## **Registration – Classified Hotel**

### **Process**

1

### Refer - www.sltda.gov.lk

# Online Application

- Press 'Register/Renewal' link and submit your application under 'Classified Hotel'
- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per list 1

2

## Admin Payment

- Pay your admin fee of Rs. 10,000.00 by online (option 1 Pay at Bank and submit the slip to online portal option 2 pay by your credit card)
- Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile

3

# Inspection & Docuemnt submision

- Once the payment is validated, Inspection will be conducted within one month period.
- Once the documents are acknowledge, hard copies of document need to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

4

# Registration & License

- If the insepction is successful and comply with Gazetted minimum requirement, Notify to pay the registration payment (as payment Structure given)
- If the inspection is not recommended will notify the shortcoming to rectify
- Payment can be made by as previously done to Bank or by Credit card
- Once the payment is validated, documents will be verified and license will be ready
- You will be informed to collect the license & registration certificate

# **Classified Hotel—Registration**

### **Required Documents:**

S/N	Required Documents (13)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade License or consent letter from the Local Authority View
4	Building Plan Approved or consent letter from the Local Authority or Urban Development Authority View
5	Environmental Protection License or consent letter from Central Environmental Authority or relevant Authority <u>View</u>
6	Deed or Lease Agreement or Consent letter from the Divisional Secretariat or land-owning authority <u>View</u>
7	Water Quality Test Report
8	Medical Reports of staff(Kitchen, Food handlers)
9	Certificate of Fire Protection(Including first aid & fire fighting training covering 75%)
10	Bio Data of Executive Staff(At least 4)
11	Insurance Policy covering Public Liability
12	Insurance Policy covering Workmen Compensation
13	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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
1 Star	10,000.00	7,000.00	17,000.00
2 Star	10,000.00	12,500.00	22,500.00
3 Star	10,000.00	20,000.00	30,000.00
4 Star	10,000.00	27,500.00	37,500.00
5 Star	10,000.00	35,000.00	45,000.00

### Classified Hotel-Renewal

### **Required Documents:**

S/N	Required Documents(09)		
1	Trade License or consent letter from the Local Authority View		
2	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority <u>View</u>		
3	Insurance Policy covering Public Liability		
4	Insurance Policy covering Workmen Compensation		
5	Certificate of Fire Protection(Including first aid & fire fighting training covering 75%)		
6	Water Quality Test Report		
7	Medical Reports of staff(Food & Beverage & Kitchen Staff)		
8	Bio Data of Executive Staff(At least 4)		
9	Deed or Lease Agreement or Consent letter from the Divisional Secretariat or land-owning authority <u>View</u>		

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

#### **Renewal Fee:**

Category	Renewal Fee Rs.
1 Star	12,000.00
2 Star	12,500.00
3 Star	15,000.00
4 Star	17,500.00
5 Star	20,000.00

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.