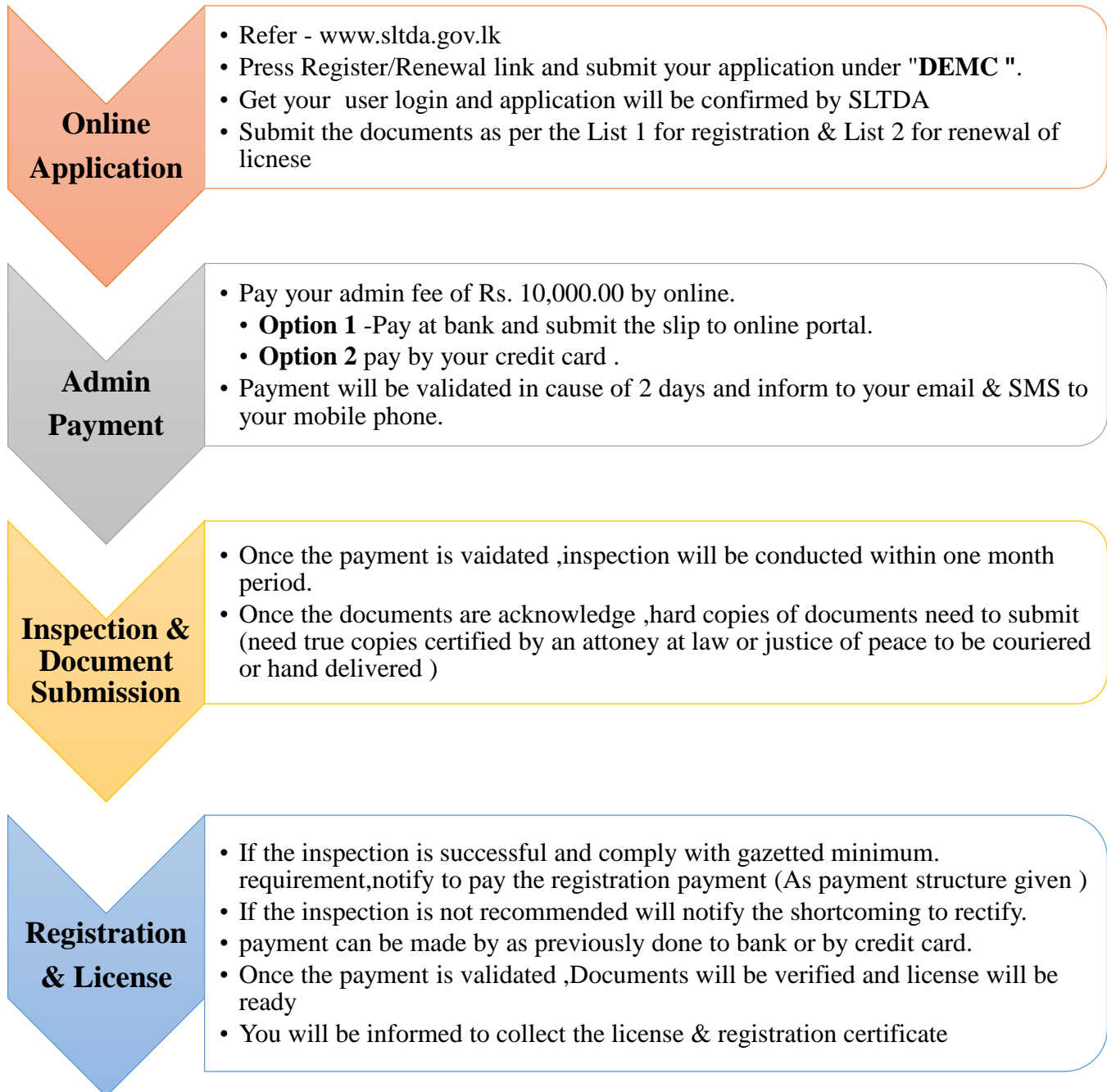


Registration/Renewal- Destination Event Management Companies (DEMC)

Process



Destination Event Management Companies (DEMC) – Registration

Registration Required Documents

S/N	Required Documents
1	<ul style="list-style-type: none"> • 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 - View
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
	<ul style="list-style-type: none"> • 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

1 st 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.	<ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • 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