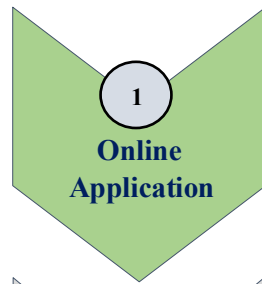


Tourist Guide Registration

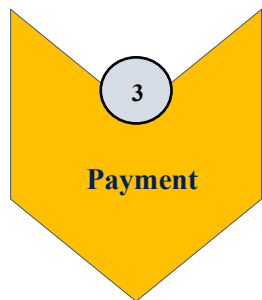
Process



- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA.**"
- Click '**Register with Us**' and select " **Tour Guides (Chauffeur / National Guide / Area Guide / Site Guide)**" 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**"



- Do your 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/ Gov Pay
- An e-receipt will be emailed after validation of the Payment



- After completing the online system procedure, your license will be prepared.
- You will be notified when they are signed and ready for collection
- You will be informed to collect the license (Identity Card) & registration certificate

Tourist Guide Registration – **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.	Copy of certificates issued by SLTDA/ SLITHM as a tourist Guide Lectures (for Area Guide/ Site Guide – Certificate issued by provincial councils)
2.	Original Medical report issued by a registered medical officer
3.	Original Police Report
4.	Copy of the Birth Certificate
5.	Copies of certificates of education qualifications
6.	Copy of NIC
7.	Copy of Driving License (the License must have been held for a minimum period of five years from the date of first issuance).
8.	Declaration of Non conviction View
9.	Pass Port size Photographs (Red Background)
10.	Recommendation Letter of Relevant Provincial Council (Area/Site Guide only)

Registration Fee Structure 1: * Excluding TAX

Category	Registration Fee (RS.)
National Tour Guide Lecturer	15, 200
Chauffeur Tour Guide Lecturer	15,200
Area/ Site Tour Guide	Payment for Area/Site Guides shall be made to the relevant Provincial Council (Applicable exclusively to Area/Site Guide)

***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:**

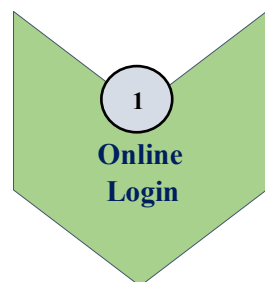
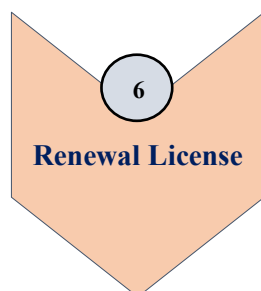
https://sltda.gov.lk/storage/common_media/payment-structure.pdf

Name change /Ownership change – Rs.2, 000

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

Renewal- Tourist Guide

Process



- Visit www.sltda.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/ Gov Pay
- An e-receipt will be emailed after validation of the Payment

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

Tourist Guide – 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	Original of the Medical Report issued by a registered medical officer
2	Original of the police report

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

Renewal Fee Structure 2: * Excluding TAX

Guide Category	Renewal fee (Rs.)
National Tour Guide Lecturer	4,600
Chauffeur Tour Guide Lecturer	4,600
Area/ Site Tour Guide	Payment for Area/Site Guides shall be made to the relevant Provincial Council (Applicable exclusively to Area/Site Guide)

***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;

Mr. Neranan Welipitiya, Management Assistant/ Standards & Quality Assurance

Phone: 0112 426800 Ext. 281 Direct Line: 0112 426 971

Email : nerananw@srilanka.travel/ touristguides@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.