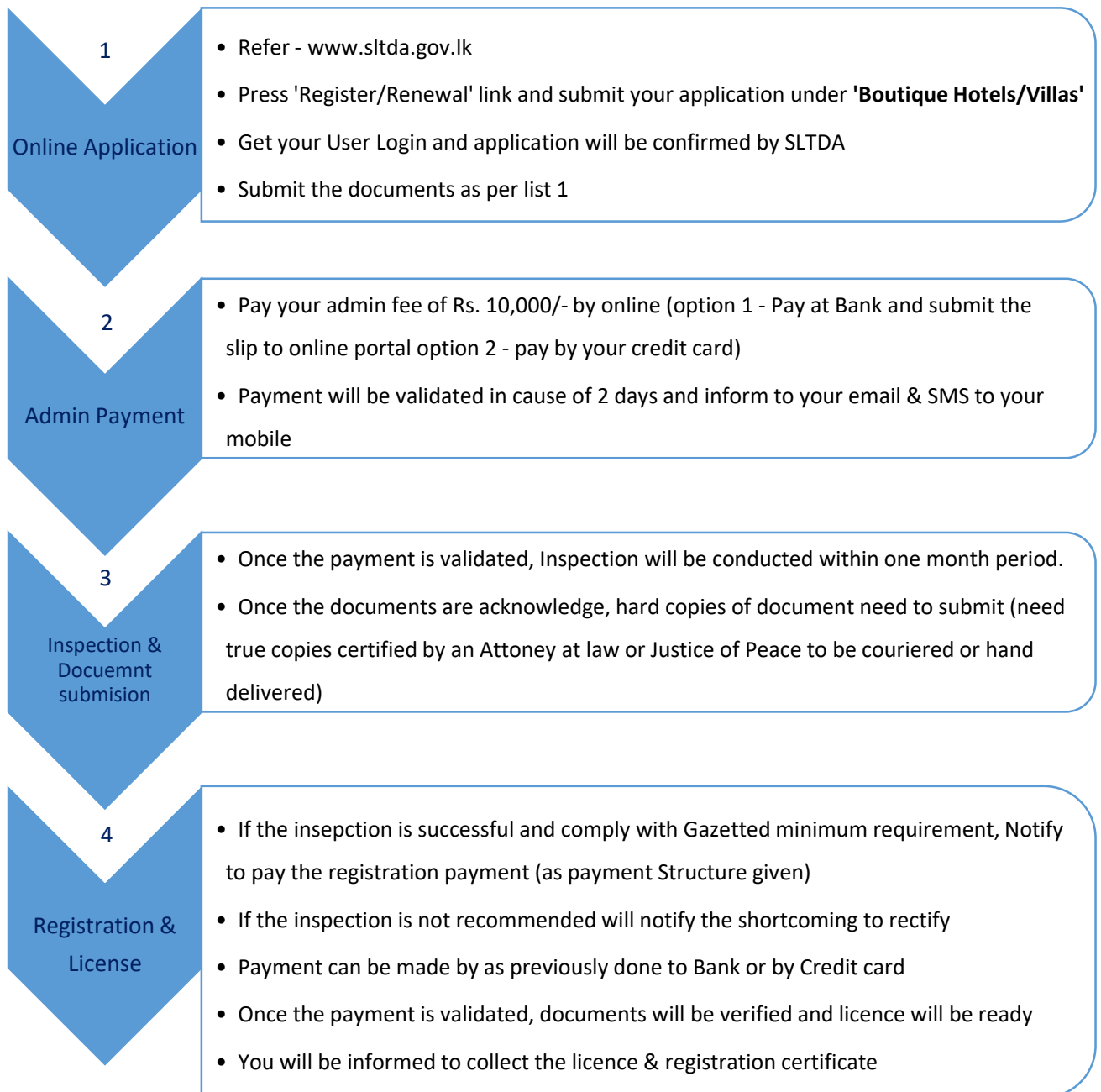


Registration/Renewal – Boutique Hotels/Villas

Process



Name change/Ownership Change – Rs. 2,000/-

Boutique Hotels/Villas – Registration

Required Documents:

| S/N | Required Documents (14) |
|-----|---|
| 1 | Application Form for Registration |
| 2 | Business Registration |
| 3 | Form 1 or 48/20 (If the Business Reregistered as a limited liability company) |
| 4 | Trade Licence or consent letter from the Local Authority |
| 5 | Approved Building Plan or consent letter from the Local Authority or Urban Development Authority |
| 6 | Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority |
| 7 | Deed or Lease Agreement or Consent letter from Divisional Secretariat or Land-owning authority (if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register) |
| 8 | Insurance Policy covering Public Liability |
| 9 | Insurance Policy covering Workmen Compensation |
| 10 | Water Quality Test Reports (Bacteriological examination and Chemical Analysis) |
| 11 | Medical Reports of staff |
| 12 | Certificate of Fire Protection |
| 13 | Bio Data of Executive Staff |
| 14 | Board Resolution for Trade Name (If the Business Registered as limited liability Company) (if any) |

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

Fees - Registration

| Category | 1 st payment Inspection Rs. | 2 nd payment Registration Rs. | Total payment Rs. |
|-------------------|--|--|----------------------|
| 25 rooms and less | 10,000.00 | 36,000.00 | 46,000.00 |
| 26 -50 rooms | 10,000.00 | 42,000.00 | 52,000.00 |
| 51 rooms or more | 10,000.00 | 48,000.00 | 58,000.00 |

Boutique Hotels/Villas – Renewal

Required Documents:

| S/N | Required Documents (10) |
|-----|--|
| 1 | Application form for renewal |
| 2 | Trade License or consent letter from the Local Authority |
| 3 | Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority |
| 4 | Insurance Policy covering Public Liability |
| 5 | Insurance Policy covering Workmen Compensation |
| 6 | Certificate of Fire Protection |
| 7 | Water Quality Test Reports (Bacteriological examination and Chemical Analysis) |
| 8 | Medical Reports of staff |
| 9 | Bio Data of Executive Staff |
| 10 | Lease Agreement(If Expired) (If not relevant please submit a document mentioning as not relevant) |

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

Renewal Fee:

| Category | Renewal Fee Rs. |
|-------------------|--------------------|
| 25 rooms and less | 22,000.00 |
| 26 -50 rooms | 28,000.00 |
| 51 rooms or more | 34,000.00 |

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.