

FORM E

[Rule 2]

HOTEL OWNER'S/OPERATOR'S RETURN

(This form is to be submitted to the Director General on a quarterly basis by 14 January, April, July and October of each year.)

JPPH Code:

Quarter : Jan Apr July Oct Year:

(Please circle whichever is applicable)

Section A: Particulars of Hotel

A1 Name and registered address of hotel
(Block Letters)
.....
.....
.....

A2 Name and registered address of hotel management (if different from above)
(Block Letters)
.....
.....
.....

	Hotel	Hotel Management
A3 Telephone No	:
Fax no.	:
E-mail address	:

Section B: Classification of Hotel

B1 Classification as approved by Ministry of Culture, Arts and Tourism

Budget	3 Star	4 Star	5 Star	Service Apartment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick (√) whichever is applicable.

Section C: Hotel Accommodation and Facilities

C1 Total number of guest rooms

Rooms (inclusive of suites)	Apartments (units)	Chalets/Cabin/Cottages (units)
.....

C2 Facilities

(Please circle whichever code is applicable).

Code	Rooms Facilities			
1	Air-conditioning		8	Coffee Maker/Kettle
2	Telephone		9	Safety Deposit Box
3	Piped-in Music		10	Hot/Cold Running Water
4	Colour TV		11	Long Bath
5	In-House Video		12	Shower
6	Cable/Satellite TV		13	Baby Cot
7	Mini Bar/Refrigeration		14	Others (please specify)

Code	Food & Beverage Facilities	
1	Restaurant	
2	Coffee House	
3	Bar/Cocktail Lounge	
4	Others (please specify)	

Code	Recreational Facilities			
1	Swimming Pool		7	Bowling Alley
2	Tennis Court		8	Equestrian Facilities
3	Squash Court		9	Indoor Games
4	Health Centre		10	Discotheque
5	Water Sport		11	Others (please specify)
6	Golf Course			

Code	Others Facilities			
1	Conference/Function Room		9	Car Rental/Limousine Service
2	Banquet Hall		10	Laundry
3	Shopping Arcade		11	Mailing/Courier Service
4	Hairdressing/Beauty Salon		12	24-Hour Room Service
5	Business Centre Services		13	24-Hour Security
6	Credit Card Facilities		14	Parking
7	Foreign Exchange Service		15	Facilities for the Disabled
8	Tourist Information Centre		16	Others (please specify)

Section D : Hotel Tariff

D1 Published Rates (Ringgit Malaysia)

Net rate inclusive of 10% service charge and 5% government tax

	Rack (RM)	Promotional (RM)		Rack (RM)	Promotional (RM)
Standard Single			Suite Single		
Standard Double			Suite Double		
Deluxe Single			Suite Executive		
Deluxe Double			Others (please specify)		
Superior Single			Apartment		
Superior Double			Chalets/Cabins/Cottages		

Section E: Hotel Occupancy

Please circle whichever month is applicable and supply details as in E1-E8

	Month	Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
E1	Occupancy by umber of rooms												
E2	Number of domestic guests												
E3	Number of foreign guests												
E4	Average length of stay for business travellers												
E5	No. of room nights for business travellers												
E6	Average length of stay for leisure travellers												
E7	No. of room nights for leisure travellers												
E8	No. of room nights from MICE												

I certify that the above information/details are correct

.....
Signature

.....
Name of Officer

.....
Designation

.....
Official Seal/Stamp of Hotel/Hotel Management

Date:

NOTE:

ANY PERSON WHO REFUSES TO SUBMIT THE REQUIRED INFORMATION WITHIN THE PRESCRIBED PERIOD OR WILFULLY SUPPLIES ANY FALSE INFORMATION COMMITS AN OFFENCE UNDER SUBSECTION 6 (3) OF THE VALUERS, APPRAISERS AND ESTATE AGENTS ACT 1981 AND IS LIABLE ON CONVICTION TO FINE NOT EXCEEDING TEN THOUSAND RINGGIT OR TO A TERM OF IMPRISONMENT NOT EXCEEDING THREE MONTHS OR TO BOTH