

Annexure

Self-Declaration Form for Guest

All guest staying at an accommodation unit are required to submit this form to the unit of stay

Location
Date

To:
The [Name of the Manager of the Accommodation Unit],
[Name of the Accommodation Unit]
[Address of the Accommodation Unit]

Dear Sir/ Madam,

Subject: Self- Declaration Form

I/We do hereby confirm that I do not have any COVID-19 related symptoms temperature more than 37.5 °C (99 °F) and/or flu like symptoms.

I/We do hereby agree to follow all the guidelines (Dos and Don'ts for the Guest) provided by the staff and shall support them by adhering to the guidelines to prevent the possible spread of COVID-19 within your establishment.

Dos and Don'ts for the Guest

- i. Do not step out of the room unnecessarily. Wear a mask whenever outside the room
- ii. Guests are recommended to carry their own sanitizer and wet wipes for personal use.
- iii. Clothes should not be washed inside the room.
- iv. In case a balcony is shared with another room, please be on the side of your room. Do not interact with the other room's guests
- v. No visitors should be allowed in the rooms
- vi. Doors should be kept closed and any contact with the doorknobs should be avoided by staff
- vii. Kitchen and washing area entry must be prohibited for guests
- viii. Always keep a safe distance of at least 2 m (6feet) while I am at the property.

- ix. Wash my hands frequently with the soaps/sanitizers provided
- x. Put all bio-degradable disposable plates/cups/bottles after use in the garbage bag.

I/We do hereby confirm that the below information provided is correct and shall provide all the necessary supporting documents.

I/We do hereby give my permission to your establishment authority to share my details with the authorities with required for the purpose of preventing possible spread of COVID-19 and its tracing.

Sl. No.	Details
1	Date:
2	Name:
3	Age:
4	Gender:
5	Mobile No:
6	Email Id:
7	Nationality:
8	Permanent Address:
9	Coming From (With details of origin and route):
10	Going To (With details of destination and route):
11	Mode of transportation while going back with details of flight/train:
12	Arrival Date & Time:
13	Departure Date & Time:
14	Room No. & Floor No:
15	Purpose of Visit:
16	Check Out Time:
17	Valid ID Proof:
18	Logs of Transaction:
19	Travel History:
20	E-Pass wherever applicable

Signature of Guest

