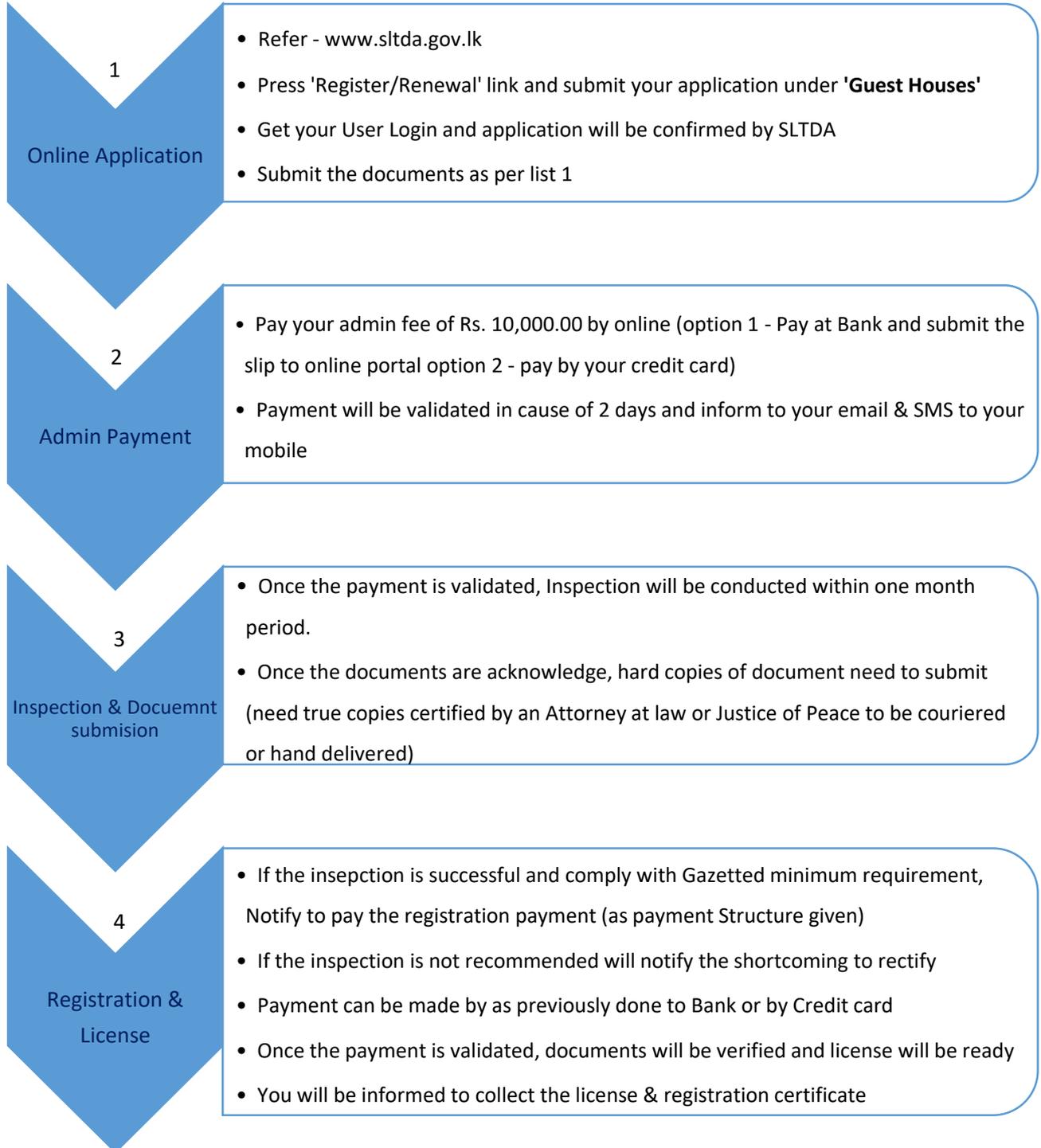


Registration/Renewal - Guest Houses

Process



Name change/Ownership Change – Rs.2,000/-

Guest Houses–Registration

Required Documents:

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

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
A Grade – Rooms 1-10	10,000.00	18,000.00	28,000.00
A Grade – Rooms 11 & more	10,000.00	21,000.00	31,000.00
B Grade – Rooms 1-10	10,000.00	16,800.00	26,800.00
B Grade – Rooms 11 & more	10,000.00	18,000.00	28,000.00
C Grade – Rooms 1 - 10	10,000.00	15,600.00	25,600.00
C Grade – Rooms 11 & more	10,000.00	16,800.00	26,800.00

Guest Houses–Renewal

Required Documents:

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

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Renewal Fee:

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
A Grade – Rooms 1-10	10,000.00	6,000.00	16,000.00
A Grade – Rooms 11 & more	10,000.00	9,000.00	19,000.00
B Grade – Rooms 1-10	10,000.00	4,800.00	14,800.00
B Grade – Rooms 11 & more	10,000.00	6,000.00	16,000.00
C Grade – Rooms 1 - 10	10,000.00	3,600.00	13,600.00
C Grade – Rooms 11 & more	10,000.00	4,800.00	14,800.00

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.