

Registration/Renewal – Themed Accommodation & Value Added Activities Process



Name change/Ownership Change – Rs. 2,000/-

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 st payment Inspection Rs.	2 nd 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.