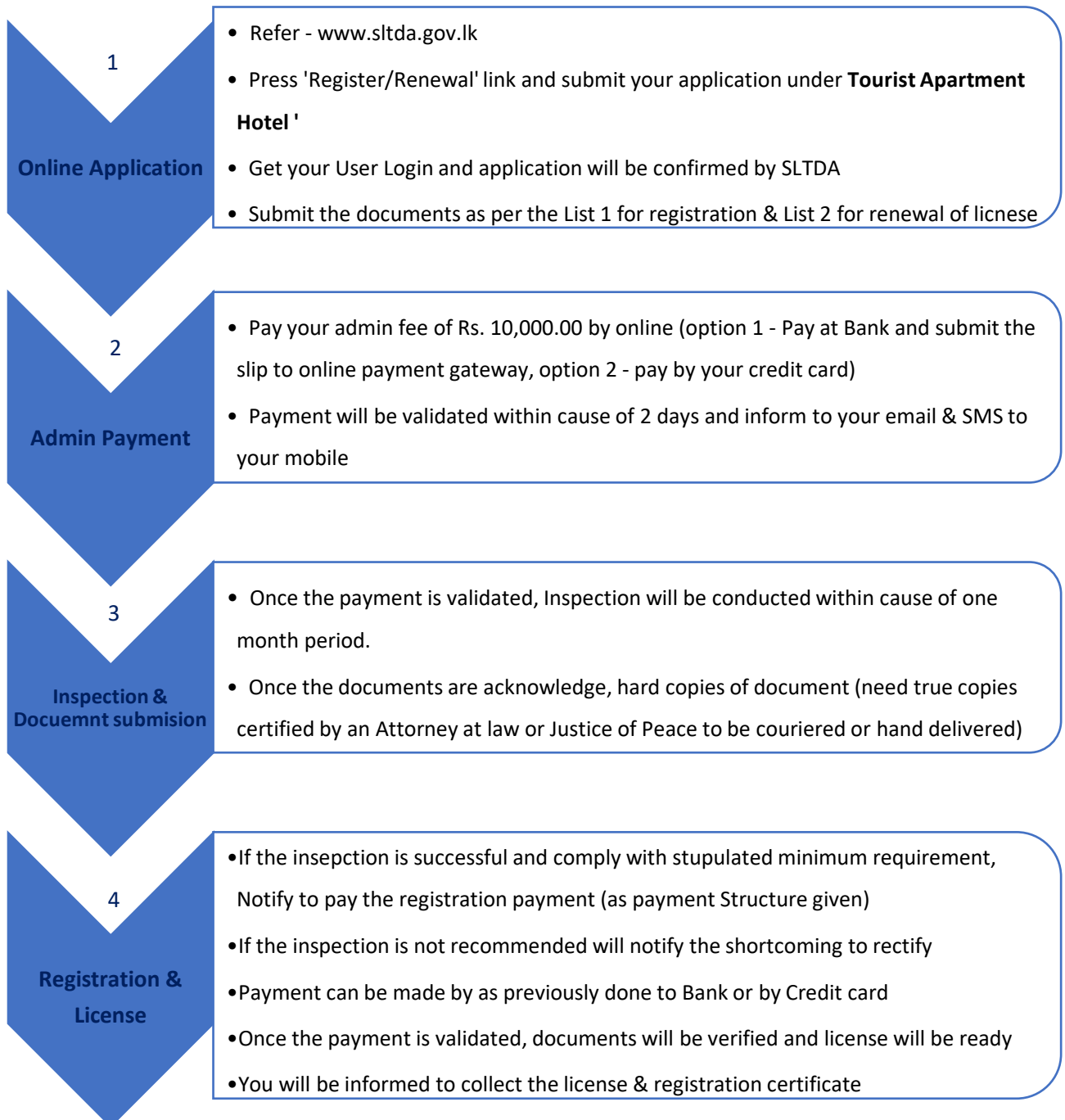


Registration/Renewal- Tourist Apartment Hotel

Process



List 1

Tourist Apartment Hotel – Registration

Required Documents

S/N	Required Documents
1	Business Registration
2	Form 1 or 48/20 & 15 (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	Written explicit consent from the respective management corporation together with the concurrence of the Condominium Management Authority for operating the property as an Apartment / Condominium Hotel.
6	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View
7	Deed or Lease registered Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View
8	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
9	Medical Reports of staff (Kitchen, Food handler)
10	Certificate of Fire Protection (Including first aid & fire fighting training covering 75%)
11	Bio Data of Executive Staff (At least 4)
12	Insurance Policy covering Public Liability
13	Insurance Policy covering Workmen's Compensation
14	Board Resolution for Trade Name (If the Business Registered as limited liability Company) View

Registration Fees (Excluding taxes)

No of Apartment Units	Admin Fee Rs.	Registration Fee Rs.	License Fee Rs.	Total payment Rs.
From to 25 units	10,000	25,000	15,000	50,000
From 26 to 50 units	10,000	30,000	20,000	60,000
Above 50 units	10,000	35,000	25,000	70,000

Tourist Apartment Hotel –Renewal

Required Documents:

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as ‘True Copy’ ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1.	Trade License or consent letter from the Local Authority View
2.	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View
3.	Registered Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View
4.	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
5.	Medical Reports of staff (Kitchen, Food handler)
6.	Certificate of Fire Protection (Including first aid & fire fighting training covering 75%)
7.	Bio Data of Executive Staff (At least 4)
8.	Insurance Policy covering Public Liability
9.	Insurance Policy covering Workmen’s Compensation

Renewal Fee per Annum (Excluding Taxes)

No of Apartment Units	Renewal Fee (Rs.)
From 10 to 25 units	25,000
From 26 to 50 units	30,000
Above 50 units	35,000

Name change /Ownership change – Rs.2, 000

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