

Registration/Renewal- Tourist Guest House

Process

Online Application

- Refer - www.sltda.gov.lk
- Press Register/Renewal link and submit your application under "Tourist Guest House".
- Get your user login and application will be confirmed by SLTDA
- Submit the documents as per the List 1 for registration & List 2 for renewal of license

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 phone.

Inspection & Document Submission

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

Registration & License

- If the inspection 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

Tourist Guest House – Registration

Registration Required Documents

S/N	Required Documents
1	Business Registration
2	Form 1, 15, 48 or 20 (If the Business Reregistered as a limited liability company)
3	Board Resolution for Trade Name (If the Business Registered as limited liability Company)
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority
5	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority
6	Insurance Policy covering Public Liability
7	Insurance Policy covering Workmen Compensation
8	Certificate of Fire Protection
9	Trade License or consent letter from the Local Authority - Optional
10	Deed or Lease Agreement or consent letter from the Divisional Secretariat or land-owning authority- Optional

Registration Fees

Fee – Formal Registration (Step 02)

*Including SSCL 2.5% and 18% VAT

Category	Registration Fee		
	Admin	Registration +License	Total
A Grade – Rooms 1-10	12,102.56	21,784.62	33,887.18
A Grade – Rooms 11 & More	12,102.56	25,415.38	37,517.95
B Grade – Rooms 1-10	12,102.56	20,332.31	32,434.87
B Grade – Rooms 11 & More	12,102.56	21,784.62	33,887.18
C Grade/ B & B Category – Rooms 1-10	12,102.56	18,880.00	30,982.56
C Grade/ B & B Category – Rooms 11 & More	12,102.56	20,332.31	32,434.87

Guest House– **Renewal**

Required Documents:

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as ‘True Copy’ ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1	Application form for renewal
2	Clearance from Environmental Authority or consent letter from Central Environmental Authority or relevant Authority
3	Insurance Policy covering Public Liability
4	Insurance Policy covering Workmen Compensation
5	Certificate of Fire Protection
6	Trade License or consent letter from the Local Authority - Optional

Renewal Fee per Annum

*Including SSCL 2.5% and 18% VAT

Renewal Fee			
Category	Admin	License	Total
A Grade – Rooms 1-10	12,102.56	7,261.54	19,364.10
A Grade – Rooms 11 & More	12,102.56	10,892.31	22,994.87
B Grade – Rooms 1-10	12,102.56	5,809.23	17,911.79
B Grade – Rooms 11 & More	12,102.56	7,261.54	19,364.10
C Grade/ B & B Category – Rooms 1-10	12,102.56	4,356.92	16,459.49
C Grade/ B & B Category – Rooms 11 & More	12,102.56	5,809.23	17,911.79

Name change /Ownership change – Rs.2, 000

Address change inspection fee / re –inspection – Rs.10, 000

*Excluding SSCL 2.5% and 18% VAT