

Registration Process - Food Court



Food Court –Registration

Required Documents:

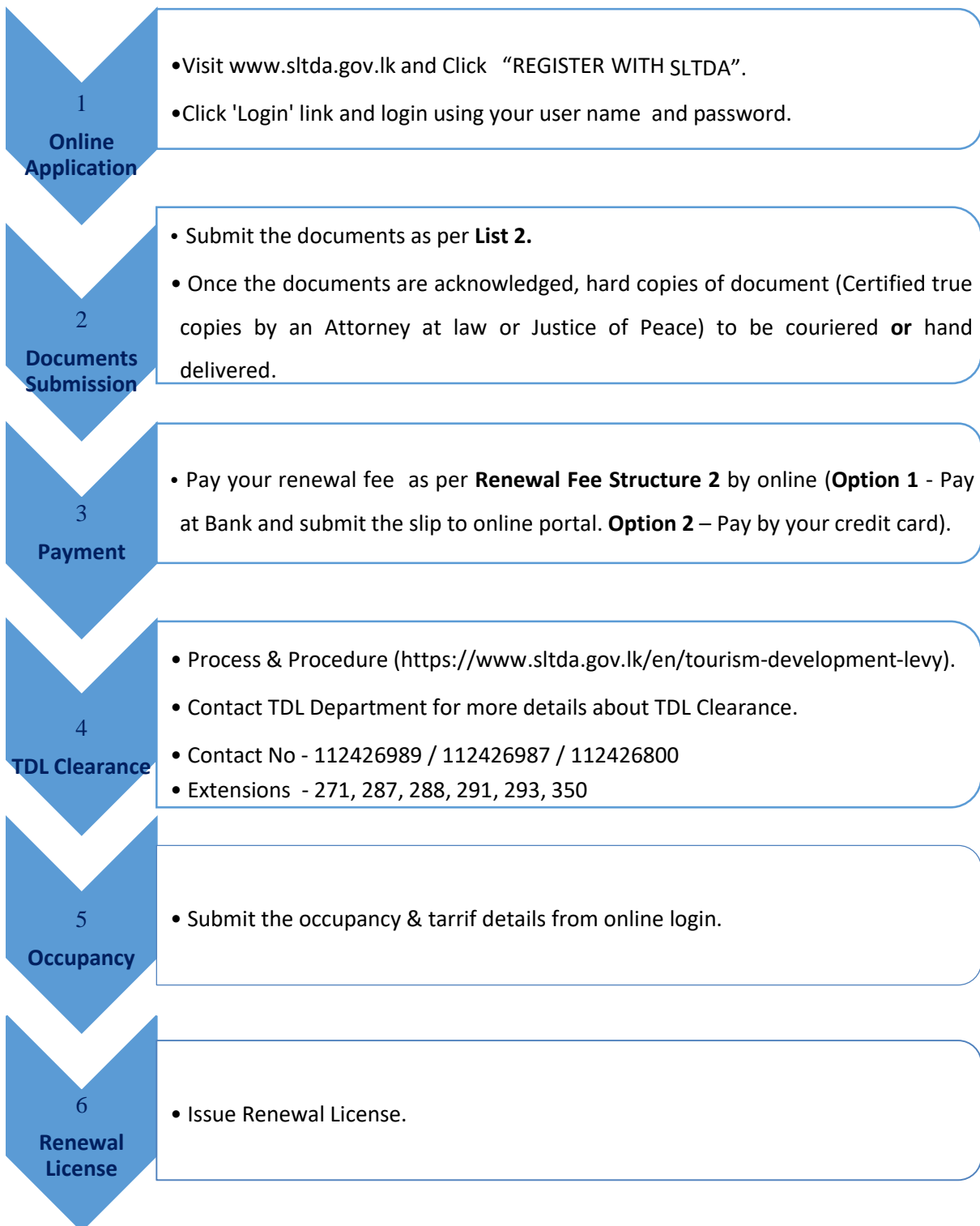
S/N	Required Documents
1	<ul style="list-style-type: none"> • Business Registration • Form 1/40 (To confirm the registered address & directors/shareholders - If a limited liability company) • Form 20 (If a limited liability company – If any director change) • Board Resolution (To confirm the Trade Name if it is different than Registered Name - If a limited liability Company only) View
2	Approved Building Plan 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
7	Medical Reports of all staff
8	Certificate of Fire Protection including the staff trained in first aid firefighting
9	Standard Operating Procedure covering mechanism of audit of workflow from receiving of food cooked or otherwise to service to guest to billing and farewell
10	Memorandum of Understanding (MOU) with individual food outlets (which to be signed by the management of responsibilities of two parties including utilities, payment or rent, staff behavior, staff training, etc...)
11	Staff recruitment & management agreements
12	Agreement with Common janitorial service (if available)
13	Utility management agreements
•	Trade License or consent letter (Optional) View
•	Deed or Lease Agreement or consent letter (Optional) View

Note: If above each document consist of more than one page, make sure to scan all pages as a single document (on pdf or word format) and upload in relevant areas as requested.

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Food Court	11,794.87	29,487.18	41,282.05

Renewal Process - Food Court



Food Court –**Renewal**

Required Documents:

S/N	Required Documents
1	Renewed Environmental Protection License (EPL) or consent letter View
2	Renewed Insurance Policy covering Public Liability
3	Renewed Insurance Policy covering Workmens' Compensation
4	Renewed Certificate of Fire Protection including the staff trained in first aid firefighting
5	Water Quality Test Report
6	Medical Reports of all staff
7	Memorandum of Understanding (MOU) with individual food outlets (which to be signed by the management of responsibilities of two parties including utilities, payment or rent, staff behavior, staff training, etc...) (If not amended or altered the submitted MOU, kindly submit a letter confirming the same)
8	Staff recruitment & management agreements (For new recruitments)
9	Agreement with Common janitorial service (if available)
10	Utility management agreements (If not amended or altered the submitted MOU, kindly submit a letter confirming the same)
•	Lease Agreement (If Expired) or consent letter (Optional) View
•	Trade License or consent letter (Optional) View

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Renewal Fee Structure 2:

Category	Renewal Fee Rs.
Food Court	23,589.74