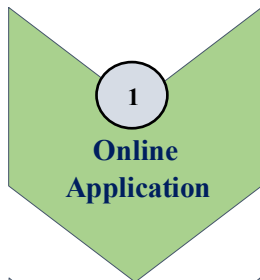


Registration/ Renewal – Destination Events Management Companies (DEMC)

Process



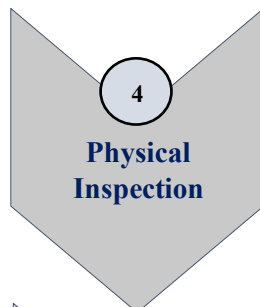
- Visit www.sltda.gov.lk website and click "**REGISTER WITH SLTDA.**"
- Click '**Register with Us**' and select "**Destination Events Management Companies (DEMC)**" under **Formal Registration (Normal)** to submit your application.
- You will receive your user login details and application reference 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.

Destination Event Management Companies (DEMC) – 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	<ul style="list-style-type: none"> Business Registration 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) Board Resolution (To confirm the Trade Name & address if it is different than Registered Name - 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	In the case of absence of office premises, Police clearance from the local police department for all the staff/individual engage in business
	<ul style="list-style-type: none"> Deed or lease agreement of the office/business operational premises (Optional)

Registration Fee Structure 1: * Excluding TAX

1 st Payment Inspection Rs.	2 nd Payment Registration Rs.	Total Payment Rs.
10,000.00	30,000.00	40,000.00

Name change /Ownership change – Rs.2, 000

Address change inspection fee / re –inspection – Rs.10, 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://sltta.gov.lk/storage/common_media/payment-structure.pdf

Renewal- Destination Event Management Companies (DEMC)

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.

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.
•	Deed or lease agreement of the office/business operational premises (Optional)

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

Renewal Fee Structure 2: * Excluding TAX

Category	Renewal Fee Rs.
Destination Event Management Companies -(DEMC/DWMC)	20,000.00

***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

For more information;

Ms. Kumuduni Gunawardane, Junior Manager/ Standards & Quality Assurance

Phone: 011-2426 800 Ext: 255 Direct Line: 0112 426 957

Email: ta@srilanka.travel/ priyangak@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.