

STAR CLASSIFICATION FOR HOTELS & RESORTS

Required Documents List & Formats

For your own convenience, we advise you to get the following documents scanned, and keep them ready in PDF format whose file size should not exceed **200 KB** each, before starting to upload the documents in the online Application Form.

- **Architectural Map of Hotel/Resort (PDF | 1 MB)**
- **General Documents**
 - Memorandum/Articles of Association (for Public/Private Limited Company)
 - Partnership Deed (in case of Partnership)
 - Certificate of Registration (in case of Proprietary)
 - PAN Card (Company/Firm/Promoter/Authorized Signatory)
 - GST Registration Certificate (Uttar Pradesh)
 - MSME Udyam Certificate (if applicable)
 - Turnover details (3 Years) / Audited Balance Sheets
 - Proof of Address
 - Geo-tagged Photograph of the Tourism Unit
- **Certificates/No Objection Certificates (documents should be latest/valid and duly self-attested/certified by an authorized representative of the Hotel)**
 - Certificate/License issued from Nagar Nigam/Nagar Palika/Nagar Panchayat to show that the establishment is registered as a Hotel/Resort
 - No Objection Certificate from the Fire Service Department (Local Fire Brigade Authority)
 - Bar License (if the hotel is applying for Diamond Category with Alcohol Service, Platinum Category with Alcohol Service)
 - If classified earlier, a copy of the Classification Order issued by the Ministry of Tourism, GOI
 - SARAI Act License
 - Trade License to operate as Hotel
 - License from Municipal Health Officer/Sanitary Inspector (**Health NOC**)-Nagar Nigam/Nagar Panchayat/Nagar Palika License
 - NOC from Police Department
 - Consent to Operate (CTO) from the State Pollution Control Board
 - Copy of Sanctioned Building Plans/Permits duly Signed by the Competent Authority
 - Sewage Treatment Plant (if applicable)
- **Other Important Documents**
 - Undertaking by Applicant (To be on official Company's Letterhead)
 - Affidavit for Classification/Re-classification of new and operational hotels on Stamp Paper of Rs. 100.00
 - Pledge for commitment towards safe & honourable tourism and sustainable tourism.