

## Renewing the Hotel Establishment License

The license should be renewed by the end of February each year. In case of a delay, a fine of 5% of the licensing fees is paid for each month of delay.

### First step

- Fill in a licensing form at MoTA.
- Provide the original license for the previous year.
- Provide an updated certified copy of the Commercial Register and Commercial Name.
- Provide a valid insurance policy against civil liability for visitors.

### Second step

Fill in and submit a statistics form to the Department of Statistics at MoTA.

### Third step

Provide a copy of the certificate of registration at Jordan Hotel Association (JHA).

### Fourth step

Provide a copy of the certificate of registration at Jordan Tourism Board (JTB).

*\*Note: This step is for 3-star hotel establishments and above and the equivalent for hotel suites and apartments.*

### Fifth step

Provide security equipment and the human resources needed to operate it as specified in the regulations.

### Sixth step

Pay legal fees according to the classification level.

This process is illustrated in Figure 4.

For more information, please visit [www.tourism.jo](http://www.tourism.jo)

