

Registration/Renewal- Surfing / Body Boarding/ Paddle Boarding - 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 "Surfing / Body Boarding/ Paddle Boarding"
- 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

Surfing/ Body Boarding /Paddle Boarding– 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. (Surfer, Board Surfer)
5.	Risk Assessment Document, Emergency Action Plan (EAP) and Normal Operation Procedure (NOP).
6.	All crew shall be trained in first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
7.	An open water lifeguard certificate provided by a recognized and qualified Provider.
8.	Surf schools/ Camp/ Institutes or Operator must be a branch registered and recognized by a National Association.
9.	Comprehensive Public Liability Insurance cover (PLI)
10.	Sustainable policy
11.	SOP and checklist, Printed Broachers, Tour Itineraries & Price Schedules
12.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department or any other Clearance from government authorities should be available if needed.
13.	Formats of identification documents, emergency contact details or all participants.
14.	Professional Surfing Gear checklist and specification should be available (Surf Boards, Paddles, Life Jackets, and other PPEs.)
15.	Written code of conduct shall be available for the Operators and Passengers according to the SOP.
16.	International Safety Declaration Assessment (ISDA), indemnity
17.	All instructors should hold a valid ISA Level -1 accompanied by valid ILS Surf Lifeguard award or International Surfing Association (ISM/International Life Saving Association (ILS) Aquatic Safety Award as minimum requirement award.- Optional

Registration Fees

Fee – Formal Registration (Step 02)

* Excluding Tax

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

List 2**Surfing/ Body Boarding /Paddle Boarding– 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. (Surfer, Board Surfer)
4.	All crew shall be trained in first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
5.	An open water lifeguard certificate provided by a recognized and qualified Provider.
6.	Department of Fisheries and Aquatic Resources/ Irrigation Department/ Wildlife Department or any other Clearance from government authorities should be available if needed.
7.	Comprehensive Public Liability Insurance cover (PLI)
8.	Printed Broachers, Tour Itineraries & Price Schedules
9.	All instructors should hold a valid ISA Level -1 accompanied by valid ILS Surf Lifeguard award or International Surfing Association (ISM/International Life Saving Association (ILS) Aquatic Safety Award as minimum requirement award.- Optional

Renewal Fee per Annum

Category	Renewal Fee (Rs.)
Surfing Body Boarding/Paddle Boarding	35,000

*Excluding Tax

Name change /Ownership change – Rs.2, 000

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