

NOTES – How to fill the Tourist Fee Registration Form

Managers of all existing tourist accommodations are required to register the tourist accommodation with the Director-General, by 25 September 2025, at the latest.

Where a tourist accommodation starts operation after 25 September 2025, the manager of the tourist accommodation is required to register the tourist accommodation with the Director-General within 14 days of its start of operation.

1. Personal Information

Details such as Name of Entity, TAN, BRN & NID shall be displayed according to information already available.

2. Contact Details

A contact number that is either Telephone number or Mobile number should be inserted. Email address of the contact person should be entered.

Please ensure that telephone number, mobile number & email address of the taxpayer are being provided as they will be used by MRA for communication.

3. Details of Tourist Accommodations

A Tourist Accommodation is a tourist enterprise (i.e “Domaine”, Guesthouse, Hotel and Tourist residence) registered or required to be registered under the Tourism Authority Act.

You may add rows accordingly to insert all the Name/Trade name of the premises. Other details should be inserted such as Address, Number of rooms and Type of tourist accommodation for the premises.


In case business is carried out on more than one site and/or under different trade names, please provide the details for each one of them.

Please read instructions below before entering the details of the premises:

Manual Input

1. The ‘Manual Input’ option is pre-selected.
2. To enter accommodation details, click on each cell and enter corresponding information.
3. To add blank row(s), enter the number of rows in the ‘Number of rows to add’ fields and click on ‘Add Row(s)’ button.
4. To delete a row, click on the row and press the ‘Delete’ button on your keyboard.
5. For Type of Tourist Accommodation, Double-click on cell to display dropdown list.
6. Entered data will be validated and saved when the ‘NEXT’ button is clicked.

Uploading CSV file

1. Select the 'Upload File' option.
2. Click on icon  to download: CSV format
3. Click on the 'Choose File' button to upload your file.
4. If successfully uploaded, details will be displayed in the table below.
5. When uploading a file, existing data in the table will be deleted and replaced by the file's content.
6. Uploaded data will be validated and saved when the 'NEXT' button is clicked.

4. Declarant Details

Name of Declarant & Capacity in which acting should be entered.

Please note that an automatic response shall be sent afterwards providing Tourist Fee Number of all the premises that have been registered.