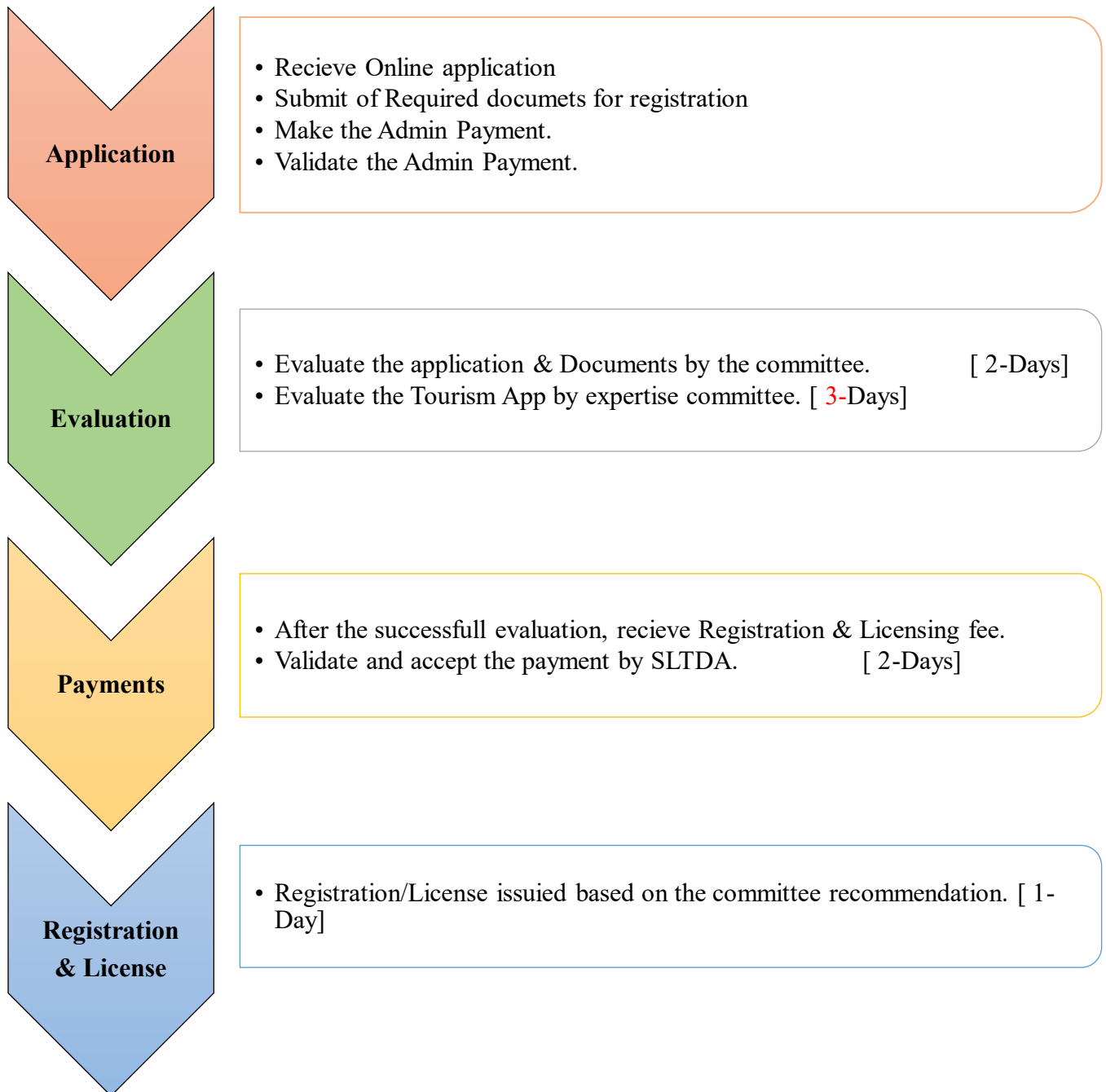


Tourism App Operating Companies Registration

Registration/Renewal- Process



Tourism App Operating Companies – 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	**Certificate of incorporation from the Registrar of companies, A Sole proprietorship or partnership business registered in Sri Lanka should produce the business registration certificate issued by a competent authority along with the entity's vision & mission statement. -
2	**Form 1 / Form 15/Form 20/Form 13 (*Not applicable for sole proprietor / Partnership business)
3	** Board resolution for operational address & trading name View (*Not applicable for sole proprietor / Partnership business)
4	**Copy of Articles of Association (*Not applicable for sole proprietor / Partnership business)
5	List of directors certified by the company secretary or copy issued by Registrar of companies for entities registered under the companies act of Sri Lanka.
6	Guarantee from a Bank in Sri Lanka, for an amount of Rs.500,000.00 (Five Hundred Thousand Rupees)
7	**An annual Public Liability Insurance cover amounting to Rs. 5,000,000.00 (Five Million Rupees)
8	List of staff with professional qualifications & work experience endorsed by a manager/Owner.
9	**Certificate of Copyrights of the Tourism-App software. Indemnifying all users who use it from any claims by a third party.
10	**ISO/IEC 27001:2022 compliance certificate (up to date and current)
11	High-level Application architecture clearly showing, the key components of the Tourism-App with the technology stack, database, and payment gateway arrangements certified by the Chief Technology Officer of the company.
12	Load testing results report using a standard acceptable tool.
13	In the case of a Mobile-App, the rating in the Apple and Android Appstore must be certified by the Chief Technology Officer and submitted in a letterhead with required screenshots
14	High-level diagram of issue/grievance handling mechanism at the beginning and results of it with statistics at the renewals.
15	Profile of the entity and List of services of the entity provide for tourists on a letterhead signed by a director/Proprietor.
•	**Deed or lease agreement of the office premises. (Lease agreement and all deeds must be registered in the land registry before submitted.)

Registration Fees – (Excluding Taxes)

Fee – Formal Registration (Step 02)

1 st Payment Admin (Rs.)	2 nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
10,000	30,000	40,000

***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

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

Tourism App Operating Companies – **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.	** Form 15 (Annual reports) (*Not applicable for sole proprietor / Partnership business)
2.	** Form 20/Form 13 (If only change of director/shareholder/ secretary of the company or address) (*Not applicable for sole proprietor / Partnership business)
3.	** Board resolution for operational address & trading name View (*Not applicable for sole proprietor / Partnership business)
4.	Validated Guarantee from a Bank in Sri Lanka, for an amount of Rs.500,000.00 (Five Hundred Thousand Rupees)
5.	List of staff with professional qualifications & work experience endorsed by a manager/Owner
6.	An annual Public Liability Insurance cover amounting to Rs. 5,000,000.00 (Five Million Rupees)
7.	ISO/IEC 27001:2022 compliance certificate (up to date and current).
8.	Load testing results report using a standard acceptable tool.
9.	In the case of a Mobile-App, the rating in the Apple and Android Appstore must be certified by the Chief Technology Officer and submitted in a letterhead with required screenshots.
10.	High-level diagram of issue/grievance handling mechanism at the beginning and results of it with statistics at the renewals.
11.	Lease agreement of the office premises. (Lease agreement must be registered in the land registry before submitted.)

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

Renewal Fee Structure 2: * Excluding TAX

Category	Renewal Fee (Rs.)
Tourism App Operating Companies	20,000

***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://sltta.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;

Ms. Awanthika Buthpitiya, Management Assistant/ Standards & Quality Assurance

Phone: 011-2426 800 Ext. 298 Direct Number: 0112 426 908

Email : homestay@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.