## Registration/Renewal – Spa & Wellness Centre

#### **Process**

1

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Spa & Wellness
  Centro'

Online Application

- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per list 1

2

#### Admin Payment

- Pay your admin fee of Rs. 10,000.00 by online (option 1 Pay at Bank and submit the slip to online portal option 2 pay by your credit card)
- Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile

3

# Inspection & Docuemnt submision

- Once the payment is validated, Inspection will be conducted within one month period.
- Once the documents are acknowledge, hard copies of document need to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

4

# Registration & Licence

- •If the insepction is successful and comply with minimum requirement of the Guideline/Gazette, Notify to pay the registration payment (as payment Structure given)
- •If the inspection is not recommended will notify the shortcoming to rectify
- Payment can be made by as previously done to Bank or by Credit card
- •Once the payment is validated, documents will be verified and licence will be ready
- •You will be informed to collect the licence & registration certificate

# Spa & Wellness Centre – Registration

## **Required Documents:**

S/N	Required Documents (8)
1	Application Form for Registration
2	Business Registration
3	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
4	Deed or Lease Agreement or consent letter from the Divisional Secretariat or land owning authority
5	Insurance Policy covering Public Liability
6	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
7	Medical Reports of staff
8	Certificate of Fire Protection

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

## Fee - Registration

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Spa & Wellness Centres	10,000.00	33,000.00	43,000.00

# Spa & Wellness Centre – Renewal

### **Required Documents:**

S/N	Required Documents (6)
1	Application form for renewal
2	Insurance Policy covering Public Liability
3	Certificate of Fire Protection
4	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
5	Medical Reports of staff
6	Lease Agreement (If Expired)

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

#### **Renewal Fee:**

Category	Renewal Fee
	Rs.
Spa & Wellness Centre	19,000.00

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.