

Registration – Classified Hotel

Process



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

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 View
6	Deed or Lease Agreement or Consent letter from the Divisional Secretariat or land-owning authority View
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 st payment Inspection Rs.	2 nd 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 View
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 View

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.