

Registration/Renewal- Leisure Boats & Small Vessel Operations - Water Based Adventure Tourism Activities

Process

Online Application

- Refer - www.sltda.gov.lk
- Click on "[Register with SLTDA](#)"
- Press Register/Renewal link and submit your application under " Leisure Boats & Small Vessel Operations"
- Get your user login and application will be confirmed by SLTDA
- Submit the documents as per the [List 1](#) for registration & [List 2](#) for renewal of license

Admin Payment

- Pay your admin fee by online.
 - **Option 1** -Pay at bank and submit the slip to online portal.
 - **Option 2** pay by your credit card .
- Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile phone.

Inspection & Document Submission

- Once the payment is validated ,inspection will be conducted within one month period.
- Once the documents are acknowledge ,hard copies of documents need to submit (need true copies certified by an attorney at law or justice of peace to be couriered or hand delivered)

Registration & License

- If the inspection is successful and comply with gazetted minimum. requirement,notify to pay the registration payment (As payment structure given)
- If the inspection is not recommended will notify the shortcoming to rectify.
- payment can be made by as previously done to bank or by credit card.
- Once the payment is validated ,Documents will be verified and license will be ready
- You will be informed to collect the license & registration certificate

Leisure Boats & Small Vessel Operations– Registration**Registration Required Documents**

S/N	Required Documents
1.	Business Registration
2.	Form 1 /Form 48/ Form 15 Form 20 for director/s change (Not applicable for sole proprietor / Partnership business)
3.	Form 13/ board resolution for operational address (If the registered address and operational address are different in case of limited liability company)
4.	List of staff with professional qualifications & work experience endorsed by a manager/ Owner. (Power boatman, Skipper, or coxswain)- issued by Harbor Master (Port Authority)
5.	Approval for equipment's under rules and regulations of director general of Merchant Shipping (Vessels/Boats, Communication Equipment, Life Rafts, Life Jackets and Life Buoys, Fire Fighting Equipment and other PPEs Etc.)
6.	Marine Survey Report from the relevant authority - Loyd registration ($\geq 20\text{m}$) / International maritime organization/ Fisheries department/ National occupational safety and health (NEOS)
7.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department / Merchant Shipping Secretariat or any other Clearance from government authorities should be available if needed.
8.	The boat operator should have a valid Coxswain Certificate/ Skipper- single screw engine issued by Sri Lanka Ports Authority.
9.	Valid Insurance Coverage (Boat, Participants, employees)
10.	Sustainable Policy
11.	An open water lifeguard certificate provided by a recognized and qualified Provider. - International Life Saving Association of Sri Lanka
12.	All crew shall be trained in first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
13.	SOP and checklist, Printed Broachers, Tour Itineraries & Price Schedules
14.	Written code of conduct shall be available for the Operators and Passengers according to the SOP.
15.	International Safety Declaration Assessment (ISDA), indemnity

Registration Fees

Fee – Formal Registration (Step 02)

*Excluding Tax

1st Payment Admin (Rs.)	2nd Payment Registration (Rs.)	Total Payment (Rs.)
25,000	15,000	40,000

Leisure Boats & Small Vessel Operations– **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 1 /Form 48/ Form 15 Form 20 for director/s change (Not applicable for sole proprietor / Partnership business)
2.	Form 13/ board resolution for operational address (If the registered address and operational address are different in case of limited liability company)
3.	List of staff with professional qualifications & work experience endorsed by a manager/ Owner. (Power boatman, Skipper, or coxswain)- issued by Harbor Master (Port Authority)
4.	Approval for equipment’s under rules and regulations of director general of Merchant Shipping (Vessels/Boats, Communication Equipment, Life Rafts, Life Jackets and Life Buoys, Fire Fighting Equipment and other PPEs Etc.)
5.	Marine Survey Report from the relevant authority - Loyd registration ($\geq 20\text{m}$) / International maritime organization/ Fisheries department/ National occupational safety and health (NEOS)
6.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department or any other Clearance from government authorities should be available if needed.
7.	The boat operator should have a valid Coxswain Certificate/ Skipper- single screw engine issued by Sri Lanka Ports Authority.
8.	Comprehensive Insurance cover - Public Liability (PLI) + Workman Compensation (WC)
9.	An open water lifeguard certificate provided by a recognized and qualified Provider. - International Life Saving Association of Sri Lanka
10.	All crew shall be trained in first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
11.	Printed Broachers, Tour Itineraries & Price Schedules

Renewal Fee per Annum

*Excluding Tax

Category	Renewal Fee (Rs.)
Leisure Boats & Small Vessel Operations	35,000

Name change /Ownership change – Rs.2, 000

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