eHOTRA

1. Panel Hotel & Travel Agent Application

A1. To Apply, Submit & Print Panel Hotel Application

Application for Panel Hotel

Print This Page

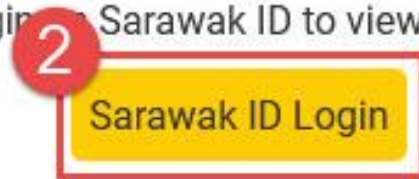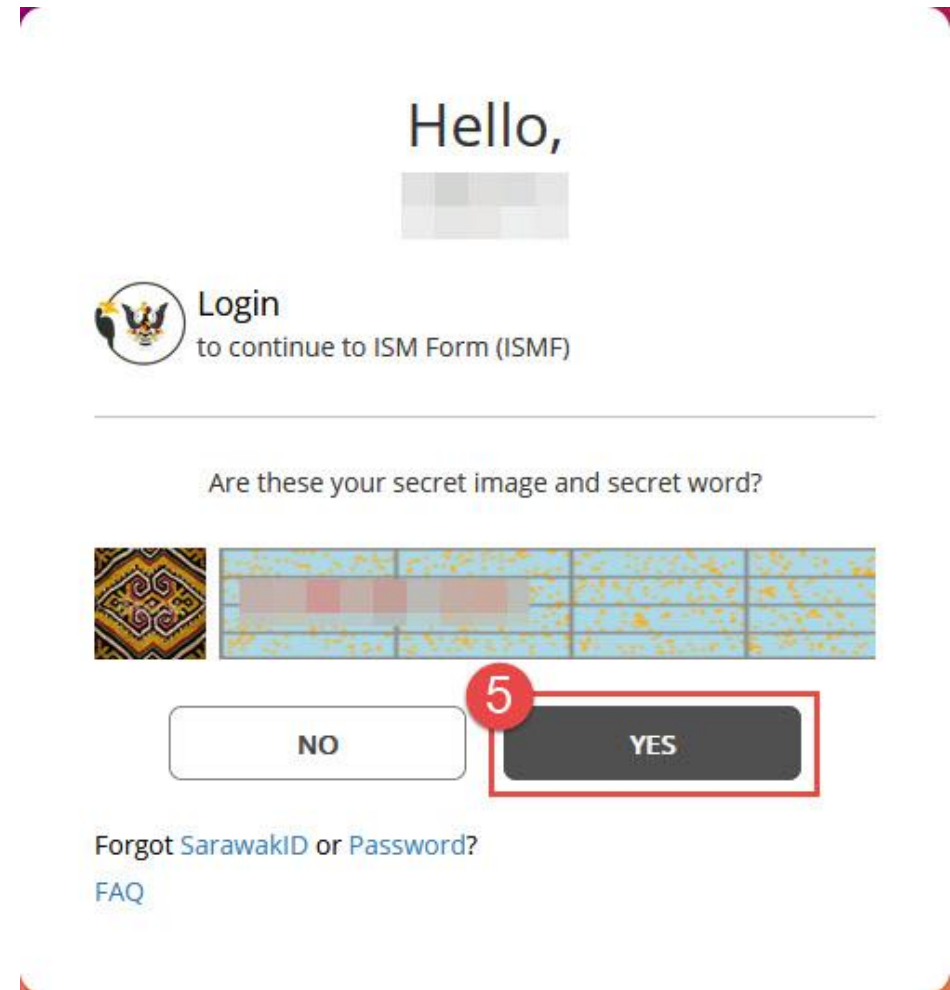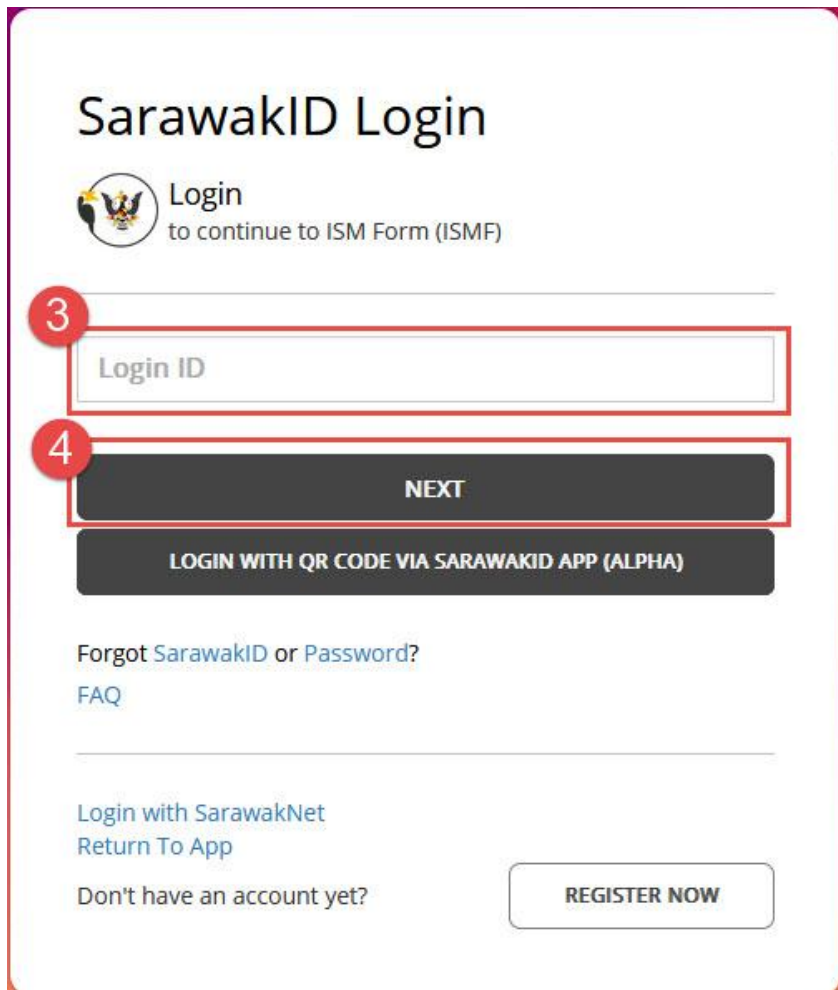| Introduction		Related Services	
Application for Panel Hotel		Not Available	

Back   Apply ☑   ①

1. At **Sarawak Gov Portal**, search Application for Panel Hotel. Then, click **Apply**.

You are required to login Sarawak ID to view the content on this page.

② Sarawak ID Login

2. Login via SarawakID to begin application.

3. Enter SarawakID Login.
4. Click **Next**.

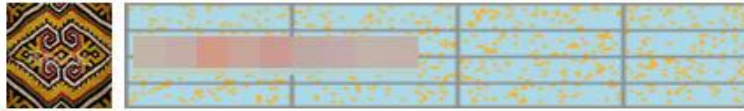5. Recognise your secret image and secret word. Then, click **Yes**.

Hello,

Login
to continue to ISM Form (ISMF)

Password

LOGIN

Forgot SarawakID or Password?

FAQ

Hello,

Login
to continue to ISM Form (ISMF)

Choose account to login

My Individual Account

My Corporate Account

6. Enter password.
7. Click **Login**.

8. Click **My Corporate Account**.

9. Enter corporate email address.
10. Click **Next**.

11. Click **Request OTP**.

Application for Panel Hotel

①	②	③	④	⑤
Application Information	Hotel Rates	Supporting Documents	Photos	Acknowledgement

Application Information

Note:
Maximum upload for each file size: 10 MB.
Allowed files type: jpg, jpeg, gif, png, pdf.

Hotel License No. *

Hotel License Issued By Council *
Please Select

Hotel License Validity End Date *
Select Date

Hotel License Attachment *
Select

Hotel Name *

Address *

Division *
Please Select

13. Enter information and upload documents accordingly. Then, click **Next**.
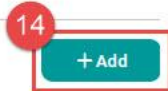
Add Hotel Rates

Room Type *

Published Rate (RM) * — Single | Double

Gov. Rate (RM) * — Single | Double

Note:
Minimum 2 photos. Maximum 3 photos. Maximum upload for each file size: 10 MB.
Allowed files type: jpg, jpeg, gif, png.

Add Photo

Update | Close

14. Click **Add** to enter hotel rates.

Click **Next** to proceed after entering all information.

15. Enter hotel rates information.
16. Click **Add Photo** to upload hotel photos.
17. Click **Update**.

Application for Panel Hotel

1	2	3	4	5
Application Information	Hotel Rates	Supporting Documents	Photos	Acknowledgement

Supporting Documents

Note:
Maximum upload for each file size: 10 MB.
Allowed files type: jpg, jpeg, gif, png, pdf.

1. Trade License *

1a. Validity End Date *

Select Date

1b. Attachment *

Select

2. Halal certificate from JAIS ⓘ

2a. ☐ Check Here if Café/Restaurant Is Available

2b. Validity End Date

Select Date

18. Enter information and upload documents accordingly. Then, click **Next**.

Application for Panel Hotel

①——②——③——④——⑤
Application Information   Hotel Rates   Supporting Documents   Photos   Acknowledgement

Photos

Note:
Please upload other related photos, eg. hotel exterior, lobby, facilities, etc.
Please click on the star icon to select one photo as default.
Minimum 4 photos. Maximum upload for each file size: 10 MB.
Allowed files type: jpg, jpeg, gif, png.

Add

No.	Description	File	Action
1.*	Description	Select	☆
2.*	Description	Select	☆
3.*	Description	Select	☆
4.*	Description	Select	☆

Back   **Next**

19. Enter information and upload documents accordingly. Then, click **Star** icon to set as default photo.

20. Click **Next**.

*Click **Add** to upload more photos.*

Application for Panel Hotel

1 — Application Information
2 — Hotel Rates
3 — Supporting Documents
4 — Photos
5 — Acknowledgement

Acknowledgement

TERMS OF APPOINTMENT

The Hotel is required to comply with the appointment conditions as follows:

(i) The Hotel **cannot increase the Government Rate** as stated through the system.

(ii) This office has the right **to inspect the premises** at any time to ensure that the accommodation facilities provided are always clean, comfortable, and suitable for Government employees; and

(iii) The Hotel **must not charge any advance payment** to Government Officials who make reservations using a **"Service Order"**.

(iv) If **you do not comply with these conditions**, the Government has the right to **blacklist** the Hotel from becoming a Sarawak Government Panel Hotel.

☐ Confirm that all details in this form are true and I accept the terms and conditions.

Back   Submit

---

21. Tick the checkbox as acknowledgement.
22. Click **Submit**.

Successfully Submitted!

eHotra: [PH/JKM/2024/00029]

Progress status can be viewed in My Workspace under
Application Status

23

Close

Application has been submitted successfully.

23. Click **Application Status**.

24. Click **Case No** to view the application in preview mode.

eHOTRA

1. Panel Hotel & Travel Agent Application

A2. To Apply, Submit & Print Panel Travel Agent Application

1. At **Sarawak Gov Portal**, search Application for Panel Travel Agent. Then, click **Apply**.

2. Login via SarawakID to begin application.

SarawakID Login

Login
to continue to ISM Form (ISMF)

3

Login ID

4

NEXT

LOGIN WITH QR CODE VIA SARAWAKID APP (ALPHA)

Forgot SarawakID or Password?

FAQ

Login with SarawakNet
Return To App

Don't have an account yet?   **REGISTER NOW**

Hello,

Login
to continue to ISM Form (ISMF)

Are these your secret image and secret word?

5

NO   YES

Forgot SarawakID or Password?

FAQ

3. Enter SarawakID Login.
4. Click **Next**.

5. Recognise your secret image and secret word. Then, click **Yes**.

Hello,

Login
to continue to ISM Form (ISMF)
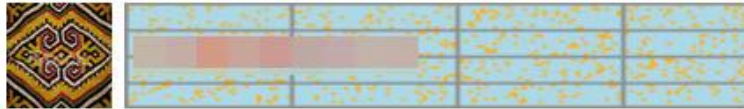
6 Password

7 **LOGIN**

Forgot SarawakID or Password?

FAQ

Hello,

Login
to continue to ISM Form (ISMF)

Choose account to login

My Individual Account

8 My Corporate Account

6. Enter password.
7. Click **Login**.

8. Click **My Corporate Account**.

9. Enter corporate email address.
10. Click **Next**.

11. Click **Request OTP**.

Application for Panel Travel Agent

1

Company Information

Company Information

Company Details ⌃

Note:
Maximum upload for file size:10 MB.
Allowed file types: jpg, jpeg, gif, png.

13

Photo of Company Signage*
ⓘ

Select

Company Name *

Address*

Division* | Please select ⌄

Company Status* ◯ Bumiputra   ◯ Non Bumiputra

Registration Date* | Select date 📅

Registration No *

13. Enter information and upload documents accordingly. Then, click **Next**.

Application for Panel Travel Agent

1 — Company Information
2 — Contact Person/Shareholders
3 — Supporting Documents
4 — Acknowledgement

Contact Person/Shareholders

Contact Person

Name*

Designation*

Telephone No.*

Fax No. *

Handphone No. *

Email *

Shareholders/Directors

Note:
Maximum upload for file size:10 MB.
Allowed file types: jpg, jpeg, gif, png, p

Borang 9 Akta Syarikat 1965: No. Siri SSM*   Select

+Add

No.	Name
No record. Please add atleast ONE (1) shareholders/directors information.	

Back   Next

Add Shareholders   ✕

Name *

Write something..

✓ Add

17. Enter name.
18. Click **Add**.

14. Enter information accordingly.
15. Upload document.
16. Click Add to enter shareholders' information.

Click **Next** to proceed after entering all information.

Application for Panel Travel Agent

1 — Company Information
2 — Contact Person/Shareholders
3 — **Supporting Documents**
4 — Acknowledgement

Supporting Documents

Note:
Maximum upload for file size:: 10 MB.
Allowed file types:: jpg, jpeg, gif, png, pdf.

19

1. Business Licence *
   [ ] Select

2. Licence KPK/LN:7061 (LP1) (Tourism Industry Act 1992 [Form2/Regulation5]) *
   [ ] Select

3. Form 49 Companies Act 1965 Section 141(6) Co. No. 1018530-T *
   [ ] Select

4. Form 24 Companies Act 1964 Section 54(1) Co. (Return on Allotment of Shares) *
   [ ] Select

19. Enter information and upload documents accordingly. Then, click **Next**.

Application for Panel Travel Agent

1 — Company Information

2 — Contact Person/Shareholders

3 — Supporting Documents

4 — Acknowledgement

Acknowledgement

TERMS OF APPOINTMENT

Panel Travel Agents are required to meet the requirements as follows:

(i) The office has the rights **to inspect the premises** at any time (if necessary);

(ii) The price of the ticket offered **must be lower than the price offered by the non-panel Travel Agent who is not appointed as a Panel**; and

(iii) Application must **comply with all procedures and appointment criteria** set.

(iv) If you, **do not comply with these conditions,** the Government has the right to **blacklist** your company from being the Sarawak Government Panel Travel Agent.

20

☐ I confirm that all details in this form are true and I accept the terms and conditions.

21

Back   Submit

20. Tick the checkbox as acknowledgement.
21. Click **Submit**.

Successfully Submitted!

eHotra: [PH/JKM/2024/00029]

Progress status can be viewed in My Workspace under
Application Status

22

Close

Application has been submitted successfully.

22. Click **Application Status**.

Company SA's Workspace

| Summary | Payment Status | **Application Status** | Favourite Services | Notifications | Profile |

⇌ Filter

No.	Date Created	Case No.	Details	Status	
1	12/09/2024 03:42 PM	PTA/JKM/2024/00039 **24**	Application for Panel Travel Agent By: ZAKARIA	Submitted ⓘ	Download
2	12/09/2024 03:03 PM	PH/JKM/2024/00029		Submitted ⓘ	Download

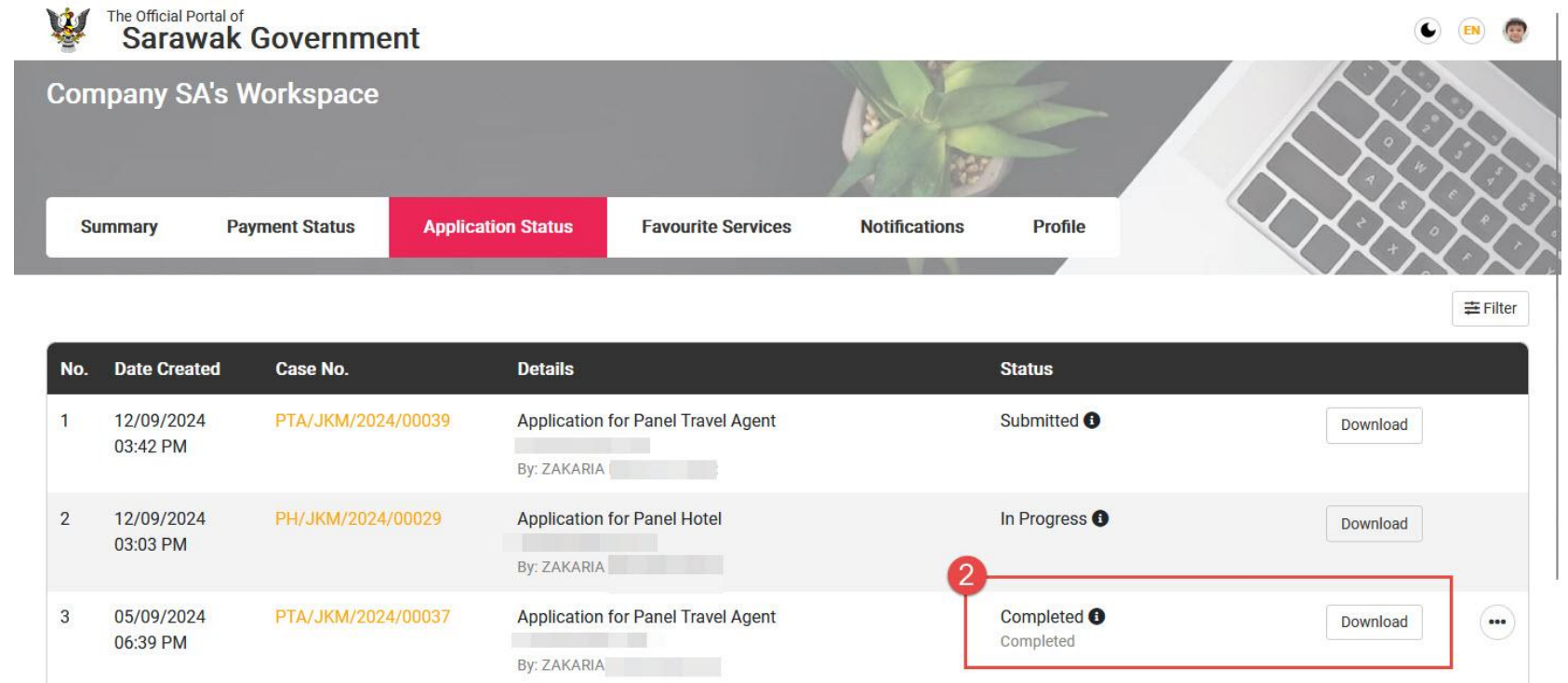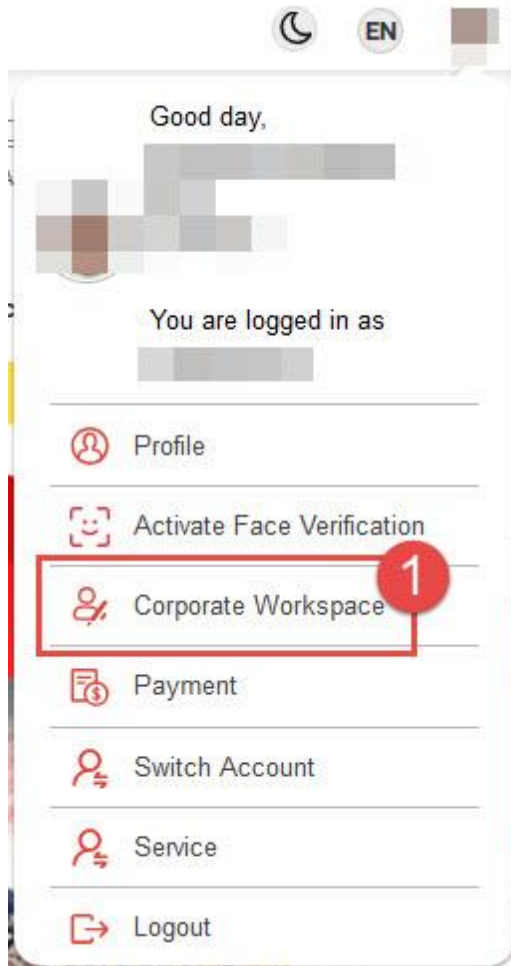24. Click **Case No** to view the application in preview mode.

eHOTRA

2. Panel Hotel & Travel Agent Application

B. To View The Signed Certificate

After application approval, login to view the signed certificate.

2. Click **Download** on application with status **Completed** to view the signed certificate.

1. Login via **SarawakID**. Click Profile icon and then
click **Corporate Workspace**.