### **Registration/Renewal-Tourist Vessel Operations**

### **Online Process**

1

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under Tourist Vessel
  Operations

#### **Online Application**

- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per the List 1 for registration & List 2 for renewal of licnese

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 payment gateway, option 2 pay by your credit card)
- Payment will be validated within cause of 2 days and inform to your email & SMS to your mobile

3

# Inspection & Docuemnt submision

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

4

# Registration & License

- If the insepction is successful and comply with stupulated 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

# **Tourist Vessel Operations – Registration**

### **Required Documents**

S/N	Required Documents
1.	Business Registration
2.	Form 1 or Form48/20, Form15 & Form 13 (If the Business Reregistered as a limited liability company only)
3.	For individual vessels, separate valid registration certificate, certificate of survey, other applicable valid certificates and/or record of compliance issued by the Director General of Merchant Shipping Secretariat.
4.	For individual vessels, separately, the valid Certificate of compliance for modified boats issued by Merchant Shipping Secretariat.
5.	For individual vessels, separately, the training certificates of all crew trained in first aid Firefighting & Fire Prevention/First Aid/Personal Safety and Social Responsibility/Survival at Sea issued by an authorized officer.
6.	The sustainable policy manual related to tour operation
7.	For individual vessels, separately, the Comprehensive Vessel insurance policy.
8.	For individual vessels, separately, List of staff with professional qualifications & work experience endorsed by a manager/Owner.
9.	The code of conduct for the Operators and Passengers.
10.	For individual vessels, separately, Staff Training schedule for next Three-months period
11.	For individual vessels, separately, Formal lease/rental agreement/s between the owner of the Vessel/s (only for hiring/ renting vessels)
12.	For individual vessels, separately, the Printed Broachers, Tour Itineraries & Price Schedules
13.	Board Resolution confirming Trade Name & details operating vessels for registration (If the Business Registered as limited liability Company) <u>View</u>

### **Registration Fees (Excluding taxes)**

Туре	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Formal	10,000	80,000	90,000
Provisional	-	-	60,000

## **Tourist Vessel Operations –Renewal**

#### **Required Documents:**

(\*\*Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as 'True Copy' ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1.	For individual vessels, separate valid registration certificate, certificate of survey, other applicable valid certificates and/or record of compliance issued by the Director General of Merchant Shipping Secretariat.
2.	For individual vessels, separately, the valid Certificate of compliance for modified boats issued by Merchant Shipping Secretariat.
3.	For individual vessels, separately, the training certificates of all crew trained in first aid Firefighting & Fire Prevention/First Aid/Personal Safety and Social Responsibility/Survival at Sea issued by an authorized officer.
4.	For individual vessels, separately, the Comprehensive Vessel insurance policy
5.	For individual vessels, separately, List of staff with professional qualifications & work experience endorsed by a manager/Owner.
6.	For individual vessels, separately, Staff Training schedule for next Three-months period
7.	For individual vessels, separately, Formal lease/rental agreement/s between the owner of the Vessel/s (only for hiring/ renting vessels)
8.	For individual vessels, separately, the Printed Broachers, Tour Itineraries & Price Schedules (If only altered or added new vessel/s)
9.	Board Resolution confirming Trade Name & added/removed details of vessels for registration (If the Business Registered as limited liability Company) View

#### **Renewal Fee per Annum (Excluding Taxes)**

Category	Renewal Fee (Rs.)
Tourist Vessel Operations	40,000

Name change /Ownership change/ adding or removing of vessel/s – Rs.2, 000 Re –inspection of same vessel or added new vessel inspection fee – Rs.10, 000