# **Registration Process – Tourist Hotel**

Online Application

1

- Visit www.sltda.gov.lk website and click "REGISTER WITH SLTDA."
- Click <u>'Register with Us'</u> and select "Hotel/Guest House" under Formal Registration (Normal) to submit your application.
- You will receive your user login details and application reference number via email.
- We will evaluate your application and notify you of the confirmation status by email.
- Rejection reasons will be communicated via email if your application is rejected.

2

• Upload the Business Registration Certificate of your tourist hotel to the online system.

**BR Submission** 

1<sup>st</sup> Payment

(Inspection

Fee)

4

- Pay your 1<sup>st</sup> Payment (Inspection Payment) as per <u>Registration Fee Structure 1</u>.: (Kindly follow the instruction by online portal & keep copies of payment secure with you)
  - Option 1: Pay at the bank and submit the payment slip through the online system.
  - Option 2: Pay using your credit card.
- An e-receipt will be emailed upon validation of the payment, within 2 working days.

Physical Inspection

- SLTDA conducts a <u>physical inspection</u> to check compliance as per <u>stipulated Criteria</u> /gazette minimum requirements within a period of one month.
- If the Compliance are not fulfilled, a time period will grant to comply with or determine a suitable category considering the available facilities & services.
- If the compliances are fulfilled, Inspection Recommendation will be reported to the Director/ Standards & Quality Assurance

5

**Documents**Submission

- Online Document Submission:
  - Upload all required documents listed in <u>List 1</u>. to the online system.
  - For optional documents, upload an image or document stating "Not Relevant."
  - <u>Check</u> the "final submission" tick box (☑) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.
- Hard Copy Submission:
  - After your online documents are acknowledged, send certified true copies of all documents (<u>certified by an Attorney-at-Law or Justice of the Peace</u>).
  - Deliver the hard copies via courier, register-post or hand delivery to "Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"

6

2<sup>nd</sup> Payment (Registration Fee)

- You will be notified to make the second payment (registration fee) as per <u>Registration</u>
   <u>Fee Structure 1</u> upon receiving the Inspection Recommendation Directions.
- Payment can be made using one of the options mentioned in step 3.
- An e-receipt will be emailed upon validation of the payment, within 2 working days.

7

Registration & License

- After completing the online system procedure, your Formal Registration Certificate and annual license will be prepared.
- You will be notified upon signature and readiness for collection; otherwise, it will be delivered by registered post, as per your request.

# **Tourist Hotel - Registration**

# **Required Documents:**

S/N	Required Documents		
1	Business Registration		
	• Form 1/15/13 (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) <u>View</u>		
2	Approved Building Plan <b>or</b> consent letter from the Local Authority or Urban Development Authority  View		
3	Environmental Protection License (EPL) or consent letter from Central Environmental Authority/		
	Provincial Environment Authority or relevant Local Authority <u>View</u>		
4	Insurance Policy covering Public Liability		
5	Insurance Policy covering Workmen's 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 HODs')		
•	Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <u>View</u>		
•	Trade License <b>or</b> consent letter (Optional) <u>View</u>		

Note: Kindly follow the instructions provided under 'Document Submission.'

# Registration Fee Structure 1: (Excluding Taxes)

Category	1 <sup>st</sup> payment Inspection (LKR).	2 <sup>nd</sup> payment Registration (LKR).	Total payment (LKR).
25 rooms or less	10,000.00	36,000.00	46,000.00
26 Rooms – 50 Rooms	10,000.00	42,000.00	52,000.00
51 Rooms or more	10,000.00	48,000.00	58,000.00

### Renewal Process - Tourist Hotel

Online Login

- Visit www.sltda.gov.lk website and click "REGISTER WITH SLTDA."
- Click <u>Login</u> link and login using your username and password.

**Documents**Submission

#### Online Document Submission:

- Upload all required documents listed in <u>list 2</u> to the online system.
- For optional documents, upload an image or document stating "Not Relevant."
- Check the "final submission" tick box (☑) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.

#### • Hard Copy Submission:

- After your online documents are acknowledged, send certified true copies of all documents (*certified by an Attorney-at-Law or Justice of the Peace*).
- Deliver the hard copies via courier, register-post or hand delivery to;
   "Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"

Renewal Payment

3

- Pay your Renewal Payment as per Registration Renewal Fee Structure 2.; (Kindly follow the instruction by online portal & keep copies of payment secure with you)
  - Option 1: Pay at the bank and submit the payment slip through the online system.
  - Option 2: Pay using your credit card.
- An e-receipt will be emailed after validation of the Payment

TDL Clearance

- For the process and procedure regarding Tourism Development Levy (TDL), visit <a href="https://www.sltda.gov.lk/en/tourism-development-levy">https://www.sltda.gov.lk/en/tourism-development-levy</a>.
- Contact the TDL Department at +94 112426989, +94 112426987, or +94 112426800 (Extensions: 271, 287, 288, 291, 293, 350) for more details.

Occupancy

- Submit the occupancy and tariff details through your online login.
- Contact the Research & International Affairs Department at +94 112426800 -

Extension: 155

Renewal License

- Upon completion of the online system procedure, your annual renewal license will be prepared.
- You will be notified when they are signed and ready for collection or registered postdelivery, as requested.

### **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 Workmen's' Compensation
4	Valid Certificate of Fire Protection (At least 75 % of the staff trained in first aid firefighting)
5	Valid Water Quality Test Reports (Bacteriological Examination and Chemical Analysis)
6	Valid Medical Reports of <b>all staff</b>
7	Bio Data of Executive Staff (At least 4 HODs')
•	Valid Lease Agreement <b>or</b> Consent Letter (Optional) <u>View</u>
•	Trade License <b>or</b> consent letter (Optional) <u>View</u>

Note: Kindly follow the instructions provided under 'Document Submission.'

### Renewal Fee Structure 2: (Excluding Taxes)

Category	Renewal Fee (LKR).
25 rooms or less	22,000.00
26 Rooms – 50 Rooms	28,000.00
51 Rooms or more	34,000.00

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.

- Name change/Ownership Change LKR.2,000.00 (Excluding Taxes)
- Re-Inspection Charge LKR. 10,000.00 (Excluding Taxes)

#### Bank Details for Registration/Renewal Payments (For Bank Payment option only)

**Bank: BOC Corporate Branch** 

A/C Name: Sri Lanka Tourism Development Authority

A/C No: 79746281

Important: When making your Registration/Renewal payments at any Bank of Ceylon branch, please ensure you clearly state <a href="mailto:the exact amount">the exact amount</a>, including all applicable taxes, and <a href="mailto:your SLTDA registration number">your SLTDA registration number</a> (e.g., SLTDA/SQA/...) to ensure accurate processing. Please do not deposit Tourism Development Levy (TDL) payments into this account.

#### 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