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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Guest Registration Card** | | | | | | | | |
| Guest Name : | |  | | | | | | |
| Organization : | |  | | | Designation : | |  | |
| Address : | |  | | | | | | |
|  |  |  | | | | | | |
|  |  |  | | | | | | |
| Email ID : | |  | | | | | | |
| Mobile No : | |  | | | DOB : |  | | |
| Arrived From : | |  | | | Proceeding To : | |  | |
| Arrival Date : | |  | | | Arrival Time : | |  | |
| Departure Date : | |  | | | Departure Time : | |  | |
| Mode of Payment : | |  | | | | | | |
| Credit Card No : | |  | | | Expiry Date : | |  | |
| **Foreigners Only** | | | | | | | | |
| Nationality : | | | |  | | | | |
| Passport No/Reg Certificate No : | | | |  | | | | |
| Date of Issue : | |  | | | Date of Expiry : | |  | |
| Date of arrival in India : | | |  | | | | | |
| Visa No : | | |  | | | | | |
| Date of Issue : | | |  | | Date of Expiry : | |  | |
| Whether Employed in India : | | | |  | | | | |
| Proposed Duration of Stay In India : | | | |  | | | | |
| **Hotel Use:** | | | | | | | | |
| Room Number : | |  | | | Room Type : | |  | |
| Room Rate : | |  | | | | | | |
| Adults : | |  | Children : | | | Extra Bed : | | |
| Booked By : | |  | | | | | | |
| Billing Instructions : | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Instructions for Guest Safety & security | | | |  |  |  |  |  |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
|  | | | |  |  |  |  |  |
|  | | | |  |  |  |  |  |
| **Front Office** | |  |  |  |  | **Guest Signature** | | |
|  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | |