

**MINDFUL & SPIRITUAL RETREATS / CENTERS**  
**LIST OF DOCUMENTS REQUIRED FOR REGISTRATION**

S/N	Required Document
<b>01</b> <i>(Retreat, Centre)</i>	<ul style="list-style-type: none"> <li>• Business Registration (Sole Proprietor/Partnership or Limited Liability Company), <b>OR</b></li> <li>• Certificate of registration as a “Charity, Association or Trust” with Registrar of Company (ROC)/National Secretariat for NGOs/relevant Divisional Secretariat or any other relevant government body.</li> </ul>
<b>02</b> <i>(Retreat, Centre)</i>	<p><b><i>(If a Limited Liability Company/Guarantee Limited Company)</i></b></p> <ul style="list-style-type: none"> <li>• Article of Association of ROC Form 1/Form 15 issued by ROC</li> <li>• Board resolution for operational address and the operating name</li> </ul>
<b>03</b> <i>(Retreat, Centre)</i>	Approved Building Plan or consent letter from the Local Authority/Urban Development Authority <b><i>(5 Rooms &amp; above only)</i></b>
<b>04</b> <i>(Retreat, Centre)</i>	List of qualified staff/volunteers with relevant professional qualification/experience related to the field and NIC/passport numbers who engage in wellness/spiritual activities. (To be produced in letterhead with authorized certification)
<b>05</b> <i>(Retreat, Centre)</i>	Profile of the entity & services offer (all wellness/spiritual activities, other activities (accommodation, F&B), any other relevant information) (To be produced with authorized certification <b><i>(a specimen profile is available)</i></b> )
<b>06</b> <i>(Retreat, Centre)</i>	If a charity or non-profit based entity, shall submit a projected income and expenditure report (including the utilization of funds) for a period of one year, duly authorized certification, at the time of registration.
<b>07</b> <i>(Retreat, Centre)</i>	Insurance Policy covering Public Liability
<b>08</b> <i>(Retreat, Centre)</i>	Certificate of Fire Protection
<b>10</b> <i>(Retreat, Centre)</i>	A declaration shall be submitted to confirm the wellness services offered by the respective entity. <b><i>(a specimen declaration is available)</i></b>
<b>11</b> <i>(Retreat)</i>	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority <b><i>(5 Rooms &amp; above only)</i></b>
<b>12</b> <i>(Retreat)</i>	Insurance Policy covering Workmen Compensation - <b><i>(10 rooms &amp; above Only)</i></b>
<b>13</b> <i>(Retreat, Centre)</i>	If entity offers services under the term of “Ayurveda”, approval must be obtained from the Department of Ayurveda
<b>14</b> <i>(Retreat, Centre)</i>	Trade License or consent letter from the Local Authority - <b><i>(optional)</i></b>
<b>15</b> <i>(Retreat, Centre)</i>	Deed or Lease Agreement or consent letter from the Divisional Secretariat or land-owning authority- <b><i>(optional)</i></b>

## Registration Fees Structure :

### \*\* Profit-Oriented Establishments (Excluding applicable taxes )

	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment		Total
	Admin Payment	Registration	Licenses	
Spiritual & Mindful Centre	10,000/=	20,000/=	9,000/=	39,000/=
Spiritual & Mindful Retreat	10,000/=	24,000/=	10,000/=	44,000/=

### \*\* Non-Profit-Oriented Establishments (Excluding applicable taxes )

	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment		Total
	Admin Payment	Registration	Licenses	
Spiritual & Mindful Centre	10,000/=	20,000/=	-	30,000/=
Spiritual & Mindful Retreat	10,000/=	24,000/=	-	34,000/=

**\*\* (Relevant taxes to be added on above amounts : SSCL 2.5% & Vat 18% )**