

## **Criteria for SLTDA Registered Establishments to Apply for Tourist Vehicle Import Scheme**

The Ministry of Tourism & Lands along with Sri Lanka Tourism Development Authority (SLTDA) & has introduced a scheme to facilitate the import of vehicles for tourist transportation by registered establishments based on the cabinet decision No. CD/24/0644/615/003-1 dated 9<sup>th</sup> April 2024 to be eligible to apply, establishments must meet the following criteria:

### **1. Entry Qualifications**

#### **1.1. SLTDA Registration & Valid Licensing**

- a. Registered with SLTDA for over 5 years as of 1<sup>st</sup> January 2024.
- b. Holding a current valid license from the SLTDA for the year 2024. (For those who have renewed their license for 2023, will be given a grace period of 45 days to renew their license for 2024 and be eligible)
- c. Filing of Tourism Development Levy (TDL) returns up to 31<sup>st</sup> March 2024 and having paid all TDL dues to the SLTDA up to 31<sup>st</sup> March 2024. (Except the deferment granted by the cabinet decision number CD/14/19/2025/106/030 dated 14<sup>th</sup> August 2019)

#### **1.2. Financial Performance:**

##### **a. Foreign Exchange Earning Requirements**

Foreign Exchange should have brought into the country or earned

<b>Year</b>	<b>Minimum Earnings (USD)</b>	<b>Conversion Rate</b>
<b>2018/2019</b>	300,000	1 USD = 175.00 LKR
<b>2019/2020 to 2023/2024</b>	500,000 (cumulative revenue)	1 USD = 275.00 LKR

##### **b. DMCs:**

- Submit bank confirmations certifying foreign exchange remittances received and transfer payments through official banking channels from 2018/2019 to 2023/2024 using prescribed format.
- Submit certified bank statements for the above period.

**c. Hospitality Sector:**

- Prove USD earnings through DMCs and Online Travel Agencies (OTAs) from 2018/2019 to 2023/2024 by submitting bank confirmations through official banking channels using prescribed format.
- Submit certified bank statements for the above period.

**2. Permitted Vehicle Types and Capacity**

No	Type
a.	Exclusive for Vans: 7 to 15 seats <ul style="list-style-type: none"><li>• Including Vehicles with Sliding Doors.</li><li>• Excluding SUV S &amp; Cars</li><li>• Including Electric &amp; Hybrid, if Applicable</li></ul>
b.	Mini Coaches: 16 - 30 seats
c.	Coaches: 30 - 45 seats

**3. Maximum Permitted Vehicles per Establishment**

3.1. The maximum number of vehicles to be permitted per establishment will be determined based on the foreign exchange earned by each establishment based on the financial year 2023/2024. (Submit audited financial statements (AFS). Those who cannot be submit AFS should submit draft financial statement with revenue confirmation through external auditor.)

Rupee equivalent of foreign currency earned		Vans/ Mini coaches/Coaches	
US\$ 300,000.00	-	US\$ 400,000.00	1 Unit of Any Vehicle
US\$ 400,001.00	-	US\$ 500,000.00	2 Unit of Any Vehicle
US\$ 500,001.00	-	US\$ 600,000.00	3 Unit of Any Vehicle
US\$ 600,001.00	-	US\$ 700,000.00	4 Unit of Any Vehicle
US\$ 700,001.00	-	US\$ 800,000.00	5 Unit of Any Vehicle
US\$ 800,001.00	-	US\$ 900,000.00	6 Unit of Any Vehicle
US\$ 900,001.00	-	US\$ 1,000,000.00	7 Unit of Any Vehicle
US\$ 1,000,001.00	-	US\$ 1,100,000.00	8 Unit of Any Vehicle

3.2. Tourism service providers that have met the minimum requirements will be entitled to one vehicle each. Allocation of additional vehicles will be determined by the “determination committee” based on the descending order of forex earnings, as the number of vehicles is to be restricted to one Thousand (1,000) in the first phase.

#### **4. Other Conditions**

- 4.1. The Vehicles should be registered in the name of the respective Company approved as licensed company, and not in the name of any individual.
- 4.2. These vehicles should not be transferred or sold within a period of 5 years from the date of registration. (All Applicants shall enter into an agreement with SLTDA and abide by all terms and conditions stipulated therein.)
- 4.3. All vehicles imported under this scheme must be brand new and imported through authorized local agent of the manufacturer / sole distributor.
- 4.4. Noncompliance application or submission of fraud document/s will be result in rejection of application.
- 4.5. All vehicles' imports should comply with the prevailing import laws and regulations of related agencies.

#### **5. Implementation procedure**

- 5.1. All applications shall be duly completed and submitted on or before the deadline, Incomplete or late submissions will be rejected.
- 5.2. The application should clearly state the type(s) and quantity of vehicles required.
- 5.3. Establishments that are eligible to import vehicles under this scheme should submit an application as specified in section 7 of the criteria.
- 5.4. After registration of the imported Vehicles, the applicant should submit the registration certificates to SLTDA for inspection to ensure that the required conditions have been fulfilled.
- 5.5. The vehicles imported under the scheme are subject to inspection by the SLTDA at periodic intervals and any establishment that abuses will be penalized in accordance with the provisions of laws of Sri Lanka Customs.

#### **6. Timelines**

- 6.1. Manual application will be accepted from the 1<sup>st</sup> May 2024
- 6.2. The closing date of the application will be the 31<sup>st</sup> of May 2024.
- 6.3. Establishment of the Letter of Credit (LC) shall be completed before the 31<sup>st</sup> of July 2024.

6.4 All approved vehicle/s shall be arrived to Sri Lanka on or before the 31st of December 2024.

## **7 Submission of application**

7.2 Before handed over the application, make sure to carefully refer the specified criteria.

7.3 Eligible tourist establishments (DMCs, Hospitality sector, Travel Agencies) shall submit applications to the Chairman, SLTDA by following below steps.

- a. Download the application from the official SLTDA website.
- b. Duly fill the application and ensure that the declaration is signed by the Authorized Director/Managing Director of the applying company.
- c. Attach all required documents as specified in the application. (Please mention the attachment numbers clearly on the top right-hand corner of the attachment document)
- d. In addition to the preceding application, all tourist establishments are required to complete the Google Form available on the SLTDA website and submit it.
- e. After submitting the google form, duly filled application with the relevant documents shall be handed over to the Chairman, SLTDA on or before the closing date. (The final decision would be made based on receive the hard copy of the application.)

# APPLICATION FOR REQUEST VEHICLE IMPORTS BY SLTDA REGISTERED SERVICE PROVIDERS

[Registration of Tourism Service Providers for the Importation of Necessary Transport Facilities for the Rapid Development of the Tourism Sector]

## 1. DETAILS OF THE TOURISM ESTABLISHMENT

\*Please refer the SLTDA registration certificate and accurately complete all relevant details as required."

1.1. SLTDA Registration Number : .....

1.2. SLTDA Registration Category : .....

1.3. Year of First Registration : .....

1.4. Last Renewal Years: 2019- 2020- 2021- 2022- 2023- 2024-

\*Please put (✓) mark for relevant fields

1.5. SLTDA Registered Trading Name: : .....

1.6. Operational Address : .....

1.7. Business E mail Address : .....

1.8. Web Address : .....

1.9. Telephone No 1 : .....

1.10. Telephone No 2 : .....

1.11. Tourism Development Levy (TDL) Amount for Last 5 Years

No	Year	TOTAL TDL Amount PAID	
		Rs.	Cents.
1	2018/2019		
2	2019/2020		
3	2020/2021		
4	2021/2022		
5	2022/2023		
6	2023/2024		
Total			

## 2. DETAILS OF THE COMPANY

2.1. Business Registration (BR) No : .....

2.2. Company Name: .....

2.3. Details of the Director/s:

No	Name of the Director	NIC/ Passport Number
1		
2		
3		
4		
5		

2.4. Address: .....

2.5. Telephone No. : .....

2.6. Mobile No. : .....

2.7. Fax No : .....

2.8. Email Address : .....

## 3. DETAILS OF THE IMPORTATION

3.1 Foreign Exchange Earnings for past 5 years

\*Please make sure to attach the relevant document as per the Attachment 6 in section 5 in the Application.

Year	Foreign Remittance earnings Amount in US\$
2018/2019	
2019/2020	
2020/2021	
S2021/2022	
2022/2023	
2023/2024	
<b>TOTAL</b>	

3.2 As per the criteria Type/amount of Vehicle Request to Import:

No	Type of Vehicle	Brand	Model	HS Code	Name of the authorized local agent / sole distributor (As per the section 4.3 in criteria)	Priority order of the vehicle/s (1-8)
1	Vans: 10 to 15 seats	1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
2	Mini Coaches: 16 - 30 seats	1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
3	Coaches: 30 - 45 seats.	1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				

**4. DECLARATION**

We,.....[Name of the Director] and  
.....[Name of the Director] Directors of  
..... [Name of the Company] bearing  
Registration Number..... and having its registered office at  
.....  
in Democratic Socialist Republic of Sri Lanka hereby declare our intent to apply for the importation of vehicles for the  
tourism industry in accordance with the guidelines established by the Sri Lanka Tourism Development Authority  
(SLTDA) and the Ministry of Tourism & Lands, as based on the Cabinet Decision No.CD/24/0644/615/003-1 dated 9<sup>th</sup>  
April 2024.

We understand and acknowledge the importance of adhering to the criteria outlined in the scheme for importing vehicles  
for the tourism industry. Our declaration is made in full compliance with the regulations and objectives set forth in the  
said scheme.

Furthermore, we affirm that all the information provided in our application is true, accurate, and complete to the best of  
our knowledge and belief. We understand that incomplete, late submissions or any falsification/misrepresentation of  
information may result in legal consequences and disqualification/ rejection from the importation scheme.

a. Name of the Company: .....

b. Full Name of the First Director: .....

NIC/ Passport Number:.....

Signature: ..... Date: .....



c. Full Name of the Second Director: .....

NIC/ Passport Number: .....

Signature: ..... Date: .....





## 5. REQUIRED DOCUMENTS

- Attachment 1: Articles of Association ( If model articles in the schedule 1 of the Companies Act is used, please confirm the same by way of a letter in writing on your Company Letter Head.)
- Attachment 2: Certification of incorporation
- Attachment 3: Form 1/ Form 13/ Form 15/ Form 20 (Certified copies issued by the Registrar of Companies)
- Attachment 4: SLTDA Registration Certificate
- Attachment 5: SLTDA Renewal License for the year 2024/ undertaken letter to renew license within 45 days for those who have not renew for 2024.
  - Attachment 6: **For DMCs-** Bank confirmations certifying foreign exchange remittances received and transfer payments through official banking channels from 2018/2019 to 2023/2024 using prescribed format.

### **For Hospitality Sector -**

Bank confirmations through official banking channels to prove USD earnings through DMCs and Online Travel Agencies (OTAs) using prescribed format.

- Attachment 7: Certified bank statements from 2018/2019 to 2023/2024.
- Attachment 8: Audited financial statement for the year 2018/2019 to 2023/2024.  
(Those who cannot submit AFS for 2023/2024 should submit draft financial statement with revenue confirmation through external auditor.)

\*Attachment 1, 2, 3, 4, 5 & 8 should be attested by the justice of peace (JP) or lawyer

\*Attachment 6 & 7 should be original documents and certified by the relevant bank.