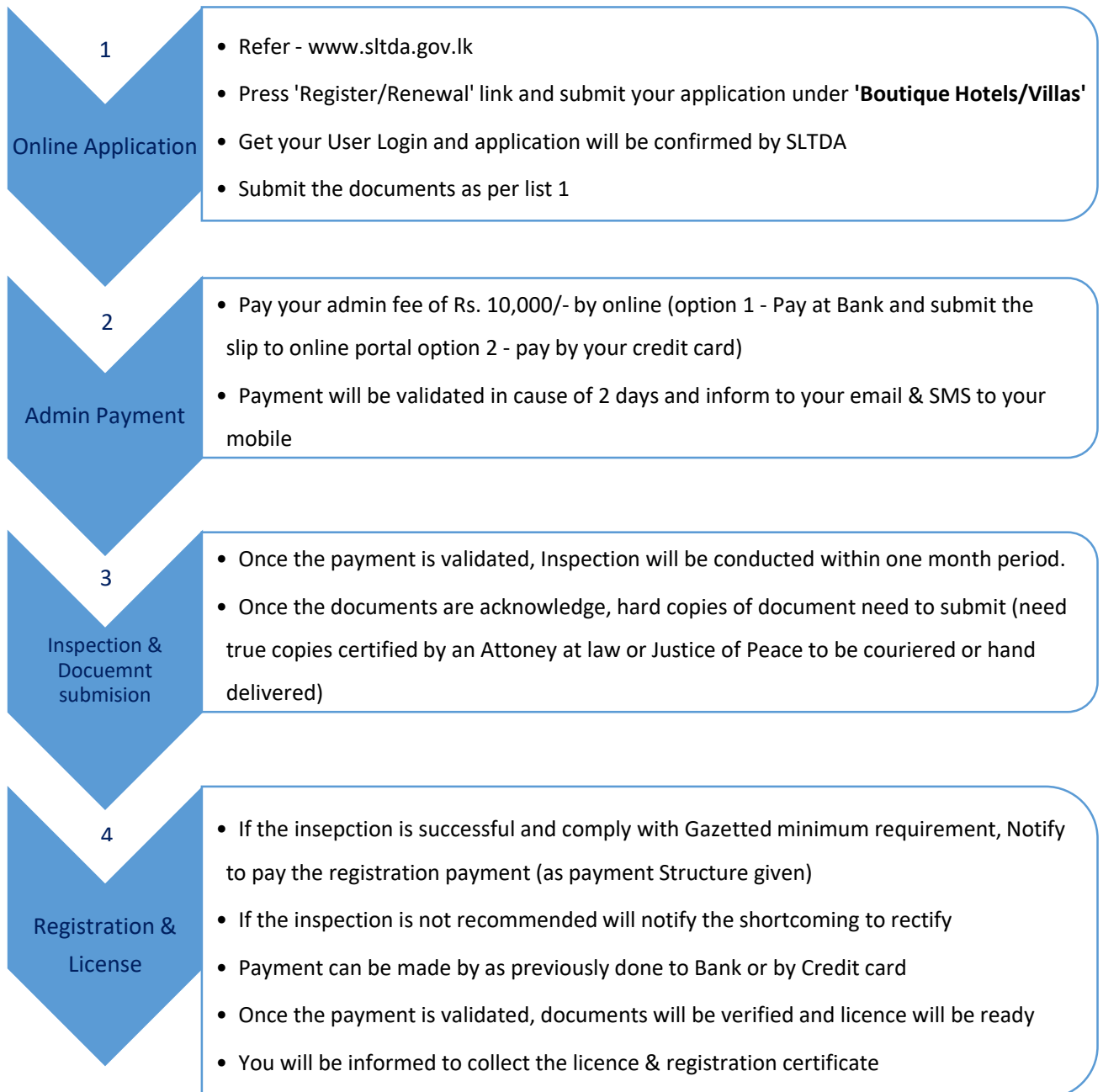


## Registration/Renewal – Boutique Hotels/Villas

### Process



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

## Boutique Hotels/Villas – Registration

### Required Documents:

S/N	Required Documents (14)
1	Application Form for Registration
2	Business Registration
3	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
4	Trade Licence or consent letter from the Local Authority <a href="#">View</a>
5	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority <a href="#">View</a>
6	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <a href="#">View</a>
7	Deed or Lease Agreement or Consent letter from Divisional Secretariat or Land-owning authority <a href="#">View</a>  (if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register)
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
13	Bio Data of Executive Staff
14	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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> 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/Villas–Renewal

### Required Documents:

S/N	Required Documents (10)
1	Application form for renewal
2	Trade License or consent letter from the Local Authority <a href="#">View</a>
3	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <a href="#">View</a>
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmen Compensation
6	Certificate of Fire Protection
7	Water Quality
8	Medical Reports of staff
9	Bio Data of Executive Staff
10	Deed or Lease Agreement or Consent letter from Divisional Secretariat or Land-owning authority <a href="#">View</a>

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.