशी मुद्रा कारोबार लाई आवश्यक कागजात विवरण Document Checklist
1	कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन दस्तुर सहितको निवेदन (प्रतिनिधिको लागि अख्तियारनामा र परिचयपत्र)
2	स्तर वर्गीकरण कायम रहेको प्रमाणपत्रको प्रतिलिपि
3	मूल्य अभिवृद्धि कर र आयकर बुझाएको प्रमाण वा करचुक्ता प्रमाणपत्र (पुरानो होटल/रिसोर्टको हकमा)
4	आवधिक प्रतिवेदन तोकिएको समय भित्र बुझाएको हुनुपर्ने, समयभित्र नबुझाएको भए लाग्ने जरिवाना बुझाएको प्रमाण (पुरानो होटल रिसोर्टको हकमा)

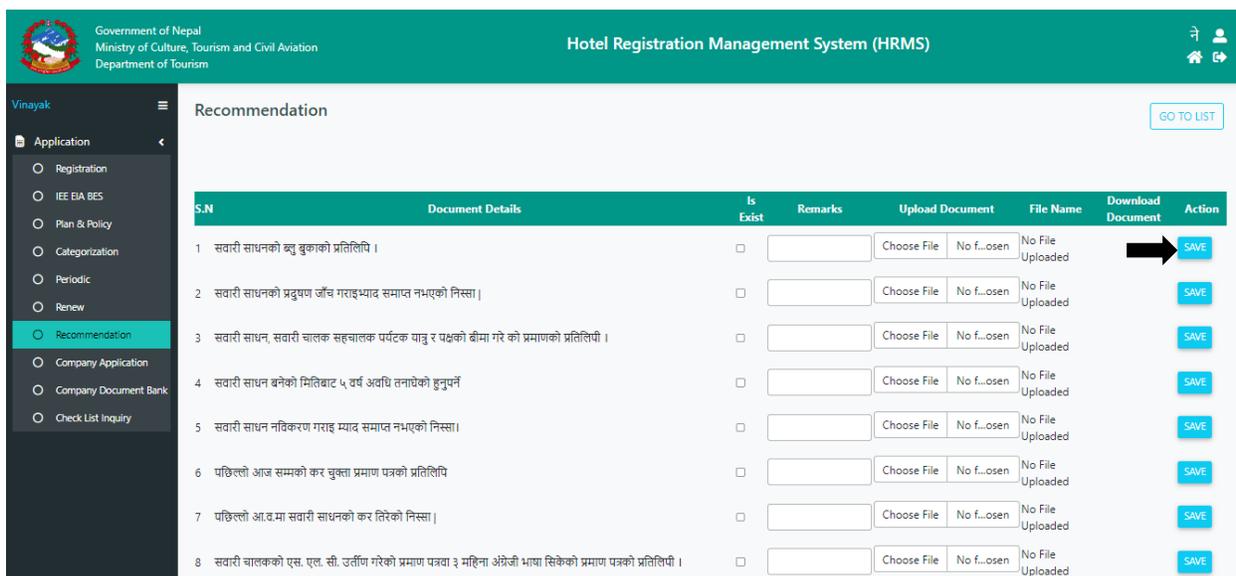
S.N	विदेशी मुद्रा भुक्तानी लाई आवश्यक कागजात विवरण Document Checklist
1	कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन दस्तुर सहितको निवेदन (प्रतिनिधिको लागि अख्तियारनामा र परिचयपत्र)
2	होटल/रिसोर्ट स्तर वर्गीकरण कायम रहेको प्रमाणपत्रको प्रतिलिपि
3	मूल्य अभिवृद्धि कर र आयकर बुझाएको प्रमाण वा करचुक्ता प्रमाणपत्र (पुरानो होटल/रिसोर्टको हकमा)
4	आवधिक प्रतिवेदन तोकिएको समय भित्र बुझाएको हुनुपर्ने, समयभित्र नबुझाएको भए लाग्ने जरिवाना बुझाएको प्रमाण (पुरानो होटल रिसोर्टको हकमा)
5	भुक्तानी दिनुपर्ने कम्पनीसंगको सम्झौताको प्रमाणित प्रतिलिपि
6	विदेशी कम्पनीसंग वस्तु/सेवा लिनुपर्ने कारण / औचित्य

S.N	वाकीटकी लाई आवश्यक कागजात विवरण Document Checklist
1	रेडियो यन्त्र आवश्यकता पुष्टाईएको व्यहोरा सहितको कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन (प्रतिनिधिको लागि अख्तियारनामा र परिचयपत्र ) र निवेदन दस्तुर बुझाएको रसिद
2	आवधिक प्रतिवेदन तोकिएको समयभित्र बुझाएको हुनुपर्ने, समयभित्र नबुझाएको भए लाग्ने जरिवाना बुझाएको प्रमाण

- Click on Add New option.
- Select Recommendation type and click on proceed option.



- Now, you can upload your documents here.
- **Note:** for every documents you should select isexit button.
- Finally click on save and Submit option.



- Click on Company application.
- In this section you will see details of your Pending documents unverified by the officers.
- Click on details option. (here, you will see all the information of your organization

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

### Hotel Registration Management System (HRMS)

Vinayak

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization
- Periodic
- Renew
- Recommendation
- Company Application**
- Company Document Bank
- Check List Inquiry

PENDING APPROVED COMPLETED REJECTED

S.N	Company Name	Status	Document Status	Operation Status	Forwarded By	Forwarded Date	Action
1	Airport Hotel	Pending		Recommendation	VinayakShah	2022-09-01	<a href="#">DETAILS</a>
2	Airport Hotel	Pending		Hotel Operatog Licence & Categorization For New Registration	VinayakShah	2022-08-31	<a href="#">DETAILS</a>

Show  rows **2 records**

First Previous **1** Next Last

- Click on Approved option. (in this section you will see details of your Approved documents verified by the officers).
- Click on details option. (here, you will see all the details information of your organization).

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

### Hotel Registration Management System (HRMS)

Vinayak

Application

- Registration
- IEE EIA BES
- Plan & Policy
- Categorization
- Periodic
- Renew
- Recommendation
- Company Application**
- Company Document Bank
- Check List Inquiry

PENDING APPROVED COMPLETED REJECTED

S.N	Company Name	Status	Document Status	Operation Status	Forwarded By	Forwarded Date	Action
1	Airport Hotel	Pending		Hotel Operatog Licence & Categorization For New Registration	VinayakShah	2022-08-31	<a href="#">DETAILS</a>

Show  rows **1 records**

First Previous **1** Next Last

- Click on Completed option. (in this section you will see details of your completed documents verified by the officers).
- Click on details option. (here, you will see all the details information of your organization)
- Similarly, you will see final certificate and messages send by the officers.

Government of Nepal  
Ministry of Culture, Tourism and Civil Aviation  
Department of Tourism

### Hotel Registration Management System (HRMS)

Vinayak

Applications

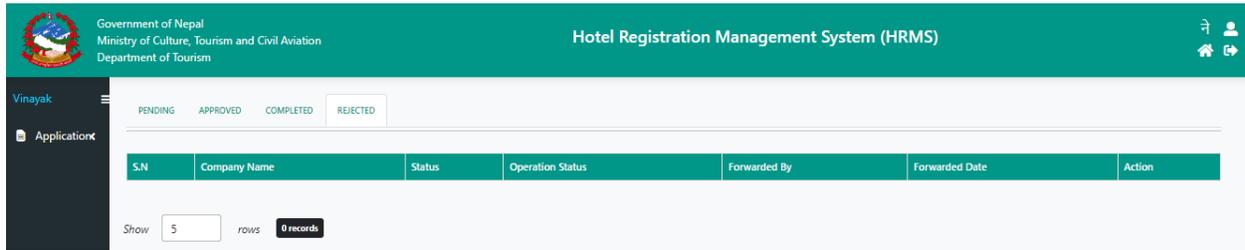
PENDING APPROVED **COMPLETED** REJECTED

S.N	Company Name	Status	Operation Status	Forwarded By	Forwarded Date	Action
1	Airport Hotel	Completed	Renewal of Licence of Hotel	JuniorOfficer	2022-08-31	<a href="#">DETAILS</a>
2	Airport Hotel	Completed	IEE	JuniorOfficer	2022-08-31	<a href="#">DETAILS</a>
3	Airport Hotel	Completed	Hotel Periodic Report	JuniorOfficer	2022-08-31	<a href="#">DETAILS</a>
4	Airport Hotel	Completed	Plan & Policy	JuniorOfficer	2022-08-31	<a href="#">DETAILS</a>
5	Airport Hotel	Completed	Recommendation	JuniorOfficer	2022-08-31	<a href="#">DETAILS</a>

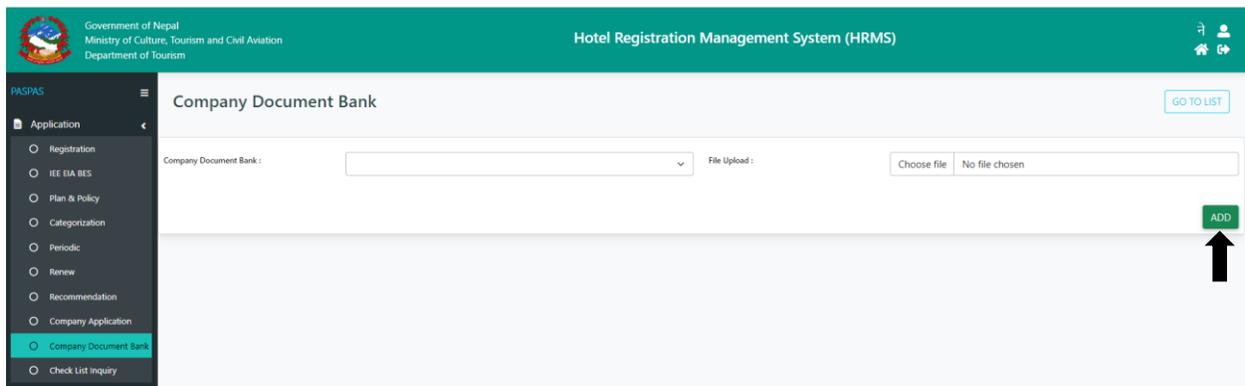
Show  rows **6 records**

First Previous **1 2** Next Last

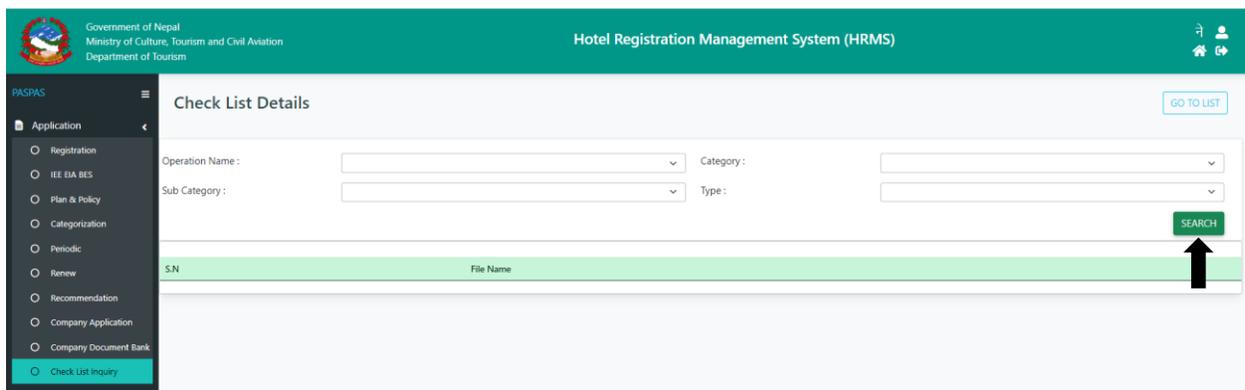
- Click on Rejected option. (in this section you will see your rejected documents unverified by the officers).



- Click on Company Document Bank option.
- Click on add new option.
- Select company document bank and upload your file and finally click on add button.



- Finally, click on check list inquiry option.
- Choose your operation name, sub category, category and type then click on search button. Here, you can search all these things.
- Click on goto list option.



- Finally click on logout option to switch your system.



PASPAS

Application

- Registration
- IEE EA BES
- Plan & Policy
- Categorization
- Periodic
- Renew
- Recommendation
- Company Application
- Company Document Bank
- Check List Inquiry

Company Profile

IEE/EA/BES

Plan and Policy

Hotel Operating License & Categorization For New Registration

Hotel Periodic Report

Renewal of License of Hotel

Recommendation

Applications

Categorization

Application Summary

New Applications	3
Completed Application	0
In-Process Application	8
Approve Application	0
Reject Application	0