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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF DEFENCE

Civil Aviation and Tourism Division

NOTIFICATION

Dhaka, the 12th March, 1986

No. S.R.O. 84-L/86.—In exercise of the powers conferred by section 11 of the Bangladesh Travel Agencies (Registration and Control) Ordinance, 1977 (XLVIII of 1977), the Government is pleased to make the following amendment in the Bangladesh Travel Agencies (Registration and Control) Rules, 1977, namely :—

In the aforesaid Rules, in rule 6, *after* sub-rule (3), the following new sub-rule shall be *added*, namely :—

“(4) An application for renewal of the Registration Certificate submitted after the expiry of the period mentioned in sub-rule (2) shall be accepted on payment of an additional fee of Taka 500 in the manner provided in sub-rule (2) of rule 3 for delay of one month or part thereof :

Provided that no application for renewal shall be received or entertained after the 31st March of the year.”

By order of the President
SAYEED AHMAD
Additional Secretary-in-Charge

(1419)

Price : Taka 1.00

MINISTRY OF DEFENCE
Civil Aviation and Tourism Division

NOTIFICATION

Dhaka, the 12th March, 1986

No. S.R.O. 85-L/86.—In exercise of the powers conferred by section 27 of the Bangladesh Hotels and Restaurants Ordinance, 1982 (LII of 1982), the Government is pleased to make the following rules, namely :—

1. **Short title.**—These rules may be called the Bangladesh Hotels and Restaurants (Registration, Licence and Control) Rules, 1986.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Form" means a Form appended to these rules ;
- (b) "Ordinance" means the Bangladesh Hotels and Restaurants Ordinance, 1982 (LII of 1982) ;
- (c) "section" means section of the Ordinance; and
- (d) "Schedule" means a Schedule to the rules.

3. **Minimum criteria of hotels.**—The criteria of hotels for the purpose of their classification as One Star Hotel, Two Star Hotel, Three Star Hotel, Four Star Hotel and Five Star Hotel shall be as specified in the First Schedule.

4. **Registration fee.**—Every application for registration of hotels and restaurants under section 5 shall be accompanied by a treasury chalan or bank receipt showing the deposit of registration fee in the Head to be fixed by the Accountant General of Bangladesh in accordance with the scale of fees specified in the Second Schedule.

5. **Application for licence.**—(1) Every owner of hotel or restaurant shall, after registration of his hotel or restaurant under section 5, apply to the Controller in Form 'A' for a licence to carry on business of hotel or restaurant.

(2) Separate application for licence shall be made for each location of business of hotel and restaurant.

(3) The application Form may be obtained from the office of the Controller on payment of a registration fee of—

- (a) Tk. 500 for Five Star Hotel ;
- (b) Tk. 400 for Four Star Hotel ;
- (c) Tk. 300 for Three Star Hotel;
- (d) Tk. 200 for Two Star Hotel ;
- (e) Tk. 100 for One Star Hotel ;
- (f) Tk. 50 for Restaurant.

6. **Grant or rejection of application.**—(1) The Controller may, after making such enquiry as he may consider necessary,—

- (a) accept an application for a licence if he is satisfied that the provisions of the Ordinance, rules made thereunder and other instructions issued in this behalf have been complied with by the owner of hotel or restaurant ;
- (b) reject the application for reasons recorded in writing:
Provided that no application shall be rejected unless the applicant has been given a hearing.

(2) In the case of acceptance of an application, the Controller shall intimate the applicant in writing accordingly and direct him to deposit the licence fee at the rate specified in the Second Schedule in the manner mentioned in rule 4.

7. **Grant of licence.**—The Controller shall, on receipt of a copy of the treasury chalan or bank receipt showing the deposit of licence fee, grant a licence in Form 'B' for a hotel and in Form 'C' for a restaurant within 15 days from the date of receipt of the copy of the treasury chalan or the bank receipt.

8. **Validity of licence.**—A licence granted under rule 6 or renewed under rule 9 shall remain valid till 31st December of that year.

9. **Renewal of licence.**—(1) An application for renewal of a licence shall be made to the Controller between the period from the 1st to the 31st December (both dates inclusive) each year.

(2) The application for renewal of licence under this rule shall be accompanied by a fee specified in the Second Schedule to be deposited in the manner mentioned in rule 4 :

Provided that in case of failure to apply for renewal in time, every applicant shall pay an additional fee of taka five hundred for each month or a part thereof and no such application shall be entertained after three months from the date under sub-rule (1) :

Provided further that if the hotel or restaurant is a limited company, the application shall also be accompanied by an audit report audited by a chartered accountant of the company relating to the preceding year.

(3) On receipt of the application for renewal of licence, the Controller shall, after making such enquiry as he may consider necessary, renew the licence by affixing his stamp showing the renewal.

(4) Notwithstanding contained in this rule, a hotel or restaurant in respect of which an application for renewal has been submitted shall continue its business pending the disposal of the application.

10. **Display of licence and sign shield.**—Every owner of hotel and restaurant shall exhibit the licence and sign shields in a conspicuous place of his hotel or restaurant.

11. **Register of guests.**—(1) There shall be maintained a register of guests in every hotel and restaurant,

(2) Besides other necessary entries, there shall be entered the name, father's/husband's name, present and permanent address, nationality, passport number, purpose of visit of the guests and the time of entry into, and departure from, the hotel or restaurant.

12. Change of classification.—(1) If at any time in the opinion of the Controller, a hotel has failed to maintain the standard of classification assigned to it, he may lower or alter the classification of such hotel :

Provided that no action under this sub-rule shall be taken unless the owner is served with a notice directing him to carry out within a reasonable period such renovations or improvements as the Controller may consider necessary for the maintenance of the classification assigned to it.

(2) In case the owner of the hotel carried out the renovations or improvements as contained in the notice under the proviso to sub-rule (1) within the specified period, the Controller shall withdraw the notice.

13. Regulation of hotel and restaurant.—(1) Every owner shall make and submit to the Controller the establishment regulations in respect of his hotel or restaurant within thirty days from the date of issue of licence thereof.

(2) The Controller shall approve the regulations submitted under sub-rule (1) with or without amendments within one month from the date of their submission.

(3) An owner, desiring to amend the regulations in respect of his hotel or restaurant shall submit the proposed amendments to the Controller for his approval, and the Controller shall, within one month from the date of their submission, if he considers them appropriate, approve the amendments with such modification, if any, as he may consider necessary.

14. Procedures for summary enquiry.—(1) Where the Controller is required to hold summary enquiry under the Ordinance, he shall record the statement of the complainant, the owner or manager of the hotel or restaurant concerned and any other person or persons who may have information on the subject of enquiry and afford an opportunity to the accused to explain his position and produce his defence, if any.

(2) After the enquiry under sub-rule (1), the Controller shall record his decision with his reasons and give an order in this behalf :

15. Appeal and Revision.—(1) Any person aggrieved by an order passed by the Controller under rule 13 may, within thirty days from the date of such order, prefer an application to the Government in the shape of appeal.

(2) Every appeal shall be filed in duplicate and be accompanied by a copy of the order appealed against.

(3) The Government shall, after giving the applicant an opportunity of being heard take a decision on the application made under sub-rule (1).

(4) Any person aggrieved by a decision under sub-rule (3) may, within a period of fifteen days from the date of the order of the appellate authority, file an application to the Government for revision of the decision.

(5) The application under sub-rule (4) shall be accompanied by all necessary documents alongwith the decision of the Appellate authority.

(6) The Government may take such decision on the revision application as it may think proper and such decision shall be final and binding on all concerned.

16. **Advisory Committee.**—(1) The Advisory Committee shall aid and advise the Government on the following matters, namely:—

- (a) matters relating to policy and guide-lines with regard to hotels and restaurants ;
- (b) classification of hotels and restaurants ;
- (c) licencing of hotels and restaurants ;
- (d) matters relating to development of hotels and restaurants ;
- (e) co-ordination with Government in the matter of import policy of the hotels and restaurants ;
- (f) any other matter as the Government may refer to the Advisory Committee.

(2) The Advisory Committee shall be regulated by such instruction, as the Government may issue from time to time.

17. **Medical certificate of staff.**—Every owner of hotel or restaurant shall furnish a certificate of medical fitness from a Civil Surgeon in respect of its staff in Form 'D'.

FIRST SCHEDULE

(See rule 3)

1. A one Star Hotel shall have—
 - (a) 10 bed-rooms, 20% of which shall be with attached sanitary baths ;
 - (b) two common baths and toilets in each floor for males and females separately ;
 - (c) telephone facilities ;
 - (d) electric supply ; and water supply in every bath room ;
 - (e) medical and first-aid-facilities as per section 20 of the Ordinance.

2. A two Star Hotel shall have—
 - (a) 50 bed-rooms, 50% of which shall be with attached sanitary baths ; and electric fans ;
 - (b) two common baths and toilets in each floor for males and females separately ;
 - (c) restaurant and lounge ;
 - (d) electric supply ; and water supply in every bath room ;
 - (e) medical and first-aid-facilities as per section 20 of the Ordinance.
 - (f) an office in suitable location of the hotel with 24 hours' service and telephone facilities.

3. A Three Star Hotel shall have—
 - (a) 100 floor carpeted bed-rooms with attached sanitary bath rooms, 50% of which shall be air-conditioned and the rest shall be fitted with electric fans ;
 - (b) telephone set in every room, 50% of which with direct outside connections ;
 - (c) banquet hall, meeting room, conference hall, modern kitchen, restaurant and dining hall ;
 - (d) supply of hot and cold water in every bath room and provision for supply of boiled, filtered and chemically treated water ;
 - (e) medical facilities in accordance with section 20 of the Ordinance ;
 - (f) a front office with 24 hours' service.

4. A Four Star Hotel shall have—
 - (a) 150 floor carpeted air-conditioned bed-rooms with attached sanitary bath rooms ;
 - (b) telephone set with direct outside connections, television set or musical channels in each room ;
 - (c) telex facilities ;
 - (d) banquet hall, meeting room, conference hall fitted with modern equipments, modern kitchen, restaurant, dining hall and laundry ;
 - (e) cloak room, left luggage room and toilet for casual visitors ;

- (f) supply of hot and cold water in every bath room and provision for supply of boiled, filtered and chemically treated water;
- (g) swimming pool and games and sports facilities;
- (h) fire fighting facilities, ambulance van, medical and first-aid-facilities with 24 hours' service;
- (i) medical facilities in accordance with section 20 of the Ordinance;
- (j) front office with 24 hours' service facilities.

5. A Five Star Hotel shall have—

- (a) 200 centrally air-conditioned floor carpeted bed-rooms with deluxe suites and attached sanitary bath room;
- (b) telephone set with direct outside connection, television set or musical channels in each room;
- (c) secretariat service with telex facilities;
- (d) banquet hall, meeting room, conference hall fitted with modern equipment, modern kitchen, restaurant, dining hall and laundry;
- (e) cloak room, left luggage room and toilet for casual visitors;
- (f) supply of hot and cold water in every bath room and provision for supply of boiled, filtered and chemically treated water;
- (g) swimming pool, health club and games and sports facilities;
- (h) fire fighting facilities, ambulance van, medical and first-aid-facilities with 24 hours' service;
- (i) medical facilities in accordance with section 20 of the Ordinance;
- (j) front office with 24 hours' service facilities.

SECOND SCHEDULE

(See rules 4, 5 and 8)

Hotel	Registration fee.	Licence fee.	Renewal fee.
	Taka	Taka	Taka
One Star Hotel	100	2,000	750
Two Star Hotel	200	5,000	1500
Three Star Hotel	300	15,000	4000
Four Star Hotel	400	20,000	5000
Five Star Hotel	500	25,000	6000

Restaurant for Dhaka, Narayangonj and Chittagong

	Registration fee.	Licence fee.	Renewal fee.
	Taka	Taka	Taka
(A) Seating capacity 30—70 (Air-conditioned).	50	1,500	500
(B) Seating capacity 30—70 (Non-air-conditioned).	50	750	250
(C) Seating capacity above 70 (Air-conditioned).	50	2,000	750
(D) Seating capacity above 70 (Non-air-conditioned).	50	1,000	500

Restaurant for other places

	Taka	Taka	Taka
	(E) Seating capacity 30—70 (Air-conditioned).	50	800
(F) Seating capacity 30—70 (Non-air-conditioned).	50	400	200
(G) Seating capacity above 70 (Air-conditioned).	50	1,000	500
(H) Seating capacity above 70 (Non-air-conditioned).	50	500	250

FORM 'A'

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Ministry of Defence

Civil Aviation and Tourism Division

[Application form as required under rule 5 of the *Bangladesh Hotels and Restaurants (Registration, Licence and Control) Rules, 1984*]

1. Registration number and date :
issued by the Controller of Hotels
and Restaurants.
2. Class for which registration was :
granted (Furnish detail informa-
tion in Annexure 'A')
3. Specify whether Hotel/Restaurant :
business will be done.
4. Name of the Hotel/Restaurant :
5. Location of the Hotel/Restaurant :
6. Total plinth area of the building :
7. Owner of the house :
8. In case of Tenancy, attached :
Lease Deed and up-to-date rent
receipt.
9. State the status of the ownership :
of the Hotel/Restaurant (Furnish
detail information in Annexure 'B'
along with certificate of Incorpora-
tion, Articles and Memorandum
of Association if it is a
limited company).
10. State Capital of the Hotel/Restau- :
rent.
11. Name and address of the Banker :
12. Registration Number of Trade :
Licence issued by the Municipal
Authority (Photo copy of certifi-
cate to be attached).
13. Income Tax Registration Number :
(Photo copy of certificate to be
attached).

14. Total number of employees :
(Complete list of different categories of staff to be supplied in Annexure 'C').
15. Total Medical Certificates attached;
with this application.
16. State of the applicant in the :
Hotel/Restaurant.

I,, the undersigned submit the application and I confirm that the information provided above and in the three annexures are true and correct. I undertake to provide any further information that may be required by the authority concerned, if requested to do so in support of the application.

Dated, the

.....
(Signature and Seal of the applicant).

ANNEXURE 'A'
(Information regarding floor-wise Bed Room facilities)
Floor No.

No. of Bed Rooms.	Facilities in the Bed Room (Numbers to be quoted).	Facilities of the Bath Room (Numbers to be quoted).	Hall facilities.	Other facilities.	Additional points, if any.
(1)	(2)	(3)	(4)	(5)	(6)
	Electrified—	Attached Bath—	Front Office—	Laundry—	
	Non-electrified—	Common Bath—	(a) for 24 hours—	Kitchen—	
	Attached Bath—	Bath for Female—	(b) for office hours—	First Aid—	
	Fan available—	Bath for Male—	Meeting Room—	Medical for 24 hours—	
	Telephone provided—	Water Supply—	Dining Hall—	Ambulance—	
	Television provided—	Hot and Cold Water—	Conference Hall—	Van—	
	Purified drinking water available—	Toilet for Casual visitors—	Banquet Hall—	Telex—	
	Carpetted—			Telephone in rooms—	
	Non-Carpetted—			Telephone out side the room—	
				Shopping Centre—	

N.B.—In case of restaurant total numbers of seats and air-conditioned or non-air-conditioned are to be mentioned in column (1).

(Signature of applicant and seal).

ANNEXURE 'B'

(Information regarding Directors, Partners and Shareholders)

Full Name.	Residential address	Educational qualification.	Status in the Company.	Nationality.	Value of shares hold.
(1)	(2)	(3)	(4)	(5)	(6)

(Signature of applicant and seal).

ANNEXURE 'C'

(List of different categories of staff)

Name and designation of the head of Establishment—

Name and designation of the Departmental heads.	(1)	(2)	(3)	(4)	(5)	(6)
	Name and designation of Kitchen staff.	Name and designation of the staff in Dining Hall.	Name and designation of the staff in Front Office.	Name and designation of House Keeping/Cleaning staff.	Any other staff.	

(Signature of applicant and Seal)

FORM 'B'

Monogram

Licence No.

Dated, the

Licence is issued in accordance to rule 7 of the Bangladesh Hotels and Restaurants (Registration, Licence and Control) Rules, 1984 to carry out hotel business under the title of.....
..... in the location of
..... on condition that it is required to be renewed in every year before 31st December.

This hotel is classified as.....Star.

Controller of Hotels and Restaurants.

FORM 'C'

Monogram

Licence No.

Dated, the

Licence is issued in accordance to rule 7 of the Bangladesh Hotels and Restaurants (Registration, Licence and Control) Rules, 1984 to carry out restaurant business under the title of
.....in the location of.....
..... on condition that it is required to be renewed in every year before 31st December.

This restaurant is classified as.....Class.

Controller of Hotels and Restaurants.

FORM 'D'

MEDICAL CERTIFICATE FOR STAFF

[As required under section 5(2)(b) of the Bangladesh Hotels and Restaurants Ordinance, 1982]

This is to certify that I examined Mr./Mrs./Miss.....
of and found him/her free from any infectious or contagious diseases. He/she is fit for service in a Hotel/Restaurant as
.....

.....
Signature of the Incumbent.

.....
Signature of the Civil Surgeon and Seal.

By order of the President
SAYEED AHMAD
Additional Secretary-in-Charge.