

Registration/Renewal- Vehicle Safari Operations -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 "**Vehicle Safari 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

List 1

Vehicle Safari Operations – 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 & work experience endorsed by a manager/Owner.
5.	Vehicle Revenue License for safari Jeep/s
6.	Valid Driving License/s for driver/s issued from the department of Motor Traffic
7.	Declaration of non –conviction view
8.	Comprehensive insurance policy covering Motor vehicle/s, Driver/s & passengers
9.	Medical certificates for driver/s issued by the national transport medical institute (NTMI)
10.	SOP and checklist
11.	Written code of conduct shall be available for the drivers and guests.
12.	Printed Broachers, Tour Itineraries & Price Schedules
13.	Sustainable Policy
14.	Staff Training schedule for next six-month period
15.	Annual condition report/s for Safari vehicles from Department of Motor Traffic DMT RMV
16.	Certified copy of Vehicle/s registration certificate/s
17.	Recommendation letter from a SLTDA registered Vehicle safari Association.
18.	Formal lease/rental agreement/s between the owner of the vehicle/s (only for hiring/ renting vehicles)
19.	Safari Driver/s ID Card (Registration) issued from the Department of Wild life conservation

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

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) view
3.	List of staff with professional qualifications & work experience endorsed by a manager/Owner.
4.	Vehicle Revenue License for safari Jeep/s
5.	Valid Driving License/s for driver/s issued from the department of Motor Traffic
6.	Comprehensive insurance policy covering Motor vehicle/s, Driver/s & passengers
7.	Medical certificates for driver/s issued by the national transport medical institute (NTMI)
8.	Printed Broachers, Tour Itineraries & Price Schedules
9.	Staff Training schedule for next six-month period
10.	Annual condition report/s for Safari vehicles from Department of Motor Traffic DMT RMV
11.	Certified copy of Vehicle/s registration certificate/s
12.	Formal lease/rental agreement/s between the owner of the vehicle/s (only for hiring/renting vehicles)
13.	Printed Broachers, Tour Itineraries & Price Schedules
14.	Safari Driver/s ID Card (Registration) issued from the Department of Wild life conservation

Renewal Fee per Annum

Category	Renewal Fee (Rs.)
Vehicle Safari Operation	35,000

*Excluding Tax

Name change /Ownership change – Rs.2, 000

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