[Your Name]

[Designation of Tourist Establishment]

[Your Hotel/Guest House/Restaurant Name/ etc]

[Address]

[Registration Number]

[Date]

Director General

Sri Lanka Tourism Development Authority

No. 80, Galle Road

Colombo 03

Dear Sir,

**Undertaking for Renewal of SLTDA License for the Year 2023**

I, [Your Name] [Bearing National Identity Card No], [Designation of Tourist Establishment], on behalf of [Your Establishment Name] located at [Address of your Tourist Establishment], a registered [Hotel/Guest House/Restaurant, etc], bearing [Registration Number] under the Sri Lanka Tourism Development Authority (SLTDA), hereby undertake the following commitments and responsibilities for the renewal of our license of SLTDA for the year 2023. This renewal is pertinent as the last renewal for my establishment took place in 2021/2022.

1. I acknowledge the requirement to renew our SLTDA license for the year 2023 and understand that failure to do so by the stipulated deadline of 31st December 2023 will result in the **cancellation of our SLTDA registration** **as well as the liquor license** issued by the Excise Department of Sri Lanka.

2. I commit to paying the Tourism Development Levy (TDL), penalty and the respective renewal fees in accordance with the regulations set forth by the Tourism Act No. 38 of 2005 and respective Finance Act No 25 of 2003 and clear the TDL and pay renewal fee on or before 31st December 2023.

3. I assure timely submission of all the required documents as requested by the SLTDA for the renewal process.

4. I shall promptly provide accurate and complete occupancy details as required based on the category of our establishment, to support SLTDA's efforts in maintaining accurate statistical information.

Accordingly, I have complied with following as of now;

|  |  |
| --- | --- |
|  | Tourism Development Levy (TDL) |
|  | Documents for renewal |
|  | Renewal Fee up to year 2023  |
|  | Occupancy details (applicable for Classified, Tourist, Boutique Hotel, Boutique Villa)  |

I understand the importance of complying with the aforementioned requirements, and further **acknowledge that the recommendation of the SLTDA for the liquor license in the year 2024 will not be granted if the license is not renewed on or before 31st December 2023.**

Thank you for your attention to this matter, and we look forward to continuing our partnership with the SLTDA in promoting and supporting the growth of tourism in Sri Lanka.

Sincerely,

……………………………………….

[Signature]

[Your Name]

[NIC Number]

[Contact Information]

Official use only

Director General/ Chairman

This tourist establishment is pending 🞏 TDL 🞏 Renewal Fee 🞏 Renewal Docs 🞏 Occupancy. Sending for your recommendation.

Director Standards & Quality Assurance

………./………………/ 2023 SLTDA/SQA/………/…...

Commissioner General of Excise

Excise Department of Sri Lanka

No. 353, Kotte Road

Rajagiriya

**Recommendation for Liquor License Renewal**

I refer to the letter dated 29th August 2023 by the Director General of Sri Lanka Tourism Development Authority (SLTDA) regarding the renewal of liquor licenses for registered tourist establishments.

I recommend the timely renewal of liquor licenses for the establishments mentioned in the aforementioned undertaking letter, in line with SLTDA's efforts to support the revival of tourism. The issuance of license is subjected to rules/ regulations/ terms and conditions of the Department of Excise.

Sincerely,

**Chairman/ Director General**

**Sri Lanka Tourism Development Authority**