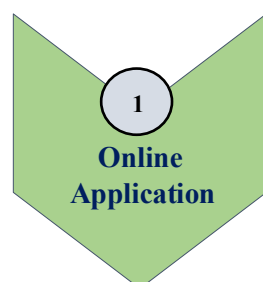


# Registration - Heritage Tourist Hotel

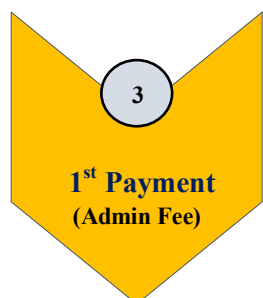
## Process



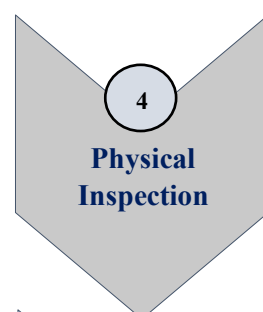
- Visit [www.sltda.gov.lk](http://www.sltda.gov.lk) website and click "**REGISTER WITH SLTDA.**"
- Click '**Register with Us**' and select "**Heritage Tourist Hotel**" under **Formal Registration (Normal)** to submit your application.
- You will receive your user login details and application reference 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.



- **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**"



- Pay your 1st Payment (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



- 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*.



- 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.



- 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.

## Heritage 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                        | <ul style="list-style-type: none"> <li>Business Registration</li> <li>Form 1/40/15 (To confirm the registered address &amp; directors/shareholders – If a limited liability company)</li> <li>Form 20 (If limited liability company – If any director change)</li> <li>Board Resolution (To confirm the Trade Name &amp; address if it is different than Registered Name - If a limited liability Company only) <a href="#">View</a></li> </ul> |
| 2                        | Approved Building Plan <b>or</b> consent letter <a href="#">View</a>                                                                                                                                                                                                                                                                                                                                                                            |
| 3                        | Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>                                                                                                                                                                                                                                                                                                                                                            |
| 4                        | Insurance Policy covering Public Liability                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5                        | Insurance Policy covering Workmen’s Compensation                                                                                                                                                                                                                                                                                                                                                                                                |
| 6                        | Recommendation/ Declaration/ certification/ approval from Department of Archaeology on the Heritage value of the Building under the Antiquities Ordinance No. 09 of 1940 <b>or</b> under the Antiquities (Amendment) Act No. 24 of 1988                                                                                                                                                                                                         |
| 7                        | Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)                                                                                                                                                                                                                                                                                                                                                    |
| 8                        | Water Quality Test Report (Chemical & Bacteriological)                                                                                                                                                                                                                                                                                                                                                                                          |
| 9                        | Medical Reports of <b>all staff</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10                       | Bio Data of Executive Staff (at least 4 – HOD CV’s)                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | Trade License <b>or</b> consent letter (Optional) <a href="#">View</a>                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <a href="#">View</a>                                                                                                                                                                                                                                                                                                                                                         |

### Registration Fee Structure 1:

**\* Excluding TAX**

| Category          | 1 <sup>st</sup> Payment<br>Inspection<br>Rs. | 2 <sup>nd</sup> Payment<br>Registration<br>Rs. | Total Payment<br>Rs. |
|-------------------|----------------------------------------------|------------------------------------------------|----------------------|
| Heritage Standard | 10,000.00                                    | 15,000.00                                      | 25,000.00            |
| Heritage classic  | 10,000.00                                    | 25,000.00                                      | 35,000.00            |
| Heritage Grand    | 10,000.00                                    | 35,000.00                                      | 45,000.00            |

**\*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:**

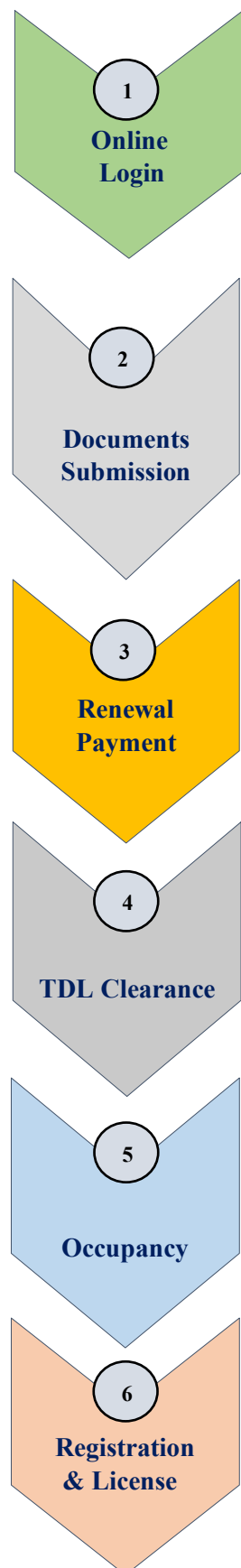
[https://sltda.gov.lk/storage/common\\_media/payment-structure.pdf](https://sltda.gov.lk/storage/common_media/payment-structure.pdf)

Name change /Ownership change – Rs.2, 000

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

## Renewal- Heritage Tourist Hotel

### Process



- Visit [www.slttda.gov.lk](http://www.slttda.gov.lk) website and click "**REGISTER WITH SLTDA.**"
- Click '**Login**' link and login using your username and password.

#### ➤ 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**"

- 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

- For the process and procedure regarding Tourism Development Levy (TDL), visit <https://www.slttda.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.

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

- 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.

## Heritage 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                        | Renewed Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>         |
| 2                        | Renewed Insurance Policy covering Public Liability                                                   |
| 3                        | Renewed Insurance Policy covering Workmen’s Compensation                                             |
| 4                        | Renewed Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting) |
| 5                        | Water Quality Report (Chemical & Bacteriological)                                                    |
| 6                        | Medical Reports of <b>all staff</b>                                                                  |
| 7                        | Bio Data of Executive Staff (at least 4 – HOD CV’s)                                                  |
| <input type="checkbox"/> | Lease Agreement (If Expired) <b>or</b> consent letter ( <b>Optional</b> ) <a href="#">View</a>       |
| <input type="checkbox"/> | Trade License <b>or</b> consent letter ( <b>Optional</b> ) <a href="#">View</a>                      |

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

### Renewal Fee Structure 2: \* Excluding TAX

| Category          | Renewal Fee Rs. |
|-------------------|-----------------|
| Heritage Standard | 15,000.00       |
| Heritage classic  | 20,000.00       |
| Heritage Grand    | 25,000.00       |

**\*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](https://sltda.gov.lk/storage/common_media/payment-structure.pdf)

Name change /Ownership change – Rs.2, 000

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

### For more information;

Mr. Suranga Liyanapathirana, Deputy Director/ Standards & Quality Assurance

**Phone:** 011-2426 800 Ext. 279/ **Direct Number:** 011 2426 807

Email :

**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.**