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**SERIES I No. 42**

# OFFICIAL GAZETTE GOVERNMENT OF GOA

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## EXTRAORDINARY

### GOVERNMENT OF GOA

#### Department of Tourism

#### Order

N5/3(865)/2025-26/DT/339

Date : 13-Jan-2026

The Government hereby grants its approval for the streamlining of mandatory documentation required for Registration or Renewal of various touristic services — in furtherance of the policy of “Ease of Doing Business.”

It is hereby directed that the documentation for new registrations and renewals of such services shall be rationalized. The revised schedule of required documents for registration/renewal is set forth 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 license issued by Local body.		No	No	No	No	
2	Valid NOC from Directorate of Fire and Emergency Services.		No	No	Yes	Yes	
3	Copy of tariff card (for the current financial year).		No	No	No	No	

4	<p><b>a) In Case of Owned Premises:</b> A valid House Tax Receipt issued by the local authority shall be submitted as proof of Ownership. This may be accompanied by supporting title documents, such as a Gift Deed, Sale Deed, or Form I &amp; XIV, as applicable <b>or</b></p> <p><b>b) In Case of Leased or Rented Premises:</b> A duly executed Lease and License Agreement or Rent Agreement must be submitted. Additionally, a Notarized No Objection Certificate (NOC) from the owner of the premises is mandatory, along with a copy of the House Tax Receipt issued by the local authority.</p>	Yes	No	Yes	No	
5	All residential units/ apartments/ villas intended to be used for tourism or commercial hospitality purposes shall be required to submit a No Objection Certificate (NOC) from the respective housing society/resident welfare association/home owner association/more than 50% of residents/ builder/promoter, as applicable.	No	No	Yes	Yes	
6	Accommodation shall mandatorily include a minimum of four (2) internal and four (2) external photographs	No	No	No	No	
7	NOC from Goa State Pollution Control Board.	No	No	No	No	
8	Copy of site drawing or plan.	No	No	No	No	
9	GST registration (if applicable)	Yes	No	Yes	No	
10	Valid NOC from the Goa Coastal Zone Management Authority (incase hotel is located in coastal regulation zone).	No	No	No	No	
11	C-Form registration (in case of new registration, C-form registration to be submitted within a period of 90 days)	No	No	No	No	
12	Third-party insurance coverage.	No	No	Yes	Yes	
13	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>5</b>	
Sr. No.	<b>TRAVEL AGENT REGISTRATION</b>	<b>2</b>				
1	Municipal/Panchayat licence or Trade Tax Receipt	No	No	No	No	
2	Copy of income tax filed for last financial year/Chartered Accountant Certificate for determining turnover of business.	No	No	Yes	Yes	
3	Valid NOC from Directorate of Fire and Emergency Services.	No	No	Yes	Yes	
4	Particulars of services to be provided to tourists.	No	No	No	No	

5	Travel agent license issued by Directorate of Transport (if applicable)	No	No	No	No	
6	Certificate of incorporation from registrar of Companies or Partnership deed or LLP (if applicable)	Yes	No	Yes	No	
7	GST registration (if applicable)	Yes	No	Yes	No	
8	<b>a. In Case of Owned Premises:</b> A valid House Tax Receipt issued by the local authority shall be submitted as proof of Ownership. This may be accompanied by supporting title documents, such as a Gift Deed, Sale Deed, or Form I & XIV, as applicable <b>or</b>	No	No	Yes	No	
	<b>b. In Case of Leased or Rented Premises:</b> A duly executed Lease and License Agreement or Rent Agreement must be submitted. Additionally, a Notarized No Objection Certificate (NOC) from the owner of the premises is mandatory, along with a copy of the House Tax Receipt issued by the local authority.	No	No	Yes	Yes	
8	Authority letter from other transport officer/travel agent/ IATA for booking seats on their behalf (incase providing airlines booking)	No	No	No	No	
9	Balance sheet and Profit & loss statement pertaining to the travel business, as prescribed under the company law (if applicable)	No	No	No	No	
10	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>3</b>	
<b>Sr. No.</b>	<b>WATER SPORTS REGISTRATION</b>	<b>3</b>				
1	Insurance for ₹2 lakhs per passenger and crew members	Yes	Yes	Yes	Yes	
2	Third-party insurance coverage of ₹2 lakhs person	No	No	Yes	Yes	
3	Insurance of vessel	Yes	Yes	Yes	Yes	
4	NOC copy of the Captain of Ports, Panaji to operate boat vessel/water sports activities according to their jurisdiction.	No	No	No	No	
5	Life saving technique certificates from National Institute of Water Sports (NIWS), Altinho Panaji/Approved agency.	Yes	Yes	Yes	Yes	
6	Licence to operate boat from NIWS/Approved agency.	Yes	Yes	Yes	Yes	
7	Copy of the printed tariff of the water sports activities.	No	No	No	No	

8	NOC copy of Fisheries Department, Panaji, Goa to operate the boat/water (incase the sports activities is of Sea/River/Inland Waters/Coastal area)	No	No	No	No	
9	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.)	No	No	No	No	
10	A copy of NOC from Water Resource Department to operate the boat/water sports activities (in case of Lakes/Dam Sites/Ponds).	No	No	No	No	
11	NOC from Health Department (in case carrying capacity is more than 50 pax)	No	No	No	No	
12	NOC from Goa State Pollution Control Board (in case carrying capacity is more than 50 pax)	No	No	No	No	
13	Certification on Parasailing boat/equipment certified by NIWS (incase water sport activity parasailing).	Yes	Yes	Yes	Yes	
14	Inspection report for Scuba Diving operations by NIWS/Approved Agency (only incase of Scuba Diving Activity).	Yes	Yes	Yes	Yes	
15	Valid NOC from Directorate of Fire and Emergency Services (if applicable)	No	No	Yes	Yes	
16	GST registration (if applicable)	Yes	No	Yes	No	
17	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>8</b>	<b>6</b>	<b>10</b>	<b>8</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	No	No	Yes	Yes	
5	Language course certificate	No	No	No	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	
<b>Sr. No.</b>	<b>PHOTIGRAPHER REGISTRATION</b>	<b>5</b>				
1	15 years Residence Certificate issued by Mamlatdar of the Taluka of Goa.	No	No	Yes	Yes	

2	Character certificate issued by Deputy Collector & SDM Goa.	No	No	Yes	No	
3	Certificate of Photography course undergone/experience certificate in Photograph	Yes	Yes	Yes	Yes	
4	Police Clearance	No	No	Yes	Yes	
5	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>3</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	No	No	No	
2	Ration Card (In case of Unemployed Ration Card No Youths)	No	No	No	No	
3	Copy of Birth Certificate/Passport /PAN Card (In case of Unemployed Youths)	No	No	No	No	
4	Residence Certificate issued by Village Panchayat/Municipality (In case of Unemployed Youths)	No	No	No	No	
5	Proof of full Address ( if not mentioned on Aadhar)	Yes	Yes	Yes	Yes	
6	Declaration of being unemployed (Self Declaration)	Yes	No	Yes	No	
7	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>1</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	No	No	No	No	
2	<b>a. In Case of Owned Premises:</b> A valid House Tax Receipt/title documents, such as a Gift Deed, Sale Deed, or Form I & XIV/ NOC from Local Authority <b>or</b>	Yes	No	Yes	Yes	
	<b>b. In Case of Leased or Rented Premises:</b> A duly executed Lease-and-License Agreement or Rent Agreement must be submitted. Additionally, a notarized No Objection Certificate (NOC) from the owner of the premises is mandatory, along with either a copy of the House Tax Receipt (or NOC issued by the local authority) or title documents—such as a Gift Deed, Sale Deed, or Form I & XIV.	Yes	No	Yes	Yes	
3	Site plan showing the location, precise location indicating landmark	No	No	Yes	Yes	

4	Survey plan recent from Directorate of Settlement and Land Records	No	No	No	No	
5	NOC from Goa Coastal Zone Management Authority (if property in coastal zone area)	No	No	Yes	Yes	
6	Affidavit for Registration of Temporary Shacks/Huts/Tents in the Private Property	Yes	Yes	Yes	Yes	
7	Valid NOC from Directorate of Fire and Emergency Services.	No	No	Yes	Yes	
8	Shall mandatorily include a minimum of four (2) internal and four (2) external photographs	No	No	No	No	
9	Aadhar Card of Applicant/or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>5</b>	
<b>Sr. No.</b>	<b>DEALER REGISTRATION</b>	<b>8</b>				
1	Copy of trade licence issued by local body.	No	No	No	No	
2	Ownership Document (incase property is owned) or Lease license agreement (if the property is leased).	Yes	No	Yes	Yes	
3	GST registration (if applicable)	Yes	No	Yes	No	
4	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</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)	No	No	No	No	
4	Life saving technique certificates from approved agency. (if applicable)	Yes	Yes	Yes	Yes	
	Proof of local address (utility bill, rent agreement, etc.).	No	No	Yes	No	
	Valid certification of all equipment,	No	No	Yes	Yes	
5	Copy of the printed tariff of the adventure sports activities.	No	No	Yes	Yes	
6	Pan card/ AADHAAR card	Yes	No	Yes	No	
7	Tan card.	No	No	No	No	
	Educational Qualification	No	No	Yes	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.	No	No	No	No	
10	Trainer license/Pilot certificate from recognized authorities (in case of Kite surfing/Boarding and Paraglider/Powered paraglider)	Yes	Yes	Yes	Yes	
	<b>Bungee Jumping</b>					
11	Jump Master Certificate.	Yes	Yes	Yes	Yes	
12	Code of safety conducts of SANZ (Australia and New Zealand)	Yes	Yes	Yes	Yes	
	<b>Hot air ballooning</b>					
13	The Directorate General of Civil Aviation (DGCA) License or any authorized organization as define in guidelines.	Yes	Yes	Yes	Yes	
14	Navy Permission/NOC for flying (incase of Hot air balloon)/ATC Clearance	No	No	Yes	No	
15	Copy of GST registration (if applicable)	Yes	No	Yes	No	
16	Valid NOC from Directorate of Fire and Emergency Services.	No	No	Yes	Yes	
17	Superintendent of Police clearance report (incase of Hot air balloon)	No	No	No	No	
	<b>Summary of documents to be submitted</b>	<b>10</b>	<b>8</b>	<b>15</b>	<b>10</b>	
<b>Sr. No.</b>	<b>SPICE PLANTATION REGISTRATION</b>	<b>10</b>				
1	Copy of trade license	No	No	No	No	
2	NOC from Fire & Emergency (with Accommodation)	No	No	Yes	Yes	
3	15 years of Residence Certificate issued by Mamlatdar of Taluka of Goa	No	No	No	No	
4	a. Ownership Document (Sale deed/Form I&XIV)	Yes	No	Yes	No	
	<b>In Case of Leased or Rented Premises:</b> A duly executed Lease and License Agreement or Rent Agreement must be submitted. Additionally, a Notarized No Objection Certificate (NOC) from the owner of the premises is mandatory.	No	No	Yes	Yes	
5	Copy of GST registration (if applicable)	No	No	No	No	

6	Aadhar Card of Applicant/ or any other ID proof	No	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>2</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	No	Yes	No	
4	Aadhar Card of Applicant/ or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	
<b>Sr. No.</b>	<b>HOMESTAY REGISTRATION</b>	<b>12</b>				
1	Copy of Trade Tax (in original).	No	No	No	No	
2	A valid House Tax Receipt issued by the local authority shall be submitted as proof of Ownership. This may be accompanied by supporting title documents, such as a Gift Deed, Sale Deed, or Form I & XIV, if available	Yes	No	Yes	No	
3	Copy of site drawing or Plan.	No	No	No	No	
4	Copy of licence/NOC of the Gram Panchayat/Municipal Council to run the premises as Homestay.	No	No	No	No	
5	Valid NOC from Directorate of Fire and Emergency Services.	No	No	Yes	Yes	
6	Copy of tariff card (for the current financial year).	No	No	No	No	
7	Valid NOC from the Goa Coastal Zone Management Authority (incase Homestay is located in coastal area).	No	No	No	No	
8	Valid NOC from Goa State Pollution Control Board.	No	No	No	No	
9	Copy of Homestay/Bed & Breakfast + Licence from Ministry of Tourism, Govt. of India	No	No	No	No	
10	Copy of GST registration (if applicable)	No	No	No	No	
11	Accommodation shall mandatorily include a minimum of four (2) internal and four (2) external photographs	No	No	No	No	
12	Aadhar Card of Applicant/or any other ID proof	Yes	No	Yes	No	
	<b>Summary of documents to be submitted</b>	<b>2</b>	<b>1</b>	<b>33</b>	<b>1</b>	



All stakeholders involved in the above-mentioned activities are hereby directed to submit the required documents, wherever applicable, and to ensure full compliance with the prescribed safety norms prior to applying for registration or renewal of the said activities.

This supersedes the earlier order No. N5/3(865)/2022-DT/126 dated 2<sup>nd</sup> August, 2022.

By order and in the name of the Governor of Goa

*Kedar Naik, GCS, Director of Tourism & Ex-Officio Joint Secretary.*

Panaji.