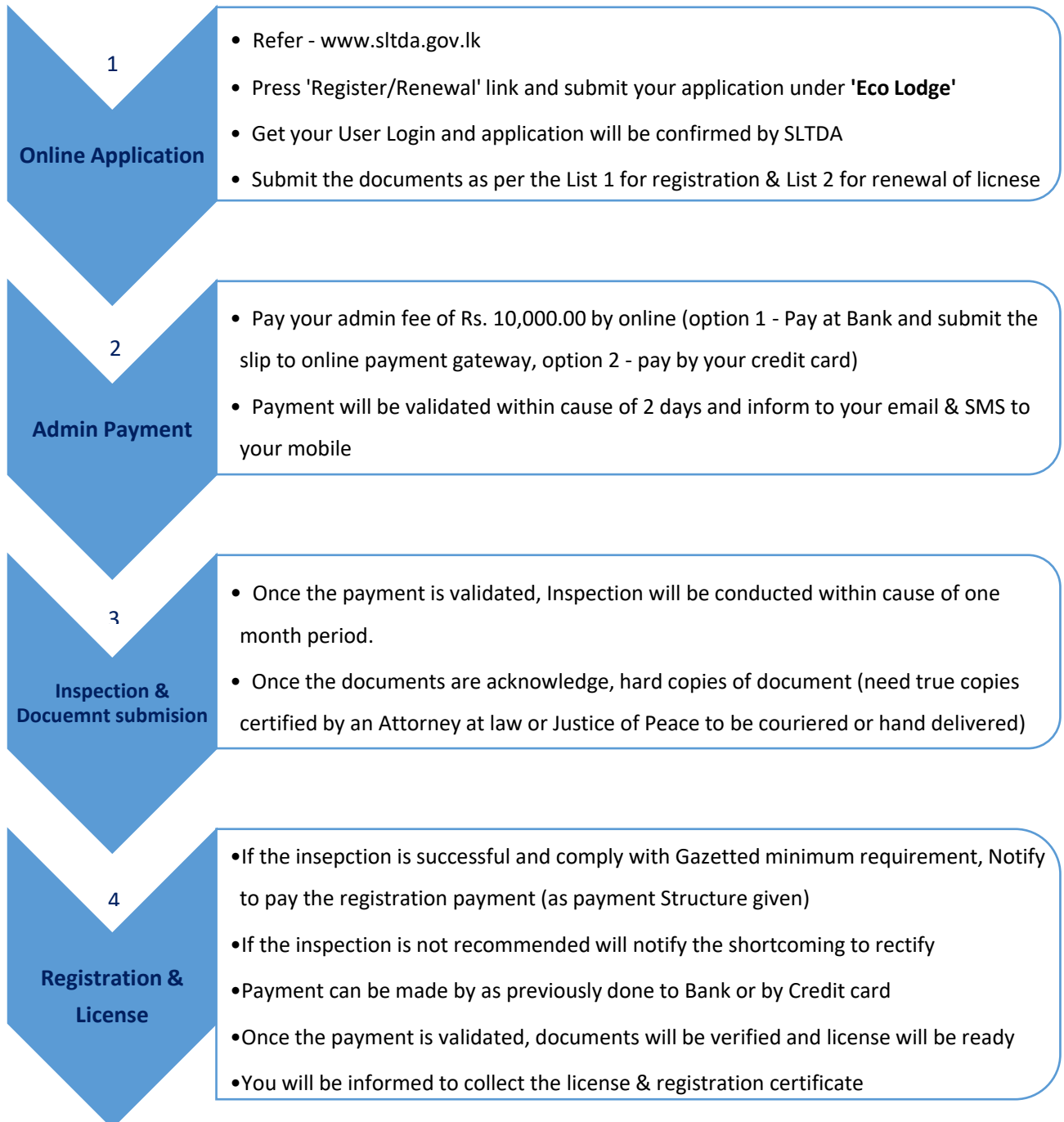


# Registration/Renewal- Eco Lodge

## Process



## 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 <a href="#">View</a>
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority <a href="#">View</a>
5	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <a href="#">View</a>
6	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization <a href="#">View</a> (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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> 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 <a href="#">View</a>
2	Environmental Protection License or consent letter from Central Environmental Authority/ Provincial Environment Authority or relevant Local Authority <a href="#">View</a>
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 <a href="#">View</a>

### Fees - Renewal

Category	Renewal Fee Rs.
Eco Lodge	15,000.00