Registration/Renewal-Heritage Tourist Hotel

Process

1

• Refer - www.sltda.gov.lk

Online Application

- Press 'Register/Renewal' link and submit your application under 'Heritage Tourist
 Hotel'
- 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

Heritage Tourist Hotel—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	Recommendation/ Declaration/ certification/ approval from Department of Archaeology or the Heritage value of the Building under the Antiquities Ordinance No. 09 of 1940 or under the Antiquities (Amendment) Act No. 24 of 1988		
5	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority for the refurbishment or renovation <u>View</u>		
6	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View (if the lease agreement is valid more than 12 calendar months, Please submit a registered lease agreement with Land register department)		
7	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <u>View</u>		
8	Insurance Policy covering Public Liability		
9	Insurance Policy covering Workmen Compensation		
10	Water Quality Test Report (Chemical & Bacteriological)		
11	Medical Reports of staff (Kitchen, food & beverage)		
12	Certificate of Fire Protection (At least 75 % of the staff trained in first aid fire fighting.)		
13	Bio Data of Executive Staff (at least 4)		
14	Board Resolution confirming Trade Name of Heritage Hotel (If the Business Registered as a limited liability Company)		

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Heritage Standard	10,000.00	15,000.00	25,000.00
Heritage Classic	10,000.00	25,000.00	35,000.00
Heritage Grand	10,000.00	35,000.00	45,000.00

Heritage Tourist Hotel –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 (At least 75 % of the staff trained in first aid fire fighting.)		
6	Water Quality Report (Chemical & Bacteriological)		
7	Medical Reports of staff (Kitchen, food & beverage)		
8	Bio Data of Executive Staff (at least 4)		
9	Lease Agreement (If Expired) or consent letter from Divisional Secretariat or Landowning Government organization (If your deed has been already submitted, This is not applicable) <u>View</u>		

Fees - Renewal

Category	Renewal Fee Rs.
Heritage Standard	15,000.00
Heritage Classic	20,000.00
Heritage Grand	25,000.00