## Registration/Renewal - Association

#### **Process**

1

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Association'
- Online Application
- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per "Terms and Conditions for Registration of Association"

2

Documents submission

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

3

**Payment Details** 

Pay your Registration fee of Rs. 500 (less than 30 members) or Rs. 1000 (30 and more than 30 members) by online (option 1 - Pay at Bank and submit the slip to online portal. option 2 - pay by your credit card)

4

Registration & License

- Once the payment is validated, documents will be verified and license certificate will be ready
- You will be informed to collect the license certificate & registration certificate

# Association – Registration

## **Required Documents:**

S/N	Required Documents (8)
1	Certificate of Registration
2	Minutes of the 1 <sup>st</sup> meeting or the recent meeting
3	Copy of the constitution or mandate of the association
4	Details information sheet as per "Format for Detailed Information Requirements"

## Fee - Registration

Category (Association)	Registration Rs.
Less than 30 members	500
30 & More than 30 members	1,000

# Association – Renewal

### **Required Documents:**

S/N	Required Documents (5)
1	Association member list for the relevant year
2	Minutes of the recent meeting

#### Fee - Renewal

Category (Association)	Renewal Fee Rs.
Less than 30 members	1,000
30 & More than 30 members	2,000