

Application No	
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REGISTRATION OF ASSOCIATIONS INVOLVED IN TOURISM

APPLICATION FORM

01- GENERAL INFORMATION

Name of the association:.....

Permanent office address:.....

Contact Nos. Land phone:..... Mobile Phone:.....

Official email:.....

District:.....

Divisional Secretariat:.....

02 - REGISTRATION INFORMATION

Is the association registered with any government institution?

Yes		No	
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Name of the government institution which the association is registered:.....

Date of registration:..... Registration No:.....

Registered Name:.....

Names of Present Office Bearers

	Name	Contact No. (Mobile)	NIC / PP No.
President			
Secretary			
Treasurer			

Scope / Objectives of the association:

1.....

2.....

3.....

4.....

Intended deliverables / output of the association

1.....

2.....

3.....

4.....

Current membership fee in Rs: Annual Monthly

Membership fee for Renewal Fee for other benefits

No. of present membership as at 01 Jan 2019:

How many members owns SLTDA registered tourism businesses:

How many members does not own SLTDA registered tourism businesses?

03 - REQUIRED DOCUMENTS FOR REGISTRATION

Please mark the relevant check box and attached below documents along with this application.

- 1. Certificate of registration
- 2. Minutes of the 1st meeting or the recent meeting
- 3. Copy of the constitution or mandate of the association
- 4. Detailed information sheet as per the given format (Please refer page 4)

I do hereby confirm that the particulars given above are true and accurate to the best on my knowledge and I am aware that our registration will be cancelled due to submission of any incorrect information in this application. We hereby agree to adhere to the terms and condition stipulated by SLTDA.

Signatures of office bearers of the association (All signatures are compulsory)

.....

President

Date :.....

.....

Secretary

.....

Treasurer

For Office Use Only

Above application has been received with all the required documents for registration under section 3 of above application.

Signature:.....

Date:.....

For SLTDA

(As per the tourism act No. 38 of 2005, all the services in Tourism should be registered and licensed by Sri Lanka Tourism Development Authority. To facilitate the act, the Board of the management of SLTDA has granted approval to register all the association involved in Tourism in Sri Lanka)

FORMAT FOR DETAILED INFORMATION REQUIREMENT

Following details of the association is compulsory to submit as an attachment along with the application with the signatures of office bearers.

1. Name of the association
2. Vision & Mission
3. Full scope of the association
4. Objectives of the association
5. Definition of the membership
 - **Permanent membership** (*Service providers who have already registered with SLTDA. They are eligible to be appointed as an office bearer*)
 - **Prospective membership** (*Service providers yet to be registered with SLTDA. Eligible to be appointed as the office bearer upon their service is registered with SLTDA*)
6. Full list of office bearers including committee members
7. Expected services or benefits for the membership
8. Termination methodology of membership
9. Methodology of closure of the association

TERMS & CONDITIONS FOR REGISTRATION OF ASSOCIATIONS

(TO BE ISSUED WITH THE APPLICATION FORM)

- 1 Objective of this registration will be to centralize the tourism related regional associations in Sri Lanka and to create a database of contact details for future communication purposes.
- 2 Name of the association can be registered at the registrar of the companies, social services department, provincial council or a divisional secretariat.
- 3 Following fees will be applied for registration and renewal of the association
 - a. Membership less than 30 - Registration fee LKR 500 and annual renewal fee LKR 1000
 - b. Membership more than 30 and – Registration fee LKR 1000 and annual renewal fee LKR 2000
- 4 It is compulsory to handover of the report of annual general meeting for renewal of the registration.
- 5 SLTDA is at the liberty to add any additional clauses and the association are liable to abide by them
- 6 SLTDA has the authority to suspend any association from functioning and recommend for renewal of any member or office bearer in case of a justifiable ground
- 7 Following documents to be submitted for registration
 - Certificate of registration
 - Minutes of the 1st meeting or the recent meeting
 - Copy of the constitution or mandate of the association
 - Detailed information sheet as per the given format
- 8 SLTDA has the liberty to accept or reject the applications for registration
- 9 SLTDA may alter the terms & condition or requirements for registration on needy basis
- 10 Associations are bound to adhere to the regulations, terms and condition stipulated by SLTDA.