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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. |
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| **Front Office** |  |  |  |  | **Guest Signature** |
|  |  |  |  |  |  |  |  |  |
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