

Registration/Renewal- Caving Expeditions -Land 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 "**Caving Expeditions**"
- 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

Caving Expedition -Land Based Adventure Tourism Activities -**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) - View
4.	List of staff with professional qualifications or work experience endorsed by a manager/Owner.
5.	Insurance policy covering public liability (Certificated Copy) and accident management report.
6.	First Aid – Elementary first Aid /Wilderness first Aid certificate.
7.	Written code of conduct shall be available for the Operators and Participants according to the SOP.
8.	For state owned lands -the approval of the relevant authorities such as the Forest Department, The Department of Wildlife Conservation, Archaeologic Department, and Irrigation Department etc. For Private Lands – Consent letter or no objection letter from the land owner.
9.	Equipment and gear checklist.
10.	SOP and other checklist, Printed Brochures, Tour Itineraries & Price Schedules
11.	Sustainable policy and Procedures.
12.	Draft copy of International Safety Declaration Assessment (ISDA) or Personal Indemnity Form.
*	LNT Certificate (Optional).

Registration Fees

Fee – Formal Registration (Step 02)

*Prices are Excluding Taxes

1 st Payment Admin (Rs.)	2 nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
25,000.00	15,000.00	40,000.00

Caving Expedition -Land Based Adventure Tourism Activities – 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) - View
3.	List of staff with professional qualifications or work experience endorsed by a manager/Owner.
4.	Insurance policy covering public liability (Certificated Copy) and accident management report.
5.	First Aid – Elementary first Aid /Wilderness first Aid certificate.
6.	For state owned lands -the approval of the relevant authorities such as the Forest Department, The Department of Wildlife Conservation, Archaeologic Department, and Irrigation Department etc. For Private Lands – Consent letter or no objection letter from the land owner.
7.	Printed Brochures, Tour Itineraries & Price Schedules
*	LNT Certificate (Optional).

Renewal Fee per Annum

Category	Renewal Fee (Rs.)
Caving Expeditions	35,000.00

*Prices are Excluding Taxes

Name change /Ownership change – Rs.2,000.00

Address change inspection fee / re –inspection – Rs.10,000.00