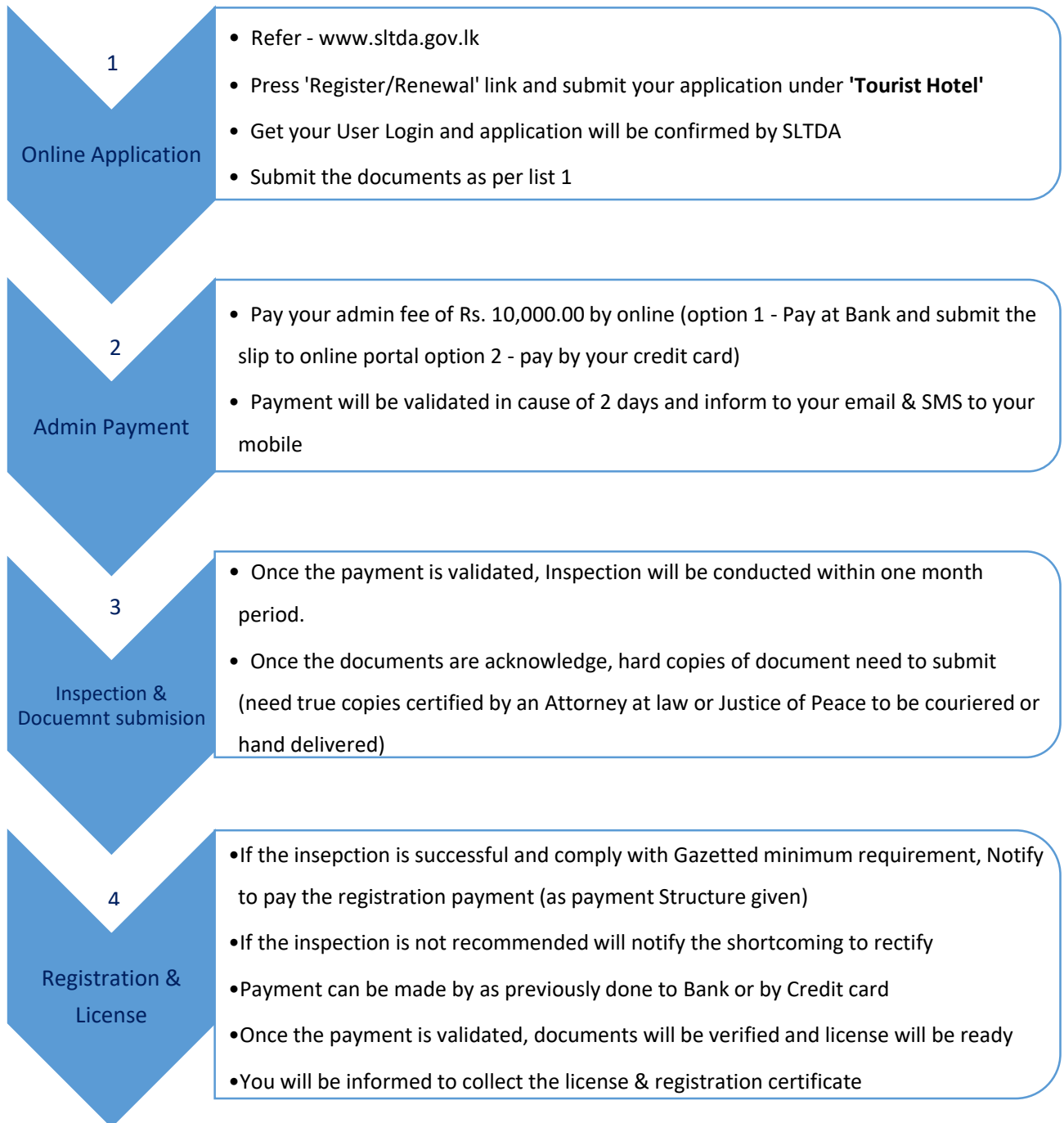


Registration/Renewal - Tourist Hotel

Process



Name change/Ownership Change – Rs. 2,000/-

Tourist Hotel – Registration

Required Documents:

S/N	Required Documents (13)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade License or consent letter from the Local Authority
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority
5	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority
6	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization (if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register)
7	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
8	Medical Reports of staff (Kitchen, Food handlers)
9	Certificate of Fire Protection (Including first aid & fire fighting training covering 75%)
10	Bio Data of Executive Staff (At least 4)
11	Insurance Policy covering Public Liability
12	Insurance Policy covering Workmen Compensation
13	Board Resolution for Trade Name (If the Business Registered as limited liability Company)

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
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

Tourist Hotel – Renewal

Required Documents:

S/N	Required Documents (9)
1	Trade License or consent letter from the relevant Local Authority
2	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority
3	Insurance Policy covering Public Liability
4	Insurance Policy covering Workmen Compensation
5	Certificate of Fire Protection (Including first aid & fire fighting training covering 75%)
6	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)
7	Medical Reports of staff(Food & Beverage & Kitchen Staff)
6	Bio Data of Executive Staff(At least 4)
9	Lease Agreement(If Expired) (If not relevant please submit a document mentioning as not relevant)

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Renewal Fee:

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

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.