

Hotel Registration Management System (HRMS)

User Login - Hotel Manual

Government of Nepal Ministry of Culture, Tourism and Civ Department of Touris	il Aviation
Hotel Registration Mana System (HRMS)	gement
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.

First Name (In English) *	First Name	×			
Middle Name (In English)	Middle Name	×			
Last Name (In English) *	Last Name	×			
Email Address *	Email Address	×			
Mobile Number *	Mobile Number	×			
Company Name *	Company Name	×			
Post Name *	Post Name	×			
By Clicking "Register", you agree to the Terms & Conditions and prevailing laws					

- 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.



- 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.

	overnment of Nepal inistry of Culture, Tourism and Civil Aviation epartment of Tourism	Hotel R	egistration Management Syste	em (HRMS)	ने 💄 😤 🕩
Vinayak 🔳					
Application				Application Summary	
		TOR		New Applications	0
			Industry of the	Completed Application	7
	Courses Dates	T00		In-Process Application	0
	Company Profile	IOR	IEE/EIA/BES	Approve Application	0
				Reject Application	U
	X	**	BaB		
	Plan and Policy	Hotel Operating License & Categorization For New Registration	Hotel Periodic Report		
		*			
	Renewal of License of Hotel	Recommendation	Applications		

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

٨	Government of N Ministry of Cultur Department of To	epal e, Tourism and Civil Aviation urism	Hotel Registration	n Management System (HRMS)		ने 💄 😤 🔂
Vinayak	≡ on <	ORGANIZATION CAPITAL FOREIGN AGE	INCY SHARE HOLDER HOTEL VECHILE			
O Regist	tration	Company Information				
	A BES	Name (In English) :	Airport Hotel	Name (în Nepali):	एयरपोर्ट होटल	
O Plan 8	s Policy	Province :	Bagmati Province 🗸	District:	Kathmandu	~
O Period	dic	Municipality :	Kathmandu Metropolitan City 🗸 🗸	Street Address :	Sinamangal	
O Renew	N	Ward No :	9	Contact Number :	01-4112636	
O Recorr	nmendation	Fax Number :	000	P.O.Box Number :	222	
O Comp	oany Application	Email :	info@airporthotel.com	Website :	www.airporthotel.com	
O Comp	oany Document Bank	Gharelu Number :	111	Gharelu Issue Date	17-10-2054	
O Check	c List Inquiry	Organization Panvat	500003178	Registration Number	333	
		Registration Date (In Nepali	17-10-2054	Industry Registration Date (In Nepali	17-10-2054	
						NEXT ->

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

E	Government of M Ministry of Cultu Department of Te	lepal re, Tourism and Civil Aviation ourism	Hotel Registrat	ion Management System (HRMS)	ने 💄 👫 🕩
Vinayak 📄 App	E	ORGANIZATION CAPITAL FOREIGN AG	SENCY SHARE HOLDER HOTEL VECHI	E	
0	Registration	Capital Invest			
0	iee eia bes	Authorized Capital :	20000000	Issued Capital :	10000000
0	Plan & Policy	Buid Caulada		Final Carital	
0	Categorization	Parti Capitari.		rixed Capitar.	3900000
0	Periodic	Currrent Capital :	3333333		
0	Renew				
0	Recommendation	← BACK			NEXT ->
0	Company Application				1
0	Company Document Bank				
0	Check List Inquiry				

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

Government Ministry of C Department	of Nepal ulture, Tourism and Civil Aviation of Tourism	Hotel Registration	n Management System (HRI	허 💄 MS) 🔗 🔂
PASPAS		EN AGENCY SHARE HOLDER HOTEL VE	CHILE	
Application	<			
O Registration	Foreign Agency			
O IEE EIA BES	Street Address :	Baneshwor	Contact Number :	9848756230
O Plan & Policy	Fax Number :	142530	Email :	test1@gmail.com
O Categorization	Webster		Name On Frankly	
O Periodic	website :	saraswan.gov.com.np	Name (in English) :	Saraswan Company
O Renew	Name (In Nepali) :	Saraswan Company		
O Recommendation				
O Company Application	← BACK			NEXT ->
O Company Document Ba	nk			T
O Check List Inquiry				-

• 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.

	iovernment of Nepal linistry of Culture, Tourism and Civil Aviation lepartment of Tourism		Hotel Registration Managem	ent System (HRMS)		ने 💄 😤 🔂
Vinayak : Application	ORGANIZATION CAPITAL FOREIGN /	NGENCY SHARE HOLDER AGENCY	VECHILE			
	Share Holder +					
	Person Name	Contact Number	Email	Street Address	Share	Action
	Binayak Shah	9811111	test@gmail.com		100000	4
	Subarna Shrestha	5524719	abc@gmail.com		274000	đ
		5524710	abc@omail.com		950000	
	Amnt Snakya	5524/15	obce grinnicom			<u> </u>

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

	Government of Ne Ministry of Culture Department of Tou	epal e, Tourism and Civil Aviation urism	Hotel Registration Management System (HRMS)			ने 🚨 🕋 🕩
Vinayak 🗃 Applicatio	≡ on <	ORGANIZATION CAPITAL FOREIGN AGE	ENCY SHARE HOLDER HOTEL VECHILE			
O Regist	ration	Hotel Information				
	A BES	Name (In English) :	Airport Hotel	Name (In Nepali) :	एयरपोर्ट होटल	
O Plan 8	k Policy	Province:	Bagmati Province 🗸	District:	Kathmandu	~
O Catego	orization	Municipality :	Budhanilkantha Municipality ~	Street Address :	Sinamangal	
O Period	v	Ward No :	9	Contact Number :	01-4112636	
O Recon	nmendation	Fax Number :	0	RO.Box Number :	222	
O Comp	any Application	Email :	info@airporthotel.com	Website :	111	
O Comp	any Document Bank	Gharelu Number :	111	Gharelu Issue Date	17-10-2054	•
O Check	List Inquiry	Male Staffs	50	Female Staffs	10	
		Hotel Category	Star 3 🗸	Hotel Sub Category	3 star	~
		← BACK				NEXT →

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

	Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism	Hotel I	Registration Management Syst	tem (HRMS)	ने 💄 😤 🕩
Vinayak	=				
Application				Application Summary	
		TOR	E i A.	New Applications	0
				Completed Application	7
				In-Process Application	o
	Company Profile	TOR	IEE/EIA/BES	Approve Application	0
				Reject Application	0
	Plan and Policy	Hotel Operating License & Categoritation For New Registration	Hotel Periodic Report		
		*			
	Renewal of License of Hotel	Recommendation	Applications		
	Categorization				

• Click on Add New button.

	Government of Nepal Ministry of Culture, Touris Department of Tourism	sm and Civil Aviation	Hotel Registration Management System (HRMS)	ने 🚨 😤 🕩
Vinayak Application	■ TOR			ADD NEW
	S.N	Company Name	Operation Action	
	1	Airport Hotel		ILS DELETE
	Show 5	rows	First P	revious 1 Next Last

• 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.

٢	Govennent of Negal Minkley of Culture, Taufon and Gvill Aviation Department of North	Hotel Registration Management System (HRMS)	ने 💄 # 04
Vinayak	TOR		
Applicatio			
			GO TO LIST
	Company Tor		
			同間: そっちょうろう
	গীনাণ্ মহানিইঁঅভজু		
	पर्यटन विभाग		
	भुकुरीमण्डप, काठमाडौँ		
	विषय : प्रारम्भिक वातावरणी परिक्षणको कार्यसुची(TOR) पेश सम्बन्धमा		
	महोदय,		
	प्रस्तुत विषयमा Airport Hotel द्वारा Kathmandu निल्ला,Budhanilkantha Municipality		
	उपमहानगरपालिका, वडा न. 9, Sinamangal दशरथ लालमा स्तरोत्रतीका लागि प्रस्तावित यात्री निवास		
	होटलको प्रार्थमिक वातायरणीय परीक्षणको कार्यसुधी पंच गरिएको व्यहोस अनुरोध छ ।		
			भवदीय Signature Choose File No file chosen
			Office Stamp
			Choose File No file chosen
			Applicant Name
	Tor Document		Applicant Designation
	Choose File No file chosen		

- 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.

٩	Government of Nepal Making of Callum, Taurion and Cell Aviation Department of Novalin	Hotel Registration Management System (HRMS)	ने 💄 👫 🕪
Vinayak	TOR		
Application			
			GO TO UST
	Company for		
			मिति: २०९७/०३/२३
	গ্রীমান্ মহানির্বিয়ভজ্যু		
	र्ष्यटन विभाग		
	भूबाटीमण्डप, काठमाडौँ		
	विषय : प्रारम्भिक बातावरणी परिक्षणको कार्यसुची(TOR) पेश सम्बन्धमा		
	महोदय,		
	प्रस्तुत विषयमा Airport Hotel द्वारा Kathmandu निल्ला,null		
	उपमहानगरपालिका, वजा न. 9 , Sinamangal दृष्टरंथ तालमा स्तरोत्रतीका लागि प्रस्तावित यात्री निवास		
	होटलको प्रार्थमिक वातावरणीय परीक्षणको कार्यसुची पेच गरिएको व्यहोरा अनुरोध छ ।		
	to Desames		t Augusta and Aug

• 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.

S	Government of Ministry of Culti Department of	Nepal ure, Tourism Tourism	and Civil Aviation	Hotel Registration Management System (HRMS)	ने 💄 🖀 🕪		
Vinayak	≡				GO TO LIST		
Applic	ation <						
O Re	gistration	9	5.N	IEE लाई आवस्परक कागजात विवरणIEE Document Checklist			
O IE	E EIA BES	1	Operation	∩ गर्दा को जनसंख्या			
O PI	an & Policy	z	१० प्रतिमाल	र स्वीट रुप्पली व्यवसा हुनु धर्मे			
0 6	ategorization	3	१० प्रतिमात	रस्वीट रूम र १० वटा क्लब रुमको व्यवस्था हुनु पर्ने			
O Pe	riodic	4	१० प्रतिमात	वेडहरु झीन सईचको हुनु पर्ने			
O Re	inew	5	अनुमान्ति र	कानी			
O Re	commendation	6	कोठा संख्य	л			
0 0	ompany Application	7	Construct	४० गई की प्रसंख्य			
0 0	ompany Document Bank	8	भवन संख्य	7			
0 0	neck List Inquiry	9	परिमार्जित	कोठा संख्या			
		10	परिमार्जित	भवन संख्य			
		11	परिमार्जित	रेय संख्या			
		12	सैया संख्या	1			
		C N		114 and strange from 14 Norway Chadda			
		3.14	्र गविलाव केवल्य कीन गा	En caj vindue unioni natvi En Dizialisti custanti.			
		3	ाः प्रतिशत स्वीट क्यको व	राध राज्य राज्य राज्य २३ र । रहस्य ज्यार्थ			

• 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.

٩	Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism			Hotel Registration Management System (HRMS)				
Vinayak	EIEE / EIA /	BES			VIEW APPLICATION FORMAT	VIEW CHECK LIST	ADD NEW	
	S.N	Fiscal Year	Operation Name	Document Status		Action		
	1	2078/79	66	Completed		DELETE		
	Show 5	rows				First Previous 1	Next Last	

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

• Finally, click on save and submit button.

	Government of N Ministry of Cultu Department of To	lepal re, Tourism and Civil Aviation purism		Hotel Registration Management System (HRMS)					
Vinayak	=	IEE / EIA / BES						GO TO LIST	
Application									
O Registra	ation								
	BES			होटेल/ वि	रेसोट पेश गर्नुपर्ने आवश्यक कागजातहरु	5			
	rization		<u> होटेल / रिसोर्टको नाम र ठेगाना</u>						
O Periodi			S.N Document Details	s Is Exist	Remarks Up	load Document	Download Document Action		
O Renew			1 सैया संख्या		Choose File	No fiosen	SAVE		
O Recom	mendation		 गणिमासिंत बैगा बांख्या 		Choose File	No fiosen	SAVE		
O Compa	ny Application								
O Compa	iny Document Bank		3 परिमार्जित भवन संख्या		Choose File	No fiosen	SAVE		
U Check	List inquiry		4 परिमार्जित कोठा संख्या		Choose File	No fiosen	SAVE		
			5 भवन संख्या		Choose File	No fiosen	SAVE		
			6 Construction गर्दा को जनसंख्या		Choose File	No fiosen	SAVE		
			7 कोठा संख्या		Choose File	No fiosen	SAVE		
			8 अनुमान्ति लगानी		Choose File	No fiosen	SAVE		

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

	Government of Ministry of Culto Department of 1	Nepal ure, Tourism and Civil / fourism	Aviation	Hotel Registration Manager	Hotel Registration Management System (HRMS)			ने 💄 🖀 🕩
Vinayak	≡ ion <	IEE / EIA /	BES			VIEW APPLICATION FORMAT	VIEW CHECK LIST ADD	NEW
O Regi	stration	S.N	Fiscal Year	Operation Name	Document Status		Action	
	IA BES	1	2078/79	IEE	Pending		EDIT DELETE	•
O Cate	gorization	2	2078/79	IEE	Completed		DELETE	
O Perio	odic w	Show 5	rows				First Previous 1 Ne	ext Last
O Reco	mmendation							
O Com	pany Application							
O Com	pany Document Bank							
O Chec	k List Inquiry							

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

٩	Government of Nepal Ministry of Culture, Tourism and C Department of Tourism	ïivil Aviation	Hotel Registration Management System (HRMS)	ने 🚊 👫 🕩
Vinayak	=			GO TO LIST
Application	c	S.N	Document Checklist আৰম্ভান্ধ নিবাস	1
		1	ः प्रतिशत स्वीट रूप्प र ७० वटा क्लब रुपको व्यवस्था हुनु पर्ने	
		2	१० प्रतियत बेडहर छोन साईवको हुन् 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).

٨	Government of Nep Ministry of Culture, Department of Tour	oal Tourism and Civil Aviati ism	on		Hotel Registration Management System (HRMS)					ने 💄 👫 🕩	
Vinayak	■ Plan & I	Policy									
Application	RK				Hotel Resort Nee	ded Document				[GO TO LIST
	Hotel Name Address S.N Document Details				is E	xist Remarks	;	Upload Document	File Name	e Download Document	Action
	1 ço	प्रतिशत स्वीट रूम र १० क	टा क्लब रुमको व्यवस्था हुनु पर्ने				Choose File	No file chosen	No File Uploaded		SAVE
	२ १०	प्रतिशत बेडहरु कीन साईः	तको हुनु पर्ने				Choose File	No file chosen	No File Uploaded		SAVE
	ADD PRODUCT										Î
	Good details		Requested Amount	Unit	к	w	HS CODE		Remarks		
											DELETE
	ADD PRODUCT										
	Invoice No	Good details	Approved number	Previously recommended number	Current demand number	Remaining number	Total amount	Plan of S.no and sheet number	HS CODE	Name of Supplier	
											DELETE
											ADD
• Clid	rk on C	ategoriz	ation optio	n							1

- 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 अधि स्तर वर्गीकरण गरिएको भए सो प्रमाणित प्रतिलिपि
з	स्तरोंन्तिको लागि अनुसूची ४ को ढाँचामा भरेको आवधिक प्रतिवेदनहरु, (निर्धारित समयमा नबुझाएको भए जरिवाना तिरेको भौचर)
4	प्रा.लि. को प्रोजेक्ट स्कीम (सम्भाव्यता अध्ययन प्रतिबेदन)
5	निर्माण कार्यको नक्सा (सम्बन्धित न.पा. /गा.पा. बाट प्रमाणित नक्सा)
6	शेयरधनीको नागरिकता प्रमाणपत्रको प्रतिलिपि (विदेशीको हकमा पासपोर्ट प्रतिलिपि) र व्यक्तिगत विवरण (वायोडाटा)
7	कम्पनी वा फर्मको नामको जग्गाधनी प्रमाणपुर्जाको 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.

\$	9	Government of Ministry of Cul Department of	f Nej Iture, f Tou	al Tourism and Civil Aviation Hotel Registration Man sm	Hotel Registration Management System (HRMS)						ने 💄 🕋 🕩
PASPA		≡		Categorization						GC	o to list
	pplication										
0) Registrat	tion	L								
0) IEE EIA B	IES	L	S.N Document Details	ls Exist	Remarks	Upload [ocument	File Name	Download Document	Action
0	Categori	ization	1	। यस अधि स्तर वर्गीकरण गरिएको भए सो प्रमाणित प्रतिलिपि			Choose file	No fosen	No File Uploaded		SAVE
0) Periodic) Renew		L	2 कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन (प्रतिनिधिको लागि अख्तियारनामा र परिचयपत्र) र निवेदन दस्तुर बुझाएक	गे रसिद 🗆		Choose file	No fosen	No File Uploaded		SAVE
0) Recomm	endation	L	3 स्तरोन्तिको लागि अनुसूची ४ को ढाँचामा भरेको आवधिक प्रतिवेदनहरु, (निर्धारित समयमा नबुझाएको भए जरिवाना तिरेको भीचर)			Choose file	No fosen	No File Uploaded		SAVE
0) Compan) Compan	y Application y Document Bank	k	4 कम्पनीको स्थायी लेखा नम्बर (PAN) दर्ता प्रमाणपत्र			Choose file	No fosen	No File Uploaded		SAVE
0) Check Li:	st Inquiry	I.	s पछिल्लो लेखा परीक्षण प्रतिवेदन (पुरानोको हकमा)			Choose file	No fosen	No File Uploaded		SAVE
				6 विभागबाट खटिइएको निरीक्षण टोलीको प्रतिबंदन			Choose file	No fosen	No File Uploaded		SAVE
				7 विदेशी लगानीको हकमा उद्योग विभागबाट विदेशी लगानी स्वीकृति लिएको पत्रको प्रतिलिपी			Choose file	No fosen	No File Uploaded		SAVE
				१९५ देखि ५० याय्यासम्मको तागि संक्षिप्त वाताबरणीय अध्यन प्रतिवेदन (BES) ५० याय्या भन्दा बढी भएमा। EE र १०० याय्या भन्दा बढी भएम 8 को स्वीकृत प्रतिवेदन, साथै, निकुन्ब, मध्यवर्ती तथा संरक्षित छेत्रमा भएमा पनि ।EE तथा EIA को स्वीकृत प्रतिवेदन	T EIA		Choose file	No fosen	No File Uploaded		SAVE
				9 हालसालैको कम्पनी अद्यावधिक गरिएको व्यवहोराको पत्र र शेयर लगतको प्रमाणित प्रतितिपि			Choose file	No fosen	No File Uploaded		SAVE

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

٨	Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism		wiation	Hotel Registration Manag	gement System (HRMS)	ने 💄 😤 🔂
Amar Applicatio	≡ m <	Categoriza	ation			VIEW CHECK LIST ADD NEW
O Regista	ration	S.N	Fiscal Year	Category	Document Status	Action
	N BES	1	2078/79	Normal	Completed	DELETE
O Catego	orization	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 Ministry of Cul Department of	f Nepal ture, Tourisn Tourism	and Civil Aviation Hotel Registration Management System (HRMS)	ने 💄 😤 🕩
Vinayak 🚍			GO TO LIST
Application <			
O Registration	S.N	आवरपक कागजात विवरणDocument Details	
O IEE EIA BES	1	होटेल पर्यटक आवास, लजमा बसेका पर्यटक र तिनिहरूले बसेका दिनकी संख्या सम्बन्धि विवरण- (छ) चार दिन देखि सात दिनसम्म बस्ने	
O Plan & Policy	2	होटेल पर्यटक आवास, लजमा बसेका पर्यटक र तिनिहरूले बसेका दिनको संख्या सम्बन्धि विवरण- (ग) आठ दिन भन्दा बढी बस्ने	
O Categorization	з	नेपालमित्र र बाहिर गराएको प्रचारको विवरण	
O Periodic	4	अन्तराष्ट्रिय सभा सम्मेलन आदिमा भाग लिएको विवरण	
O Renew	5	विदेशबाट पर्यटन उच्चेग बिळास गर्नको लागे निम्पाइएका व्यक्तिहरूको विवरण	
O Recommendation	6	के करि स्वदेशी वा विदेशी कर्मचारीहरु छन् (नाम, दर्जा र पाउने पारिअमिक सहित)	
O Company Application	7	कारोबार एवं आर्जन गरेको विदेशी मुद्राको विवरण	
O Company Document Bank	8	व्यवसायसँग सम्बन्धित कामको लागि आवस्पक पैठारी इजाजतपत्रको विवरण (मालसामान र रकम सहित)	
O Check List Inquiry	9	उपलब्ध पैठारी इजाजराम्त्र मध्ये के कती मालसामान प्राय में सकेको छ के कती प्राय हुन बाँकी छ र के कती रह गरिएको छ बसको विवरण	
	10	होटेए पर्यटक आवास, राजमा बसेका पर्यटक र तिनिहरूरो बसेका दिनको संख्या सम्बन्धि विवरण- (क) एक दिन देखि तीन दिनसम्म बस्ने	

- 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).

Government of Ministry of Cult Department of	Nepal ture, Tourism and Civil Aviation Tourism	Hotel Registration Management System (HRMS)	
PASPAS = Application c O Registration	Hotel Periodic Report		601
O BEEA BE O Ana Alary O Canguidan O Invest O Invest O Invest O Corputy Application O Corputy Application O Corputy Science East O Ones List Impairy		अनुष्यि ४ हिंग्या १७ सेन सब्बनित) <u>अववित्रां प्रविदेश प्राप्त</u> CompanyName <u>dadassad Hash IT Company</u> Company Address : Company Address : बिक्रि: भी महनिदियम जु, पर्यतन विश्वन महीदिया पर्यतन पर २९, भो राज ४० को उपराय (१) अनुसार मित्री	
		Ext Document Decks Find Remarks Deckson Deckson Deckson Ref	
		18 fabours unfor submit soft Houspoons subferent Barra 19 fabricars 19 fabricars unfor sub-fabricars unfor sub-fabricars 19 fabricars 19 f	

- 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.

Government of M Ministry of Cultu Department of Te	kepal re, Tourism and Civil Aviation uurism	Hotel Registration Management System (HRMS)	ने 💄 🛠 🕩
PASPAS =	Renewal of Licence of Hotel		GO TO LIST
Application c			
O Registration	Fiscal Year		Y PROCEED →
O IEE EIA BES			
O Plan & Policy			
O Categorization			
O Periodic			
O Renew			
O Recommendation			
O Company Application			
O Company Document Bank			
O Check List Inquiry			

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

٨	Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism		Hotel Registration Management System (HRMS)	ने 💄 क्ष 🕩
Vinayak	=			GO TO LIST
Application	on <	S.N	हरियो नम्बर प्लेट ताई अवश्वक कागजत विवरण Document Checklist	
O Regist	tration	1	सवारी दर्ता न.	-
O IEE EI	A BES	2	सवारी साधन होटल अथवा रिसोर्ट व्यवसाय संचालनगर्न इजाजत लिएको ऐजेन्सीको नाउमा दर्ता भएको हुनुपर्ने ।	
O Plan 8	& Policy	з	सिट आरामदायि र सुविधा जनक हुनुपर्ने	
O Categ	orization	4	सवारी साधन १००० सिसि भन्दामाधिको हुनु पर्ने	
O Period	lic	5	साना सवारी साधन पेट्रोल, डिजेल विधुत ग्यासवाट चल्ने हुनु पर्ने	
O Renev	v	6	Radio, Music player जडान गरेको हुनु धर्ने	
O Recon	nmendation	7	Seat Beit जडान गरेको हुनु धर्मे	
O Comp	any Application	8	First Ald Box हुनु फर्ने	
O Comp	any Document Bank	9	Fre Extinguisher जहान गरेको हुनु पर्ने	
O Check	: List Inquiry	10	एयर कण्डिसन जडान भएको हुनु पर्ने	
		11	र्ह्स पावर	
		12	इ चन	
		13	चालक सहित सिंद क्षमता ५ सिंद भन्दामाथि	
		14	चेसिज न.	
		15	ছব্দিন ন.	
		16	मोडेल न.	

S.N	बिदेशी मूद्रा कारोबार लाई आवश्यक कागजात विवरण Document Checklist
1	कम्पनी वा फर्मको लेटरप्पाडमा 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	बिदेशी मुद्रा भुक्तानी लाई आवश्यक कागजात विवरण Document Checklist
1	कम्पनी वा फर्मको लेदरप्पाडमा 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 व्यल्तेरा सहितको कम्पनी वा फर्मको लेटरप्याडमा आधिकारिक व्यक्तिको निवेदन (प्रतिनिधिको लागि अखितयारनामा 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.

Government of M Ministry of Cultu Department of To	lepal re, Tourism and Civil Aviation purism	Hotel Registration Management System (HRMS)	ने 💄 🖀 🕩
Vinayak 🚍	Recommendation		GO TO LIST
Application <			
O Registration	Recommendation Type	~	PROCEED →
O IEE EIA BES			
O Plan & Policy			
O Categorization			
O Periodic			
O Renew			
O Recommendation			
O Company Application			
O Company Document Bank			
O Check List Inquiry			

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

Gov Min Dep	vernment of Ne histry of Culture partment of Tor	epal e, Tourism and Civil Aviation urism	Hotel Reg	gistration Manage	ement System ((HRMS)		ने 🛔 👫 G	•
Vinayak	≡	Recommendation						GO TO LIST	ן
Application	۲.								,
O Registration									
O IEE EIA BES		S.N	Document Details	ls Evict	Remarks	Upload Document	File Name	Download Document Action	
O Plan & Policy	,			Exist		Channe File No.6 anne	No File		
O Categorizatio	n	१ सवारा साधनका ब्लु बुकाका प्रातालाप	I			Choose File No fosen	Uploaded	SAVE	
O Periodic		 सवारी साधनको प्रदुषण जाँच गराइभ्या 	द समाप्त नभएको निस्सा ।			Choose File No fosen	No File	SAVE	
O Renew		-					Uploaded	_	
O Recommenda	ation	3 सवारी साधन, सवारी चालक सहचालव	⁵ पर्यटक यात्रु र पक्षको बीमा गरे को प्रमाणको प्रतिलिपी ।			Choose File No fosen	No File Uploaded	SAVE	
O Company App	plication			_		Chaosa Fila No f. asan	No File	Cover.	
O Company Do	cument Bank	4 संवारा साथन बनका ामातबाट ५ वेष उ	विवि तनायका हुनुमन			Choose The Thomason	Uploaded	SAVE	
O Check List Inc	quiry	 सवारी साधन नविकरण गराइ म्याद स 	माप्त नभएको निस्सा।	0		Choose File No fosen	No File	SAVE	
							No File	_	
		6 पछिल्लो आज सम्मको कर चुक्ता प्रमा	ग पत्रको प्रतिलिपि			Choose File No fosen	Uploaded	SAVE	
		7) पछिल्लो आ.व.मा सवारी साधनको कर	तिरेको निस्सा ।			Choose File No fosen	No File Uploaded	SAVE	
		8 सवारी चालकको एस. एल. सी. उर्तीण	गरेको प्रमाण पत्रवा ३ महिना अंग्रेजी भाषा सिकेको प्रमाण पत्रको	प्रतिलिपी । 🛛 🗆		Choose File No fosen	No File Uploaded	SAVE	

- 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 Ministry of Cultu Department of T	Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism				Hotel Registration Management System (HRMS)			
Vinayak 🔳	PENE	DING APPROVED CO	OMPLETED	REJECTED				
Application <								
O Registration	S.N	Company Name	Status	Document Status	Operation Status	Forwarded By	Forwarded Date	Action
O IEE EIA BES	1	Airport Hotel	Pending		Recommendation	VinayakShah	2022-09-01	DETAILS
O Plan & Policy								
O Categorization	2	Airport Hotel	Pending		Hotel Operatiog Licence & Categorization For New Registration	VinayakShah	2022-08-31	DETAILS
O Periodic								
O Renew	Show	5 rows	records				First Previous	Next Last
O Recommendation								
O Company Application								
O Company Document Bank								
O Check List Inquiry								

- 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 M Ministry of Cultu Department of Tr	Nepal ire, Tourism and Civil Aviation iourism		Hotel Registration Management Sys	Hotel Registration Management System (HRMS)				
Vinayak 🔳	PENDING APPROVED C	COMPLETED REJECTED						
Application <								
O Registration	S.N Company Name	Status Document Status	Operation Status	Forwarded By	Forwarded Date	Action		
O IEE EIA BES	1 Airport Hotel	Pending	Hotel Operating Licence & Categorization For New Registration	VinayakShah	2022-08-31	DETAILS		
O Plan & Policy						_		
O Categorization								
O Periodic	Show 5 rows	1 records			First Previous	Next Last		
O Renew								
O Recommendation								
O Company Application								
O Company Document Bank								
O Check List Inquiry								

- 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.

٨	Government of Ministry of Cu Department of	of Nepal Iture, Tourism and Civil Aviation if Tourism		Hotel Registration Management System (HRMS)				
Vinayak	PENDI	NG APPROVED COMPLETED REJ	ECTED					
Application	nk i i i i i i i i i i i i i i i i i i i							
	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	DETAILS	
	2	Airport Hotel	Completed	IEE	juniorOfficer	2022-08-31	DETAILS	
	3	Airport Hotel	Completed	Hotel Periodic Report	juniorOfficer	2022-08-31	DETAILS	
	4	Airport Hotel	Completed	Plan & Policy	juniorOfficer	2022-08-31	DETAILS	
	5	Airport Hotel	Completed	Recommendation	juniorOfficer	2022-08-31	DETAILS	
	Show	5 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).

Government of Nepal Ministry of Culture, Tourism and Civil Aviation Department of Tourism				Hotel Registration Management System (HRMS)			
Vinayak	PENDING	APPROVED COMPLETED R	REJECTED				
Application	<						
	S.N	Company Name	Status	Operation Status	Forwarded By	Forwarded Date	Action
	Show 5	rows Orecords					

- 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.

Government of I Ministry of Cultu Department of T	Nepal ire, Tourism and Civil Aviation ourism	н	otel Registration Management System (HRMS)	ने 🚨 🖀 🕪
PASPAS =	Company Document I	Bank			GO TO LIST
Application <					
O Registration	Company Document Rank :		File Unload :		
O IEE EIA BES	company bocarrent bank.		 The option . 	Choose file No file chosen	
O Plan & Policy					_
O Categorization					ADD
O Periodic					1
O Renew					
O Recommendation					
O Company Application					
O Company Document Bank					
O Check List Inquiry					

• 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.

Government of Ministry of Cultu Department of	Nepal ure, Tourism and Civil Aviation Tourism	Hotel Registratio	n Management System (HRM	//S) ने 💄 # (+
PASPAS =	Check List Details			GO TO LIST
Application <				
O Registration	Counting Name of		C-1	
O IEE EIA BES	Operation Name :	~ ~ ~	Category :	~
O Plan & Policy	Sub Category :	×	Type :	· · ·
O Categorization				SEARCH
O Periodic				▲
O Renew	5.N	File Name		
O Recommendation				-
O Company Application				
O Company Document Bank				
O Check List Inquiry				

• Finally click on logout option to switch your system.

