Registration/Renewal - Destination Event Management Companies Process

1

Online Application

• Refer - www.sltda.gov.lk

- Get your User Login and application will be confirmed by SLTDA Companies
- Submit the documents as per list 1 (Please refer details in guideline also)

2

Admin Payment

- Pay your admin fee of Rs. 10,000.00 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

3

Inspection & Docuemnt submission

- Once the payment is validated, Inspection will be conducted within one month period.
- Once the documents are acknowledge, hard copies of document need to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

4

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

Required Documents

(Please refer the detailed guideline for further details and clarifications):

S/N	Required Documents
1	Business Registration
2	Form 01, Form 20 (If any director change), Form 13 (If any address change), From 6 or Form 15 (If any foreign shareholder/director available)
3	Bank Guarantee -view format
4	Annual Public Liability Insurance
5	Profile of the entity and List of services of the entity provide for events on a letterhead
6	List of staff with Name, designation, work experience or professional qualification related to the Event Management, NIC numbers
7	Client recommendation letters or any other documents to confirm that the entity has organized a minimum of 02 events covering all main aspects of an event
8	Deed or lease agreement
9	Certificate of Trade Name registration under Intellectual Property Act No.36 of 2003 OR Board Resolution for Trade Name (If applicable)
10	Sample of the Agreement issue for the events including terms & conditions