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

S/N	Required Document
01 *(Retreat, Centre)*	• Business Registration (Sole Proprietor/Partnership or Limited Liability Company), **OR** • 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.
02 *(Retreat, Centre)*	***(If a Limited Liability Company/Guarantee Limited Company)*** • Article of Association of ROC Form 1/Form 15 issued by ROC • Board resolution for operational address and the operating name
03 *(Retreat, Centre)*	Approved Building Plan or consent letter from the Local Authority/Urban Development Authority ***(Consent Letter format is available in web)***
04 *(Retreat, Centre)*	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)***
05 *(Retreat, Centre)*	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 ***(a specimen profile is available)***
06 *(Retreat, Centre)*	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.
07 *(Retreat, Centre)*	Insurance Policy covering Public Liability
08 *(Retreat, Centre)*	Certificate of Fire Protection
10 *(Retreat, Centre)*	A declaration shall be submitted to confirm the wellness services offered by the respective entity. ***(a specimen declaration is available)***
11 *(Retreat)*	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority ***(5 Rooms & above only)***
12 *(Retreat)*	Insurance Policy covering Workmen Compensation - ***(10 rooms & above Only)***
13 *(Retreat, Centre)*	If entity offers services under the term of "Ayurveda", approval must be obtained from the Department of Ayurveda
14 *(Retreat, Centre)*	Trade License or consent letter from the Local Authority - ***(optional)***
15 *(Retreat, Centre)*	Deed or Lease Agreement or consent letter from the Divisional Secretariat or land-owning authority- ***(optional)***

Registration Fees Structure :

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

	1st Payment	**2nd 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)*

	1st Payment	**2nd 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%)***