Registration Process – Tourist Hotel

1

Online Application

- Visit www.sltda.gov.lk and click on "REGISTER WITH SLTDA."
- Click the <u>'Register with Us'</u> link and submit your application for 'Tourist Hotel Provisional' under the <u>provisional license category</u>.
- Evaluate the application, and your application will be confirmed by SLTDA.

2

Documents & Images Submission

- Submit the required documents as listed in List 1.
- Once the documents are acknowledged, please send hard copies of the documents (certified true copies by an Attorney at Law or Justice of the Peace) via courier or by hand delivery.
- Upload images for provisional registration.

3

Provisional Registration

• Pay your provisional registration fee of Rs.2,595.04 online. You have two options:

- Option 1: Pay at the bank and submit the payment slip through the online portal.
- Option 2: Pay using your credit card.

Note: Payment is to be made after SLTDA approves the uploaded images.

• Grant 06 months Provisional Registration.

Formal

Registration & License

- SLTDA conducts a <u>physical inspection</u> to check compliance with <u>gazette</u> requirements within a six-month period after granting provisional registration.
- Upon receiving the inspection recommendation, the applicant pays the formal registration fee as per Registration Fee Structure 1.
- •The applicant submits any revalidated documents.
- SLTDA grants the Formal Registration License, valid until the end of the prevailing year.

Tourist Hotel - Registration

Required Documents:

S/N	Required Documents
1	 Business Registration Form 1/15 (To confirm the registered address and director/shareholder details - for limited liability companies) Form 20 (To confirm any director changes - for limited liability companies) Board Resolution (Required for limited liability companies only)
2	Approved Building Plan or consent letter <u>View</u>
3	Environmental Protection License (EPL) or consent letter <u>View</u>
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 all staff
9	Bio Data of Executive Staff (At least 4)
•	Deed or Lease Agreement or consent letter (Optional) <u>View</u>
•	Trade License or consent letter (Optional) <u>View</u>

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 st payment Inspection Rs.	2 nd 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

1 • Visit www.sltda.gov.lk and click on "REGISTER WITH SLTDA." Online • Click 'Login' link and login using your username and password. **Application** • Submit the documents as listed in list 2. 2 • Once the documents are acknowledged, please send hard copies of the documents (certified true copies by an Attorney at Law or Justice of the Peace) via courier or hand **Documents** delivery. **Submission** • Pay your renewal fee online, following Renewal Fee Structure 2. You have two options: 3 • Option 1: Pay at the bank and submit the payment slip through the online portal. **Payment** • Option 2: Pay using your credit card. • For the process and procedure regarding Tourism Development Levy (TDL), visit https://www.sltda.gov.lk/en/tourism-development-levy. Contact the TDL Department at 0112426989, 0112426987, **TDL Clearance** or 0112426800 (Extensions: 271, 287, 288, 291, 293, 350) for more details. • Submit the occupancy and tariff details through your online login. • Contact the Research & International Affairs Department at 0112426800 -Occupancy Extension: 155 Renewal · Issue the Renewal License. License

Tourist Hotel - Renewal

Required Documents:

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

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