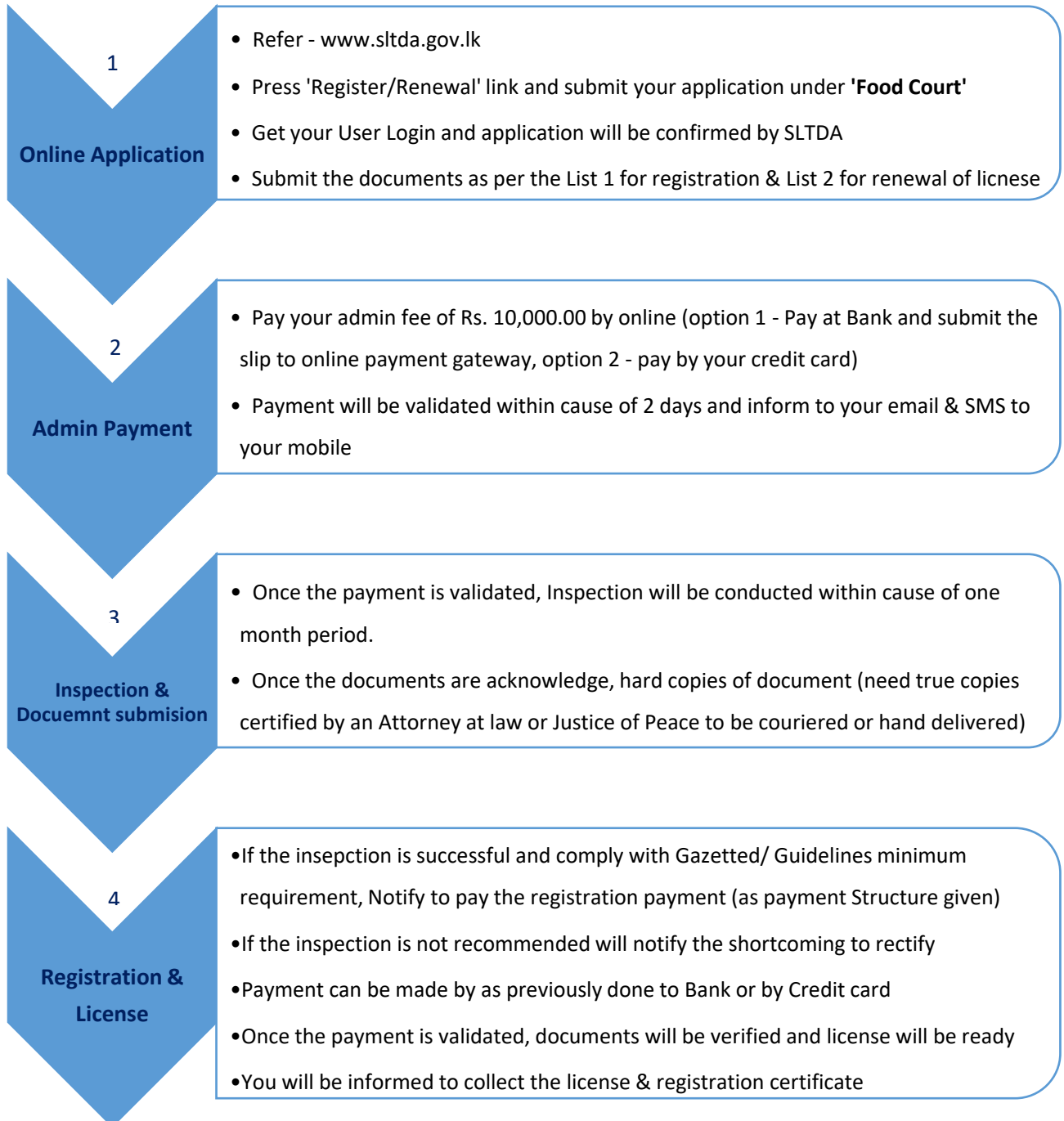


Registration/Renewal- Food Court

Process



Food Court –Registration

Required Documents:

S/N	Required Documents (14)
1	Business Registration
2	Form 1 or 40/20 (If the Business Reregistered as a limited liability company)
3	Trade License or consent letter from the Local Authority View
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority View
5	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View
6	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View (if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register)
7	Insurance Policy covering Public Liability
8	Insurance Policy covering Workmen Compensation
9	Water Quality Test Report
10	Medical Reports of staff (Kitchen, food & beverage)
11	Certificate of Fire Protection including the staff trained in first aid firefighting.
12	Board Resolution confirming Trade Name of Food Court (If the Business Registered as limited liability Company)
13	Standard Operating Procedure covering mechanism of audit of workflow from receiving of food cooked or otherwise to service to guest to billing and farewell.
14	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 behaviour, staff training, etc...)
15	Staff recruitment & management agreements
16	Agreement with Common janitorial service (if available)
17	Utility management agreements

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.

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Food Court	10,000.00	15,000.00	25,000.00

Food Court –Renewal

Required Documents:

S/N	Required Documents (9)
1	Trade License or consent letter from the relevant Local Authority View
2	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View
3	Insurance Policy covering Public Liability
4	Insurance Policy covering Workmen Compensation
5	Certificate of Fire Protection including the staff trained in first aid fire fighting.
6	Water Quality Test Report
7	Medical Reports of staff (Kitchen, food & beverage)
8	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 behaviour, staff training, etc...) (If not amended or altered the submitted MOU, kindly submit a letter confirming the same)
9	Staff recruitment & management agreements (For new recruitments)
10	Agreement with Common janitorial service (if available)
11	Utility management agreements (If not amended or altered the submitted MOU, kindly submit a letter confirming the same)
12	Lease Agreement (If Expired) or consent letter from Divisional Secretariat or Land-owning Government organization 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.

Fees - Renewal

Category	Renewal Fee Rs.
Food Court	20,000.00