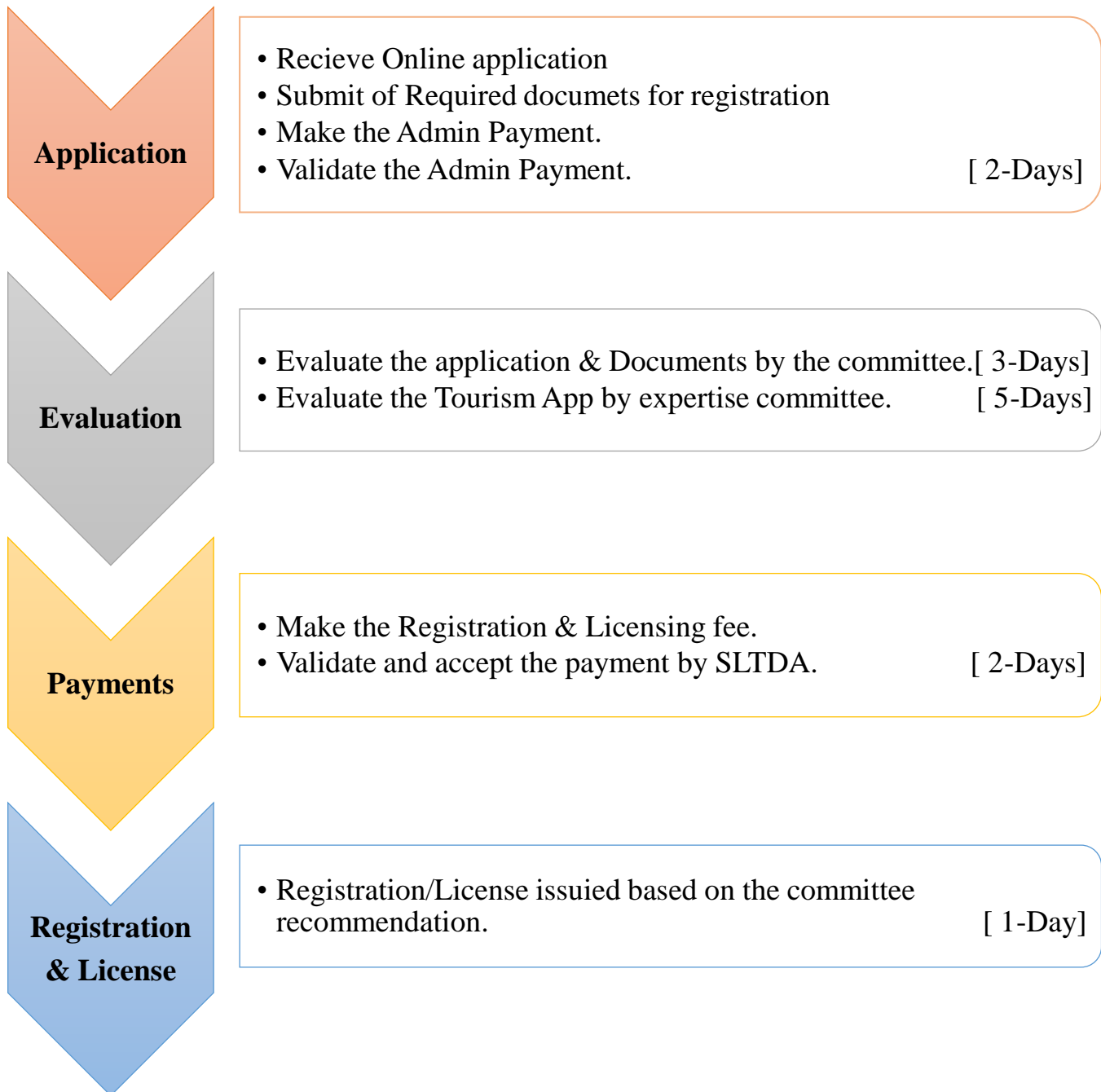


# Tourist App Registration

## Registration/Renewal- Process



## Tourism App – Registration

### Registration Required Documents

S/N	Required Documents
1	**Certificate of incorporation from the Registrar of companies, A Sole proprietorship or partnership business registered in Sri Lanka should produce the business registration certificate issued by a competent authority along with the entity's vision & mission statement.
2	**Form 1 / Form 15/Form 20/Form 13 (*Not applicable for sole proprietor / Partnership business)
3	** Board resolution for operational address & trading name <a href="#">View</a> (*Not applicable for sole proprietor / Partnership business)
4	**Copy of Articles of Association (*Not applicable for sole proprietor / Partnership business)
5	List of directors certified by the company secretary or copy issued by Registrar of companies for entities registered under the companies act of Sri Lanka.
6	Guarantee from a Bank in Sri Lanka, for an amount of Rs.500,000.00 (Five Hundred Thousand Rupees)
7	**An annual Public Liability Insurance cover amounting to Rs. 5,000,000.00 (Five Million Rupees)
8	List of staff with professional qualifications & work experience endorsed by a manager/Owner.
9	**Certificate of Copyrights of the Tourism-App software. Indemnifying all users who use it from any claims by a third party.
10	**ISO/IEC 27001:2022 compliance certificate (up to date and current).
11	High-level Application architecture clearly showing, the key components of the Tourism-App with the technology stack, database, and payment gateway arrangements certified by the Chief Technology Officer of the company.
12	Load testing results report using a standard acceptable tool.
13	In the case of a Mobile-App, the rating in the Apple and Android Appstore must be certified by the Chief Technology Officer and submitted in a letterhead with required screenshots.
14	High-level diagram of issue/grievance handling mechanism at the beginning and results of it with statistics at the renewals.
15	Profile of the entity and List of services of the entity provide for tourists on a letterhead signed by a director/Proprietor.
16	**Deed or lease agreement of the office premises. (Lease agreement and all deeds must be registered in the land registry before submitted.)

(\*Kindly submit all the hard copies of the registration documents to SLTDA as ‘True Copy’ ascertained by Attorney at law or Justice of Peace)

### Registration Fees –(Excluding Taxes)

Fee – Formal Registration (Step 02)

1 <sup>st</sup> Payment Admin (Rs.)	2 <sup>nd</sup> Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
10,000	30,000	40,000

## Tourism App – Renewal

### Required Documents:

S/N	Required Documents
1	** Form 15 (Annual reports) (*Not applicable for sole proprietor / Partnership business)
2	** Form 20/Form 13 (If only change of director/shareholder/ secretary of the company or address) (*Not applicable for sole proprietor / Partnership business)
3	** Board resolution for operational address & trading name <a href="#">View</a> (*Not applicable for sole proprietor / Partnership business)
4	Validated Guarantee from a Bank in Sri Lanka, for an amount of Rs.500,000.00 (Five Hundred Thousand Rupees)
5	List of staff with professional qualifications & work experience endorsed by a manager/Owner.
6	An annual Public Liability Insurance cover amounting to Rs. 5,000,000.00 (Five Million Rupees)
7	ISO/IEC 27001:2022 compliance certificate (up to date and current).
8	Load testing results report using a standard acceptable tool.
9	In the case of a Mobile-App, the rating in the Apple and Android Appstore must be certified by the Chief Technology Officer and submitted in a letterhead with required screenshots.
10	High-level diagram of issue/grievance handling mechanism at the beginning and results of it with statistics at the renewals.
11	Lease agreement of the office premises. (Lease agreement must be registered in the land registry before submitted.)

(\*\*Kindly submit all the hard copies of the registration documents to SLTDA as ‘True Copy’ ascertained by Attorney at law or Justice of Peace)

### Renewal Fee per Annum (Excluding Taxes)

Category	Renewal Fee (Rs.)
Tourism App	20,000

Name change /Ownership change – Rs.2, 000

Address change inspection fee / re –inspection – Rs.10, 000