

Registration/Renewal- Rowing- 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 "Rowing ".
- 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

Rowing– 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.
5.	An open water lifeguard certificate provided by a recognized and qualified Provider.
6.	The boat operation should have a valid Coxswain / Skipper Certificate issued by Sri Lanka Ports Authority.
7.	A valid first aid/ Cardio Pulmonary Resuscitation (CPR) certificate provided by a recognized and qualified organization.
8.	Comprehensive Public Liability Insurance cover (PLI)+ workmen compensation insurance
9.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department or any other Clearance from government authorities should be available if needed.
10.	Sustainable Policy
11.	Written Code of Conduct.
12.	SOP and checklist
13.	Qualification from a Recognized National or International body for the specific paddle sport and a certificate from the operator that the individual "has minimum of 02 years' experience in assisting in the particular activity
14.	Printed Broachers, Tour Itineraries & Price Schedules
15.	Draft copy of International Safety Declaration Assessment (ISDA) or Indemnity Form

Registration Fees

Fee – Formal Registration (Step 02)

*Excluding Tax

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

Rowing– Renewal**Required Documents for Renewal:**

(**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.
4.	An open water lifeguard certificate provided by a recognized and qualified Provider.
5.	The boat operation should have a valid Coxswain / Skipper Certificate issued by Sri Lanka Ports Authority.
6.	A valid first aid/ Cardio Pulmonary Resuscitation (CPR) certificate provided by a recognized and qualified organization.
7.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department or any other Clearance from government authorities should be available if needed.
8.	Comprehensive Public Liability Insurance cover (PLI)+ workmen compensation insurance
9.	Qualification from a Recognized National or International body for the specific paddle sport and a certificate from the operator that the individual "has minimum of 02 years' experience in assisting in the particular activity
10.	Printed Broachers, Tour Itineraries & Price Schedules

Renewal Fee per Annum

*Excluding Tax

Category	Renewal Fee (Rs.)
Rowing	35,000

Name change /Ownership change – Rs.2, 000

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

