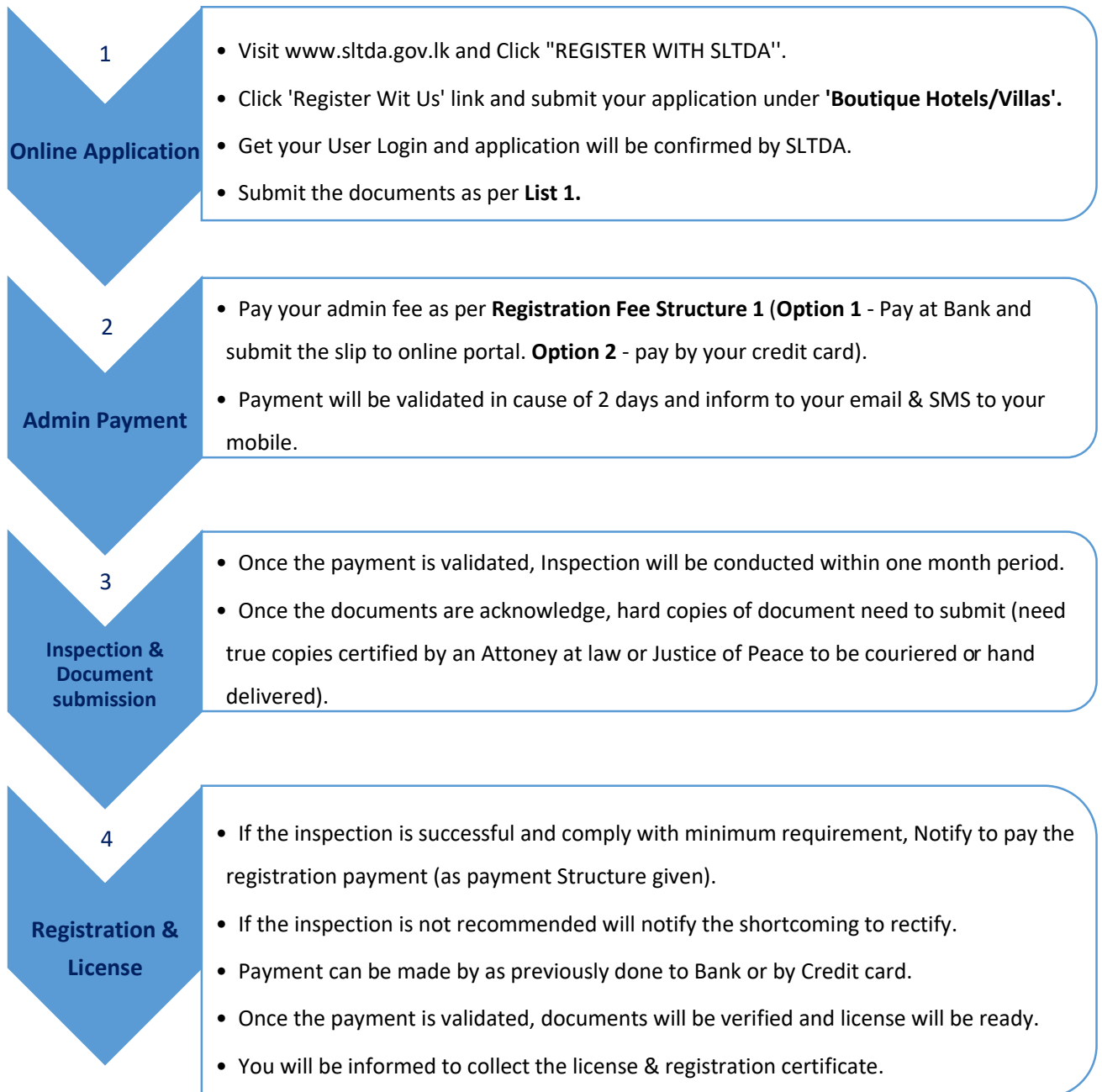


## Registration Process – Boutique Hotels/Villas



## Boutique Hotels/Villas – Registration

### Required Documents:

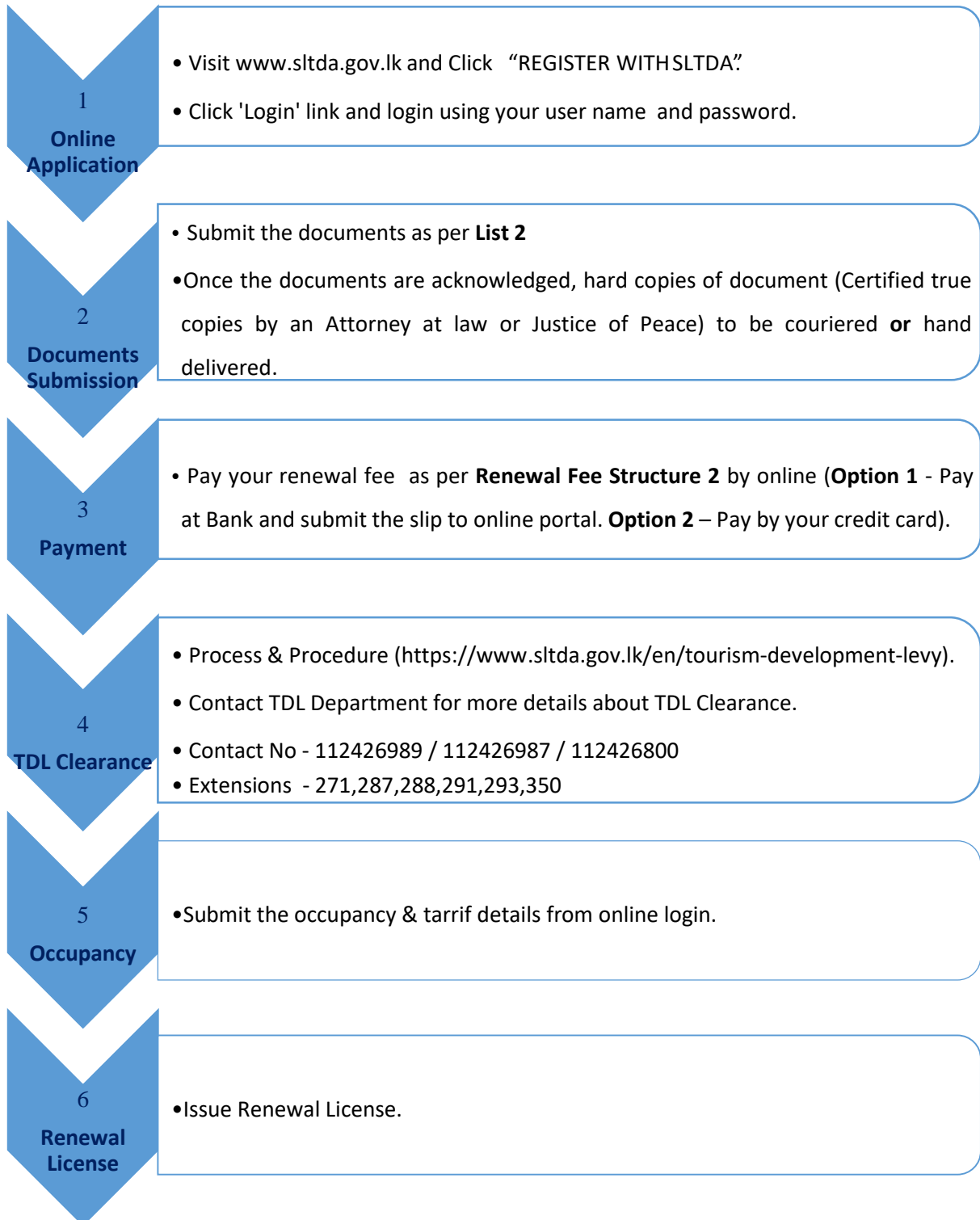
S/N	Required Documents
1	<ul style="list-style-type: none"> <li>• Business Registration</li> <li>• Form 1/15 (To confirm the registered address &amp; directors/shareholders - If a limited liability company)</li> <li>• Form 20 (If a limited liability company – If any director change)</li> <li>• Board Resolution (To confirm the Trade Name if it is different than Registered Name - If a limited liability Company only) <a href="#">View</a></li> </ul>
2	Approved Building Plan <b>or</b> consent letter <a href="#">View</a>
3	Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmens' Compensation
6	Water Quality Report
7	Certificate of Fire Protection (Including first aid firefighting training covering 75%)
8	Bio Data of Executive Staff
9	Medical Reports of <b>all staff</b>
•	Trade Licence <b>or</b> consent letter (Optional) <a href="#">View</a>
•	Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <a href="#">View</a>

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

### Registration Fee Structure 1:

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
25 rooms and less	11,794.87	42,461.54	54,256.41
26 -50 rooms	11,794.87	49538.46	61,333.33
51 rooms or more	11,794.87	56615.38	68,410.25

## Renewal Process – Boutique Hotels/Villas



Name change/Ownership Change – Rs.2,359.13/-

## Boutique Hotels/Villas – **Renewal**

### Required Documents:

S/N	Required Documents
1	Renewed Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>
2	Renewed Insurance Policy covering Public Liability
3	Renewed Insurance Policy covering Workmens' Compensation
4	Renewed Certificate of Fire Protection (Including first aid firefighting training covering 75%)
5	Water Quality Report
6	Bio Data of Executive Staff
7	Medical Reports of <b>all staff</b>
•	Deed <b>or</b> Lease Agreement <b>or</b> Consent Letter (Optional) <a href="#">View</a>
•	Trade License <b>or</b> consent letter (Optional) <a href="#">View</a>

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

### Renewal Fee Structure 2:

Category	Renewal Fee Rs.
25 rooms and less	25,948.72
26 -50 rooms	33,025.64
51 rooms or more	40,102.56

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off for the years 2021 & 2022.