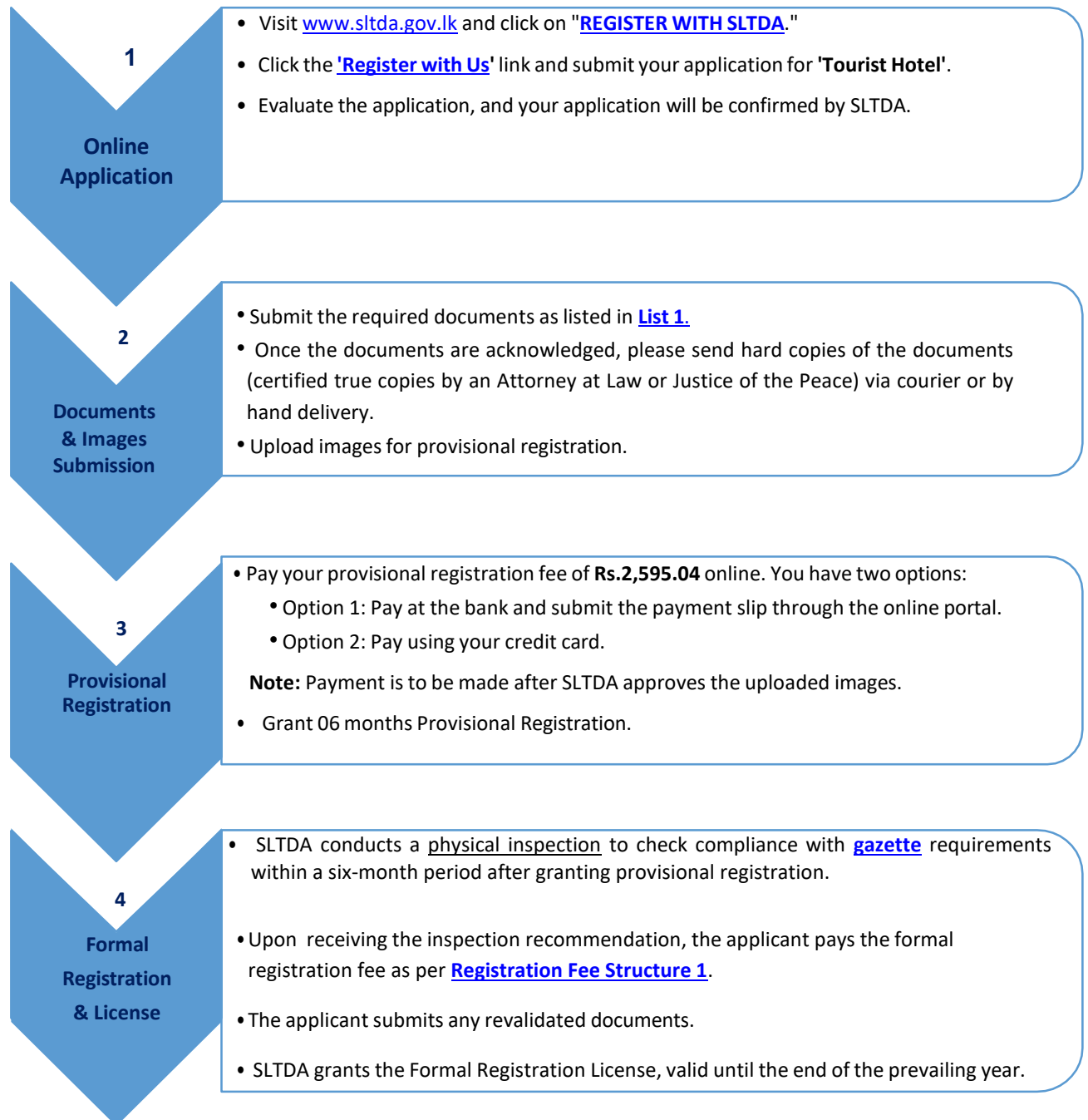


# Registration Process – Tourist Hotel



## List 1

# Tourist Hotel - Registration

## Required Documents:

S/N	Required Documents
1	<ul style="list-style-type: none"> <li>Business Registration</li> <li>Form 1/15 (To confirm the registered address and director/shareholder details - for limited liability companies)</li> <li>Form 20 (To confirm any director changes - for limited liability companies)</li> <li>Board Resolution (Required for limited liability companies only) <a href="#">View</a></li> </ul>
2	Approved Building Plan <b>or</b> consent letter <a href="#">View</a>
3	Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmens' Compensation
6	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
7	Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)
8	Medical Reports of <b>all staff</b>
9	Bio Data of Executive Staff (At least 4)
.	Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <a href="#">View</a>
.	Trade License <b>or</b> consent letter (Optional) <a href="#">View</a>

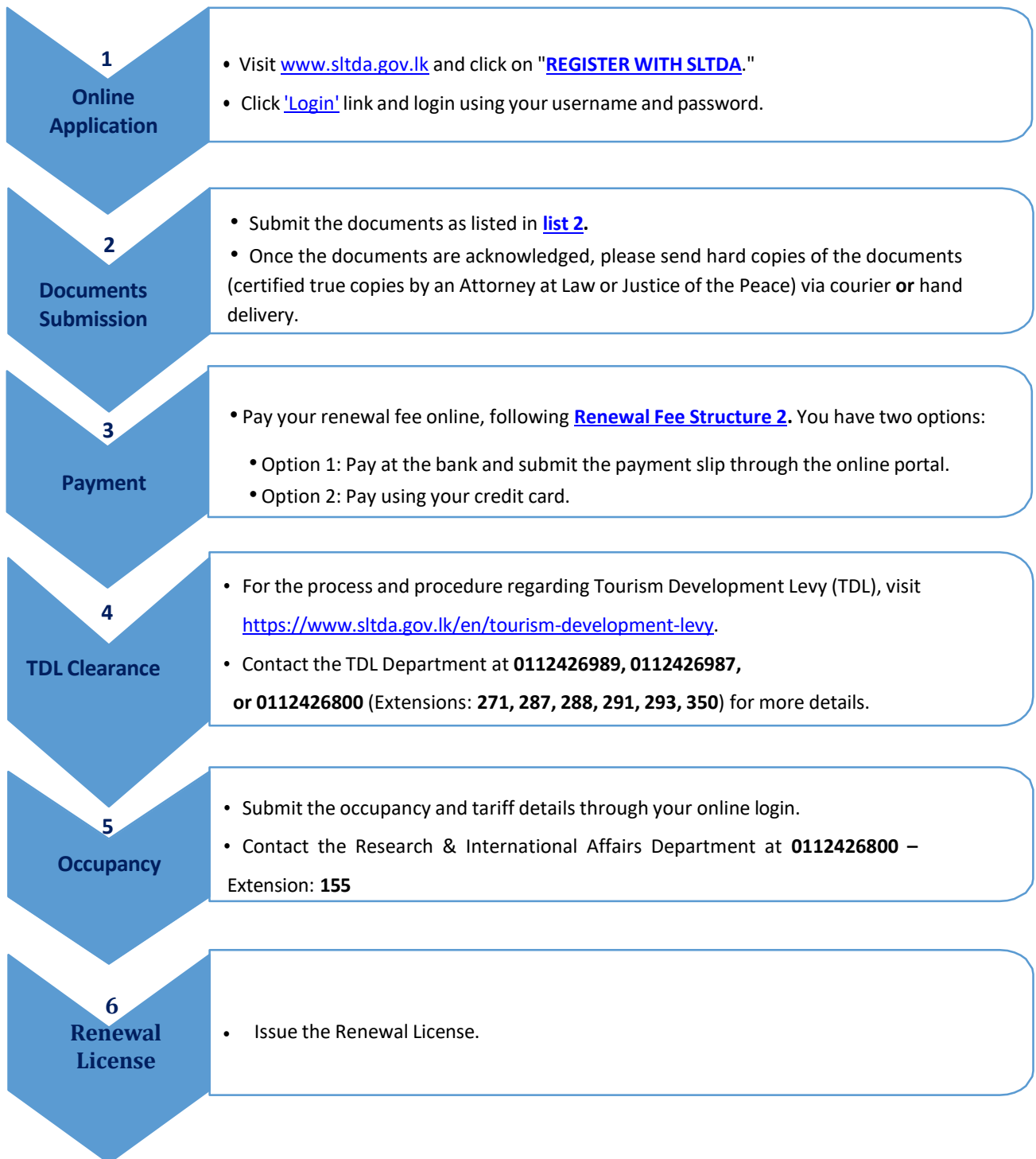
**Note:** Submit certified true copies of the documents, ascertained by an Attorney at Law or Justice of the Peace

## Registration Fee Structure 1:

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
25 rooms or less	11,794.87	42,461.54	54,256.41
26 Rooms – 50 Rooms	11,794.87	49,538.46	61,333.33
51 Rooms or more	11,794.87	56,615.38	68,410.25

**Provisional Registration: 2,595.04**

## Renewal Process – Tourist Hotel



**Name change/Ownership Change – Rs.2,359.13/-**

## Tourist Hotel – **Renewal**

### Required Documents:

S/N	Required Documents
1	Valid Environmental Protection License (EPL) <b>or</b> consent letter <a href="#">View</a>
2	Valid Insurance Policy covering Public Liability
3	Valid Insurance Policy covering Workmens' Compensation
4	Valid Certificate of Fire Protection ( <b>At least 75 % of the staff trained in first aid firefighting</b> )
5	Water Quality Test Reports ( <i>Bacteriological Examination and Chemical Analysis</i> )
6	Bio Data of Executive Staff (At least 4)
7	Medical Reports of <b>all staff</b>
•	Valid Lease Agreement <b>or</b> Consent Letter ( <b>Optional</b> ) <a href="#">View</a>
•	Trade License <b>or</b> consent letter ( <b>Optional</b> ) <a href="#">View</a>

**Note:** Submit certified true copies of the documents, ascertained by an Attorney at Law or Justice of the Peace

### Renewal Fee Structure 2:

Category	Renewal Fee Rs.
25 rooms or less	25,948.72
26 Rooms – 50 Rooms	33,025.64
51 Rooms or more	40,102.56

Please note that the renewal fee for the years 2021 and 2022 has been waived off due to the impact of the COVID-19 pandemic on the tourism industry.

### For more information;

Mr. Suranga Liyanapathirana, Deputy Director/ Standards & Quality Assurance

Phone: 011-2426 800 -Ext-**140 or 201**

Or 011-2426 807

Email : [touristhotels@srilanka.travel](mailto:touristhotels@srilanka.travel)