|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | Hotel Name |  |  |  |  |  |  |  |  |  | Slno : |   |
|   |  | Address  |  |  |  |  |  |  |  |  |  |  | Resvno: |   |
|   |   |   |   |   |   | **Registration Card** |  |  |  |  |  |   |
| **Guest Name :** |   |   |   |   |   |   | Room No: |   |   | Room Type : |   |   |
| **Address** |  |  |  |  |  |  |  | No of Adults |  |  |  |  |   |
|   |  |  |  |  |  |  |  | Room Rate |  |  |  |  |   |
|   |  |  |  |  |  |  |  | Date of Arrival : |  | Date of Departure: |  |   |
|   |   |   |   |   |   |   |   | Billing Inst. |  |  |  |  |   |
| Company: |   |   |   |   |   |   |   |  |  |  |  |  |   |
| **Credit Card Details**  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Visa  |  | Master |  | Amex |  | Other |  |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |   |   |   |   |   |   |   |   |
| CC no |  |  |  | Expiery |  |  |   | Hotel Policies :- |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |  |  |  |  |  |   |
| **Passport Details**  |   |   |   |   |   |   | 1) |  |  |  |  |  |   |
|  |  |  |  |  |  |  |   | 2) |  |  |  |  |  |   |
| Passport Number : |  |  |  |  |  |   | 3) |  |  |  |  |  |   |
| Date of Issue |  |  |  |  |  |   | 4) |  |  |  |  |  |   |
| Place of Issue |  |  |  |  |  |   | 5) |  |  |  |  |  |   |
| Date of Expiery |  |  |  |  |  |   | 6) |  |  |  |  |  |   |
|   |  |  |  |  |  |  |   |   |  |  |  |  |  |   |
| **Visa Detials** |  |  |  |  |  |   |   |  |  |  |  |  |   |
| Visa No: |  |  |  |  |  |  |   |   |  |  |  |  |  |   |
| Date of Issue |  |  |  |  |  |   |   |  |  |  |  |  |   |
| Place of Issue  |  |  |  |  |  |   |   |  |  |  |  |  |   |
| Date of Expiery  |  |  |  |  |  |   |   |  |  |  |  |  |   |
| Type of Visa : |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | Duty Manager |  |  |  |  |  |  |  | Guest Signature  |  |   |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |   |
|   |   | ---------------------- |   |   |   |   |   |   |   | --------------------- |   |   |