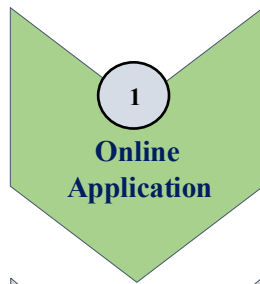
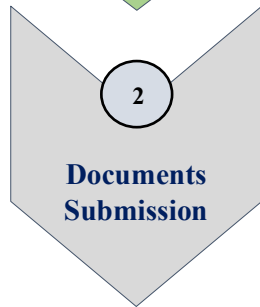


Registration – Tourist Vessel Operations

Process



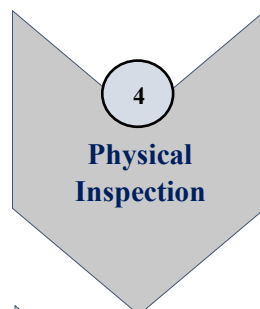
- Visit www.sltta.gov.lk website and click "**REGISTER WITH SLTDA.**"
- Click '**Register with Us**' and select "**Tourist Vessel Operations**" under **Formal Registration (Normal)** to submit your application.
- You will receive your user login details and application reference number via email.
- We will evaluate your application and notify you of the confirmation status by email.
- Rejection reasons will be communicated via email if your application is rejected.



- **Online Document Submission:**
 - Upload all required documents listed in List 1. to the online system.
 - For optional documents, upload an image or document stating "Not Relevant."
 - Check the "final submission" tick box (✓) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.
- **Hard Copy Submission:**
 - After your online documents are acknowledged, send certified true copies of all documents (certified by an Attorney-at-Law or Justice of the Peace).
 - Deliver the hard copies via courier, register-post or hand delivery to "**Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03**"



- Pay your 1st Payment (Admin Payment) as per Registration Fee Structure 1. (Kindly follow the instruction by online portal & keep copies of payment secure with you)
 - **Option 1:** Cash and cheque deposits will no longer be accepted for Registration/ license renewal payments. To ensure efficient and secure processing, only online transactions will be permitted.
 - **Option 2:** Pay using your credit card
- An e-receipt will be emailed after validation of the Payment



- SLTDA conducts a physical inspection to check compliance as per stipulated Criteria /**Gazette** minimum requirements.
- If the Compliance are not fulfilled, a time period will grant to comply with or determine a suitable category considering the available facilities & services.
- If the compliances are fulfilled, Inspection Recommendation will be reported to the Director/ *Standards & Quality Assurance*.



- You will be notified to make the second payment (registration fee) as per Registration Fee Structure 1 upon receiving the Inspection Recommendation Directions.
- Payment can be made using one of the options mentioned in step 3.
- An e-receipt will be emailed after validation of the Payment.



- After completing the online system procedure, your Formal Registration Certificate and annual license will be prepared.
- You will be notified when they are signed and ready for collection or registered post-delivery, as requested.

Tourist Vessel Operations – Registration

Registration 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.	Business Registration
2.	Form 1/48/15/13 (To confirm the registered address & directors/shareholders - If a limited liability company) Form 20 (If limited liability company – If any director change)
3.	Form 13/ board resolution for operational address (If the registered address and operational address are different in case of limited liability company) view
4.	For individual vessels, Separately, <ul style="list-style-type: none"> Valid registration certificate Certificate of Survey
5.	Boat Master License issued by the merchant shipping Secretariat to the person in charge of the boat. (Submit separate Certificates For all individual vessels)
6.	For individual vessels, separately, <ul style="list-style-type: none"> List of staff with professional qualifications & work experience endorsed by a manager/Owner.
7.	For individual vessels, separately, <ul style="list-style-type: none"> The training certificates of all crew trained in first aid/ Firefighting & Fire Prevention/Personal Safety and Social Responsibility Survival at Sea issued by an authorized officer. Issued by an approved training institute (Approved by Director General of Merchant shipping Secretariat)
8.	For individual vessels, separately, <ul style="list-style-type: none"> For individual vessels, separately, the Comprehensive Vessel insurance policy (P&I) (Covering, Passenger, Crew, Environment Pollution)
9.	The sustainable policy manual related to tour operation
10.	The code of conduct for the Operators and Passengers.
11.	For individual vessels, separately, <ul style="list-style-type: none"> Staff Training schedule for next Three-months period
12.	For individual vessels, separately, <ul style="list-style-type: none"> Formal lease/rental agreement/s between the owner of the Vessel/s (only for hiring/renting vessels)
13.	For individual vessels, separately, <ul style="list-style-type: none"> Printed Broachers, Tour Itineraries & Price Schedules
14.	International Safety Declaration Assessment (ISDA), indemnity

Registration Fee Structure 1: * Excluding TAX

1 st Payment Admin (Rs.)	2 nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
10,000	80,000	90,000
Provisional Registration Fee		60,000

***The price structure provided above is exclusive of taxes. For the updated price structure, which includes all applicable taxes, please refer to the following link:**

https://sltda.gov.lk/storage/common_media/payment-structure.pdf

Name change /Ownership change – Rs.2, 000

Address change inspection fee / re –inspection – Rs.10, 000

Renewal- Tourist Vessel Operations

Process



- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA.**"
- Click '**Login**' link and login using your username and password.

➤ Online Document Submission:

- Upload all required documents listed in List 2. to the online system.
 - For optional documents, upload an image or document stating "Not Relevant."
 - Check the "**final submission**" tick box (✓) and click the "**submit**" button.
- You will receive an email confirmation after authentication and validation the same.

➤ Hard Copy Submission:

- After your online documents are acknowledged, send certified true copies of all documents (certified by an Attorney-at-Law or Justice of the Peace).
- Deliver the hard copies via courier, register-post or hand delivery to "**Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03**"

- Pay your renewal Payment as per Registration renewal Fee Structure 2.
(Kindly follow the instruction by online portal & keep copies of payment secure with you)
- **Option 1:** Cash and cheque deposits will no longer be accepted for Registration/ license renewal payments. To ensure efficient and secure processing, only online transactions will be permitted.
 - **Option 2:** Pay using your credit card
- An e-receipt will be emailed after validation of the Payment

- For the process and procedure regarding Tourism Development Levy (TDL), visit <https://www.sltda.gov.lk/en/tourism-development-levy>.
- Contact the TDL Department at +94 112426989, +94 112426987, or +94 112426800 (Extensions: 271, 287, 288, 291, 293, 350) for more details.

- Submit the occupancy and tariff details through your online login.
- Contact the Research & International Affairs Department at +94 112426800– Extension: 155

- Upon completion of the online system procedure, your annual renewal license will be prepared.
- You will be notified when they are signed and ready for collection or registered post-delivery, as requested.

Tourist Vessel Operations –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.	Form 1/48/15/13 (To confirm the registered address & directors/shareholders - If a limited liability company) – Form 20 (If limited liability company – If any director change)
2.	Form 13/ board resolution for operational address (If the registered address and operational address are different in case of limited liability company) view
3.	For individual vessels, Separately, <ul style="list-style-type: none"> Valid registration certificate Certificate of Survey
4.	Boat Master License issued by the merchant shipping Secretariat to the person in charge of the boat. (Submit separate Certificates For all individual vessels)
5.	For individual vessels, separately, <ul style="list-style-type: none"> List of staff with professional qualifications & work experience endorsed by a manager/Owner.
6.	For individual vessels, separately, <ul style="list-style-type: none"> The training certificates of all crew trained in first aid/ Firefighting & Fire Prevention/Personal Safety and Social Responsibility Survival at Sea issued by an authorized officer. Issued by an approved training institute (Approved by Director General of Merchant shipping Secretariat)
7.	For individual vessels, separately, <ul style="list-style-type: none"> For individual vessels, separately, the Comprehensive Vessel insurance policy (P&I) (Covering, Passenger, Crew, Environment Pollution)
8.	For individual vessels, separately, <ul style="list-style-type: none"> Staff Training schedule for next Three-months period
9.	For individual vessels, separately, <ul style="list-style-type: none"> Formal lease/rental agreement/s between the owner of the Vessel/s (only for hiring/renting vessels)
10.	For individual vessels, separately, <ul style="list-style-type: none"> Printed Broachers, Tour Itineraries & Price Schedules

Note: Kindly follow the instructions provided under 'Document Submission.'

Renewal Fee Structure 2: ☐ Excluding TAX

Category	Renewal Fee (Rs.)
Tourist Vessel Operations	40,000

***The price structure provided above is exclusive of taxes. For the updated price structure, which includes all applicable taxes, please refer to the following link:**

https://sltda.gov.lk/storage/common_media/payment-structure.pdf

Name change /Ownership change/ adding or removing of vessel/s – Rs.2, 000

Re –inspection of same vessel or added new vessel inspection fee – Rs.10, 000

For more information;

Ms. Hashini Chaya, Management Assistant/ Standards & Quality Assurance

Phone: 011-2426 800 Ext: 395/ 0112 426 961 Email: hashinic@srilanka.travel

Bank: BOC Corporate Branch

A/C Name: Sri Lanka Tourism Development Authority

A/C No:79746281

Important: When making your Registration/Renewal payments at any Bank of Ceylon branch, please ensure you clearly state **the exact amount, including all applicable taxes, and your SLTDA registration number** (e.g., SLTDA/SQA/...) to ensure accurate processing.

Please do not deposit Tourism Development Levy (TDL) payments into this account.