Registration - Tourist City Tour/Open Deck City Tour/City Sightseeing Operators

Process

1 Online Application

- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA**."
- Click **'Register with Us'** and select **" Tourist City Tour/Open Deck City Tour/City Sightseeing Operators"** 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 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"**

3 1st Payment (Admin Fee)

- 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

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 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.

6 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 City Tour/Open Deck City Tour/City Sightseeing Operators– 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
2	• Form 1/48/15/13 (To confirm the registered address & directors/shareholders - If a limited liability company) • Form 20 (If limited liability company – If any director change)
3	• Board Resolution (To confirm the Trade Name & address if it is different than Registered Name - If a limited liability Company only) - View
4	List of staff with professional qualifications & work experience endorsed by a manager
5	Valid Vehicle Revenue License/s
6	Valid Driving License/s of drivers in city Tour operation
7	Declaration of non –conviction **view**
8	Insurance Policy Covering Public Liability/Workmen Compensation
9	Written code of conduct shall be available for the drivers and guides.
10	Copy of Vehicle Insurance
11	Valid Roadworthiness Certificate/s
12	Broachers, Itinerary, Price Schedules
13	Valid Guide Licenses for accompanied tour guide/s
14	Approvals for pick-up and drop-off points
15	Vehicle/s – Driver/s Details Sheet - **View**

Registration Fee Structure 1: ∗ Excluding TAX

Fee – Formal Registration (Step 02)

1st Payment Admin (Rs.)	2nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
10,000	50,000	60,000

Provisional Registration Fee

Category	Pro: Reg: Fee (Rs.)
Tourist City tour Operation	30,000

*Excluding Tax

***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

Renewal- Tourist City Tour/Open Deck City Tour/City Sightseeing Operators – Process

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 City Tour/ Open Deck City Tour/City Sightseeing Operators– 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
2	• Form 1/48/15/13 (To confirm the registered address & directors/shareholders - If a limited liability company) • Form 20 (If limited liability company – If any director change)
3	• Board Resolution (To confirm the Trade Name & address if it is different than Registered Name - If a limited liability Company only) View
4	List of staff with professional qualifications & work experience endorsed by a manager
5	Valid Vehicle Revenue License/s
6	Valid Driving License/s of drivers in city Tour operation
8	Insurance Policy Covering Public Liability/Workmen Compensation
10	Copy of Vehicle Insurance
11	Valid Roadworthiness Certificate/s
12	Broachers, Itinerary, Price Schedules
13	Valid Guide Licenses for accompanied tour guide/s
14	Approvals for pick-up and drop-off points
15	Vehicle/s – Driver/s Details Sheet - **View**

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

Renewal Fee Structure 2: * Excluding TAX

Category	Renewal Fee (Rs.)
Tourist City tour Operation	30,000

*Excluding Tax

***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

For more information;
Ms. Hashini Chaya, Management Assistant/ Standards & Quality Assurance

Phone: 011-2426 800 -Ext: 395/ 0112 426 961 Email : hashinic@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.