

**ANNEXURE-II**

1. Name of the Service : Registration of Health Club
2. Category : G to B
3. Documents/fees required for the above service

|   |
|---|
| Copy of Board resolution in respect of authorised person.   |
| Copy of first luxury tax Bill and copy of first bill against which the hotelier first became liable to pay Luxury Tax.  |
| Copy of PAN of the Director / Partners / Proprietor / Karta etc. / Authorised Person / Company / trust / Firm.  |
| Copy of partnership deed / Certificate of Registration under the Society Act /trust deed / Memorandum of Article of Association.  |
| Detail of Bank Accounts.  |
| Other Documents   |
| Photocopy of first page of Guest Entry Register.  |
| Proof of authorized lawful possession /ownership/possession of property by the hotelier (any document indicating proof of possession e.g. rent, agreement, rent-receipt etc. as applicable)   |
| Proof of residential addresses as furnished in para-2 of Form 4 - by way of a copy of the ration card / voter's identity card / driving licence / passport / telephone bill / electricity bill / affidavit / any other documentary proof. |
| Proof of Identity of the Directors/Partners/Proprietor/Karta and Authorized Signatory who is/are signing the application  |
| Undertaking in support of bank account number, date of commencement of business, proof of possession (i.e. leased or owned or rented etc) of business premises, total number of rooms etc.  |
| Form-1-A, 4 & 7   |
| Two passport size photograph of person/ partners. Application form shall be duly signed and verified.   |
| <ul style="list-style-type: none"> <li>• (every paper/documents must be self attested page wise)</li> </ul>   |

4.

| Steps performed internally form the service                            | Time for each step/task |
|--|-------------------------|
| a. Receipt of the application by the Central Dak of the Department     | Two days                |
| b. Dealing Assistant of Luxury Tax Branch dealing with Dak             | Two days                |
| c. Concerned LTO / ALTO  | Two days                |
| d. Area LTI to visit and report  | Seven days              |
| e. Report to be submitted to the concerned Dealing Assistant           | Seven days              |
| f. Concerned LYO / ALTO / Registering Authority to scrutinize the case | Five days               |
| g. Registration certificate approval and generation of R.C.            | Five days               |

Total service delivery time 30 Days

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: M.B.Vijh email id: ltoexcise.delhi@nic.in

Designation: AC (LT) Mob. No: 9810774360

Signature: 

Name & Designation: **NEERAJ SEMWAL**  
 I.A.S.  
 Commissioner, Excise  
 Entt. & Luxury Tax  
 Govt. of NCT of Delhi  
 Vikas Bhawan, New Delhi-2

**ANNEXURE-II**

1. Name of the Service : Registration of Spa
2. Category : G to B
3. Documents/fees required for the above service

|   |
|---|
| Copy of Board resolution in respect of authorised person.   |
| Copy of first luxury tax Bill and copy of first bill against which the hotelier first became liable to pay Luxury Tax.  |
| Copy of PAN of the Director / Partners / Proprietor / Karta etc. / Authorised Person / Company / trust / Firm.  |
| Copy of partnership deed / Certificate of Registration under the Society Act /trust deed / Memorandum of Article of Association.  |
| Detail of Bank Accounts.  |
| Other Documents   |
| Photocopy of first page of Guest Entry Register.  |
| Proof of authorized lawful possession /ownership/possession of property by the hotelier (any document indicating proof of possession e.g. rent, agreement, rent-receipt etc. as applicable)   |
| Proof of residential addresses as furnished in para-2 of Form 4 - by way of a copy of the ration card / voter's identity card / driving licence / passport / telephone bill / electricity bill / affidavit / any other documentary proof. |
| Proof of Identity of the Directors/Partners/Proprietor/Karta and Authorized Signatory who is/are signing the application  |
| Undertaking in support of bank account number, date of commencement of business, proof of possession (i.e. leased or owned or rented etc) of business premises, total number of rooms etc.  |
| Form-1-A, 4 & 7   |
| Two passport size photograph of person/ partners. Application form shall be duly signed and verified.   |
| <ul style="list-style-type: none"> <li>• (every paper/documents must be self attested page wise)</li> </ul>   |



4.

| Steps performed internally form the service                            | Time for each step/task |
|--|-------------------------|
| a. Receipt of the application by the Central Dak of the Department     | Two days                |
| b. Dealing Assistant of Luxury Tax Branch dealing with Dak             | Two days                |
| c. Concerned LTO / ALTO  | Two days                |
| d. Area LTI to visit and report  | Seven days              |
| e. Report to be submitted to the concerned Dealing Assistant           | Seven days              |
| f. Concerned LYO / ALTO / Registering Authority to scrutinize the case | Five days               |
| g. Registration certificate approval and generation of R.C.            | Five days               |

Total service delivery time 30 Days

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: M.B.Vijh email id: ltoexcise.delhi@nic.in

Designation: AC (LT) Mob. No: 9810774360

Signature: 

Name & Designation of HOD:  
**NEERAJ SEMWAL**  
 A.S.  
 Commissioned Excise  
 Entt. & Luxury Tax  
 Govt. of NCT of Delhi  
 Vikas Bhawan, New Delhi-2

**ANNEXURE-II**

1. Name of the Service : Registration of Gym
2. Category : G to B
3. Documents/fees required for the above service

|   |
|---|
| Copy of Board resolution in respect of authorised person.   |
| Copy of first luxury tax Bill and copy of first bill against which the hotelier first became liable to pay Luxury Tax.  |
| Copy of PAN of the Director / Partners / Proprietor / Karta etc. / Authorised Person / Company / trust / Firm.  |
| Copy of partnership deed / Certificate of Registration under the Society Act /trust deed / Memorandum of Article of Association.  |
| Detail of Bank Accounts.  |
| Other Documents   |
| Photocopy of first page of Guest Entry Register.  |
| Proof of authorized lawful possession /ownership/possession of property by the hotelier (any document indicating proof of possession e.g. rent, agreement, rent-receipt etc. as applicable)   |
| Proof of residential addresses as furnished in para-2 of Form 4 - by way of a copy of the ration card / voter's identity card / driving licence / passport / telephone bill / electricity bill / affidavit / any other documentary proof. |
| Proof of Identity of the Directors/Partners/Proprietor/Karta and Authorized Signatory who is/are signing the application  |
| Undertaking in support of bank account number, date of commencement of business, proof of possession (i.e. leased or owned or rented etc) of business premises, total number of rooms etc.  |
| Form-1-A, 4 & 7   |
| Two passport size photograph of person/ partners. Application form shall be duly signed and verified.   |
| <ul style="list-style-type: none"> <li>• (every paper/documents must be self attested page wise)</li> </ul>   |

4.

| Steps performed internally form the service                            | Time for each step/task |
|--|-------------------------|
| a. Receipt of the application by the Central Dak of the Department     | Two days                |
| b. Dealing Assistant of Luxury Tax Branch dealing with Dak             | Two days                |
| c. Concerned LTO / ALTO  | Two days                |
| d. Area LTI to visit and report  | Seven days              |
| e. Report to be submitted to the concerned Dealing Assistant           | Seven days              |
| f. Concerned LYO / ALTO / Registering Authority to scrutinize the case | Five days               |
| g. Registration certificate approval and generation of R.C.            | Five days               |

Total service delivery time 30 Days

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: M.B.Vijh                      email id: ltoexcise.delhi@nic.in

Designation: AC (LT)                      Mob. No: 9810774360

Signature: 

Name & Designation of HOD:

**NEERAJ SEMWAL**  
 Commissioner, Excise & Luxury Tax  
 Govt. of NCT of Delhi  
 Vikas Bhawan, New Delhi-2



**ANNEXURE-II**

1. Name of the Service : Registration of Banquet Hall User
2. Category : G to B
3. Documents/fees required for the above service

|   |
|---|
| Copy of Board resolution in respect of authorized person.   |
| Copy of first luxury tax Bill and copy of first bill against which the hotelier first became liable to pay Luxury Tax.  |
| Copy of PAN of the Director / Partners / Proprietor / Karta etc. / Authorized Person / Company / trust / Firm.  |
| Copy of partnership deed / Certificate of Registration under the Society Act /trust deed / Memorandum of Article of Association.  |
| Detail of Bank Accounts.  |
| Other Documents   |
| Photocopy of first page of Guest Entry Register.  |
| Proof of authorized lawful possession /ownership/possession of property by the hotelier (any document indicating proof of possession e.g. rent, agreement, rent-receipt etc. as applicable)   |
| Proof of residential addresses as furnished in para-2 of Form 4 - by way of a copy of the ration card / voter's identity card / driving licence / passport / telephone bill / electricity bill / affidavit / any other documentary proof. |
| Proof of Identity of the Directors/Partners/Proprietor/Karta and Authorized Signatory who is/are signing the application  |
| Undertaking in support of bank account number, date of commencement of business, proof of possession (i.e. leased or owned or rented etc) of business premises, total number of rooms etc.  |
| Form-4 & 7  |
| Two passport size photograph of person/ partners. Application form shall be duly signed and verified.   |
| <ul style="list-style-type: none"> <li>• (every paper/documents must be self attested page wise)</li> </ul>   |

4.

**Steps performed internally form the service**

**Time for each step/task**

|  |            |
|--|------------|
| a. Receipt of the application by the Central Dak of the Department     | Two days   |
| b. Dealing Assistant of Luxury Tax Branch dealing with Dak             | Two days   |
| c. Concerned LTO / ALTO  | Two days   |
| d. Area LTI to visit and report  | Seven days |
| e. Report to be submitted to the concerned Dealing Assistant           | Seven days |
| f. Concerned LYO / ALTO / Registering Authority to scrutinize the case | Five days  |
| g. Registration certificate approval and generation of R.C.            | Five days  |

Total service delivery time 30 Days

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: M.B.Vijh                      email id: ltoexcise.delhi@nic.in

Designation: AC (LT)                      Mob. No: 9810774360

Signature: 

Name & Designation of HOD:  
**NEERAJ SEMMAL**  
Commissioner, Excise  
Entt. & Luxury Tax  
Govt. of NCT of Delhi  
Vikas Bhawan, New Delhi-2



**ANNEXURE-II**

1. Name of the Service : Registration of LT Hotel ,
2. Category : G to B
3. Documents/fees required for the above service

|   |
|---|
| Copy of Board resolution in respect of authorised person.   |
| Copy of first luxury tax Bill and copy of first bill against which the hotelier first became liable to pay Luxury Tax.  |
| Copy of PAN of the Director / Partners / Proprietor / Karta etc. / Authorised Person / Company / trust / Firm.  |
| Copy of partnership deed / Certificate of Registration under the Society Act /trust deed / Memorandum of Article of Association.  |
| Copy of lodging license issued by the Addl. C. P. (Licensing)   |
| Photocopy of First page of guest entry register.  |
| Detail of Bank Accounts.  |
| Other Documents   |
| Photocopy of first page of Guest Entry Register.  |
| Proof of authorized lawful possession /ownership/possession of property by the hotelier (any document indicating proof of possession e.g. rent, agreement, rent-receipt etc. as applicable)   |
| Proof of residential addresses as furnished in para-2 of Form 4 - by way of a copy of the ration card / voter's identity card / driving licence / passport / telephone bill / electricity bill / affidavit / any other documentary proof. |
| Proof of Identity of the Directors/Partners/Proprietor/Karta and Authorized Signatory who is/are signing the application  |
| Undertaking in support of bank account number, date of commencement of business, proof of possession (i.e. leased or owned or rented etc) of business premises, total number of rooms etc.  |
| Form-1, 4 & 7   |
| Two passport size photograph of person/ partners. Application form shall be duly signed and verified.   |
| <ul style="list-style-type: none"> <li>• (every paper/documents must be self attested page wise)</li> </ul>   |

4.

| Steps performed internally form the service                            | Time for each step/task |
|--|-------------------------|
| a. Receipt of the application by the Central Dak of the Department     | Two days                |
| b. Dealing Assistant of Luxury Tax Branch dealing with Dak             | Two days                |
| c. Concerned LTO / ALTO  | Two days                |
| d. Area LTI to visit and report  | Seven days              |
| e. Report to be submitted to the concerned Dealing Assistant           | Seven days              |
| f. Concerned LTO / ALTO / Registering Authority to scrutinize the case | Five days               |
| g. Registration certificate approval and generation of R.C.            | Five days               |

Total service delivery time 30 Days

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: M.B.Vijh                      email id: Itoexcise.delhi@nic.in

Designation: AC (LT)                      Mob. No: 9810774360

Signature: 

Name & Designation of HOD:

**NEERAJ SEMWAL**  
 Commissioner, Excise  
 & Entertainment Tax  
 Govt. of NCT of Delhi  
 Vikas Bhawan, New Delhi-2