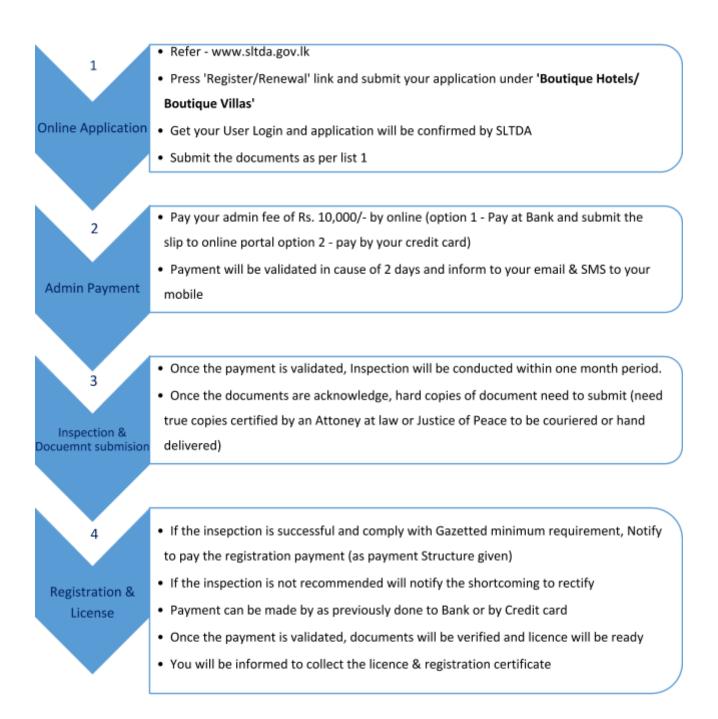
Registration/Renewal – Boutique Hotels/ Boutique Villas Process



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

Boutique Hotels/ Boutique Villas – Registration

Required Documents:

S/N	Required Documents (14)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade Licence
4	Approved Building Plan
5	Certificate of Conformity (COC)
6	Environmental Protection License
7	Deed or Lease Agreement
8	Insurance Policy covering Public Liability
9	Insurance Policy covering Workmen Compensation
10	Water Quality Report
11	Medical Reports of staff
12	Certificate of Fire Protection (Including first aid & fire fighting training)
13	Bio Data of Executive Staff
14	Board Resolution for Trade Name (If the Business Registered as limited liability Company)

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 Rs.	Total payment Rs.
25 rooms and less	10,000.00	36,000.00	46,000.00
26 -50 rooms	10,000.00	42,000.00	52,000.00
51 rooms or more	10,000.00	48,000.00	58,000.00

Boutique Hotels/ Boutique Villas – Renewal

Required Documents:

S/N	Required Documents (9)
1	Trade License
2	Environmental Protection License
3	Insurance Policy covering Public Liability
4	Insurance Policy covering Workmen Compensation
5	Certificate of Fire Protection (Including first aid & fire fighting training)
6	Water Quality Report
7	Medical Reports of staff
8	Bio Data of Executive Staff
9	Lease Agreement (if expired please upload the renewed lease agreement)

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

Renewal Fee:

Category	Renewal Fee Rs.
25 rooms and less	22,000.00
26 -50 rooms	28,000.00
51 rooms or more	34,000.00

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

- 1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
- 2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
- 3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
- 4. 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.