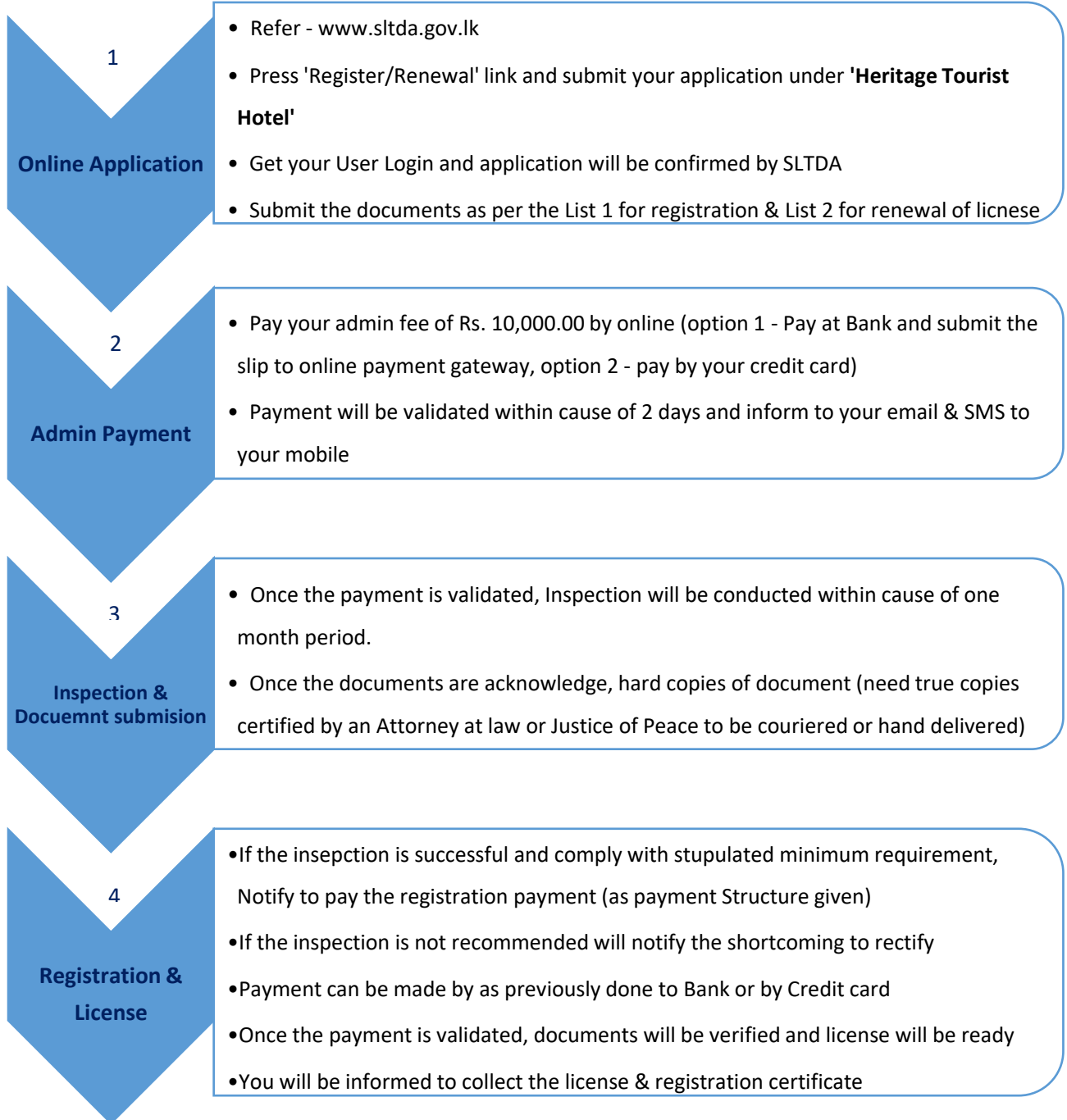


Registration/Renewal- Heritage Tourist Hotel

Process



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 on 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 View
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 View
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 Land-owning Government organization (If your deed has been already submitted, This is not applicable) View

Fees - Renewal

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