

Registration/Renewal- Hot Air Ballooning - Air 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 "Hot Air Ballooning"
- 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

Hot Air Ballooning– 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) or
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 Civil Aviation Authority and SLTDA.
5.	Approval from Civil Aviation Authority -NIB Clearance, Joint Panel Approval
6.	Comprehensive insurance with public liability cover for Pilot, staff, and passengers.
7.	All crew shall be trained in Fire/first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
8.	The operator shall maintain and practise own sustainable policy and special advertence should be given during the tour.
9.	Written code of conduct shall be available for the Operators and Passengers according to the SOP.
10.	SOP and checklist, Printed Broachers, Tour Itineraries & Price Schedules
11.	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 (Rs.)	Total Payment (Rs.)
25,000	65,000	90,000

Provisional Registration Fee

Category	Renewal Fee (Rs.)
Hot Air Ballooning	60,000

Hot Air Ballooning - 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) or
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 Civil Aviation Authority and SLTDA.
4.	Approval from Civil Aviation Authority -NIB Clearance, Joint Panel Approval
5.	Comprehensive insurance with public liability cover for Pilot, staff, and passengers.
6.	All crew shall be trained in Fire/first aid /Personal Safety and Social Responsibility with Valid Certificates issued by an authorized officer must be available.
7.	Printed Broachers, Tour Itineraries & Price Schedules

Renewal Fee per Annum

* Excluding Tax

Category	Renewal Fee (Rs.)
Hot Air Ballooning	40,000

Name change /Ownership change – Rs.2, 000

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