## **Registration/Renewal-Food Court**

### **Process**

1

### **Online Application**

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Food Court'
- 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 submission

- 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 Gazetted/ Guidelines 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

# **Food Court – Registration**

### **Required Documents:**

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	S/N	Required Documents (14)		
Trade License or consent letter from the Local Authority View  Approved Building Plan or consent letter from the Local Authority or Urban Development Authority View  Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View  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)  Insurance Policy covering Public Liability  Insurance Policy covering Workmen Compensation  Water Quality Test Report  Medical Reports of staff (Kitchen, food & beverage)  Certificate of Fire Protection including the staff trained in first aid firefighting.  Board Resolution confirming Trade Name of Food Court (If the Business Registered as limited liability Company)  Standard Operating Procedure covering mechanism of audit of workflow from receiving of food cooked or otherwise to service to guest to billing and farewell.  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)  Staff recruitment & management agreements  Agreement with Common janitorial service (if available)	1	Business Registration		
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)	2	Form 1 or 40/20 (If the Business Reregistered as a limited liability company)		
Authority View  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)	3	Trade License or consent letter from the Local Authority View		
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<ul> <li>Water Quality Test Report</li> <li>Medical Reports of staff (Kitchen, food &amp; beverage)</li> <li>Certificate of Fire Protection including the staff trained in first aid firefighting.</li> <li>Board Resolution confirming Trade Name of Food Court (If the Business Registered as limited liability Company)</li> <li>Standard Operating Procedure covering mechanism of audit of workflow from receiving of food cooked or otherwise to service to guest to billing and farewell.</li> <li>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 )</li> <li>Staff recruitment &amp; management agreements</li> <li>Agreement with Common janitorial service (if available)</li> </ul>	7	Insurance Policy covering Public Liability		
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)	8	Insurance Policy covering Workmen Compensation		
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16 Agreement with Common janitorial service (if available)	14	management of responsibilities of two parties including utilities, payment or rent, staff behaviour,		
	15	Staff recruitment & management agreements		
17 Utility 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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> 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 <u>View</u>		
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 Landowning Government organization View		

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### Fees - Renewal

Category	Renewal Fee Rs.
Food Court	20,000.00