GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT No. 94 of 2016

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

ARRANGEMENT OF REGULATIONS

PART I
PRELIMINARY PROVISIONS

Regulation
1. Title
2. Interpretation

PART II
REGISTRATION OF HOTEL MANAGERS

3. Application for certificate of registration
4. Professional qualifications and experience of hotel manager
5. Request for further information
6. Rejection of application
7. Issue of certificate of registration
8. Practising certificate
9. Renewal of practising certificate
10. Exemption from employing registered hotel manager
11. Notice of change of particulars
12. Prohibition of transfer of certificate of registration
13. Surrender of certificate of registration
14. Suspension and cancellation of certificate
15. Duplicate certificate of registration
16. Register
17. Annual subscription
PART III

GENERAL PROVISIONS

18. Display of certificates
19. Appeal
20. Offence and penalty
21. Fees
In exercise of the powers contained in sections fifty-nine and eighty of the Tourism and Hospitality Act, 2015, the following Regulations are made:

PART I
PRELIMINARY PROVISIONS

1. These Regulations may be cited as the Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016.
2. In these Regulations, unless the context otherwise requires—
   “accommodation establishment” has the meaning assigned to it in the Act;
   “certificate of registration” means a certificate of registration as a hotel manager issued under regulation 3;
   “Council” has the meaning assigned to it in the Act;
   “higher education institution” has the meaning assigned to it in the Higher Education Act, 2013;
   “hotel manager” means a person who oversees the operation of an accommodation establishment;
   “institution” has the meaning assigned to it in the Technical Education, Vocational and Entrepreneurship Training Act, 1998;
   “practising certificate” means a certificate issued under regulation 8 authorising a person to practice as a hotel manager; and
   “Secretary” means the Secretary to the Council.

PART II
REGISTRATION OF HOTEL MANAGERS

3. A person who intends to manage an accommodation establishment or to be employed as a manager shall apply to the Council for registration in Form I set out in the First Schedule.
4. A person qualifies for registration as a hotel manager if that person, in addition to the qualifications specified in section fifty-eight of the Act has—
   (a) in the case of a person intending to manage a three to five star hotel—
      (i) a degree or higher diploma in hospitality or hotel management from a higher education institution;
      (ii) a diploma in hospitality or hotel management from

Interpretation

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<tr>
<td>Act No. 4 of 2013</td>
<td>Act No. 13 of 1998</td>
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<tr>
<td>Application for certificate of registration</td>
<td>Qualifications and experience of hotel manager</td>
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an institution or a higher education institution and five years proven experience in managing a hotel; or

(iii) ten years experience in managing any service-related business operation; and

(b) in the case of a person intending to manage an ungraded to two star hotel—

(i) a diploma in hospitality or hotel management from an institution or a higher education institution and two years experience in the hospitality industry;

(ii) a certificate in any hotel-related course from an institution and three years’ experience in the hospitality industry; or

(iii) over five years experience in a service related business.

5. The Secretary may request for further information in respect of an application in Form II set out in the First Schedule.

6. (1) The Council shall reject an application if the applicant does not meet the requirements of the Act.

(2) The Secretary shall, where an application is rejected, inform the applicant of the rejection in Form III set out in the First Schedule.

7. (1) The Council shall, within thirty days of the receipt of an application under regulation 3 approve the application, if the applicant meets the requirements of the Act.

(2) The Council shall, where it approves an application, issue the applicant with a certificate of registration in Form IV set out in the First Schedule.

8. (1) A registered hotel manager shall apply to the Secretary for a practising certificate in Form V set out in the First Schedule.

(2) A registered hotel manager shall be issued a practising certificate in Form VI set out in the First Schedule.

9. A registered hotel manager may apply to the Council for renewal of the certificate of registration at least ninety days before the expiry of the current certificate in Form VII set out in the First Schedule.

10. (1) An accommodation establishment shall apply to the Council for exemption from employing a registered hotel manager if the accommodation establishment—
(a) is owner-managed;
(b) has ten rooms and below; and
(c) employs less than five people.

(2) An application for exemption under this regulation shall be in Form VIII set out in the First Schedule.

(3) The Council shall issue an exemption certificate to an accommodation establishment that meets the criterion prescribed in sub-regulation (1) in Form IX set out in the First Schedule.

(4) The Council shall, when it rejects an application for exemption inform, the applicant of the rejection in Form X set out in the Schedule.

11. A registered hotel manager shall, where a change occurs in the registered particulars of the hotel manager, notify the Council of the change within fourteen days of the change in Form XI set out in the First Schedule.

12. A certificate of registration shall not be transferred to a third party.

13. (1) A hotel manager who decides to discontinue practising or carrying out business as a hotel manager shall notify the Council at least thirty days before the discontinuation of practice in Form XII set out in the First Schedule.

(2) A person who ceases to practice or carry on business as a hotel manager shall surrender the certificate of registration and practising certificate to the Council for cancellation at least fifteen days before the cessation of business.

14. (1) The Council shall cancel or suspend the certificate of registration or practising certificate of a hotel manager if the hotel manager—

(a) contravenes the conditions of the certificate of registration;
(b) contravenes the Act;
(c) obtained the certificate by fraud, misrepresentation or concealment of a material fact;
(d) is found guilty of professional misconduct; or
(e) is disqualified from practising or carrying on business as a hotel manager.

(2) The Council shall, before suspending or cancelling a certificate of registration or practising certificate, inform the holder of the certificate of registration of the intention to suspend or cancel the certificate in Form XIII set out in the First Schedule.

(3) A notification of the suspension or cancellation of the certificate of registration or practising certificate shall be in Form XIV set out in the First Schedule.
15. (1) A person whose certificate of registration is destroyed or lost may apply to the Council for a duplicate certificate in Form XV set out in the First Schedule.

(2) The Council shall, within thirty days of receipt of an application under subregulation (1), issue a duplicate certificate of registration to the applicant.

16. (1) The Council shall maintain a Register of Hotel Managers which shall specify —

(a) the names and addresses of registered hotel managers;

(b) the applications rejected and reasons for the rejection;

(c) the notices issued under these Regulations; and

(d) any other information relevant for purposes of the Act.

(2) The Council may cause alterations to be made to the Register in accordance with the purposes of the Act.

(3) The Register referred to in sub-regulation (1) shall be open for inspection by the members of the public during normal business hours upon payment of the fee set out in the Second Schedule.

17. An accommodation establishment shall, in respect of its hotel manager, ensure that the prescribed annual fee for a practising certificate for the following year is paid on or before the 31st December of each year.

PART III
GENERAL PROVISIONS

18. A registered hotel manager shall display the certificate of registration and practising certificate in a conspicuous place at the hotel manager’s business premises.

19. (1) A person who is aggrieved with the decision of the Council may appeal to the Minister within thirty days of receipt of the decision in Form XVI set out in the First Schedule.

(2) The Minister shall, within thirty days of receiving an appeal under sub-regulation (1), confirm, set aside or vary the decision of the Council and inform the appellant of the decision.

(3) A person aggrieved with the decision of the Minister may appeal to the High Court within thirty days of receipt of the decision.

20. A person who contravenes these Regulations commits an offence and is liable, upon conviction, to a fine not exceeding one hundred thousand penalty units, or a term of imprisonment not exceeding one year, or to both.

21. The fees set out in the Second Schedule are payable in respect of the matters specified in that Schedule.
# APPLICATION FOR REGISTRATION

Please complete in block letters

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<th>APPLICATION FOR REGISTRATION</th>
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<td>Application No.</td>
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<td>Information Required</td>
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## PART I

### PARTICULARS

1. **Surname (block capitals)**
   - *(b)* Other names
2. **Sex**
   - *(Tick (v) where applicable)*
   - Male
   - Female
3. **Date of birth** (dd/mm/yyyy)
4. **Place of birth**
   - District
   - Country
5. **Nationality**
6. **(a) National Registration Card/Passport/permit No**
   - *(b) Place of issue*
   - *(c) Date of issue (dd/mm/yyyy)*
7. **Address**
   - *(a) Physical address*
   - House No.
   - *(b) Postal address*
8. **Contact details**
   - *(a) Telephone No.*
   - *(b) Fax No.*
   - *(c) Mobile phone No.*
   - *(d) Email address*

## EDUCATIONAL BACKGROUND

9. **School, Technical College or University attended** (give dates)
10. **Course of study**
11. **Professional examination passed** (give dates)
12. **Membership of professional organisations**
PART II
EMPLOYMENT RECORD

13. Present employment
   (a) Name of Employer
   (b) Position held
   (c) Date of appointment
   (d) Nature of work undertaken

14. Previous employment (whole career to date)
   Name of Employer
   Date Period Employed
   Positions held
   Nature of work undertaken

15. Appendices
   Certified copies of all academic and medical certificates are enclosed
   Application fee enclosed

DECLARATION

I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as an HOTEL MANAGER.

Name of applicant
Signature
Date

FOR OFFICIAL USE ONLY

Received by: Officer (Name and Signature) Date
Application Fee Received: Receipt No.: Date presented to the Secretary: Decision:
Date applicant informed of decision: Fee for registration received:
Registration number: Remarks:

OFFICIAL STAMP
REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015

(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

REQUEST FOR FURTHER INFORMATION

To (1) …………………………………………………………………………………………………………………………

Address: …………………………………………………………………………………………………………………………

Reference No.: …………………………………………………………………………………………………………………

You are requested to furnish the following information or documents in respect of your application for registration as an HOTEL MANAGER:

(a) …………………………………………………………………………………………………………………………………

(b) …………………………………………………………………………………………………………………………………

(c) …………………………………………………………………………………………………………………………………

(d) …………………………………………………………………………………………………………………………………

within ………………… days of this notice, if you fail to furnish the requested information, your application will be treated as invalid and shall be rejected.

Dated this ……………………… day of ………………………………………….., 20…………

…………………………………………………………

Secretary
REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

REQUEST FOR FURTHER INFORMATION

To (1) ………………………………………………………………………………………………..

Address: ………………………………………………………………………………………………
……………………………………………………………………………………………...

Reference No.: …………………………………………………………………………...…………...

You are requested to furnish the following information or documents in respect of your application for registration as an HOTEL MANAGER:

(a) …………………………………………………………………………………………………

(b) …………………………………………………………………………………………………

(c) …………………………………………………………………………………………………

(d) …………………………………………………………………………………………………

within ……………………………… days of this notice, if you fail to furnish the requested information, your application will be treated as invalid and shall be rejected.

Dated this ……………………………… day of ………………………………………, 20………

……………………………………………………………

Secretary
NOTICE OF REJECTION

To (1) ………………………………………………………………………………………..………
………………………………………………………………………………………………………..
REFERENCE NO. (2) ……………………………………………………………………………..…
………………………………………………………………………………………………………..
You are notified that your application for (3) registration/renewal of registration as an HOTEL MANAGER has been rejected on the following grounds:

(a) …………………………………………………………………………………………………..
(b) …………………………………………………………………………………………………..
(c) …………………………………………………………………………………………………..
(d) …………………………………………………………………………………………………..

Dated this ………………………………… day of …………………………………….., 20………..

…………………………………………………………….

Secretary
REPUBLIC OF ZAMBIA
The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)
The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

REGISTRATION NO.: ……………………

CERTIFICATE OF REGISTRATION

Surname: …………………………………………………………………………………………………………………………………………………
First Name(s) ……………………………………………………………………………………………………………………………………………
Address…………………………………………………………………………………………………………………………………………………
Given on the …………………………………………………. day of …………………………………… 20 ………………

This is to certify that the person named on this Certificate has complied with the provisions of section 59 of the Tourism and Hospitality Act, 2015.

………………………………………………. ………………………………………………………………………
Chairperson Secretary

Date: ………………………………….. Date: ………………………………..

NOTE:
This Certificate is only valid if it bears the official stamp of the Ministry.
REPUBLIC OF ZAMBIA
The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)
The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

APPLICATION FOR PRACTISING CERTIFICATE

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<th>PART I PARTICULARS</th>
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<tr>
<td>1. (a) Surname (block capitals)</td>
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<tr>
<td>(b) Other names</td>
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<tr>
<td>2. Sex (Tick (✓) where applicable) Male Female</td>
</tr>
<tr>
<td>3. Date of birth (dd/mm/yyyy)</td>
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<tr>
<td>4. Place of birth District Country</td>
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<tr>
<td>5. Nationality</td>
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<td>6. (a) National Registration Card/Passport/Permit No</td>
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<td>(b) Place of issue</td>
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<td>(c) Date of issue (dd/mm/yyyy)</td>
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<td>7. Address</td>
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<td>(a) Physical address House No.</td>
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<td>(b) Postal address</td>
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<td>8. Contact details</td>
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<td>(a) Telephone No.</td>
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<td>(b) Fax No.</td>
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<tr>
<td>(c) Mobile phone No.</td>
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<tr>
<td>(d) Email address</td>
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<tr>
<td>9. Type of membership (Tick (✓) where applicable) Full Membership Associate Membership</td>
</tr>
<tr>
<td>Student Membership Honorary Membership</td>
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<tr>
<td>EDUCATIONAL BACKGROUND</td>
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<tr>
<td>10. School, Technical College or University attended (give dates)</td>
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<tr>
<td>11. Course of study</td>
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<tr>
<td>12. Professional examination passed (give dates)</td>
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</table>
## PART II

### EMPLOYMENT RECORD

13. Present employment
- **Name of Employer**
- **Position held**
- **Date of appointment**
- **Nature of work undertaken**

14. Previous employment (whole career to date)

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Date/Period Employed</th>
<th>Positions Held</th>
<th>Nature of work undertaken</th>
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### CATEGORY APPLIED FOR

15. Classification of Establishment
16. Grading

### Appendices

- Certified copies of all academic and medical certificates are enclosed
- Application fee enclosed

### DECLARATION

I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as a member of the Institute.

.................................................................................................................................

Name of applicant .......................................................... Signature ..........................................................

.................................................................................................................................

Date .................................................................................................................................

### FOR OFFICIAL USE ONLY

- Received by: ………………………………………………………………………………………………………………………
  Officer (Name and Signature) …………………………………… Date .................................................................

- Application Fee Received: ………………………………………………………………………………………………………
  Receipt No.: ………………………………………………………………………………………………………………………

- Date presented to the Secretary: …………………………………………………………………………………………………

- Decision: ……………………………………………………………………………………………………………………………

- Date applicant informed of decision: ……………………………………………………………………………………………

- Fee for registration received: ……………………………………………………………………………………………………

- Registration number: ……………………………………………………………………………………………………………...

- Remarks: ……………………………………………………………………………………………………………………………...

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OFFICIAL STAMP
REPUBLIC OF ZAMBIA
The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)
The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016
REGISTRATION NO.: …………………

PRACTISING CERTIFICATE

Surname: ………………………………………………………………………………………………………………………………………
First Name(s) ………………………………………………………………………………………………………………………………….
Name of establishment: …………………………………………………………………………………………………………………
Classification of establishment: ……………………………………………………………………………………………………….
Star grading: …………………………………………………………………………………………………………………………….
Address: ……………………………………………………………………………………………………………………………………

Given on the …………………… day of …………………………………… 20 ……………

Date of expiry: …………………………………………………………………………………………………………………………….

This is to certify that the person named on this Certificate has complied with the provisions of section 59 of the Tourism and Hospitality Act, 2015.

………………… Chairperson……………………………………………………………. Secretary

Date: ……………………………………………………………………………………………………………………………………….

NOTE:
This Certificate is only valid if it bears the official seal of the Ministry.
## REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

### APPLICATION FOR RENEWAL OF PRACTISING CERTIFICATE

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<td>2. Registration No.</td>
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<td>3. Address</td>
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<td>4. Contact details</td>
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<td>(d) Email address</td>
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| 5. Have you since your registration as an HOTEL MANAGER been convicted of an offence under any law within or outside Zambia? If yes, specify details:
  Nature of offence: ………………………………………………………………………………………………………………
  Date of conviction: ……………………………………………………………………………………………………………..
  Sentence: ………………………………………………………………………………………………………………………… |
| 6. State any particulars which have changed since your last registration
  …………………………………………………………………………………………………………………………………………… |
  …………………………………………………………………………………………………………………………………………… |
| 7. Classification of Establishment |
| 8. Grading |

### DECLARATION

I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect the renewal of registration as an HOTEL MANAGER.

Name of applicant

Signature

Date

**FOR OFFICIAL USE ONLY**

Received by: ……………………………………………………………………………………………………………………….

Officer (Name and Signature) Date

Application Fee Received: ……………………………………………………………………………………………………………

Receipt No.: ………………………………………………………………………………………………………………………

Date presented to the Secretary: …………………………………………………………………………………………………

Decision: …………………………………………………………………………………………………………………………

Registration No.: …………………………………………………………………………………………………………………

File No.: ……………………………………………………………………………………………………………………

Remarks: ………………………………………………………………………………………………………………………

OFFICIAL STAMP
### REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

### APPLICATION FOR EXEMPTION

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### PART I

#### PARTICULARS

1. (a) Surname (block capitals)
   (b) Other names

2. Sex (Tick (✓) where applicable)
   - Male
   - Female

3. Date of birth (dd/mm/yyyy)

4. Place of birth
   - District
   - Country

5. Nationality

6. (a) National Registration Card/Passport/permit No
   (b) Place of issue
   (c) Date of issue (dd/mm/yyyy)

7. Address
   (a) Physical address
   (b) Postal address

8. Contact details
   (a) Telephone No.
   (b) Fax No.
   (c) Mobile phone No.
   (d) Email address

### EDUCATIONAL BACKGROUND

9. School, Technical College or University attended (give dates)

10. Course of study

11. Professional examination passed (give dates)

12. Membership of professional organisations (give grade of membership)

### PART II

25th November, 2016

Statutory Instruments

1023
PART II
EMPLOYMENT RECORD

13. Present employment
   (a) Name of Employer
   (b) Position held
   (c) Date of appointment
   (d) Nature of work undertaken

14. Previous employment (whole career to date)
   Name of Employer
   Date/Period Employed
   Positions held
   Nature of work undertaken

15. ESTABLISHMENT DETAILS
   No. of rooms
   No. of staff
   Type of Establishment
   Is applicant an owner/manager

16. REASONS FOR EXEMPTION
   Reasons for which exemption from registration is sought
   Type of Establishment
   Is applicant an owner/Managers

DECLARATION
I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as an HOTEL MANAGER.

Name of applicant
Signature
Date

FOR OFFICIAL USE ONLY

Received by: .................................................. ..................................................
Office (Name and Signature) Date

Application Fee Received: ..................................................
Receipt No.: ..................................................

Date presented to the Secretary: ..................................................

Decision: ..................................................

Date applicant informed of decision: ..................................................

Fee for registration received: ..................................................

Registration number: ..................................................

Remarks: ..................................................

OFFICIAL STAMP
CERTIFICATE OF EXEMPTION

Holder’s name: ...........................................................................................................................................................................
Address: ...................................................................................................................................................................................

The Exemption certificate is granted for a period of ............... commencing on the .............. day of ............... 20 ..............

The conditions of grant of the exemption are as shown in the Annexures attached hereto.

Issued at .................................................. this ................. day of ............... 20 ..............

.................................................................
Secretary

ENDORSEMENT OF REGISTRATION

This Certificate has this ................. day of ............... 20 .............. been entered in the Register.

.................................................................
Secretary
### Suspension or Cancellation

<table>
<thead>
<tr>
<th>Date of suspension</th>
<th>Details of suspension</th>
<th>Date of cancellation</th>
<th>Signature of Registrar</th>
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REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

NOTICE OF REJECTION OF EXEMPTION

(1) Here insert the full names and address of applicant

To (1) ………………………………………………………………………………………………………

(2) Here insert the reference No. of the application

IN THE MATTER OF (2) ……………………………………………………………………………………………, you are hereby notified that your application for exemption from registration as (3) ………………………. has been rejected on the following grounds:

(a) …………………………………………………………………………………………………………………

(b) …………………………………………………………………………………………………………………

(c) …………………………………………………………………………………………………………………

(d) …………………………………………………………………………………………………………………

Dated this ……………………………. day of ……………………………. , 20…………

……………………………………

Secretary
NOTICE OF CHANGE OF PARTICULARS

To: The Secretary
Reference No. (1) ................................................................. of (3)

I (2) ................................................................. notify your office
that on the ................... day of ................... , 20..........., my (4)
............................................................................. changed as follows:

<table>
<thead>
<tr>
<th>Previous Details</th>
<th>Current Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated this ................... day of ................... , 20......

.................................................................

Signature of Holder

FOR OFFICIAL USE ONLY

Received by: .................................................................  Signature

Name of officer

Date: ................... , 20......

ENDORSEMENT OF REGISTRATION

This notice has, this ................... day of ................... , 20......, been entered in the Register.

.................................................................

Secretary
REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015

(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

NOTICE OF INTENTION TO SURRENDER CERTIFICATE OF REGISTRATION

To: The Secretary

REFERENCE NO. (1) …………………………………………………………………………………

I (2) ……………………………………………………………………………………………………… of (3)

………………………………………………………………………………………………………… notify your
office that on the ……………. day of …………………., 20………., I intend to
surrender my certificate of registration because of the following reasons: (4)

(a) ………………………………………………………………………………………………………

(b) ………………………………………………………………………………………………………

(c) ………………………………………………………………………………………………………

Dated this ………………… day of …………………., 20………

………………………………………………

Signature of Holder

FOR OFFICIAL USE ONLY

Received by: ………………………………………… ………………………

Name of officer Signature

Date: …………………. 20………

ENDORSEMENT OF REGISTRATION

This Notice has, this ……………… day of …………………., 20………, been entered in
the Register.

……………………………………………

Secretary
NOTICE OF INTENTION TO SUSPEND ( ) CANCEL ( ) THE
CERTIFICATE OF REGISTRATION/PRACTISING CERTIFICATE

To (1) ………………………………………………………………………………………………………

IN THE MATTER OF (2) ………………………………………………………………………………… you are
notified that I intend to suspend/cancel your registration as an HOTEL MANAGER on the
following grounds:

(a) …………………………………………………………………………………………………………
(b) …………………………………………………………………………………………………………
(c) …………………………………………………………………………………………………………
(d) …………………………………………………………………………………………………………

Accordingly, you are requested to appear before the Council on the ……… day of
………………………………, 20………………, at (3) …………………
…………………………………………………………………………………………………… to address
the matters set out in paragraphs ………………… (above) within (4)
…………………………………………………………………………………………………… days of receiving this notice. Your failure to appear
before the Council shall result in your removal from the Register of Hotel Managers.

Dated this ………………… day of …………………, 20………………

……………………………………………………………………………………………………
Secretary

*Delete whichever is not applicable

ENDORSEMENT OF REGISTRATION

This Notice has, this ………………… day of …………………, 20………………, been entered
in the Register.

……………………………………………………………………………………………………
Chairperson
NOTICE OF SUSPENSION ( ) CANCELLATION ( ) OF CERTIFICATES OF
REGISTRATION ( ) PRACTISING CERTIFICATE

IN THE MATTER OF (2) ………………………………………………… you are
notified that your registration as an HOTEL MANAGER has been suspended ( ) cancelled ( )
on the following grounds:

(a) …………………………………………………………………………………
(b) …………………………………………………………………………………
(c) …………………………………………………………………………………
(d) …………………………………………………………………………………

Dated this …………………………… day of ……………………, 20…………

Secretary

ENDORSEMENT OF REGISTRATION
This Notice, has this …………………….. day of …………………….. 20…………, been
entered in the Register.

Chairperson
REPUBLIC OF ZAMBIA

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Registration of Hotel Managers) Regulations, 2016

APPLICATION FOR DUPLICATE CERTIFICATE OF REGISTRATION PRACTISING CERTIFICATE

Please complete in block letters

<table>
<thead>
<tr>
<th>Information Required</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 1. (a) Surname
   (b) Other names |
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| 3. Address
   (a) Physical address
   (b) Postal address |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| 4. Contact details
   (a) Telephone No.
   (b) Fax No.
   (c) Mobile phone No.
   (d) Email address |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| 5. Appendix
   Affidavit of loss, destruction or otherwise of original registration |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Name of applicant (individual or authorised representative):
Signature: .................................................. Date: .........................

FOR OFFICIAL USE ONLY

Received by: .......................................................... Officer (Name and Signature) Date

Amount Received: ..........................................................

Receipt No.: ..........................................................

File No.: ..........................................................

Remarks: ..................................................................

----------------------------------------------- OFFICIAL STAMP-----------------------------------------------
To: THE MINISTER
IN THE MATTER OF (1) .................................................................
.................................................................
I (2) ..................................................................... of (3) ..........
.................................................................
appeal against the following decision of the Council made on the ............... day of
............., 20 ........
(4) ..............................................................................................
...........................................................................................
on the following grounds:
(a) ..................................................................................
(b) ..................................................................................
(c) ..................................................................................
(d) ..................................................................................

Dated at ................., this ............... day of ............., 20 ........

Signature of Appellant

*Delete whichever is not applicable

FOR OFFICIAL USE ONLY
This appeal has, this ............ day of ............... , 20 ........ been lodged with
the Minister of Tourism and Arts

................................................................. .................................................................
Name of receiving officer Signature

................................................................. .................................................................
Position Date
SECOND SCHEDULE

(Regulation 27)

PRESCRIBED FEES

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Category</th>
<th>Fee Units</th>
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<tbody>
<tr>
<td>1.</td>
<td>Registration fee</td>
<td>All categories</td>
<td>7,500</td>
</tr>
<tr>
<td>2.</td>
<td>Practicing Certificate</td>
<td>Three – Five Star</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ungraded – two star</td>
<td>3,500</td>
</tr>
<tr>
<td>3.</td>
<td>Exemption fee</td>
<td>All categories</td>
<td>3,500</td>
</tr>
<tr>
<td>4.</td>
<td>Change of particulars</td>
<td>All categories</td>
<td>2,000</td>
</tr>
<tr>
<td>5.</td>
<td>Duplicate Certificate of Registration</td>
<td>All categories</td>
<td>2,000</td>
</tr>
<tr>
<td>6.</td>
<td>Duplicate Practicing Certificate</td>
<td>All categories</td>
<td>2,000</td>
</tr>
<tr>
<td>7.</td>
<td>Inspection of register</td>
<td>All categories</td>
<td>350</td>
</tr>
</tbody>
</table>

LUSAKA  
25th November, 2016

[MTA/00/0/0]

C. R. BANDA,  
Minister of Tourism and Arts