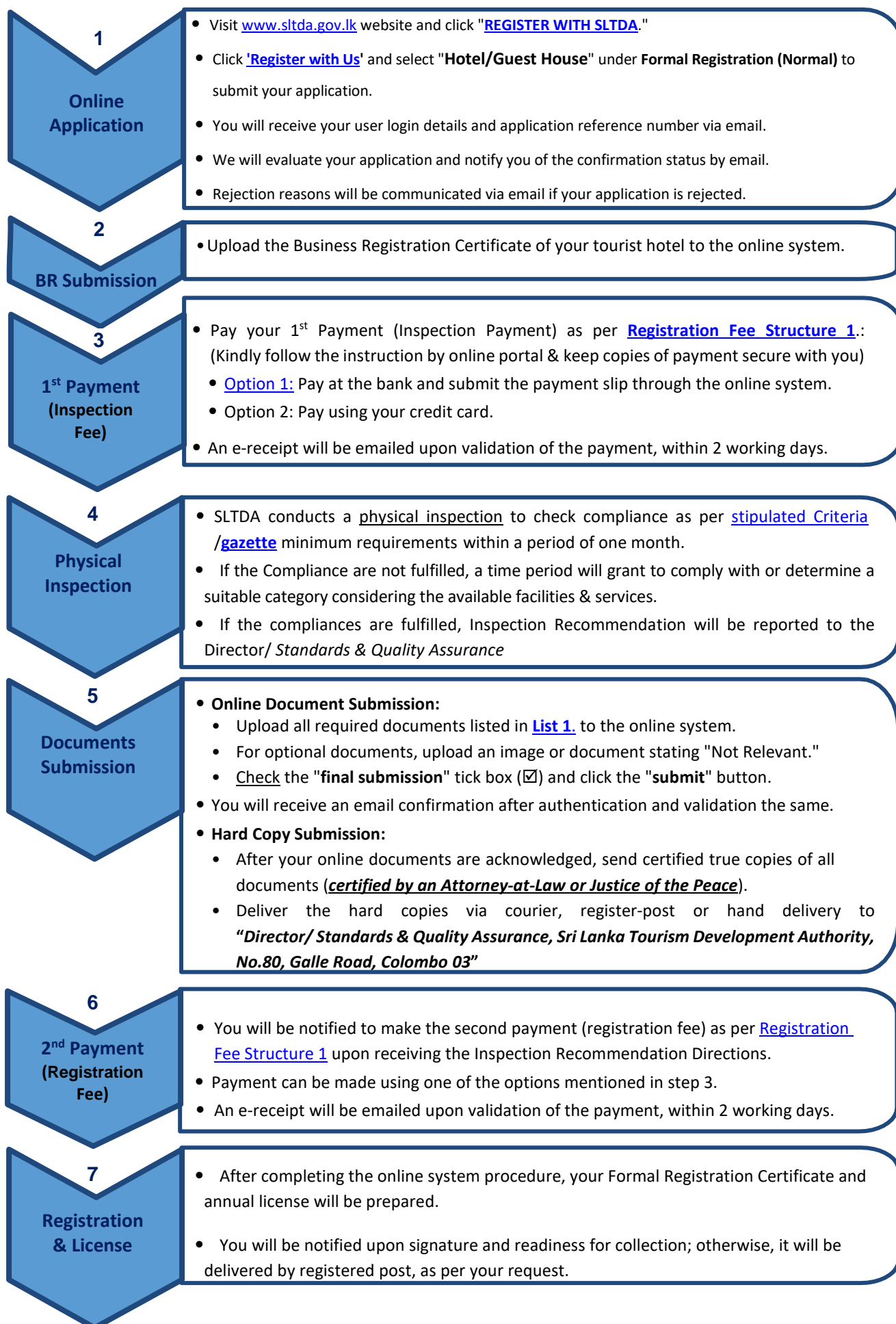


Registration Process – Tourist Hotel



List 1

Tourist Hotel - Registration

Required Documents:

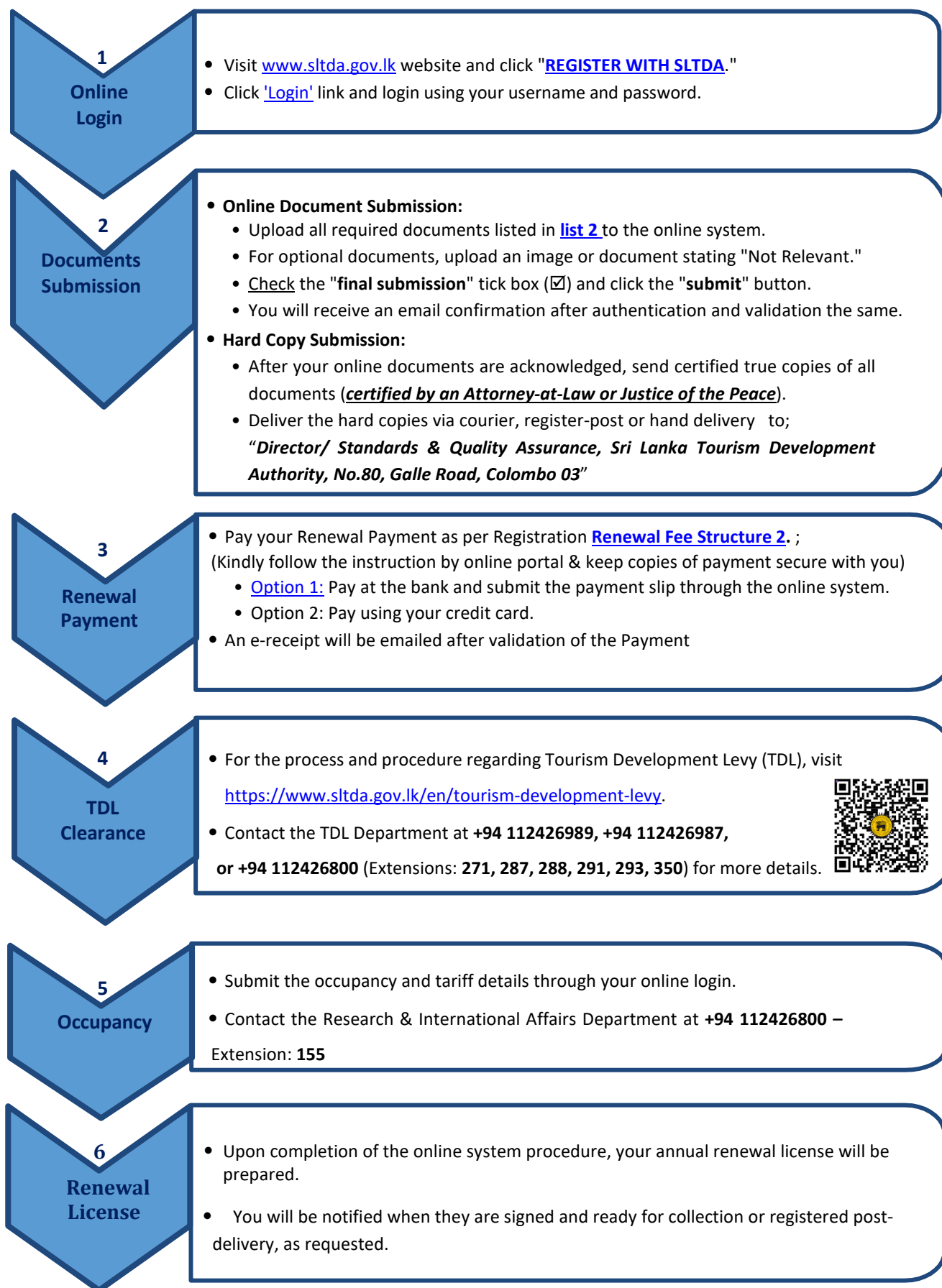
S/N	Required Documents
1	<ul style="list-style-type: none"> Business Registration Form 1/15/13 (To confirm the registered address and director/shareholder details - for limited liability companies) Form 20 (To confirm any director changes - for limited liability companies) Board Resolution (Required for limited liability companies only) View
2	Approved Building Plan or 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 View
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 or Lease Agreement or consent letter (Optional) View
.	Trade License or consent letter (Optional) View

Note: Kindly follow the instructions provided under '[Document Submission](#).'

Registration Fee Structure 1: (Excluding Taxes)

Category	1 st payment Inspection (LKR).	2 nd 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



Tourist Hotel – **Renewal**

Required Documents:

S/N	Required Documents
1	Valid Environmental Protection License (EPL) or consent letter View
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 (<i>Bacteriological Examination and Chemical Analysis</i>)
6	Valid Medical Reports of all staff
7	Bio Data of Executive Staff (At least 4 HODs')
•	Valid Lease Agreement or Consent Letter (Optional) View
•	Trade License or consent letter (Optional) View

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 the exact amount, including all applicable taxes, and your SLTDA registration number (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