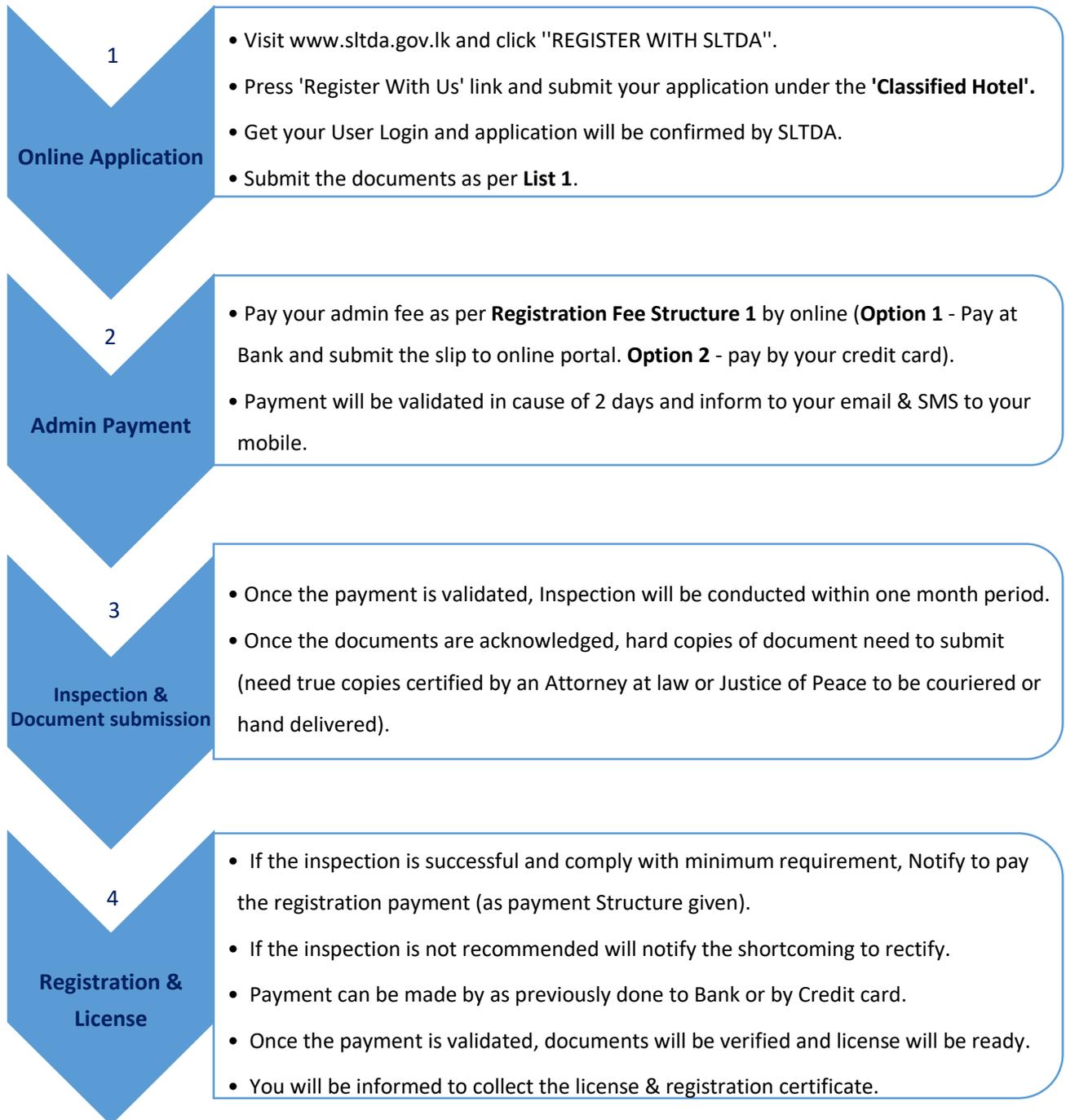


Registration Process – Classified Hotel



Classified Hotel – Registration

Required Documents:

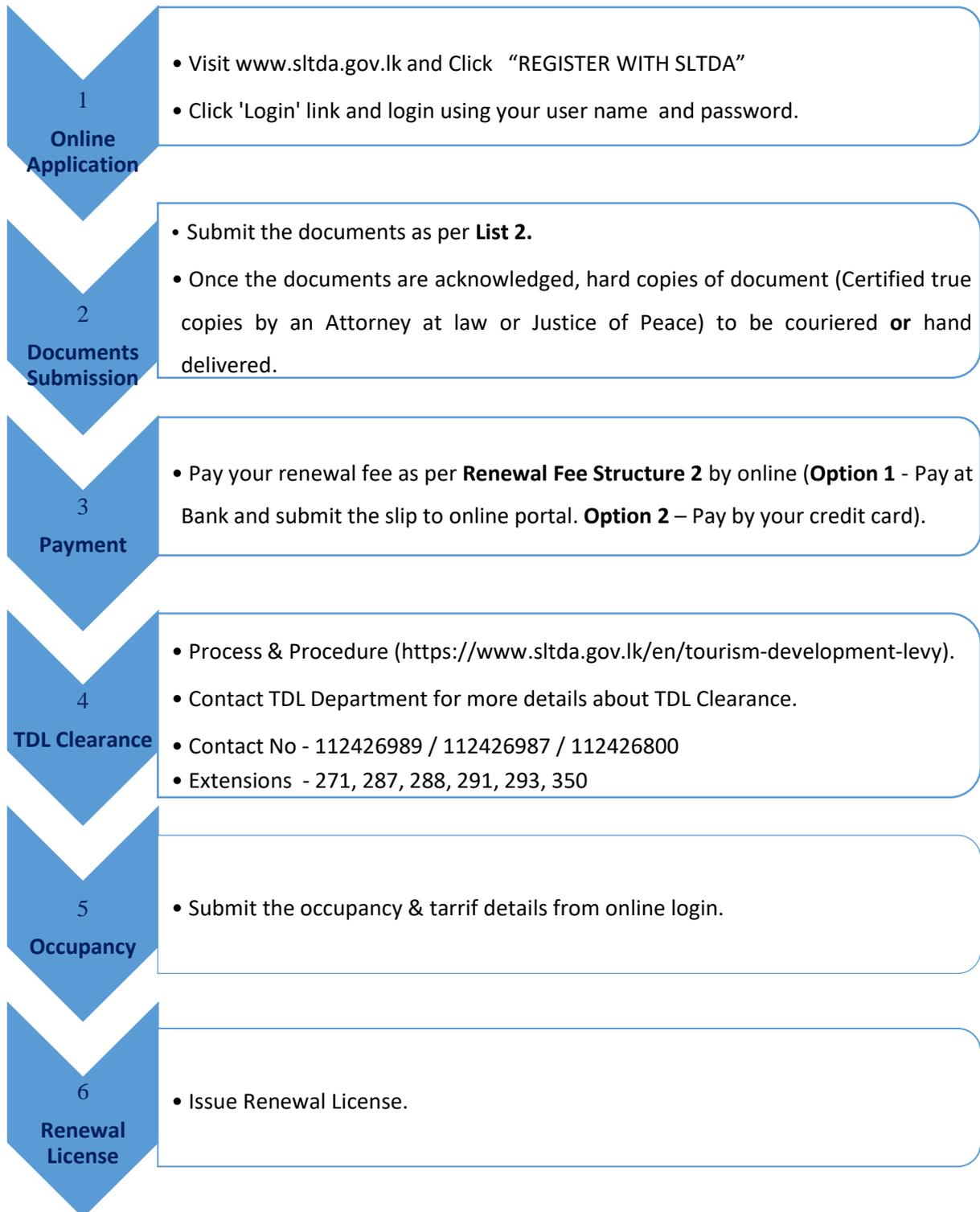
S/N	Required Documents
1	<ul style="list-style-type: none"> • Business Registration • Form 1 or 48/20/15 (If the Business Reregistered as a limited liability company) • Board Resolution (To confirm the Trade Name if it is different than Registered Name - If a limited liability company only) View
2	Building Plan Approved or consent letter View
3	Environmental Protection License (EPL) or consent letter View
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmens' Compensation
6	Water Quality Test Report (Chemical & Microbiology)
7	Certificate of Fire Protection (Including first aid firefighting training covering 75%)
8	Medical Reports of all staff
9	Bio Data of Executive Staff (At least 4 – HOD Cv's)
•	Trade License or consent letter (Optional) View
•	Deed or Lease Agreement or Consent letter (Optional) View

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

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
1 Star	11,794.87	8,256.41	20,051.28
2 Star	11,794.87	14,743.59	26,538.46
3 Star	11,794.87	23,589.74	35,384.62
4 Star	11,794.87	32,435.90	44,230.77
5 Star	11,794.87	41,282.05	53,076.92

Renewal Process – Classified Hotel



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

Classified Hotel – **Renewal**

Required Documents:

S/N	Required Documents
1	Renewed Environmental Protection License (EPL) or consent letter View
1	Renewed Insurance Policy covering Public Liability
2	Renewed Insurance Policy covering Workmens' Compensation
3	Renewed Certificate of Fire Protection (Including first aid & firefighting training covering 75%)
4	Water Quality Test Report (Chemical & Microbiology)
5	Medical Reports of all staff
6	Bio Data of Executive Staff (At least 4– HOD Cv's)
•	Lease Agreement (If Expired) (Optional) View
•	Trade License or consent letter (Optional) View

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

Renewal Fee Structure 2:

Category	Renewal Fee Rs.
1 Star	14,153.85
2 Star	14,743.59
3 Star	17,692.31
4 Star	20,641.03
5 Star	23,589.74

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.