



Checklist for HOTEL PROJECT Private Limited Company

| S. No. | KYC Documentation |
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| 1 | Copy of PAN Card of Company |
| 2 | MOA & AOA with Incorporation Certificate |
| 3 | CA Certified List of Shareholding Pattern and List of Directors as on the Application Date |
| 4 | Copy of MSME Registration Certificate (If Applicable) |
| 5 | Copy of GST Registration Certificate (For all states in case registered in multiple states) |
| 6 | Registered Office Address Proof alongwith Ownership Details of that Address or Rent Agreement |
| 7 | If Proposed Unit is on Rented Land/Premises then Rent Agreement for the same |
| 8 | Detailed Report on Past and Future Sales/Revenue Models Across Business Lines - Business Profiler |
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| S. No. | Financial Documentation for Companies Operating Beyond One Financial Year |
| 1 | Copy of GST Returns for Current Financial Year i.e. April to Till Date (For all states in case registered in multiple states) |
| 2 | Copy of Complete Set of Financials for the last 3 financial years after the company formation |
| | 2a) Income Tax Return (Acknowledgement) |
| | 2b) Computation of Income |
| | 2c) Profit and Loss A/c |
| | 2d) Balance Sheet |
| | 2e) Tax Audit Report (3CA, 3CB etc.), Auditors Report and Director's Report |
| | 2f) All Schedules / annexure [Complete Set as per P&L and B/S] |
| 3 | Copy of Latest 3 Years Form-26AS of Company the last 3 financial years after the company formation |
| 4 | Complete Set of Provisional Financials for the current financial year duly certified by CA and Director |
| | 4a) Profit and Loss A/c |
| | 4b) Balance Sheet |
| | 4c) All Schedules / Accounting Notes / annexure [Complete Set as per P&L and B/S] |
| 5 | Debtors and Creditors List for Last and Current FY |
| 6 | Ageing for Debtors as <90 Days, <180 Days and >180 Days for the last 3 financial years after the company formation |
| 7 | Ageing for Creditors as <90 Days, <180 Days and >180 Days for the last 3 financial years after the company formation |
| 8 | Up to date 12 month's Statement of all Current (Soft Copy in PDF Format is must) |
| 9 | Complete Debt Profile of Firm with Sanction Letters and/or Statement of Existing Loan Facilities (If Any) |
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| S. No. | Government Approvals and Licenses as per Industry Standards : Applied or Approved |
| 1 | Fire Safety Clearance (NOC) |
| 2 | Shop and Establishment Act License (Labour Registration Certificates) |
| 3 | Electricity Connection along with the required Load Details |
| 4 | Environmental / Pollution Clearance |
| 5 | Hotel Classification & Star Rating Certification |
| 6 | Food Safety License (FSSAI) |
| 7 | Liquor License for Serving Alcohol |
| 8 | Public Performance License – Required for playing music or live entertainment |
| 9 | Swimming Pool License |
| 10 | Lift Installation Permission |
| 11 | Water Connection, Sewage & Waste Disposal Clearance |
| 12 | Any additional licenses, certifications, NOCs, or permissions that may be required for Special Specialization. |
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| S. No. | Quotations |
| 1 | Land & Civil Construction Work |
| | 1a) Quotation for Land Development & Site Preparation (Excavation, leveling, foundation work) |
| | 1b) Quotation for Shed/Building Construction (Including materials and labor) |
| | 1c) Cost Estimation for Shed/Building Construction (Certified by an architect, if construction/renovation is proposed) |
| | 1d) Quotation for Roofing & Ceiling Materials (Metal sheets, false ceilings, insulation materials) |
| | 1e) Quotation for Flooring Materials (Tiles, marble, granite, wooden flooring) |
| | 1f) Quotation for Paints & Wall Finishes (Interior & exterior paints, wallpapers, coatings) |
| | 1g) Quotation for Glass Work (Windows, doors, partitions, exterior cladding) |
| 2 | Mechanical, Electrical & Plumbing (MEP) |
| | 2a) Quotation for Electrical Fitting Materials (Panels, wires, switches, MCBs, lighting) |
| | 2b) Quotation for HVAC Systems (Heating, ventilation, air conditioning) |
| | 2c) Quotation for Plumbing & Sanitary Fittings (Pipes, pumps, water tanks, bathroom fittings) |
| | 2d) Quotation for Fire Safety Systems (Fire alarms, extinguishers, sprinkler systems) |
| | 2e) Quotation for Generator & Power Backup Systems (Diesel generators, inverters, UPS systems) |
| | 2f) Quotation for Lift & Elevator Installation (Passenger and service elevators) |
| | 2g) Quotation for Sewage & Waste Disposal Systems (STP, water recycling units) |

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| 3 | IT & Security Systems |
| | 3a) Quotation for Hotel Management Software (PMS, POS, CRM, Booking & Billing Systems) |
| | 3b) Quotation for Wi-Fi & Networking Setup (Routers, access points, cabling) |
| | 3c) Quotation for CCTV & Surveillance System (Cameras, NVRs, access control) |
| | 3d) Quotation for Biometric & Access Control Systems (Smart locks, RFID keycards, biometric attendance) |
| | 3e) Quotation for Audio-Visual Equipment (Conference room projectors, LED displays, PA systems) |
| 4 | Kitchen & Dining Setup |
| | 4a) Quotation for Commercial Kitchen Equipment (Ovens, refrigerators, dishwashers) |
| | 4b) Quotation for Cutlery & Tableware (Plates, glasses, serving trays, trolleys) |
| | 4c) Quotation for Bar Equipment (Wine coolers, cocktail stations, dispensers) |
| 5 | Renewable Energy & Sustainability |
| | 5a) Quotation for Solar Panel Installation (If proposed) |
| | 5b) Quotation for Rainwater Harvesting System |
| | 5c) Quotation for Energy-Efficient Lighting & Automation |
| 6 | Quotation for Commercial Vehicles (Hotel shuttle vans, delivery vehicles, transport cars) |
| 7 | Furnishings & Interiors |
| | 7a) Quotation for All Types of Furniture (Hotel rooms, lobby, restaurant, and office spaces) |
| | 7b) Quotation for Carpets, Curtains & Upholstery |
| | 7c) Quotation for Signage & Branding Materials (Hotel name boards, LED display signs) |
| 8 | Landscaping & Exterior Amenities |
| | 8a) Quotation for Outdoor Furniture & Decor (Garden seating, umbrellas, fountains) |
| | 8b) Quotation for Swimming Pool Construction & Maintenance Equipment (If applicable) |
| | 8c) Quotation for Parking & Driveway Construction (Paving, marking, signage) |
| 9 | Housekeeping & Laundry |
| | 9a) Quotation for Laundry & Housekeeping Equipment (Washing machines, dryers, cleaning tools) |
| | 9b) Quotation for Uniforms & Staff Attire (Housekeeping, front desk, restaurant staff) |
| 10 | Miscellaneous & Operational Needs |
| | 10a) Quotation for Public Address & Sound Systems |
| | 10b) Quotation for Printing & Stationery Items (Hotel brochures, menus, guest forms) |
| | 10c) Quotation for In-Room Amenities (Smart TVs, mini-fridges, hairdryers) |
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| S. No. | Documents For Individuals (All Directors, Shareholders and Property Owners) |
| 1 | Copy of PAN Card (Mandatory) |
| 2 | Copy of Adhaar Card (Both Side Mandatory) |
| 3 | Copy of Passport (Mandatory) |
| 4 | Five Passport Size Photographs for Each |
| 5 | Present Residence Address Proof (Latest Electricity or other Utility Bill) |
| 6 | Latest 3 Years Income Tax Returns with Computation of Income |
| 7 | Up to date 12 month Saving Bank Statement (PDF) |
| 8 | Copy of Latest 3 Years Form-26AS |
| 9 | Complete Debt Profile of Individuals with Sanction Letters and/or Statement of Existing Loan Facilities (If Any) |
| 10 | CA Certified Net Worth Statement as on the application date |
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| S. No. | Primary Security and Collateral Ownership (Title) Documents |
| 1 | Title Deed (Sale Deed / Gift Deed / Conveyance Deed / Lease Deed) – Proof of property ownership |
| 2 | Jamabandi / Khasra-Khatauni / Revenue Record of Rights (ROR) – Land ownership record in rural areas |
| 3 | Site Plan / Mauka Patwari Reports Etc. – Layout of the property and its location |
| 4 | Land Conversion Certificate / CLU (If Agricultural Land Converted for Commercial Use) |
| 5 | Encumbrance Certificate (EC) – Confirms that the property is free from legal or financial liabilities : Applied or Approved |
| 6 | Building MAP Approval for the Proposed Unit/Building/Shed : Applied or Approved |
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| S. No. | Important Notes |
| 1 | CIBIL checks of Company as well as personal are mandatory before any documentation. |
| 2 | Any further analysis of documentation would be done post execution of the contract. |