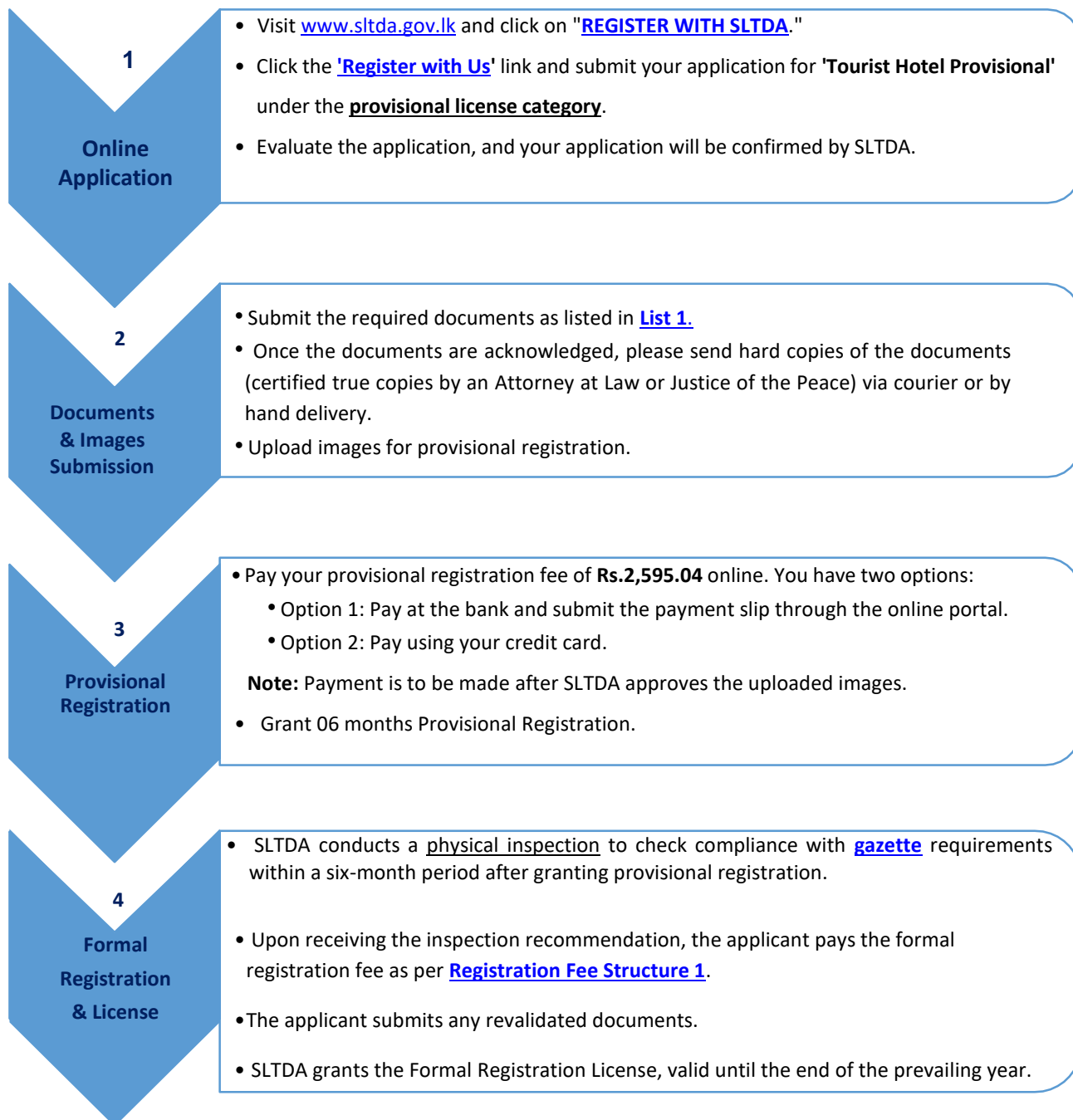


Registration Process – Tourist Hotel



Tourist Hotel - Registration

Required Documents:

S/N	Required Documents
1	<ul style="list-style-type: none"> • 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) View
2	Approved Building Plan or consent letter View
3	Environmental Protection License (EPL) or consent letter View
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) View
•	Trade License or consent letter (Optional) View

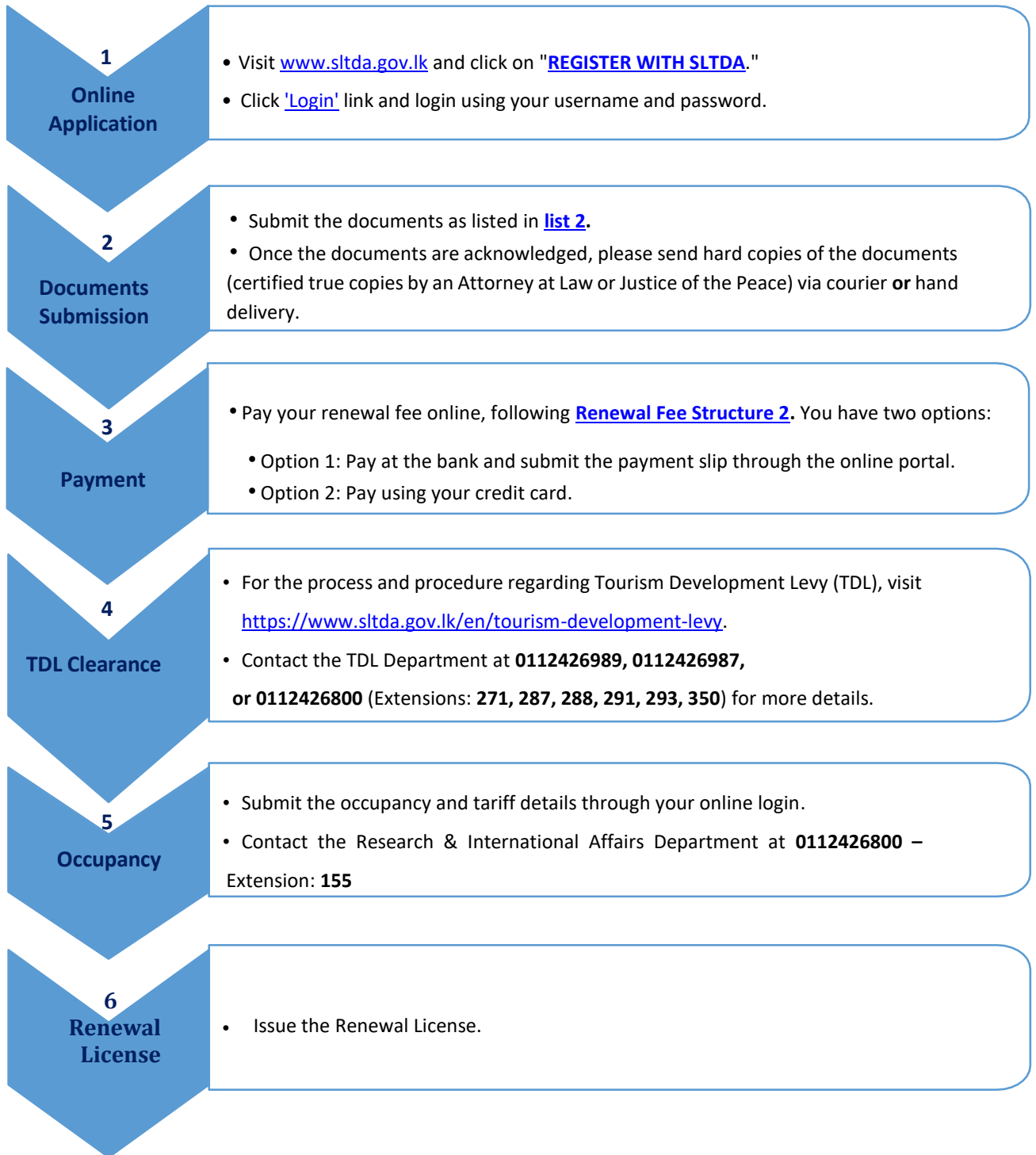
Note: Submit certified true copies of the documents, ascertained by an Attorney at Law or Justice of the Peace

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



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

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 Workmens' Compensation
4	Valid Certificate of Fire Protection (At least 75 % of the staff trained in first aid firefighting)
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 all staff
•	Valid Lease Agreement or Consent Letter (Optional) View
•	Trade License or consent letter (Optional) View

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