Registration Process - Heritage Tourist Hotel

1

• Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".

 Click 'Register With Us' link and submit your application under the 'Heritage Tourist Hotel'.

Online Application

- Get your User Login and application will be confirmed by SLTDA.
- Submit the documents as per the **List 1** for registration.

2

Admin Payment

- Pay your admin fee as per **Registration Fee Structure 1** by online (**Option 1** Pay at Bank and submit theslip 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 & Document submission

- Once the payment is validated, Inspection will be conducted within cause of one month period.
- Once the documents are acknowledged, 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 inspection is successful and comply with stipulated 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		
1	Business Registration		
	 Form 1/40/15 (To confirm the registered address & directors/shareholders – If a limited liability company) 		
	Form 20 (If 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) <u>View</u>		
2	Approved Building Plan or consent letter <u>View</u>		
3	Environmental Protection License (EPL) or consent letter <u>View</u>		
4	Insurance Policy covering Public Liability		
5	Insurance Policy covering Workmens' Compensation		
6	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		
7	Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)		
8	Water Quality Test Report (Chemical & Bacteriological)		
9	Medical Reports of all staff		
10	Bio Data of Executive Staff (at least 4 – HOD Cv's)		
•	Trade License or consent letter (Optional) <u>View</u>		
•	Deed or Lease Agreement or consent letter (Optional) <u>View</u>		

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Heritage Standard	11,794.87	17,692.31	29,487.18
Heritage Classic	11,794.87	29,487.18	41,282.05
Heritage Grand	11,794.87	41,282.05	53,076.92

Renewal Process - Heritage Tourist Hotel

• Visit www.sltda.gov.lk and Click REGISTER WITH SLTDA • Click 'Login' link and login using your user name and password. **Online Application** • Submit the documents as per List 2. • Once the documents are acknowledged, hard copies of document (Certified true copies by an Attorney at law or Justice of Peace) to be couriered or hand **Documents** delivered. Submission • Pay your renewal fee as per **Renewal Fee Structure 2** by online (**Option 1** - Pay at Bank and submit the slip to online portal. **Option 2** – Pay by your credit card). **Payment** Process & Procedure (https://www.sltda.gov.lk/en/tourism-development-levy). • Contact TDL Department for more details about TDL Clearance. **TDL Clearance** • Contact No - 112426989 / 112426987 / 112426800 • Extensions - 271, 287, 288, 291, 293, 350 • Submit the occupancy & tarrif details from online login. **Occupancy**

• Issue Renewal License.

6

Renewal License

Heritage Tourist Hotel –Renewal

Required Documents:

S/N	Required Documents
1	Renewed Environmental Protection License (EPL) or consent letter <u>View</u>
2	Renewed Insurance Policy covering Public Liability
3	Renewed Insurance Policy covering Workmens' Compensation
4	Renewed Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)
5	Water Quality Report (Chemical & Bacteriological)
6	Medical Reports of all staff
7	Bio Data of Executive Staff (at least 4 – HOD Cv's)
•	Lease Agreement (If Expired) or consent letter (Optional) <u>View</u>
•	Trade License or consent letter (Optional) <u>View</u>

Renewal Fee Structure 2:

Category	Renewal Fee Rs.
Heritage Standard	17,692.31
Heritage Classic	23,589.74
Heritage Grand	29,487.18