# Registration/Renewal – Themed Accommodation & Value Added Activities

#### **Process**

	Refer - www.sltda.gov.lk
	Press 'Register/Renewal' link and submit your application under 'Themed Accommodation
0 11	& Value Added Activities'

#### Online Application

- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per list 1

- Pay your admin fee of Rs. 10,000/- 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

### Admin Payment

3

- Payment is validated.
- •To be completed the given Presentation & submit.
- •Validation of Presentattion by SLTDA
- •If the presentation is accepted, scheduling a time to do the Presentation
- •Inspection will be conducted within one month period.

# Inspection & Docuemnt submision

 Once the documents are acknowledge, hard copies of document need to submit (need true copies certified by an Attoney at law or Justice of Peace to be couriered or hand delivered)

• If the insepction is successful and comply with Gazetted minimum requirement, Notify to

4

pay the registration payment (as payment Structure given)If the inspection is not recommended will notify the shortcoming to rectify

### Registration & License

- in the inspection is not recommended will notify the shortcoming to rectin
- Payment can be made by as previously done to Bank or by Credit card
- Once the payment is validated, documents will be verified and licence will be ready
- You will be informed to collect the licence & registration certificate

# Themed Accommodation & Value Added Activities - Registration

### **Required Documents:**

S/N	Required Documents (10)		
1	Business Registration		
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)		
3	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority or Consent letter from chartered or qualified engineer.		
4	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority		
5	Deed or Lease Agreement or consent letter from the Divisional Secretariat or Land Owning Authority.		
6	Insurance Policy covering Public Liability		
8	Water Quality Report from an approved laboratory.		
9	Certificate of Fire Protection		
10	Board Resolution for Trade Name (If the Business Registered as limited liability Company) (if any)		

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

#### **Fees - Registration**

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration + License Rs.	Total payment Rs.
1-10 rooms	10,000.00	15,000.00	25,000.00
11 -20 rooms	10,000.00	17,000.00	27,000.00
21 rooms or more	10,000.00	20,000.00	30,000.00

# Themed Accommodation & Value Added Activities – Renewal

### **Required Documents:**

S/N	Required Documents (8)
1	Environmental Protection License
2	Insurance Policy covering Public Liability
4	Certificate of Fire Protection
5	Water Quality Report from an approved laboratory.
8	Lease Agreement(If Expired)

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

#### **Renewal Fee:**

Category	Renewal Fee Rs.
1-10 rooms	15,000.00
11 -20 rooms	17,000.00
21 rooms or more	20,000.00

Please note that 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.