

Hotel and Restaurant License

Hotels and Markets Managing Directorate

Kabul Municipality

Da Afghan Bank In front of Kabul Municipality

Telephone number: 0799 025299

Kabul Municipality City Service Law

Documents required:

Application letter from the investor. (A foreign investor needs a residence permit, Passport, Business License. If a Foreign Investor wants to set up a hotel, the investor must have an AISA license and should respect the Kabul Municipality Laws as it is respected by an Afghan citizen. The foreign investor should already have work permit from Ministry of Labor and Social Affaires. All staff (including the local and foreign) of his/her hotel should have health cards. Local investors are not required to have an AISA license.

The time to complete the process ranges from four days to fifteen days. Six signatures are required, the final signature being that of the Director of Hotels and Markets Managing Directorate.

The cost (fees) for a hotel or a restaurant license are collected only once based on its grade as follows:

1. Fee for a 1st grade hotel is 60Afs./person room.
2. Fee for 2nd grade hotels is 40Afs. per potential guest.
3. Fee for 3rd grade hotel or lower than that would be 30Afs., 20Afs. or 10Afs. per potential guest.

In each case, the fee is calculated on the basis of the total number of people that can be accommodated one time in the hotel.

Foreign-owned restaurants also have grades of first, second and third. The fee of restaurants is also collected just once at the time they begin their activity and is computed based on the number of chairs (capacity of receiving guests at one time). Foreign-owned restaurants must pay a fee according to their grades, ranging from 300 Afghanis per chair to 60 Afghanis per chair. Domestically-owned restaurants are not subject to this rule.

Step by step process of acquiring the license:

1. The investor submits an application letter to the Markets and Hotels Management Directorate of the Kabul Municipality.
2. This Directorate reviews the application to see whether it is under its mandate, signs and stamps it on the back and gives it to the investor to take to its related district office (the district in which the hotel is to be located).
3. The district office confirms the details of the location of the proposed hotel and draws a map of the area and submits a report to Hotels and Markets Management Directorate.
4. All these documents are also sent to the Agency for Environment Protection. This agency studies and reviews them all from the view point of the environmental health system and health conditions of the personnel.
5. The professionalism of the staff and their competencies are checked and confirmed by the Craftsmen Central Council and Hotel Management Association.
6. A joint panel consisting of employees of both institutions visits the hotel to determine the hotel's grade.

An investor in a hotel should present the following documents:

1. A building and constructional plan.
2. A parking lot plan for vehicles.
3. A hotel must be located in a suitable area so that it does not cause any disturbance to the local population.
4. A hotel's characteristics should be consistent with international norms and standards.
5. If the hotel is a high rise building, it must be built such that its first floor will have a market and/or a supermarket(s).
6. Staff of the hotel should all have health cards and they all must be given work permits from the Ministry of Labor and Social Affairs.

Note:

- GIS is a developed IT system in which all kinds of information are maintained in a database regarding environmental health system management.
- Craftsmen Central Council is an independent institution which is located in Park-i-Shar-i-Naow.
- Hotels Management Association is an institution which deals with the issues of management of hotels and restaurants services, their privileges, rights and fees, their problems and solution options, etc.
- The hotels grading system is determined on the basis of hotels' quality, activity, design and decoration.

- No predetermined rate will be imposed on a foreign hotel as is the case with a domestic hotel. The quality of its service system and the level of its competitiveness, however, will be monitored by the Hotels and Markets Management Directorate.
- The Directorate of Health of the MoPH is in charge of the personnel medical check that is required of all hotel personnel and the distribution of Health Cards to all hotel personnel.
- The owner of a foreign hotel or a restaurant (foreign investors) is required to have an AISA license and must follow the same procedures for gaining a hotel or restaurant license as an Afghan citizen. The only difference between a domestic and a foreign hotel/restaurant is that foreign hotel /restaurant is neither subject to grading nor does it have to follow the fixed rates and menus determined by Kabul Municipality for Afghan-owned hotels and restaurants.