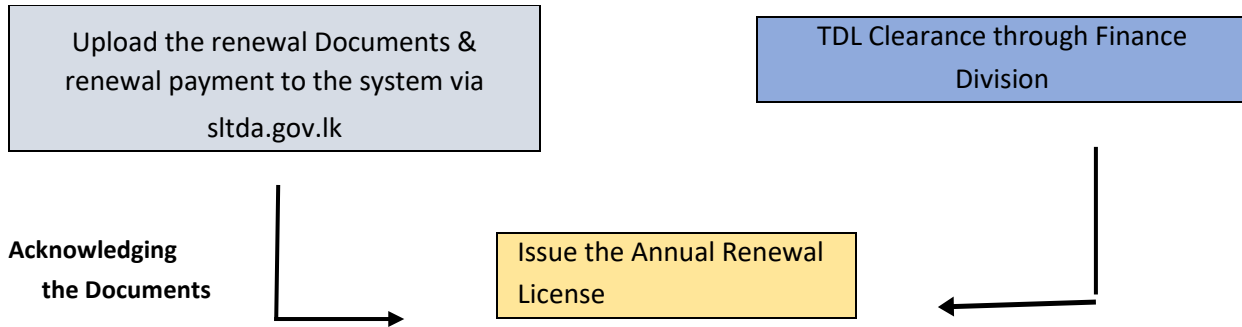


Renewal Process - Travel Agency



Required Documents for renewal:

(**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 along with the original documents of “Bank Guarantee” & “Letterhead documents”.)

S/N	Required Documents (6)
1	Renewed Lease Agreement
2	Bank Guarantee (original) - View
3	Form 20/No director change confirming letter (if Directors are Changed of a limited liability company)
4	Form 13 /Board Resolution for operational address (If the registered address and operational address are different -In the case of limited liability company) Or No address change confirming letter
5	List of staff /Individual with Name, designation and NIC number in the company Letterhead signed by a proprietor / Director of the Travel Agency.

Renewal Fee per annum:

Category	Renewal Fee (Rs.)
Travel Agency	15,000.00

1. Name change/Ownership Change – Rs. 2,000/-
2. Address Change inspection fee/ Re-inspection - Rs.10,000/-

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.