Registration/Renewal- Eco Lodge

Process

1

Online Application

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Eco Lodge'
- 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 licnese

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 payment gateway, option 2 pay by your credit card)
- Payment will be validated within 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 cause of one month period.
- Once the documents are acknowledge, hard copies of document (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

Eco Lodge-Registration

Required Documents:

S/N	Required Documents (14)		
1	Business Registration		
2	Form 1 or 40/20 (If the Business Reregistered as a limited liability company)		
3	Trade License or consent letter from the Local Authority <u>View</u>		
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority <u>View</u>		
5	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <u>View</u>		
6	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View (if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register)		
7	Insurance Policy covering Public Liability		
8	Insurance Policy covering Workmen Compensation		
9	Water Quality Test Report		
10	Medical Reports of staff (Kitchen, food & beverage)		
11	Certificate of Fire Protection (At least 75 % of the staff trained in first aid fire fighting.)		
12	Bio Data of Executive Staff (at least 4)		
13	Board Resolution confirming Trade Name of Eco lodge (If the Business Registered as limited liability Company)		
14	Policy Statement including the mission, vision & code of conduct.		
15	Comprehensive policy manual covering environment sustainability, local procurement & energy conservation.		

Fees - Registration

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

Eco Lodge –Renewal

Required Documents:

S/N	Required Documents (9)
1	Trade License or consent letter from the relevant Local Authority View
2	Environmental Protection License or consent letter from Central Environmental
	Authority/ Provincial Environment Authority or relevant Local Authority View
3	Insurance Policy covering Public Liability
4	Insurance Policy covering Workmen Compensation
5	Certificate of Fire Protection (At least 75 % of the staff trained in first aid fire fighting.)
6	Water Quality Report
7	Medical Reports of staff (Kitchen, food & beverage)
8	Bio Data of Executive Staff (at least 4)
9	Lease Agreement (If Expired) or consent letter from Divisional Secretariat or Land-
	owning Government organization <u>View</u>

Fees - Renewal

Category	Renewal Fee Rs.
Eco Lodge	15,000.00