



Government of Goa  
**Department of Tourism**  
 Paryatan Bhavan, Patto, Panaji - Goa  
 Tel. (0) 832-2494200 Fax; 0091(0)832-2494227  
 Email: [dir-tour.goa@nic.in](mailto:dir-tour.goa@nic.in) Web: [www.goatourism.gov.in](http://www.goatourism.gov.in)

No. N5/3(865)/2022-DT/

August 02, 2022

## ORDER

Approval of the Government is hereby conveyed for reducing the existing compliances of the various touristic services by simplifying the procedure of registration/renewal from the point of view of **Ease of Doing Business**.

It has been decided to rationalize and reduce the documents pertaining to various touristic services, which are currently required for New Registration/Renewal and the revised documents for New Registrations/Renewal is detailed below;

DOCUMENTS TO BE SUBMITTED FOR REGISTRATION						Remarks	
SR. NO.	HOTEL REGISTRATION	1	CURRENT	REVISED UNDER EASE OF DOING BUSINESS			
			New	Renewal	New	Renewal	
1	Copy of trade licence issued by Local body.		Yes	Yes	No	No	
2	Valid NOC from Directorate of Fire and Emergency Services.		Yes	Yes	No	No	
3	Copy of tariff card(for the current financial year).		Yes	Yes	No	No	
4	Ownership Document (in case premises is owned.)- title deeds like Gift deeds OR Sale deeds OR FormI&XIV OR House Tax receipt or Lease and licence agreement (if leased) OR Notarized copy of NOC from the owner of the premises.		Yes	No	Yes	No	
5	NOC from Goa State Pollution Control Board.		Yes	Yes	No	No	
6	Copy of site drawing or plan.		Yes	No	No	No	
7	GST registration (if applicable)		Yes	No	Yes	No	
8	Valid NOC from the Goa Coastal Zone Management Authority (incase hotel is located in coastal regulation zone).		Yes	No	No	No	
9	C-Form registration (in case of new registration, C-form registration to be submitted within a period of 90 days )		Yes	No	No	No	
10	Aadhar Card of Applicant/ or any other ID proof		No	No	Yes	No	
	<b>Summary of documents to be submitted</b>		<b>9</b>	<b>4</b>	<b>3</b>	<b>0</b>	
SR. NO.	TRAVEL AGENT REGISTRATION	2					
1	Municipal/Panchayat licence or Trade Tax Receipt		Yes	Yes	No	No	
2	Copy of income tax filed for last financial year/Chartered Accountant Certificate for determining turnover of business.		Yes	Yes	No	No	Provided we have uniform fees.
3	Particulars of services to be provided to tourists.		Yes	Yes	No	No	

4	Travel agent licence issued by Directorate of Transport (if applicable)	Yes	Yes	No	No	
5	Certificate of incorporation from registrar of Companies or Partnership deed or LLP(if applicable)	Yes	Yes	Yes	No	
6	GST registration (if applicable)	Yes	Yes	Yes	No	
7	Ownership Document (in case premises is owned) or Copy of Lease Agreement (incase premises are Leased)	Yes	No	No	No	
8	Authority letter from other transport officer/travel agent/ IATA for booking seats on their behalf (incase providing airlines booking)	Yes	Yes	No	No	
9	Balance sheet and Profit & loss statement pertaining to the travel business, as prescribed under the company law (if applicable)	Yes	Yes	No	No	
10	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>9</b>	<b>8</b>	<b>3</b>	<b>0</b>	
<b>SR. NO.</b>	<b>WATER SPORTS REGISTRATION</b>	<b>3</b>				
1	Insurance for Rs.2.00 lakhs per passenger and crew members.	Yes	Yes	Yes	Yes	
2	Insurance of vessel.	Yes	Yes	Yes	Yes	
3	NOC copy of the Captain of Ports, Panaji to operate boat vessel/water sports activities according to their jurisdiction.	Yes	Yes	No	No	
4	Life saving technique certificates from National Institute of Water Sports (NIWS), Altinho Panaji/Approved agency.	Yes	Yes	Yes	Yes	
5	Licence to operate boat from NIWS /Approved agency.	Yes	Yes	Yes	Yes	
6	Copy of the printed tariff of the water sports activities.	Yes	Yes	No	No	
7	NOC copy of Fisheries Department, Panaji, Goa to operate the boat/water (incase the sports activities is of Sea/River/Inland Waters/Coastal area)	Yes	Yes	No	No	
8	A copy of NOC of the Mormugao Port Trust, Vasco to operate the boat vessel/water sports activities. (incase water sports activities is located at Dona Paula area or within the jurisdiction of MPT.)	Yes	Yes	No	No	
9	A copy of NOC from Water Resource Department to operate the boat/water sports activities (in case of Lakes / Dam Sites / Ponds).	Yes	Yes	No	No	
10	NOC from Health Department (in case carrying capacity is more than 50 pax)	Yes	Yes	No	No	
11	NOC from Goa State Pollution Control Board.(in case carrying capacity is more than 50 pax)	Yes	Yes	No	No	
12	Certification on Parasailing boat/equipment certified by NIWS (incase water sport activity parasailing).	Yes	Yes	Yes	Yes	
13	Inspection report for Scuba Diving operations by NIWS/ Approved Agency (only incase of Scuba Diving Activity).	Yes	Yes	Yes	Yes	
14	GST registration (if applicable)	Yes	Yes	Yes	No	
15	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>14</b>	<b>14</b>	<b>8</b>	<b>6</b>	
<b>SR. NO.</b>	<b>TOURIST GUIDE REGISTRATION</b>	<b>4</b>				

1	Certificate of Guide training Course from Govt. recognized Institute.	Yes	No	Yes	No	
2	Identity proof Passport / Pan Card/EPIC/Aadhar	Yes	No	Yes	No	
3	Qualification Documents (Highest degree)	Yes	No	Yes	No	
4	15 years of Residence Certificate issued by Mamlatdar of Taluka of Goa	Yes	Yes	No	No	
5	Language course certificate	Yes	No	No	No	
	<b>Summary of documents to be submitted</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>0</b>	
<b>SR. NO.</b>	<b>PHOTOGRAPHER REGISTRATION</b>	<b>5</b>				
1	15 years Residence Certificate issued by Mamlatdar of the Taluka of Goa.	Yes	Yes	No	No	
2	Character certificate issued by Deputy Collector & SDM Goa.	Yes	Yes	No	No	
3	Certificate of Photography course undergone/experience certificate in Photograph	Yes	No	Yes	Yes	
4	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	
<b>SR. NO.</b>	<b>DECKBEDS AND UMBRELLAS REGISTRATION</b>	<b>6</b>				
1	Copy of prior NOC issued for Deckbed/Umbrella by Department of Tourism	No	Yes	No	No	
2	Ration Card (In case of Unemployed Ration Card No Youths)	Yes	No	No	No	
3	Copy of Birth Certificate / Passport / PAN Card (In case of Unemployed Youths)	Yes	No	No	No	
4	Residence Certificate issued by Village Panchayat/Municipality (In case of Unemployed Youths)	Yes	Yes	No	No	
5	Proof of full Address ( if not mentioned on Aadhar)	No	No	Yes	Yes	
6	Declaration of being unemployed (Self Declaration)	No	No	Yes	No	
7	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	
<b>SR. NO.</b>	<b>TEMPORARY HUTS / SHACK IN THE PRIVATE PROPERTY REGISTRATION</b>	<b>7</b>				
1	Copy of trade licence	Yes	Yes	No	No	
2	Ownership Document (in case premises is owned.)- title deeds like Gift deeds OR Sale deeds OR FormI&XIV OR House Tax receipt or Lease and licence agreement (if leased) OR Notarized copy of NOC from the owner of the premises.	Yes	No	Yes	No	
3	Site plan showing the location, precise location indicating landmark	Yes	No	No	No	
4	Survey plan recent from Directorate of Settlement and Land Records	Yes	No	No	No	
5	NOC from Goa Costal Zone NOC No Management Authority(if property in coastal zone area)	Yes	No	No	No	
6	Affidavit for Registration of Temporary Shacks/Huts/Tents in the Private Property	Yes	Yes	Yes	Yes	
7	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>1</b>	
<b>SR. NO.</b>	<b>DEALER REGISTRATION</b>	<b>8</b>				
1	Copy of trade licence issued by local body.	Yes	Yes	No	No	

2	Ownership Document(incase property is owned)or Lease license agreement(if the property is leased).	Yes	No	Yes	No	
3	GST registration (if applicable)	Yes	No	Yes	No	
4	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	
<b>SR. NO.</b>	<b>ADVENTURE SPORTS REGISTRATION</b>	<b>9</b>				
1	Insurance of passenger.	Yes	Yes	Yes	Yes	
2	Insurance of equipment.	Yes	Yes	Yes	Yes	
3	Panchayat NOC/ Municipality permission/ Collectors permission. (Collectors permission in case of paraglider / powered paraglider)	Yes	Yes	No	No	
4	Life saving technique certificates from approved agency. (if applicable)	Yes	Yes	Yes	Yes	
5	Copy of the printed tariff of the adventure sports activities.	Yes	Yes	No	No	
6	Pan card/ AADHAAR card	Yes	Yes	Yes	No	
7	Tan card.	Yes	Yes	No	No	
	<b>Paraglider / Powered Paraglider / Kite surfing</b>					
8	Copy of permit from Air Traffic Control (ATC)	Yes	Yes	Yes	Yes	
9	Copy of permit from INS Hansa of the Mormugao, Vasco, Goa / Superintendent of Police Law and Order/ Permit from Coastal Security/ Permission from District Magistrate to operate Adventure sports/ Paragliding Motor Sports.	Yes	Yes	No	No	
10	Trainer license / Pilot certificate from recognized authorities(in case of Kite surfing/Boarding and Paraglider/Powered paraglider)	Yes	No	Yes	Yes	
	<b>Bungee Jumping</b>					
11	Jump Master Certificate.	Yes	No	Yes	Yes	
12	Code of safety conducts of SANZ (Australia and New Zealand)	Yes	No	Yes	Yes	
	<b>Hot air ballooning</b>					
13	The Directorate General of Civil Aviation (DGCA) License	Yes	No	Yes	Yes	
14	Navy Permission / NOC for flying (incase of Hot air balloon)/ATC Clearance	Yes	No	No	No	
15	Copy of GST registration (if applicable)	No	No	Yes	No	
16	Superintendent of Police clearance report (incase of Hot air balloon)	Yes	Yes	No	No	
	<b>Summary of documents to be submitted</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>8</b>	
<b>SR. NO.</b>	<b>SPICE PLANTATION REGISTRATION</b>	<b>10</b>				
1	Copy of trade licence	Yes	Yes	No	No	
2	NOC from Fire& Emergency (with Accommodation)	Yes	Yes	No	No	
3	15 years of Residence Certificate issued by Mamlatdar of Taluka of Goa	Yes	No	No	No	
4	Ownership Document (Sale deed/Form I&XIV) Lease Deed/NOC from owner	Yes	No	Yes	No	
5	Copy of GST registration (if applicable)	No	No	Yes	No	
6	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	
<b>SR. NO.</b>	<b>ONLINE SERVICE PROVIDER REGISTRATION</b>	<b>11</b>				
1	Copy of PAN card.	Yes	No	Yes	No	

2	Copy of CIN. (if applicable)	Yes	Yes	Yes	Yes	
3	Copy of GST registration (if applicable)	Yes	Yes	Yes	No	
4	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>1</b>	
<b>SR. NO.</b>	<b>HOMESTAY REGISTRATION</b>	12				
1	Copy of Trade Tax (in original).	Yes	Yes	No	No	
2	Ownership Document (in case premises is owned.)- title deeds like Gift deeds OR Sale deeds OR Form I&XIV OR House Tax receipt or Lease and licence agreement (if leased) OR Notarized copy of NOC from the owner of the premises.	Yes	No	Yes	No	
3	Copy of site drawing or Plan.	Yes	No	No	No	
4	Copy of licence/NOC of the Gram Panchayat/Municipal Council to run the premises as Homestay.	Yes	Yes	No	No	
5	Valid NOC from Directorate of Fire and Emergency Services.	Yes	Yes	No	No	
6	Copy of tariff card (for the current financial year).	Yes	Yes	No	No	
7	Valid NOC from the Goa Coastal Zone Management Authority (in case Homestay is located in coastal area).	Yes	No	No	No	
8	Valid NOC from Goa State Pollution Control Board.	Yes	Yes	No	No	
9	Copy of Homestay / Bed & Breakfast + Licence from Ministry of Tourism, Govt. of India	Yes	Yes	No	No	
10	Copy of GST registration (if applicable)	No	No	No	No	
11	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>10</b>	<b>6</b>	<b>2</b>	<b>0</b>	

All the stakeholders of the above activities who have not registered/renewed their registration certificates are hereby directed to do so within 15 days of its publication to avoid sealing of their premises and other relevant penalties, under Goa Registration of Tourist Trade Act, 1982.

The above order comes into force with immediate effect.

**By Order and in the name of  
the Governor of Goa.**

**(Nikhil Desai)  
Director of Tourism &  
Ex-Officio Addl. Secretary to the  
Government of Goa.**

