Registration/Renewal- Destination Event Management Companies (DEMC)

Process

Online Application

- Refer www.sltda.gov.lk
- Press Register/Renewal link and submit your application under "**DEMC**".
- Get your user login and application will be confirmed by SLTDA
- Submit the documents as per the List 1 for registration & List 2 for renewal of licnese

Admin Payment

- Pay your admin fee of Rs. 10,000.00 by online.
 - Option 1 -Pay at bank and submit the slip to online portal.
 - Option 2 pay by your credit card.
- Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile phone.

Inspection & Document Submission

- Once the payment is vaidated ,inspection will be conducted within one month period.
- Once the documents are acknowledge ,hard copies of documents need to submit (need true copies certified by an attoney at law or justice of peace to be couriered or hand delivered)

Registration & License

- If the inspection is successful and comply with gazetted minimum. requirement, notify to pay the registration payment (As payment structure given)
- If the inspection is not recommended will notify the shortcoming to rectify.
- payment can be made by as previously done to bank or by credit card.
- Once the payment is validated ,Documents will be verified and license will be ready
- You will be informed to collect the license & registration certificate

$Destination \ Event \ Management \ Companies \ (DEMC) - {\color{red} Registration}$

Registration Required Documents

| S/N | Required Documents | |
|-----|---|--|
| 1 | Business Registration Form 1/48/15 (To confirm the registered address & directors/shareholders – If a limited liability company) Form 20 (If limited liability company – If any director change) Board Resolution for Trade Name (If the Business Registered name and trade name different only – If a limited liability company only) - View Board Resolution for Business Operational address/Form 13 (If the Business Registered address and operational address different only – If a limited liability company only) - View Articles of Association (If a limited liability company only) | |
| 2 | General Guarantee from a Bank in Sri Lanka, for an amount of Rs.200,000.00 (Two Hundred Thousand Rupees) - address to Competent Authority, Sri Lanka Tourism Development Authority, No 80, Galle Road, Colombo 03 - View | |
| 3 | Company/Business Profile of the entity and List of services of the entity provide for events on a letterhead signed by a director/Proprietor. | |
| 4 | List of staff/individual with Name, designation, NIC numbers, professional qualification or work experience related to the Event Management and/or Wedding Planning, in the company Letterhead signed by a director/proprietor. | |
| 5 | Testimonials or any other documents to confirm that the entity has organized a minimum of 02 events covering all main aspects of an event/wedding experience with past insurance records of the events certified by the Manager/Owner - <u>View</u> | |
| 6 | Template of the Agreement that will be issued when signing on a new client (cancellation policy, refunding clause etc.) | |
| 7 | In the case of absence of office premises, Police clearance from the local police department for all the staff/individual engage in business. | |
| 8 | Links / Names of all social media promotional Tools in letterheads use by the business to promote the DEMC to attract the clients | |
| • | Deed or lease agreement of the office/business operational premises (Optional) | |

Registration & Renewal Fee for DEMC

Fee – Formal Registration (Step 02)

Including SSCL 2.5% and 15% VAT

| 1st Payment Admin (Rs.) | 2 nd Payment Registration + Licensing (Rs.) | Total Payment (Rs.) |
|----------------------------|---|---------------------|
| 11,794.87 | 35,384.62 | 47,179.49 |

Destination Event Management Companies (DEMC) – Renewal

Required Documents:

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as 'True Copy' ascertained by Attorney at law or Justice of Peace)

| S/N | Required Documents | |
|-----|--|--|
| 1. | Board Resolution for trade name & business operational Address/ Form 13(If any change in previous submitted address – If a limited liability Company) Form 20- Notice of Change of Directors and Company Secretary (If a limited liability company) Form 15- Annual Returns (If a limited liability company) Form 3 and relevant business registration (In case of a business name change – If a limited liability company) | |
| 2. | Valid General Guarantee from a Bank in Sri Lanka, for an amount of Rs.200,000.00 (Two Hundred Thousand Rupees) - address to Competent Authority, Sri Lanka Tourism Development Authority, No 80, Galle Road, Colombo 03 | |
| 3. | Insurance Records of the Last Year Events held by the company certified by the Manager/Owner - View | |
| 4. | Updated List of staff with Name, designation, NIC numbers, professional qualification or work experience related to the Event Management and/or Wedding Planning, in the company Letterhead signed by a director/proprietor. | |
| • | Deed or lease agreement of the office/business operational premises (Optional) | |

Renewal Fee per Annum

Including SSCL 2.5% and 15% VAT

| Category | Renewal Fee (Rs.) |
|--|-------------------|
| Destination Event Management Companies (DEMC/DWMC) | 23,589.74 |

Name change /Ownership change – Rs.2,359.13 Address change inspection fee / re –inspection – Rs. 11,794.87