

Regulations for Tourism Companies and Activities

Executive Decree No. 25226-MEIC-TUR of March 15 of 1996,
Published in La Gaceta No.121 of June 26 of 1996, reformed by Executive Decree No.
26843-MEIC-TUR, of March 2 of 1998, published in La Gaceta No. 75 of April 20 of
1998 and by Decree No. 29058-MEIC-TUR of November 6 of 2000, published in La
Gaceta No. 220 of
November 16 of 2000.

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Gaceta No. 220 of
November 16 of 2000.

CHAPTER 1.

Of the finality and definitions

Article 1.-The present Regulation's finality is to regulate the granting of tourist declarations to companies and activities that classify as tourist. Such classification will be the exclusive right of the Costa Rica Tourist Board.

Article 2.-For the application of this Regulation it must be understood by: ²⁴

“Tourist”: Any person, without distinction of race, sex, language, or religion, that displaces himself from his place of residence for a period longer than twenty four hours and less than six months, in any period of twelve months, with the purpose of tourism, recreation, sport, health, family affairs, religious pilgrimage, business or others, without immigration purposes.

“Tourist Board”: Costa Rica Tourist Board

“Ministry”: the Ministry of Economy, Industry, and Commerce

“Tourist declaratory”: is the act by which the Tourist Board's Management declares a company or activity as tourism-related, after complying with the technical, economic and legal requirements mentioned in this regulation and respective manuals.

“Manuals”: Category Manuals that will contain the specific requirements **that** every type of tourist company must have, and should at least contain aspects to evaluate Customer Satisfaction, Staff Management, and the Information System and Documentation Record for Service Quality.

“SERVICE”: Is the result generated by activities that **relate** a company and its user, and by the company itself to satisfy the user's needs. Delivery or use of tangible personal property may form part of the rendering of service.

“SERVICES RENDERED”: All the activities performed by the organization involving staff or facilities for the supply of a service.

“QUALITY”: Group of properties or characteristics of a product or service that **confers** it its ability to satisfy explicit or implicit needs.

“QUALITY SYSTEM”: Organizational structure, responsibilities, procedures, processes and resources to carry out quality management.

SETENA”: National Environmental Technical Secretariat.

Article 3.-Tourism companies are: **those rendering direct or mainly related to tourism services and that gather the necessary conditions for being classified as such, according to the Costa Rican Board's criteria.**

Article 4.-Tourist activities are: those that due to their recreational or amusement nature, and by being tourism-related, their accessory finality is the rendering of services to the tourist, such as transport, sale of typical products or crafts, and cultural expressions.

Article 5.- The Tourist Board will establish a Registry of Tourism Companies and Activities, in which, in an ordered and chronological way, companies and activities granted the corresponding declaratory, are registered.

CHAPTER II. Of the steps for tourist declaratory

Article 6.-The Record will have the sections that to the Tourist Board's judgment are necessary, **without excluding** that the following sections are established as the main ones:

- a) Remunerated Lodging Companies Section: Includes hotels, **Hotels with apartment facilities**, condo hotels, time-share hotels, cabins, tourist motels, camps, shelters, and others of any denomination that offer this service and comply with the requirements and special obligations of the Tourist Lodging Companies Regulation (Thus modified by Decree N. 13513-MEIC of May 6 of 1982).
- b) Travel Agencies Section: Includes tourism companies declared as such by the Tourist Board according to this Regulation, the Law No. 5339 of August 23 of 1973 and its Regulation (Executive Decree N° 24779-MEIC-TUR of December 14 of 1995).
- c) Restaurants' Section: Includes restaurants, cafeterias, bars, and small coffee shops, where food and beverages are served to the public, whatever their denomination.
- d) Vehicles Rental Section: Includes all the companies offering the rental service of automobiles for tourists, in order to facilitate their traffic within the national territory in exchange for a price (rent-a-car).
- e) Maritime Transport Section: Includes all companies whose commercial activity consists of offering tourists any kind of ship, a raft, boat, cruise ship, jet ski, sail ship, yacht or similar.
- f) Air Transport Section: Includes companies rendering air transport service, be it internal or international, on itinerary routes or not.

CHAPTER III. Of the steps for tourist declaratory

Article 7.-Any request for declaratory of a tourism company or activity, shall be presented before the Tourist Board, subscribed by the interested person or legal agent if a **legal person**, and duly authenticated. ²⁵

This request should specify:

- Activity to develop
- Specific place where the operation will be developed,

- Commercial name to be used
- Place and **means** to receive notifications.

Any document presented in another language different from Spanish must be translated, be it with public notary, consul or official translator.

Article 8.-The request must enclose the following documents.²⁶

1. Legal Requirements:

a) Certificate of lacking criminal records of legal agents of the company if legal person or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal record of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary -resident, retired** resident or a valid residence permit, may present a certificate of records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or of **the National Registry**, of the rights of representation of the company.

c) Sworn declaration, signed by the interested if natural person or by the legal **proxy** if a **legal person**, of the following commitments:

-That the company's exclusive or main aim is **a** tourism activity

-Report changes of owner, managers, address, trade name, commercial name or other changes that modify the scope of the original **granted** tourist declaratory.

-Communicate changes of address. If changes are not reported to the place or **means** of the notification, it will be understood as accepting the original place and means stated formerly.

New projects not in operation at the moment of requesting the declaratory, must also declare they will begin a construction in a maximum term of six months counting from the granting of the declaratory. If the project does not include a construction, **the interested** must declare they will begin operations on such term.

-Tourist lodging companies, related with gastronomy or nightlife centers if developing new facilities, should also declare that they commit to comply in the future with the requirements of Minimum Furnishing and Infrastructure of **Services** established by ICT and detailed in Annex I.

d) Tourist lodging companies **must** additionally present:

-**Copy of surveiller's map.**

- title **of** property of the real estate where it is developing or will develop the project or company. If not in possession of the title, should present **a rental**

contract, or franchise, or option to buy the land in which the project will be developed.

e) Marine transport companies **must** additionally present:

Certification of the title to property or **rental contract of the wharf or pier** where the company operates or will operate, in conformity to the Law for Concession and Operation of Tourist Marinas N° 7744 and its reforms. In case that the area where it will operate (and is thus demonstrated) does not have piers, landing place or wharf, the interested person shall propose for ICT's authorization another type of facility or alternative means for putting on board and disembarking of passengers.

2. Technical Requirements:

2.1 Lodging companies, of gastronomy or nightlife **companies** that are in operation at the moment of presenting the request, should:

a) Comply with the requirements of Minimum Furnishing and Infrastructure of services detailed in Annex 1.

b) Will be inspected and graded by ICT in conformity with the Guide on Annex 3, as part of the formalities and before issuing the resolution of declaratory. The guide of requirements for opting for tourist declaratory by type of activity is detailed on annex 2 "Guide of Requirements to obtain the Tourist Declaratory. Activity...".

2.2 Request for new projects that are not yet in operation, will be inspected at the moment of beginning operations for their classification, in conformity to the guide on Annex 3 as well as to verify compliance with the requirements of Minimum Furnishing and Infrastructure of services detailed in Annex 1. If not complying with such requirements, it will be urged to correct them in a minimum term of one month, and if such corrections are not done, the declaratory will be revoked.

Article 9.-To obtain the Tourist Declaratory the requirements established by article 8° and **by the Guides** of Requirements for Tourist Declaratory (Annexes 1, 2 and 3) must be complied with, which constitute part of this Regulation.²⁷

Likewise, re-classifications done to tourism companies, as a consequence of an inspection or the application of a new classification system, duly approved and published by executive decree, will be applicable immediately.

Article 10.-The Tourist Board will receive and study tourist declaratory requests and should resolve within a maximum term of one calendar month starting on the date of presentation of all legal requirements required for its action established by

²⁷ **As amended** by decree no. 29058 MEIC-TUR of November 6 of 2000, published in La Gaceta of November 16 of 2000

²⁸ **As amended** by decree no. 29058 MEIC-TUR of November 6 of 2000, published in La Gaceta of November 16 of 2000

²⁹ Added by decree no. 30207-MEIC-TUR, published in La Gaceta No. 52 of march 15 of 2002.

³⁰ **As amended** by decree no. 29058 MEIC-TUR of November 6 of 2000, published in La Gaceta of November 16 of 2000

article 8º of the present decree. In those cases where it corresponds to verify an inspection in conformity to this regulation, it should be performed within the stated term. If the month expires without a pronouncement, it will be assumed the request is approved without any further formalities or additional requirements for the interested. The Tourist Board may verify written observations, about such requirements only once within the stated term. In this case, the interested shall present the documents with the corrections or observations marked and the Tourist Board must resolve within a maximum term of 15 natural days from the moment a complete presentation of documents is done.²⁸

Chapter IV. Of the obligations of the Tourist Board

Article 11.- The Tourist Board will have, as concerns the tourism companies and activities, the following obligations:

- a) Enforce the strict compliance with these Regulations, legislation and other standing dispositions that regulate its functioning.
- b) Exercise control and vigilance of them, by periodical inspections.
- c) Give them protection, offer technical assistance and include them in the promotion, advertising and training programs, according to its possibilities.
- d) Recommend promotion and protection measures for them, before other organisms
- e) Publish in massive communication media, with the periodicity considered convenient, the companies and activities that have a tourist declaratory and are duly registered before the Tourist Board.
- f) Enforce compliance of dispositions of Law No. 7600 denominated Equal Opportunity Law for persons with disabilities and the respective regulation whose application is related with tourism companies and activities.²⁹

Article 12.-The declaratory of **T**ourism **C**ompany or activity does not grant the benefits established by the Incentives for Tourism Development Law No. 6990 and its reforms and regulation, and other benefits established in the standing normative. To obtain such benefits, the formalities and procedures for tourist contract must be carried out, once obtained the tourist declaratory.³⁰

Chapter V. Of the obligations of the tourism companies and activities

Article 13.-Tourism companies and activities shall have the following obligations:

- a) Comply with what's disposed of in this Regulation, article 31 of the Law for the Promotion and Effective Defense of Consumers, the standing legislation and other norms or special dispositions that regulate its functioning.
- B) Count with competent staff for the attention of tourists. For that purpose, the following factors shall be considered: morality, appearance, uniforms, hygiene, manner, languages, specific technical training in those positions that so require.

C) Conserve the facilities used in good maintenance condition and hygiene, as well as the furniture and materials.

D) Inform the Tourist Board of any modification to the physical plan, facilities or services that may represent a change as to the type, class or main characteristics of the establishment.

E) Report the prices to the Tourist Board and expose them in a visible place, such as to attract the attention of customers. Any change in prices of services rendered should be previously communicated to the Tourist Board. Lodging establishments that are remunerated shall comply with this obligation placing cards in each room. All restaurants must place a clear and concise list of the food and beverages included in the menu, at the entrance of the establishment, on a visible place, with an updated price. Must specify if prices consigned include the corresponding and **not corresponding** taxes.

F) Issue an invoice, where the goods or services rendered, as well as the price, are clearly identified.

G) Permit free access and permanence of tourists in the establishment, without any other restrictions than those imposed by law, internal regulations for each activity and usual norms of morality, urbanity, hygiene and living²⁸ together. Strictly comply with legal dispositions about permanence of minors.

H) Restaurants shall offer in their menus at least one Tourist Menu.

I) Report any change of ownership, managers, shareholders, administrator, address, trade name, commercial name, or other change in the operation of the company.

J) The company must be kept in operation and with the minimum category approved by the Tourist Board when granting the tourist declaratory, in conformity with the respective classification manuals.³¹

k) The companies not being in operation and which are going to build, shall begin the construction within a maximum term of six months after granted the tourist declaratory. If the project does not include construction, it should begin operations in such term. The term may be extended beyond the six months if requested and duly justified by the interested³²

l) Travel agencies with tourist declaratory will be subject likewise to what's disposed by the Travel Agencies Regulatory Law, No. 5339 and its **amends**³³

II) Comply with all of those dispositions established by the Equal Opportunity Law for persons with disabilities, No. 7600, especially those contained in its articles 41, 42, 43, 44 and 50 as well as the respective regulation.³⁴

Article 14.-The use of the term “tourism” or “tourist” and whichever derivations in the Spanish language and others, is only permitted to establishments classified according to Chapter III of this Regulation. Their use by establishments that have not been duly classified in their advertising, signs, or any other form of identification will be considered a deceitful action or practice. Establishments

31. This clause was amended by executive decree no. 26843-MEIC-TUR of March of 1008, published in La Gaceta no. 75 of Aril 20 of 1998.

32. This clause was thus amended by decree no. 29058 –MEIC-TUR of November of 2000

should use the correct denomination that corresponds to them, according to their fiscal and functional characteristics. To this effect the Tourist Board will approve, by firm agreement of its Board of Directors, a Manual of Tourist Nomenclature to be considered an integral part of this Regulation.

CHAPTER VI. Of the obligations of clients

Articles 15.-Clients have the following obligations:

- a) Observe the usual norms of morality, urbanity, hygiene and living together.
- b) Submit to the internal regulations of the services they contract, in all that refers to existing legal norms.
- c) Pay in the form and opportunity indicated by the Company or Activity of contracted services.

CHAPTER VII. Of prohibitions and sanctions

Article 16.-Owners of tourism companies or activities that should not comply with any of the obligations established in this Regulation will be subject to the following sanctions:

- a) Written admonition.
- b) Suspension of tourist declaratory.
- c) Cancellation of the benefits granted by recommendation of the Tourist Board.
- d) Cancellation of the benefits included in article 11 clauses c) and e).
- e) Cancellation of tourist declaratory for the company or activity, which will be communicated to the corresponding official organisms.

These sanctions will be applicable through the Tourist Board's executive action, taking into account the seriousness of the violation committed, damage caused to the tourist or the establishment's category, prior performing the administrative procedure mentioned by the Public Administration's General Law. The sanctions of suspension and cancellation that are firm may be communicated by the Tourist Board to the public using the communication media.

Affected companies may request a lifting of sanctions, adducing that the motives the Tourist Board had for applying them have been repaired.

In case of relapsing and non-compliance with the terms fixed by the Tourist Board for establishments complying with what's disposed of in this Regulation, the Tourist Board will communicate to the government or competent entity and

the respective Municipality, for pertinent effects **as compete to** those entities.

Article 17.-The ordinary procedure for the application of what's disposed by article 16, will be the one foreseen in the General Law of Public Administration.³⁵

The investigation concluded, if the denunciation were with no legal grounds, the case would be closed, thus communicating it to the denouncer and respective company.

If the denunciation were founded, the Tourist Board's Management will take the resolution or action that corresponds; according to this regulation and other related normative dispositions.

For effects of what's disposed by these articles, the Tourist Board will consider as mitigating circumstance, in cases of excessive charge by mistake, that the company or activity has immediately returned the amount charged in excess, as concerns denunciations for any other damages suffered by tourists. **It will** also be considered as mitigating, if the company or activity has offered repair of damages to the denouncer, along with corresponding apologies.

Article 18.-Against the resolutions mentioned in the former articles, it would **proceed the** remedy of appeal before the Board of Directors, within the three days following the date of its communication.²⁹

CHAPTER VII. Of prohibitions and sanctions

Article 19.- The Tourist Board will act before the National Consumer Commission and before any other instance, as assistant or agent of tourists damaged by the acting of companies dedicated to tourism, registered or not under this system. In the case that the Tourist Board knows of a denunciation about the functioning of a tourist company, be it that it counts with tourist declaratory or not, and the fault is foreseen in the promotion Law, the case will be transferred to the Commission mentioned in the above paragraph, and the corresponding follow-up.

Article 20.-For effects of article 2 of Law 7633 denominated Regulatory Law for the Schedule of Operation of Alcoholic Beverages Retail Stores, will be understood that.³⁷

33 . **As** reformed by executive decree no. 26843-MEIC-TUR of march of 1008, published in La Gaceta no. 75 of April 20 of 1998

34.**As** reformed by executive decree no. 26843-MEIC-TUR of march of 1008, published in La Gaceta no. 75 of April 20 of 1998

- a) Only establishments declared as tourist-related, according to this regulation, may opt for Class F patent.
- b) The Tourist Board will give an approval prior to the Municipal granting the jurisdiction corresponding to Class F patent.
- c) The Tourist Board may recommend cancellation of such patent to the respective Municipalities, when breaching this Regulation or the laws and regulations related to morality, safety and public order.

Article 21.- Annulled Executive Decree No. 9387-MEIC, of November 7 of 1978.

Article 22.- In effect from its publication. Given at the Presidency of the Republic.-San José, at day fifteen of the month of March of nineteen ninety-six.
JOSE MARIA FIGUERES OLSEN.-The Ministers of Economy, Industry and Commerce, Marco A. Vargas Díaz and of Tourism, Carlos Roesch Carranza.-

ANNEX 1³⁸

MINIMUM FURNISHING AND INFRASTRUCTURE FOR LODGING COMPANIES, OF GASTRONOMY AND NIGHTLIFE CENTERS

a) Minimum furnishing and infrastructure for lodging services.

All facilities, furnishing and infrastructure for projects of tourist nature shall comply with a normative specified in the laws, regulations and codes valid in our country, including the regulation to the Law N° 760 known as “Equal Opportunity Law for persons with disabilities in Costa Rica” that include, among others the “architectural design without barriers”.

Access for vehicles and walkers, streets, traffic circle, indicate the access works for disabled persons.

Parking lots: locate them at the ground floor (one for each four rooms as a minimum); service spaces, loading and unloading area for passengers; spaces for disabled persons with access works, and near roofed areas for mobilization.

Hall and front desk; living and waiting-rooms, counter for attention of the public, cash box, information office, public and employee restrooms, divided for each sex (in conformity with what’s established in the Regulations for the Law of Constructions).

Administrative Area with offices for management, accounting, etc. Include separate restrooms for the staff for each sex (in conformity with what’s established in the Regulations for the Law of Constructions).

Rooms with bedrooms, toilets, closets, dressing room furniture and others, according to the category, natural ventilation and illumination. The minimum free area in a single room is 9 m² and 13.50 m² in double room, according to its classification.

A room for every 10 should be designed and built with all the facilities and complying with the requirements for the access of persons with disabilities of Regulation of the Law N° 7600 in Executive Decree N° 26831-MP.

Indicate the rooms, which are suite type and their class (junior, master, presidential, etc.) according to the classification of it and the establishment.

Janitor area and/or cleaning rooms, cleaning sink, etc. Have a battery of services among groups of room modules or by floor in buildings of several levels (the room will have such a proportion that it can hold the necessary equipment, considering that one person gives service to 14 rooms in a work day).

Area for use by employees, with dining room, dressing room, lockers and separate restrooms for each sex (with shower if justified), with access for disabled persons.

Laundry, indicating the furniture, drying and stretching areas, ironing area, storeroom for linen, soiled laundry, etc.

Maintenance workshop and equipment with warehouses, tools for garden maintenance, etc.

Safety and prevention against emergencies, electric plant, exits, emergency stairways and lighting, fire **extinguishers**, fire alarms, etc.

Depending on the type and location of the project, shall also indicate: conference rooms, game rooms, recreational and sports areas, etc., including support services required, and indicating the capacity of seated and standing occupants.

Clearly indicate the swimming pool (s) marking out the dimensions, terraces, springboards, chutes, restrooms separate for each sex, exterior showers (in conformity with what's established by the Regulation for the Law of Constructions).

Locate hermetic trash deposits for the project and specific areas.

Aisles and circulation area according to the areas served with a minimum width of 1.5 free meters.

- b) Furnishing and minimum infrastructure for gastronomic services
 - 1) Access for vehicles and pedestrians, include access for disabled persons.
 - 2) Parking lots: locate them at the ground floor (minimum one space for every 15 guests); spaces for disabled persons with access to other facilities, parking lot per service.
 - 3) Dining rooms: indicate the furniture (tables with chairs), the waiter's post, arrival and exit of dishes (served and dirty), emergency showers, etc. Include access works for disabled persons. Indicate the seating and standing occupation capacity of each dining room, dance hall, bar area, dining room terrace, etc.
 - 4) Restrooms with separate hall for public of each sex, one with facilities for disabled persons.
 - 5) Kitchen area indicating all of the furniture, equipment and different stages of food preparation, washing area, cleaning area, pastry and bakery area, etc.
 - 6) Include storerooms, clearly indicating its specific use: cleaning, table service, containers and liquors, food storing and freezing areas, etc.
 - 7) Area for use of employees, with dining room, restrooms with shower (if necessary) separate for each sex, access for disabled persons.
 - 8) Locate gas deposits and hermetic trash containers.
 - 9) Locate electric switchboards and emergency panels.

ANNEX 2

GUIDE OF REQUIREMENTS TO OBTAIN THE TOURIST DECLARATORY ACTIVITY: LODGING

I-Legal Requirements

The interested person **must** present:

Tourist Declaratory request, subscribed by the interested (if natural person) or by the company's legal agent (if a legal person), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place where it

will operate, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of legal agents of the company in the case of legal person or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal record of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary-resident, retired resident**, or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if **a** legal person, of the following commitments:

-That the company's exclusive or main aim is **the** tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or **means** of the notification, it will be understood as accepting the original place and means stated formerly.

New projects not in operation at the moment of requesting the declaratory must additionally declare they will begin construction in a maximum term of six months counting from the granting of the declaratory. If the project does not include a construction, must declare they will begin operations in such term.

-Tourist lodging companies, if developing new facilities, should also declare that they commit to comply in the future with the requirements of Minimum Furnishing and Infrastructure of services established by the Tourist Board and detailed in Annex I.

d) Copy of the plan registered at the Real Estate Registry. Must indicate the number of Real folio (or Folio, Number and Entry) and this has to match with the one appearing on the title of property (point 4 following). If **it** does not match must enclose a certified copy of the Cadastral Office or Public Notary.

e) Certification of a notary or registrar, of the property where the project will be

developed, including every characteristic of the real estate. If the property does not belong to the interested company, must present an authenticated copy: of the option to buy the land, or the **rental** contract, or the contract of concession for land located in the maritime terrestrial area, which must be recorded in the correspond registry. If the **renter** is a legal person, should present the rights of representation of the **renter**.

Every certification must be valid for at least three months.

II-Technical Requirements

Companies in operation when requesting the declaratory, should:

- 1) Present a letter authorizing inspection by the Promotion Department of the **Costa Rican Tourist Board**, with the purpose of evaluation and classification in conformity with the Inspection Guide detailed in annex 3.
- 2) Present a copy of the municipal patent and the functioning permit. Establishments classified as "C" category are exempt from presenting the functioning permit as they are exonerated of such permit by decree N° 27569-S and its amends: "Formalities for Functioning Permits before the Ministry of Health".
- 3) Be up to date with the payment of 3% lodging tax for ICT, only for lodging companies.
- 4) Obtain an inspection and classification of a minimum one-star category, only for lodging companies.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: RECEPTIVE TRAVEL AGENCY

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of the legal agents of the company in case of legal person or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary-resident**,

retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:

-That the company's exclusive or main aim is tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or **means** of the notification, it will be understood as accepting the original place and means stated formerly.

d) Certification of a Notary indicating the amount of social capital is as a minimum three million colones. In case of natural persons, is required a certification of an Authorized Public Accountant, where it is evident that the person has a capital of at least three million colones, to invest in this tourism company. **Costa Rican Tourist Board I.C.T.** will adjust yearly the minimum capital of each fiscal year, based on the official level of devaluation, determined by the Central Bank of the preceding fiscal year.

e) Must present three correspondent agencies with Travel Agencies abroad, which will be duly authenticated by the corresponding Costa Rican consul and at his turn, the Ministry of Foreign Relations of Costa Rica. The authentication performed by the consul will refer to the signature of the person issuing the document, or to the notary, which is attesting to the truthfulness of the signature, of the correspondent company's agent. If the correspondence is issued in another language must also present the translated version of the same. Every certification must be valid for at least three months.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: RENTAL OF VEHICLES

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of the legal agents of the company in the case of legal persons or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary -resident**, retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial Registry** instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company in the case of a legal person.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:

-That the company's exclusive or main aim is tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or **means** of the notification, it will be understood as accepting the original place and means stated formerly.

Every certification must be valid for at least three months.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: AIRLINES

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of the legal agents of the company in the case of legal persons or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by

INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary-resident**, retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company in the case of a legal person.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:

-That the company's exclusive or main aim is tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or device of the notification, it will be understood as accepting the original place and means stated formerly.

e) Certification issued by the Civil Aviation's Technical Council that proves that the requesting company has a permit to operate regular air services, with its respective national and international itineraries.

f) Updated certification of a registrar or notary, of the rights of representation in the case of a legal person.

Every certification must be valid for at least three months.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: AQUATIC TRANSPORT

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of the legal agents of the company in the case of legal persons or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if

they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary -resident**, retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company in the case of a legal person.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:

-That the company's exclusive or main aim is tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or device of the notification, it will be understood as accepting the original place and means stated formerly.

e) The interested shall also present the title of property or rental contract of the landing place or pier where the ship will operate or a copy of the concession contract subscribed with the local municipality. In case that the area where it will operate (and is thus demonstrated) does not have piers, landing places or wharves, the interested person shall propose for ICT's authorization another type of facility or alternative means for putting on board and disembarking of passengers.

Every certification must be valid for at least three months.

II. Technical Requirements

1) Aquatic transport companies that opt for the declaratory, should comply with the technical specifications established by the Regulation for aquatic ships, exclusively dedicated to aquatic transport of passengers.

2) For companies in operation, must present the navigability certificate, extended by the Maritime Transport Direction, Ministry of Public Works and Transport, about the validity of existing ships.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: ISSUING TRAVEL AGENCIES

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

- a) Certificate of lacking criminal records of the legal agents of the company in case of legal person or of the interested if a natural person.
 - If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.
 - If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.
 - If the foreign person has a valid status of **revenue beneficiary-resident**, retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

- b) Certification, of a notary or registrar, of the rights of representation of the company.

- c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:
 - That the company's exclusive or main aim is tourism activity
 - Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.
 - Communicate changes of address. If changes are not reported as to the place or means of the notification, it will be understood as accepting the original place and means stated formerly.

- d) In the case of legal persons requesting the Travel Agency activity, must present a certification of a notary indicating the amount of social capital is as a minimum three million colones. In case of natural persons, is required a certification of an Authorized Public Accountant, where it is evident that the person has a capital of at least three million colones, to invest in this tourism company. ICT will adjust yearly the minimum capital of each fiscal year, based on the official level of devaluation, determined by the Central Bank, of the preceding fiscal year.
Every certification must be valid for at least three months.

GUIDE OF REQUIREMENTS TO OBTAIN TOURIST DECLARATORY ACTIVITY: GASTRONOMY AND NIGHTLIFE CENTERS

I-Legal Requirements

The interested should present:

1. Tourist Declaratory request, subscribed by the interested (if natural persons) or by the company's legal agent (if legal persons), the signature must be duly

authenticated. The request should indicate the activity to which the company is dedicated, the specific place of operation, the commercial name to be used, date of beginning operations (when a project).

Also enclose the following documents:

a) Certificate of lacking criminal records of the legal agents of the company in case of legal person or of the interested if a natural person.

-If the proxies are Costa Rican, must present a certification of criminal records of the **Judicial** Registry.

-If the persons are foreigners, the certificates should be issued by INTERPOL or the corresponding institution in their place of origin, save if they comply with what's disposed of in the following point. Both documents shall count with the authentication of the respective Costa Rican Consul and the Minister of Foreign Affairs of Costa Rica.

-If the foreign person has a valid status of **revenue beneficiary-resident**, retired resident or a valid residence permit, may present a certificate of criminal records extended by the Costa Rican **Judicial** Registry instead of the documents mentioned in the above point.

b) Certification, of a notary or registrar, of the rights of representation of the company.

c) Sworn declaration, signed by the interested if a natural person or by the legal agent if an artificial person, of the following commitments:

-That the company's exclusive or main aim is tourism activity

-Report changes of ownership, managers, address, trade name, commercial name or other changes that modify the scope of the original tourist declaratory granted.

-Communicate changes of address. If changes are not reported as to the place or **means** of the notification, it will be understood as accepting the original place and means stated formerly.

-New projects not in operation at the moment of requesting the declaratory must additionally declare they will begin construction in a maximum term of six months counting from the granting of the declaratory. If the project does not include a construction, must declare they will begin operations in such term.

-Gastronomic companies and nightlife centers that are going to develop new infrastructure, shall also declare that they commit to comply in the future with the requirements of Minimum Furnishing and Infrastructure of services established by ICT and detailed in Annex I.

Every certification must be valid for at least three months.

II-Technical Requirements

Companies in operation and requesting a declaratory shall:

1. Present a letter authorizing the inspection by the Promotion Department of

ICT, with the purpose of evaluation and classification in conformity with the Inspection Guide detailed in annex 3.

2. Present a copy of the municipal patent and the functioning permit.

Establishments classified as “C” category are exempt from presenting the functioning permit as they are exonerated of such permit by decree N° 27569-S and its amends. “Formalities for Functioning Permits before the Ministry of Health”.

3. Obtain a minimum classification of one fork in the case of restaurants and two glasses in the case of nightlife centers.

ANNEX 3

INSPECTION GUIDE FOR COMPANIES IN OPERATION LODGING, GASTRONOMY AND NIGHTLIFE CENTERS

A-LODGING COMPANIES

Name of the establishment:

DATE VISITED

1-ARCHITECTURE/GARDENING * ** * **** *******

Requirements: (If the enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points. If it is complying partly with the requirements, the number assigned will be between those values, depending on which one of those extremes it resembles best).

Architecture

Gardening Location Located in good area

Clearly marked (i.e. no illuminated letters missing)

2-HALL/PUBLIC SPACES * ** * **** *******

Requirements: (If the enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points. If it is complying partly with the requirements, the number assigned will be between those values, depending on which one of those extremes it resembles best).

Hall Lobbies and aisles

Stairways and elevators Fire detectors

Fire extinguishers Elevators in hotel rooms or other floors

3-ROOMS * ** * **** *******

Requirements: (If the enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points. If it is complying partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best).

Furniture decoration Mattresses

Bedding Adequate ventilation

Curtains / Window Reading light

Illumination

One glass per guest

Space for hanging Instruction for emergency exit

Clothes / Drawers Secondary locks

Reading lamps Locks in windows of first floor

Floor Individual controls for temperature

Sound isolation Waste paper basket

Amenities* Ice cubes container

Surface to use computer and write

*Amenities (if has 1-2 amenities:1 point; 3 and 4:2; 5 and 6:3; 7 and 8:4; 9 or more:5)

T.V. Magazine with local information

Luggage cart Safety box

Remote control for Credenza TV

Cable Paper to write / pen

Digital phone Paper and envelopes

Alarm clock with radio Plug for the computer

Light flashing warning for messages Telephone guide for guests

Whole-body mirror

4-BATHROOMS * ** * **** *******

Requirements: (If the **enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points.** If it is **complying** partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Size of towels

Mirror Hot and cold running water

Shower / Tub Waste paper basket

Tiles Adequate water pressure

Tools Connections for electric appliances

The floor is not carpeted / Adequate illumination

Adequate ventilation Anti-gliding surface / Rug

Courtesy articles

Soap Plastic cap for the shower

Lotion /Sewing sheath

Hair dryer Facial tissue

Shampoo/ Soiled towels basket

Hair conditioner

5-RECREATION EQUIPMENT * ** * **** *******

Requirements: (If the **enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points.** If it is **complying** partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Swimming pool Volleyball court

Drinks and fast food service next to the

Swimming pool Tennis court
Tables and chairs around the pool
Golf course
Furniture in good condition
Gym equipment
Swimming pool's water is clean
Sauna Jacuzzi
Aquatic sports equipment (sailboats, jet ski, etc.)
Others:

6-RESTAURANT AND DINING ROOMS * ** * **** *******

Requirements: (If the **enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points.** If it is **complying** partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Aspect or appearance of furniture
Service offered Good illumination
Ordered and clean Waiters look clean and neat
Accessible restrooms Room service 24 hours limited
Cocktail bar Luxury restaurant
Snack bar / Cafeteria

7-KITCHEN * ** * **** *******

Requirements: (If the **enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points.** If it is **complying** partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Appliances (verify if they are clean and in working condition)
Sink Stove
Portable outfit for cooking Microwave oven
Dishwasher Refrigerator
Coffee maker Oven
Kitchenware
Glasses and dishes Pans / Pots
Napkins Eating utensils
Cups Tablecloth
Cleaning material

8-GUEST SERVICE * ** * **** *******

Requirements: (If the **enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points.** If it is **complying** partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Employees' appearance
Services offered:
Desk / Front desk / transport to/from airport

Wake-up warning service Local newspaper
 Business service Ironer and iron
 Gifts (flowers, chocolates, etc.) Janitor
 Night guard Laundry room
 Dry-cleaner Safe parking lot
 Bellboy Concierge
 Bilingual staff Room service (turn down service)

9-CLEANING * ** * **** *******

Requirements: (If the enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points. If it is complying partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Hall / Public spaces Rooms
 Bath rooms recreation areas
 Restaurants and dining rooms

10-MAINTENANCE * ** * **** *******

Requirements: (If the enterprise has all the requirements it must be assigned 5 points, if it has none of the requirements it must be assigned 0 points. If it is complying partly with requirements the number assigned will be between those values, depending on which one of those extremes it resembles best.

Hall / Public spaces Rooms
 Bath rooms recreation areas
 Restaurants and dining rooms

SCORE

Total classification is calculated from the average of each of the nine components of the evaluation. More importance is given to the room, bathroom, maintenance and cleaning, than the other aspects. The score to be assigned to each point is as follows:

Architecture / gardening	5%
Lobby / public areas	5%
Rooms	20%
Bathrooms	20%
Recreation facilities	5%
Dining rooms or restaurants	7.5%
Guest service	7.5%
Cleaning	15%
Maintenance	15%
TOTAL	100%

Lodging services with kitchen, the score will be 5% reassigning the percentage of Dining rooms or Restaurants and Guest Services to 5%

B-GASTRONOMY COMPANIES

Name of the establishment
 Type:

Total score received

CHAPTER I CHARACTERISTICS OF THE BUILDING

LOCATION OF THE BUILDING	10
STATE OF MAINTENANCE	10
CLEANLINESS	10
CONSTRUCTIVE CHARACTERISTICS OF FAÇADE	10
COMPANY'S IDENTIFICATION	10
CONSTRUCTIVE CHARACTERISTICS AND CAPACITY OF THE PARKING LOT	10
TOTAL CHAPTER 1	60
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER I	7.57%

CHAPTER II: INTERNAL PRESENTATION

CONSTRUCTIVE CHARACTERISTICS OF DINING ROOM	10
MAINTENANCE AND CLEANLINESS	10
MINIMUM AREAS	10
SPACE CAPACITY RELATION	5
INDEPENDENT ENTRANCE FOR CLIENTS AND STAFF	5
FINISHING OR COATING OF THE CEILING	5
FINISHING OR DRAPE OF THE FLOOR	10
FINISHING OR COATING OF THE WALLS	10
TOTAL CHAPTER II	65
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER II	8.20%

CHAPTER III: OF THE FURNISHING AND QUALITIES OF THE DINING HALL

FURNITURE	10
TABLECLOTH	10
TABLE SERVICE	10
EATING UTENSILS	10
DECORATIVE ELEMENTS	10
NATURAL ILLUMINATION AND VENTILATION	5
ARTIFICIAL AIR CONDITIONING	10
LAMPS, CHANDELIERS AND OTHER ILLUMINATION ELEMENTS	5
WHOLE ENVIRONMENTAL SOUND SYSTEM	5
WHOLE ENVIRONMENTAL IMAGE SYSTEM	5
ENVIRONMENTAL DEODORISATION	3
WAITERS DESK	6
TOTAL CHAPTER III	89
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER III	11.22%

CHAPTER IV: BEVERAGES SERVICE AREA

CONSTRUCTIVE CHARACTERISTICS OF BAR	10
DESIGN OF THE BAR	10
BAR'S FURNITURE	10
BAR'S EQUIPMENT AND ACCESORIES	10
CRYSTALWARE	10
BEVERAGES' DIVERSITY AND PRESENTATION	10
WINE AND LIQUORS CARTE	10
CAVA	10
TOTAL CHAPTER IV	80
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER IV	10.09%

CHAPTER V: COMPONENTS OF THE MENU CARTE

MENU CARTE	15
APPETIZERS	4
MAIN COURSE / SPECIALTIES	5
DESSERTS AND DIGESTIVE DRINKS	4
QUALITY AND PRESENTATION OF DISHES	10
SERVICE TO THE GUEST	10
COMPONENTS OF MENU OF TYPICAL RESTS.	
APPETIZERS	5
MAIN COURSE	5
DESSERTS AND DIGESTIVE DRINKS	5
TOTAL CHAPTER V	63
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER V	7.94%

CHAPTER VI: FACILITIES AND FURNISHING

OF THE DINING ROOM FOR MEETINGS AND BANQUETS	
CONSTRUCTIVE CHARACTERISTICS OF THE	
DINING ROOM	5
SPACE CAPACITY RELATION	3
FINISHING OR COVERING OF FLOORS, WALLS	5
FURNITURE	5
TABLECLOTHS	5
TABLE SERVICE & EATING UTENSILS	5
COLD & HOT BUFFET EQUIPMENT	5
NATURAL ILLUMINATION AND VENTILATION	3
ARTIFICIAL AIR CONDITIONING	5
AUDIO & VIDEO EQUIPMENT AND COMPL.	3
TOTAL CHAPTER VI	44
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER VI	5.55%

CHAPTER VII: COMPLEMENTARY SERVICES

LOBBY OR WAITING ROOM	5
PROGRAMMED ACTIVITIES	5
CATERING AND TO TAKE	5
CREDIT CARDS	5
TELEPHONE SERVICE	5
TOTAL CHAPTER VII	25
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER VII	3.15%

CHAPTER VIII: MARKET TECHNOLOGY

PROMOTION AND ADVERTISING	5
QUANTITATIVE STRUCTURE OF DEMAND	5
TOTAL CHAPTER VIII	10
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER VIII	1.26%

CHAPTER IX: CHARACTERISTICS OF THE KITCHEN AREA

CONSTRUCTIVE CHARACTERISTICS	10
SPACE CAPACITY RELATION	10
TRAFFIC AND WORK AREA RELATION	
WITH SPACE	10
FINISHING OR COATING OF FLOORS AND WALLS	10

FINISHING OR COATING OF CEILING	5
NATURAL ILLUMINATION AND VENTILATION	5
ARTIFICIAL ILLUMINATION AND VENTILATION	5
KITCHEN STAFF EMERGENCY EXIT	10

ANNEX 3.-II PART (*)

FOOD PREPARATION AREA'S	
EQUIPMENT AND FURNITURE	10
COOKING AREA'S EQUIPMENT AND FURNITURE	10
WASHING AREA'S EQUIPMENT AND FURNITURE	10
REFRIGERATION EQUIPMENT AND FURNITURE	10
TOTAL CHAPTER IX	105
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER IX	13.24%

CHAPTER X: OTHER DEPARTMENTS (STOREROOMS)

CONSTRUCTIVE CHARACTERISTICS	10
MINIMUM AREAS	10
NATURAL ILLUMINATION AND VENTILATION	5
ARTIFICIAL ILLUMINATION AND VENTILATION	5
FINISHING OF FLOORS, WALLS AND CEILINGS	5
EQUIPMENT AND FURNITURE FOR	
FOOD STORAGE	10
RECEPTION AND STORAGE OFFICE	5
TOTAL CHAPTER X	50
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER X	6.31%

CHAPTER XI:SAFETY NORMS

FOR CLIENTS AND STAFF	
EVACUATION FACILITIES	5
(LUMINOUS) SAFETY SIGNS	5
FIRE ALARMS AND EXTINCTION SYSTEMS	5
WATER DEPOSITS	5
EMERGENCY LIGHTING	5
WASTE TREATMENT AND DISPOSAL	5
RUNNING WATER TREATMENT AND DISPOSAL	5
CLEANING AREA	10
VIGILANCE	5
TRAINED STAFF TO ATTEND EMERGENCIES	5
FIRST AID CABINET AND EQUIPMENT	5
TOTAL CHAPTER XI	65
TOTAL NOT APPLICABLE	
TOTAL CHAPTER XI	8.20%

CHAPTER XII:RESTROOM SERVICE AREAS

CONSTRUCTIVE CHARACTERISTICS	5
WATERPROOF COVERING OF FLOORS AND WALLS	10
FINISHING OF CEILING	5
DIMENSIONS	5
SANITARYWARE	5
SANITARYWARE EQUIPMENT AND ACCESORIES	15
TOTAL CHAPTER XII	45
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER XII	5.67%

CHAPTER XIII: STAFF FACILITIES

LOCKERS FOR STAFF	5
STAFF'S RESTROOMS	5
MANAGEMENT'S OFFICES	5
TRAINING PROGRAM	5
TOTAL CHAPTER XIII	20
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER XIII	2.52%

CHAPTER XIV: MANAGEMENT AND SERVICE STAFF

MANAGER (ADMINISTRATION)	10
SALES MANAGER	7
CHIEF OF STAFF	3
CASHIERS	5
DINING ROOMS CHIEF OR WAITERS' CAPTAIN	7
SOMELIER	7
CHEF	7
COOKS	5
BARTENDERS	6
WAITERS	6
% WAITERS NUMBER OF TABLES	4
SECURITY AND VIGILANCE STAFF	5
TOTAL CHAPTER XIV	72
TOTAL NOT APPLICABLE	
TOTAL EQUIVALENCE CHAPTER XIV	9.08%

IN CHAPTERS I – XIV	793
TOTAL POINTS OBTAINED	
TOTAL POINTS NOT APPLICABLE	
LOST SCORE	
EQUIVALENCE OBTAINED	

C-CLASSIFICATION OF NIGHTLIFE CENTERS

Name of establishment:

Type:

CHAPTER I: MAIN PHYSICAL FACILITIES

	Score obtained
LOCATION OF BUILDING	10
MAINTENANCE	10
CLEANLINESS	10
CONSTRUCTIVE CHARACTERISTICS OF FAÇADE	10
COMPANY'S IDENTIFICATION	10
CONSTRUCTIVE CHARACTERISTICS AND CAPACITY OF PARKING LOT OF INTERNAL PRESENTATION	10
CONSTRUCTIVE CHARACTERISTICS OF DINING ROOM	5
MAINTENANCE AND CLEANLINESS	10
SPACE CAPACITY RELATION	5
INDEPENDENT ENTRANCE FOR CLIENTS AND STAFF	5
FINISHING OR COATING OF THE CEILING	5
FINISHING OR DRAPE OF THE FLOOR	5
FINISHING OR COATING OF THE WALLS	5
SOUND INSULATION	10

DINING ROOM'S EQUIPMENT AND FURNISHING	
FURNITURE	10
DECORATIVE ELEMENTS	10
NATURAL VENTILATION	
ARTIFICIAL AIR CONDITIONING	10
WHOLE ENVIRONMENTAL SOUND SYSTEM	10
WHOLE ENVIRONMENTAL IMAGE SYSTEM	10
ENVIRONMENTAL DEODORIZATION	5
DANCE HALL	
DIMENSIONS	10
CONSTRUCTIVE CHARACTERISTICS	10
MAINTENANCE	5
SCENARIO	
DIMENSIONS	10
CURTAINS	5
RUNWAY	5
ILLUMINATION AND VENTILATION	10
CONSTRUCTIVE QUALITY AND MAINTENANCE	10
DISC JOCKEY'S CABIN (PROGRAMMER)	
CABIN'S CHARACTERISTICS	10
QUALITY AND VARIETY OF PROGRAMMING	10
PRODUCTION EQUIPMENT	10
TOTAL CHAPTER I	260
NOT APPLICABLE CHAPTER I	
EQUIVALENCE	40%
CHAPTER II: COMPLEMENTARY PHYSICAL FACILITIES	
BEVERAGES SERVICE AREA	
CONSTRUCTIVE CHARACTERISTICS OF BAR	10
BAR'S DESIGN	5
BAR'S FURNITURE	5
BAR'S EQUIPMENT AND ACCESORIES	5
CRYSTALWARE	5
BEVERAGES' DIVERSITY AND PRESENTATION	10
WINE AND LIQUORS CARTE	5
KITCHEN AREA CHARACTERISTICS	
CONSTRUCTIVE CHARACTERISTICS	10
TRAFFIC AND WORK AREA RELATION	
WITH SPACE	5
FINISHING OF FLOORS, WALLS & CEILINGS	5
NATURAL ILLUMINATION AND VENTILATION	5
ARTIFICIAL ILLUMINATION AND VENTILATION	5
EMERGENCY EXIT FOR KITCHEN STAFF	5
EQUIPMENT AND FURNITURE	5
QUALITY AND VARIETY OF FOOD	5
STOREROOMS	
CONSTRUCTIVE CHARACTERISTICS	10
NATURAL ILLUMINATION AND VENTILATION	
ARTIFICIAL ILLUMINATION AND VENTILATION	5

FINISHING OF FLOORS, WALLS & CEILINGS	5
FURNITURE FOR STORAGE	5
MAINTENANCE WORKSHOP CHARACTERISTICS	10
RESTROOM SERVICES AREA	
CONSTRUCTIVE CHARACTERISTICS	10
WATERPROOF COVER OF FLOORS AND WALLS	12
FINISHING OF CEILING	5
TOILET	
SANITARYWARE AND ACCESSORIES	10
FACILITIES FOR ARTISTS	
INDEPENDENT ENTRANCE	5
DRESSING ROOM	5
CLEANLINESS	5
TOTAL CHAPTER II	204
NOT APPLICABLE CHAPTER II	204
EQUIVALENCE CHAPTER II	30%
CHAPTER III: SAFETY NORMS	
PROGRAMMED ACTIVITIES AND OTHER SERVICES	
SAFETY NORMS	
EVACUATION FACILITIES	10
(LUMINOUS) SAFETY SIGNS	10
FIRE ALARM AND EXTINCTION SYSTEMS	10
EMERGENCY LIGHTING	10
FUMIGATION	5
WASTE TREATMENT AND DISPOSAL	5
RUNNING WATER TREATMENT AND DISPOSAL	5
CLEANING AREA	5
VIGILANCE	5
FIRST AID CABINET AND EQUIPMENT	5
PROGRAMMED ACTIVITIES	
PROMOTIONAL BROCHURE OF SHOWS	5
QUALITY OF SHOWS	5
FREQUENCY PROGRAMMED	5
DAILY PROGRAM WITH PIANO OR MUSIC GROUP	5
OTHER SERVICES	
CREDIT CARDS	5
TELEPHONE SERVICE	5
COAT ROOM	10
HALL	5
RESERVATIONS SYSTEM	5
FACILITIES FOR STAFF	
LOCKERS FOR STAFF	5
RESTROOMS FOR STAFF	5
ADMINISTRATIVE OFFICE	5
TOTAL CHAPTER III	135
TOTAL NOT APPLICABLE	
EQUIVALENCE CHAPTER III	20%

CHAPTER IV: MANAGING AND SERVICE STAFF

GENERAL MANAGER (ADMINISTRATION)	10
CASHIERS	5
COOKS	5
BARTENDERS	6
WAITERS	6
SECURITY AND VIGILANCE STAFF	5
MAINTENANCE STAFF	5
% EMPLOYEES FOR NUMBER OF TABLES	10
TOTAL CHAPTER IV	52
TOTAL NOT APPLICABLE	
EQUIVALENCE CHAPTER IV	10%
TOTAL POINTS CHAPTERS I THROUGH IV	651
TOTAL POINTS OBTAINED	
TOTAL POINTS NOT APPLICABLE	
LOST SOCIRE	
EQUIVALENCE OBTAINED	
NUMBER OF GLASSES	

Given at the Presidency of the Republic,.-San José, at day six of the month of November of two thousand.

MIGUEL ANGEL RODRIGUEZ ECHEVERRIA. The Ministers of Economy, Industry and Commerce, a.i. Miguel Carabaguíaz Murillo and of Tourism, Walter Niehaus Bonilla.