Registration Process – Tourist Hotel Process

1 Online Application

- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA**."
- Click **'Register with Us'** and select "**Hotel/Guest House**" under **Formal Registration (Normal)** to submit your application.
- You will receive your user login details and application reference number via email.
- We will evaluate your application and notify you of the confirmation status by email.
- Rejection reasons will be communicated via email if your application is rejected.

2 BR Submission

- Upload the Business Registration Certificate of your tourist hotel to the online system.

3 1st Payment (Admin Fee)

- Pay your 1st Payment (Inspection/ Admin Payment) as per Registration Fee Structure 1. (Kindly follow the instruction by online portal & keep copies of payment secure with you)
  - **Option 1**: Cash and cheque deposits will no longer be accepted for Registration/ license renewal payments. To ensure efficient and secure processing, only online transactions will be permitted.
  - **Option 2**: Pay using your credit card.
- An e-receipt will be emailed after validation of the Payment

4 Physical Inspection

- SLTDA conducts a physical inspection to check compliance as per stipulated Criteria /**Gazette** minimum requirements.
- If the Compliance are not fulfilled, a time period will grant to comply with or determine a suitable category considering the available facilities & services.
- If the compliances are fulfilled, Inspection Recommendation will be reported to the Director/ *Standards & Quality Assurance.*

5 Documents Submission

- **Online Document Submission:**
  - Upload all required documents listed in List 1. to the online system.
  - For optional documents, upload an image or document stating "Not Relevant."
  - Check the "final submission" tick box (✓) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.
- **Hard Copy Submission:**
  - After your online documents are acknowledged, send certified true copies of all documents (certified by an Attorney-at-Law or Justice of the Peace).
  - Deliver the hard copies via courier, register-post or hand delivery to **"Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"**

6 2nd Payment (Registration Fee)

- You will be notified to make the second payment (registration fee) as per Registration Fee Structure 1 upon receiving the Inspection Recommendation Directions.
- Payment can be made using one of the options mentioned in step 3.
- An e-receipt will be emailed after validation of the Payment.

7 Registration & License

- After completing the online system procedure, your Formal Registration Certificate and annual license will be prepared.
- You will be notified when they are signed and ready for collection or registered post-delivery, as requested.

List 1

Tourist Hotel - Registration

Registration Required Documents:

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as 'True Copy' ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1	• Business Registration • Form 1/15 (To confirm the registered address and director/shareholder details - for limited liability companies) • Form 20 (To confirm any director changes - for limited liability companies) • Board Resolution (Required for limited liability companies only) View
2	Approved Building Plan **or** consent letter from the Local Authority or Urban Development Authority View
3	Environmental Protection License (EPL) **or** consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmens' Compensation
6	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
7	Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)
8	Medical Reports of **all staff**
9	Bio Data of Executive Staff (At least 4 HOD's)
•	Deed **or** Lease Agreement **or** consent letter (Optional View
•	Trade License **or** consent letter (Optional) View

Registration Fee Structure 1: (Excluding Taxes)

Category	1st Payment Inspection (LKR).	2nd payment Registration (LKR).	Total payment (LKR).
25 rooms or less	10,000.00	36,000.00	46,000.00
26 Rooms – 50 Rooms	10,000.00	42,000.00	52,000.00
51 Rooms or more	10,000.00	48,000.00	58,000.00

Name change /Ownership change – Rs.2, 000
Address change inspection fee / re –inspection – Rs.10, 000

Renewal Process – Tourist Hotel

1 Online Login

- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA**."
- Click **'Login'** link and login using your username and password.

2 Documents Submission

- **Online Document Submission:**
  - Upload all required documents listed in List 2. to the online system.
  - For optional documents, upload an image or document stating "Not Relevant."
  - Check the **"final submission"** tick box (✓) and click the **"submit"** button.
- You will receive an email confirmation after authentication and validation the same.
- **Hard Copy Submission:**
  - After your online documents are acknowledged, send certified true copies of all documents (certified by an Attorney-at-Law or Justice of the Peace).
  - Deliver the hard copies via courier, register-post or hand delivery to **"Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"**

3 Renewal Payment

- Pay your renewal Payment as per Registration renewal Fee Structure 2.
  (Kindly follow the instruction by online portal & keep copies of payment secure with you)
  - **Option 1**: Cash and cheque deposits will no longer be accepted for Registration/ license renewal payments. To ensure efficient and secure processing, only online transactions will be permitted.
  - **Option 2**: Pay using your credit card
- An e-receipt will be emailed after validation of the Payment

4 TDL Clearance

- For the process and procedure regarding Tourism Development Levy (TDL), visit *https://www.sltda.gov.lk/en/tourism-development-levy.*
- Contact the TDL Department at **+94 112426989, +94 112426987,** or **+94 112426800** (Extensions: **271, 287, 288, 291, 293, 350**) for more details.

5 Occupancy

- Submit the occupancy and tariff details through your online login.
- Contact the Research & International Affairs Department at +94 112426800– Extension: 155

6 Registration & License

- Upon completion of the online system procedure, your annual renewal license will be prepared.
- You will be notified when they are signed and ready for collection or registered post-delivery, as requested.

List 2

Tourist Hotel – Renewal

Required Documents:

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as 'True Copy' ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1	Valid Environmental Protection License (EPL) **or** consent letter View
2	Valid Insurance Policy covering Public Liability
3	Valid Insurance Policy covering Workmen's' Compensation
4	Valid Certificate of Fire Protection (***At least 75 % of the staff trained in first aid firefighting***)
5	Water Quality Test Reports (*Bacteriological Examination and Chemical Analysis*)
6	Valid Medical Reports of **all staff**
7	Bio Data of Executive Staff (At least 4 HOD's)
•	Valid Lease Agreement **or** Consent Letter (Optional) View
•	Trade License **or** consent letter (Optional) View

Note: Kindly follow the instructions provided under ***'Document Submission.'***

Renewal Fee Structure 2: (Excluding Taxes)

Category	Renewal Fee(LKR).
25 rooms or less	22,000.00
26 Rooms – 50 Rooms	28,000.00
51 Rooms or more	34,000.00

***The price structure provided above is exclusive of taxes. For the updated price structure, which includes all applicable taxes, please refer to the following link:**
https://sltda.gov.lk/storage/common_media/payment-structure.pdf

Name change /Ownership change – Rs.2, 000 (**Excluding Taxes)**
Address change inspection fee / re –inspection – Rs.10, 000 **(Excluding Taxes)**

For more information;

Ms. Karthi Naheem, Deputy Director/ Standards & Quality Assurance

Phone: 011-2426 800 **Ext.** 140 **Direct Line:** 0112 426 977
Email: touristhotels@srilanka.travel/ karthiv@srilanka.travel

Bank: BOC Corporate Branch
A/C Name: Sri Lanka Tourism Development Authority
A/C No:79746281

Important: When making your Registration/Renewal payments at any Bank of Ceylon branch, please ensure you clearly state **the exact amount, including all applicable taxes**, and **your SLTDA registration number** (e.g., SLTDA/SQA/...) to ensure accurate processing.

Please do not deposit Tourism Development Levy (TDL) payments into this account.