Registration Process – Eco Lodge

Online Application

1

- Visit www.sltda.gov.lk website and click "REGISTER WITH SLTDA."
- Click <u>'Register with Us'</u> and select " Eco Lodge" under Formal Registration (Normal) to submit your application.
- You will receive your user login details and application reference number via email.
- We will evaluate your application and notify you of the confirmation status by email.
- Rejection reasons will be communicated via email if your application is rejected.

2

Documents **Submission**

Online Document Submission:

- Upload all required documents listed in List 1. to the online system.
- For optional documents, upload an image or document stating "Not Relevant."
- Check the "final submission" tick box (☑) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.
- Hard Copy Submission:
 - After your online documents are acknowledged, send certified true copies of all documents (<u>certified by an Attorney-at-Law or Justice of the Peace</u>).
 - Deliver the hard copies via courier, register-post or hand delivery to "Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"

3

1st Payment (Inspection Fee)

- Pay your 1st Payment (Inspection Payment) as per <u>Registration Fee Structure 1</u>.: (Kindly follow the instruction by online portal & keep copies of payment secure with you)
 - Option 1: Pay at the bank and submit the payment slip through the online system.
 - Option 2: Pay using your credit card.
- An e-receipt will be emailed upon validation of the payment, within 2 working days.

4

Physical Inspection

- •SLTDA conducts a <u>physical inspection</u> to verify compliance with the <u>stipulated Criteria</u> requirements within a period of one month.
- If the Compliance are not fulfilled, a time period will grant to comply with or determine a suitable category considering the available facilities & services.
- •If the compliances are fulfilled, Inspection Recommendation will be reported to the Director/ Standards & Quality Assurance

5

2nd Payment (Registration Fee)

- You will be notified to make the second payment (registration fee) as per <u>Registration</u>
 <u>Fee Structure 1</u> upon receiving the Inspection Recommendation Directions.
- Payment can be made using one of the options mentioned in step 3.
- An e-receipt will be emailed upon validation of the payment, within 2 working days.

6

Registration & License

- After completing the online system procedure, your Formal Registration Certificate and annual license will be prepared.
- You will be notified upon signature and readiness for collection; otherwise, it will be delivered by registered post, as per your request.

Eco Lodge - Registration

Required Documents:

S/N	Required Documents	
1	 Business Registration Form 1/15/13 (To confirm the registered address and director/shareholder details - for limited liability companies) Form 20 (To confirm any director changes - for limited liability companies) Board Resolution (Required for limited liability companies only) 	
2	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority View	
3	Environmental Protection License (EPL) or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority View	
4	Insurance Policy covering Public Liability	
5	Insurance Policy covering Workmen's Compensation	
6	Certificate of Fire Protection (At least 75% of the staff trained in first aid firefighting)	
7	Water Quality Test Reports (Bacteriological examination and Chemical Analysis)	
8	Medical Reports of all staff	
9	Bio Data of Executive Staff (At least 4 HODs')	
10	Policy Statement including the mission, vision & code of conduct.	
11	Comprehensive policy manual covering environment sustainability, local procurement & energy conservation.	
•	Deed or Lease Agreement or consent letter (Optional) <u>View</u>	
•	Trade License or consent letter (Optional) <u>View</u>	

Note: Kindly follow the instructions provided under 'Document Submission.'

Registration Fee Structure 1: (Excluding Taxes)

Category	1 st payment	2 nd payment	Total payment
	Inspection (LKR).	Registration (LKR).	(LKR).
Eco Lodge	10,000.00	15,000.00	25,000.00

Renewal Process - Eco Lodge

Online Login

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

Documents Submission

- Online Document Submission:
 - Upload all required documents listed in list 2 to the online system.
- For optional documents, upload an image or document stating "Not Relevant."
- Check the "final submission" tick box (☑) and click the "submit" button.
- You will receive an email confirmation after authentication and validation the same.
- Hard Copy Submission:
- After your online documents are acknowledged, send certified true copies of all documents (<u>certified by an Attorney-at-Law or Justice of the Peace</u>).
- Deliver the hard copies via courier, register-post or hand delivery to;
 "Director/ Standards & Quality Assurance, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03"

Renewal Payment

3

- Pay your Renewal Payment as per Registration Renewal Fee Structure 2.;
 (Kindly follow the instruction by online portal & keep copies of payment secure with you)
 - Option 1: Pay at the bank and submit the payment slip through the online system.
 - Option 2: Pay using your credit card.
- An e-receipt will be emailed upon validation of the payment, within 2 working days.

TDL Clearance

- For the process and procedure regarding Tourism Development Levy (TDL), visit
 https://www.sltda.gov.lk/en/tourism-development-levy.
- Contact the TDL Department at +94 112426989, +94 112426987,

or +94 112426800 (Extensions: 271, 287, 288, 291, 293, 350) for more details.

Occupancy

- Submit the occupancy and tariff details through your online login.
- Contact the Research & International Affairs Department at **+94 112426800** Extension: **155**

Renewal License

- Upon completion of the online system procedure, your annual renewal license will be prepared.
- You will be notified upon signature and readiness for collection; otherwise, it will be delivered by registered post, as per your request.

Eco Lodge - Renewal

Required Documents:

S/N	Required Documents
1	Valid Environmental Protection License (EPL) or consent letter <u>View</u>
2	Valid Insurance Policy covering Public Liability
3	Valid Insurance Policy covering Workmen's Compensation
4	Valid Certificate of Fire Protection (At least 75 % of the staff trained in first aid firefighting)
5	Valid Water Quality Test Reports (Bacteriological Examination and Chemical Analysis)
6	Valid Medical Reports of all staff
7	Bio Data of Executive Staff (At least 4 HODs')
•	Valid Lease Agreement or Consent Letter (Optional) <u>View</u>
•	Trade License or consent letter (Optional) <u>View</u>

Note: Kindly follow the instructions provided under 'Document Submission.'

Renewal Fee Structure 2: (Excluding Taxes)

Category	Renewal Fee (LKR).
Eco Lodge	15,000.00

Please note that the renewal fee for the years 2021 and 2022 has been waived off due to the impact of the COVID-19 pandemic on the tourism industry.

- Name change/Ownership Change LKR.2,000.00 (<u>Excluding Taxes</u>)
- Re-Inspection Charge LKR. 10,000.00 (Excluding Taxes)

Bank Details for Registration/Renewal Payments (For Bank Payment option only)

Bank: BOC Corporate Branch

A/C Name: Sri Lanka Tourism Development Authority

A/C No: **79746281**

Important: When making your Registration/Renewal payments at any Bank of Ceylon branch, please ensure you clearly state the exact amount, including all applicable taxes, and your SLTDA registration number (e.g., SLTDA/SQA/...) to ensure accurate processing. Please do not deposit Tourism Development Levy (TDL) payments into this account.

For more information;

Mr. Suranga Liyanapathirana, Deputy Director/ Standards & Quality Assurance

Phone: 011-2426 800 -Ext-140 or 201

Or 011-2426 807

Email: touristhotels@srilanka.travel