

DOCUMENT CHECKLIST FOR TOURISM OPERATING LICENSE APPLICATION

Town Hotel, Vacation Hotel (Resort), Villa, Cottage, Serviced Apartment or Motel

#	Document	Description
1	Company Registration Certificate	Valid company registration certificate
2	Occupational Permit	Valid occupational permit issued by City of Kigali or district office
3	Organisational Chart	Organisational chart showing names, contact numbers and job titles of all staff
4	Policy and Training Manuals	Manuals used by the entity for training and the enforcement of company policy
5	Stock Sheet	Stock sheet showing inventory of towels, bed sheets, pillow cases
6	Water Supply Invoices	Three months' records of water supply invoices, specifying water consumption
7	Waste Collection Contract	Valid contract for regular waste collection
8	Vermin Proofing Contract	Valid vermin proofing contract
9	Security Contract	Valid contract with licensed security company
10	Property and Liability Insurance	Valid property and liability insurance contract
11	Electrical Safety Certificate	Electrical safety certificate issued by RURA at installation <i>Or issued by a certified person.</i>
12	High-speed Internet Contract	Valid high speed internet contract from service provider
13	Association Membership Letter	Letter of membership to recognized accommodation association
14	Management Qualifications	CVs, diplomas, degrees of all management staff, demonstrating relevant education and/or 3+ years experience in hospitality industry
15	Department Head Qualifications	CVs, diplomas, degrees of all department heads, demonstrating relevant education and/or experience in hospitality industry
16	Medical Certificates (Staff)	Medical examination certificates of communicable diseases (not HIV/AIDS) issued by authorized hospitals and health centers for all customer-facing, housekeeping and kitchen staff, valid within four months OR signed document identifying the names of all customer-facing, housekeeping and kitchen staff with the dates and details of most recent medical examinations of communicable diseases (validation required during physical inspection)
17	First Aid Certificates (Staff)	Valid first aid certificate for all reception, kitchen and housekeeping staff, issued by recognised medical professional/institution
18	Staff Trained in Food Handling	Signed document identifying the names of all kitchen staff and certifying that all have been trained in safe food handling by a qualified (formally educated) trainer
19	Staff Trained in Fire Safety	Signed document identifying the names of at least one kitchen staff and one housekeeping staff trained in the use of fire safety equipment