Registration Process – Bungalow

1

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application under the 'Bungalow Provisional' under the Provisional License side.

Online Application

- Get your User Login and application will be confirmed by SLTDA.
- Submit the documents as per List 1.

2

Documents & Images Submission

- Once the documents are acknowledged, hard copies of document (Need true copies certified by an Attorney at law or Justice of Peace) to be couriered or hand delivered.
- Upload images for provisional registration.

3

Provisional Registration

- Pay your provisional registration fee of Rs.1,297.52 by online (Option 1 Pay at Bank and submit the slip to online portal. Option 2 - Pay by your credit card) after images approval by SLTDA.
- Issue 06 months Provisional Registration.

1

Formal Registration & License

- Conducting physical Inspections.
- Pay formal registration fee as per **Registration Fee Structure 1** after inspections recommendation.
- Issue Formal Registration License.

Bungalow – Registration

Required Documents:

S/N	Required Documents	
1	Business Registration (If the absence of a Deed or Lease Agreement)	
	Form 1/15 (If the Business registered as a limited liability company)	
	Form 20 (If a limited liability company – If any director change)	
	Board Resolution (To confirm the Trade Name if it is different than Registered name - If a limited	
	liability company only) <u>View</u>	
2	No objection letter from the Police or Grama Niladhari Certificate (If the absence of Business Registration)	
	(Optional)	
•	Deed or Lease Agreement or consent letter (If the absence of Business Registration) (Optional) <u>View</u>	

Note 01– If the mandatory to submit a Deed or a Lease agreement or a Consent letter in the case is not available of a Business Registration. Please upload a document mentioning "not applicable" where the document/s is/are not relevant to your case.

Note 02 – Submit the documents as 'True copy' ascertained by Attorney at law or Justice of Peace.

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd pavment Registration Rs.	Total payment Rs.
Bungalow	3,538.46	11,794.88	15,333.34

Provisional Registration – Rs.1,297.52

Renewal Process – Bungalow

Online

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA."
- Click 'Login' link and login using your user name and password.

Application

- Submit the documents as per List 2.
- Once the documents are acknowledged, hard copies of document (Certified true copies by an Attorney at law or Justice of Peace) to be couriered or hand delivered.

Documents Submission

• Pay your renewal fee as per Renewal Fee Structure 2 by online (Option 1 - Pay at Bank and submit the slip to online portal. **Option 2** – Pay by your credit card).

Payment

- Process & Procedure (https://www.sltda.gov.lk/en/tourism-development-levy).
- Contact TDL Department for more details about TDL Clearance.
- **TDL Clearance** • Contact No - 112426989 / 112426987 / 112426800
 - Extensions 271, 287, 288, 291, 293, 350

Occupancy

• Submit the occupancy & tarrif details from online login.

6

• Issue Renewal License.

Renewal License

Bungalow – Renewal

Required Documents:

S/N	Required Documents
1	If any other change of the business (Ownership/Business name) relevant document

^{*}Please note that if required documents not relevant with you please upload a document mentioning "not applicable".

Renewal Fee Structure 2:

Category	Renewal Fee (Rs.)
Bungalow	9,435.90

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off for the years 2021 & 2022.