

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

