



Government of Goa

Department of Tourism

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CIRCULAR

**Subject: Guidelines for Scrutiny and Acceptance of Applications
relating to activities registered/ renewed under GRTT Act.**

In order to ensure uniformity, transparency, and compliance with the provisions of the Goa Registration of Tourist Trade Act (GRTT Act) and the rules framed thereunder, it is hereby directed that the following guidelines shall be strictly adhered to by all RFC Staff and Inward Clerks (Online/Offline) while scrutinizing and accepting applications submitted to the Department. These guidelines shall also be prominently displayed on the official portal/website for the information and compliance of applicants submitting applications online.

1. The applicant shall submit House Tax Receipt on the name of applicant as proof of ownership. In the case of new registration, the House Tax Receipt shall pertain to the current financial year and shall be duly verified before acceptance of the application.
2. All Hotels, Dealers, Travel Agents/Agencies shall submit their renewal applications on or before **30th September 2026**, granting an additional period of three months for the current year. Thereafter, any renewal application received beyond the prescribed date shall be

treated as a case of default in registration and shall attract penalty/ late fees as applicable.

3. Where the applicant is not the owner of the property, or where the applicant's name differs from that on the House Tax Receipt or Joint Name is included, a No Objection Certificate (NOC) on Affidavit from the owner/co-owner(s) shall be submitted along with the application.
4. In cases where the premises are held under a Leave and Licence Agreement, a valid agreement indicating the names of the Licensor and Licensee and the period of validity shall be submitted. Where the agreement is due to expire before the end of the financial year, the applicant shall furnish an affidavit in the prescribed format undertaking to renew the agreement and submit the renewed agreement prior to its expiry.
5. Valid Third-Party/Public Liability Insurance Policy shall be submitted. The policy shall clearly indicate the period of validity and specify whether the coverage extends to guests, visitors, and other persons availing the services of the establishment.
6. A valid Fire Safety No Objection Certificate (Fire NOC) issued by the competent authority shall be submitted. The validity period of the Fire NOC shall be clearly indicated and verified during scrutiny.
7. Where any mandatory document submitted with the application is due to expire during the validity period of the registration; the applicant shall submit an Affidavit in the prescribed format undertaking to furnish the renewed document before its expiry. The applicant shall bear sole responsibility for any consequences arising from non-

compliance or failure to submit valid documents within the stipulated period.

8. Society/Association No Objection Certificate (NOC) shall be mandatory only for renewal applications pertaining to Category C and Category D Hotels/Guest Houses. In cases where a Society/Association NOC is not applicable, the applicant shall submit a self-declaration in the prescribed format stating that the property does not fall within the jurisdiction of any Society, Association, Cooperative Housing Society etc.

This requirement shall not be applicable to:

- (i) Fresh registration applications for Hotels/Guest Houses; and
- (ii) Renewal applications pertaining to Category A and Category B Hotels.

9. Where an application is marked for compliance due to deficiencies or submission of incomplete documentation, the applicant shall furnish the required documents within a period of **45 days** from the date of communication. Failure to comply within the stipulated period shall result in automatic rejection of the application without further notice.
10. In accordance with the Ease of Doing Business (EoDB) guidelines and the policy of rationalization of documentation, applicants shall not be required to submit documents that are not prescribed under the applicable rules or departmental requirements, including but not limited to Pollution Certificates, Trade Licences, and other non-mandatory documents. Only such documents as are specifically prescribed and relevant to the concerned activity shall be accepted and insisted upon.

11. In respect of tourist trade activities registered on an annual basis, and not linked to the financial year, including but not limited to Water Sports Activities, the validity of the Registration Certificate shall continue up to the date immediately preceding the anniversary of registration and shall not be reckoned from the date of authorization of renewal. Accordingly, the validity period of the renewed registration shall commence from the date immediately following the expiry of the previous registration. The concerned operator shall submit the renewal application prior to the expiry of the existing registration. Any renewal application received after the expiry date shall be treated as a case of default in registration and shall attract penalties/late fees as applicable.

Illustration:

Registration Certificate is issued on 02/01/2025, it shall remain valid up to 01/01/2026. Upon renewal, the subsequent validity period shall commence from 02/01/2026, irrespective of the date on which the renewal is authorized by the Department. The renewal application shall be submitted before 01/01/2026. If the application is received on or after 02/01/2026, the case shall be treated as a default in registration and shall be liable for applicable penalties / late fees.

All concerned officers and staff shall ensure strict adherence to the above guidelines while scrutinizing, processing, and disposing of applications. Any deviation, non-compliance, or negligence in the implementation of these instructions shall be viewed seriously and may invite appropriate administrative action.

This Circular shall come into force with immediate effect and shall remain in force until modified, amended, or withdrawn by the competent authority.

This Circular supersedes all previous instructions/circulars issued on the subject, including Circular No. No. N5/3(1672)/2026/DT/118 dated May 06, 2026 to the extent they are inconsistent with the provisions contained herein.


(Kedar Naik, GCS)
Director of Tourism