

¹[FORM 2]

[See rule 3(1) (b)]

Daily account of occupation of rooms and collection of tax.

(N.B.)- (Separate entry should be made in respect of each person)

Name of Hotel: _____

Sr. No.	Name of the guest	Full address within India/abroad	Passport No., date of issue and expiry	No. of guests accommodated and room No. occupied	Date of arrival and time	Date of departure and time	Accommodation charges per day	Period of stay	Signature of Guest during arrival	Total amount charged on accommodation	Charges paid in Foreign/Indian currency	Bill/Receipt No. and Cash memo with date	Amount of Luxury Tax collected	Signature of Receptionist/Manager on duty	Particular of the encashment certificate with date	Signature of Guest during departure	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

1. Form 2 substituted w.e.f. 16.02.1996 vide Not. No.5/9/88 Fin(R&C) dtd. 15.02.1996.