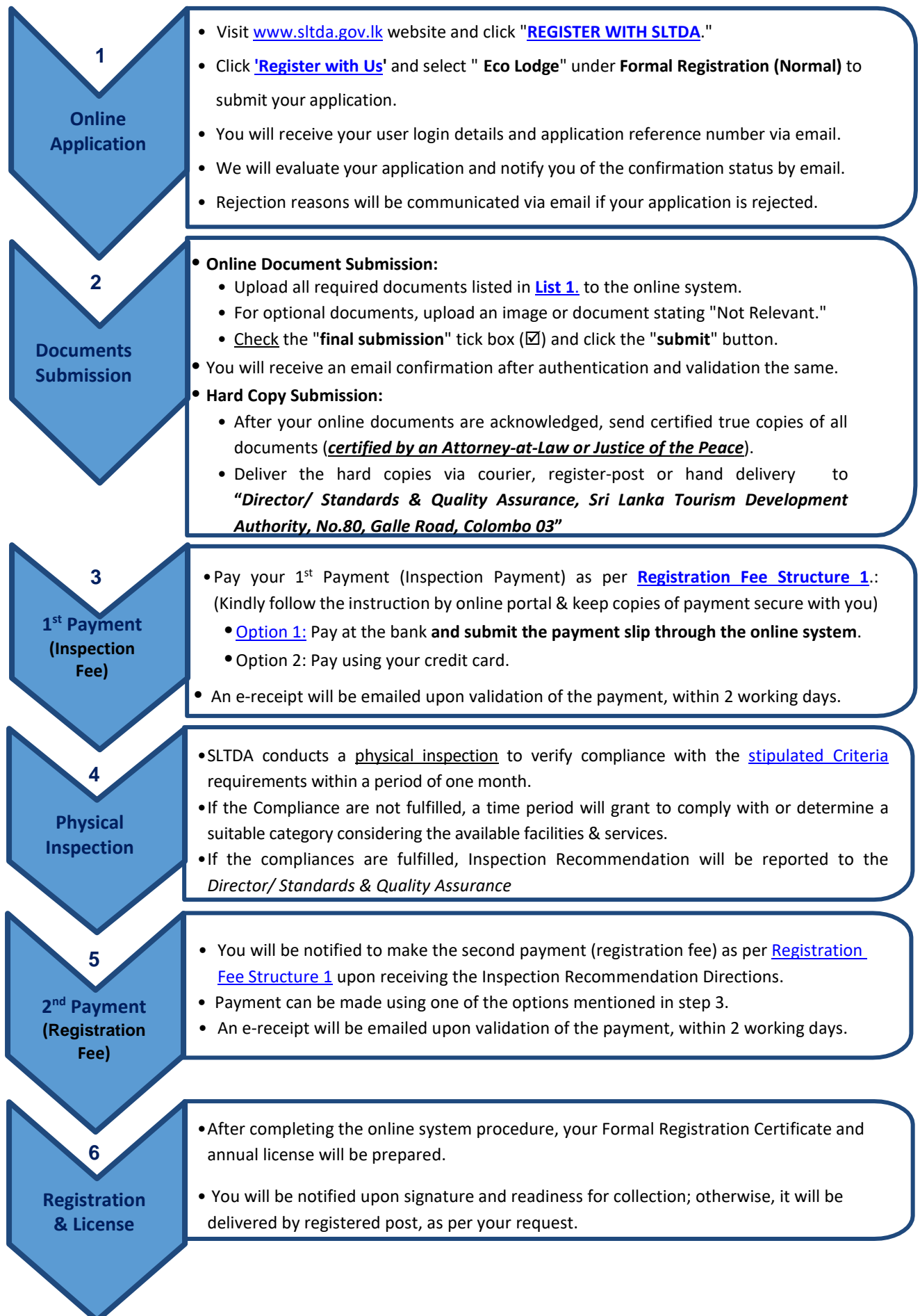


# Registration Process –Eco Lodge



## List 1

## Eco Lodge - Registration

## Required Documents:

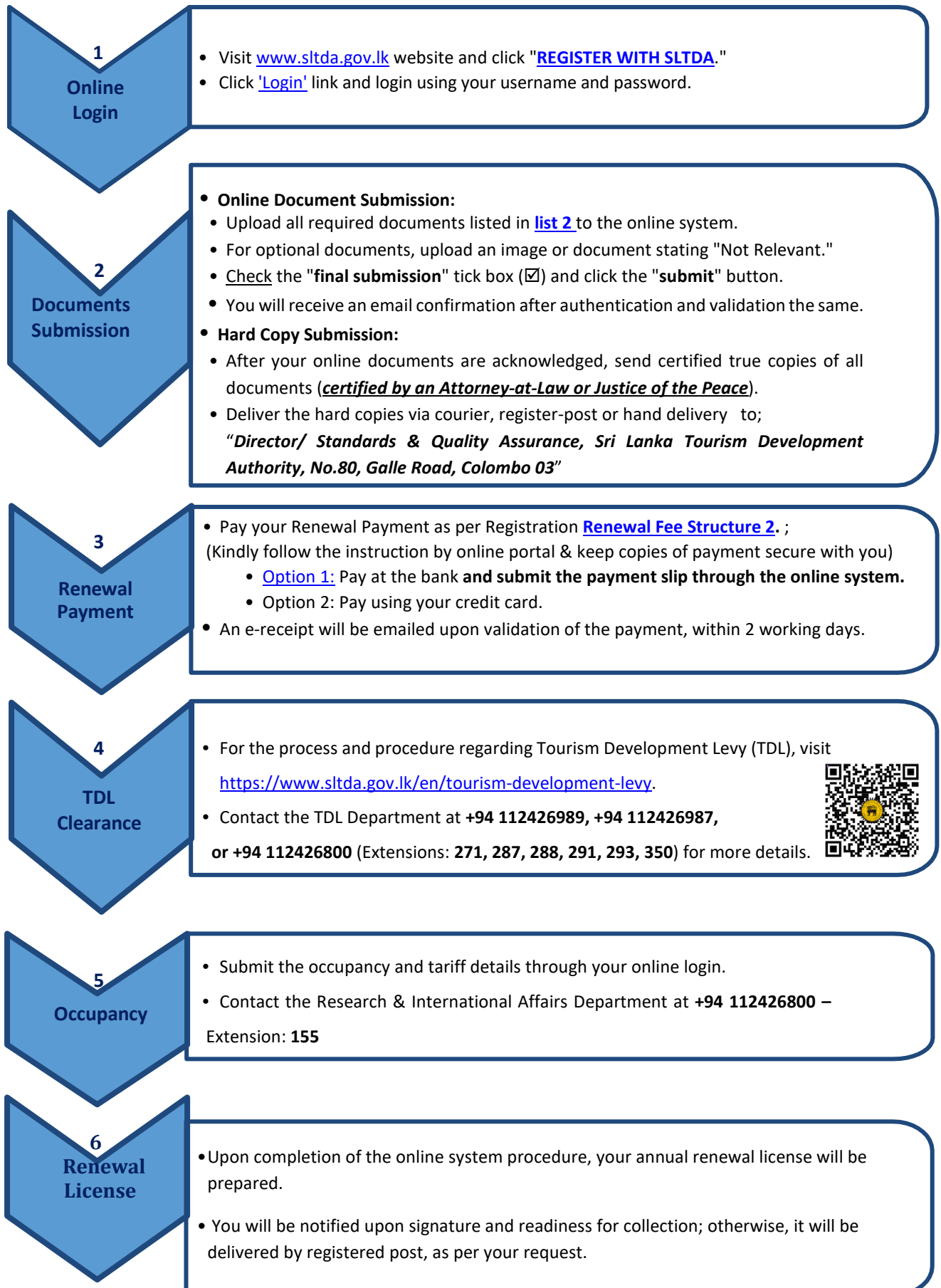
S/N	Required Documents
1	<ul style="list-style-type: none"> <li>Business Registration</li> <li>Form 1/15/13 (To confirm the registered address and director/shareholder details - for limited liability companies)</li> <li>Form 20 (To confirm any director changes - for limited liability companies)</li> <li>Board Resolution (Required for limited liability companies only) <a href="#">View</a></li> </ul>
2	Approved Building Plan <b>or</b> consent letter from the Local Authority or Urban Development Authority <a href="#">View</a>
3	Environmental Protection License (EPL) <b>or</b> consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <a href="#">View</a>
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 <b>all staff</b>
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 <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <a href="#">View</a>
.	Trade License <b>or</b> consent letter (Optional) <a href="#">View</a>

**Note:** Kindly follow the instructions provided under '[Document Submission](#).'

## Registration Fee Structure 1: (Excluding Taxes)

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

## Renewal Process – Eco Lodge



## Eco Lodge – **Renewal**

### Required Documents:

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

**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 (**Excluding Taxes**)
- 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](mailto:touristhotels@srilanka.travel)