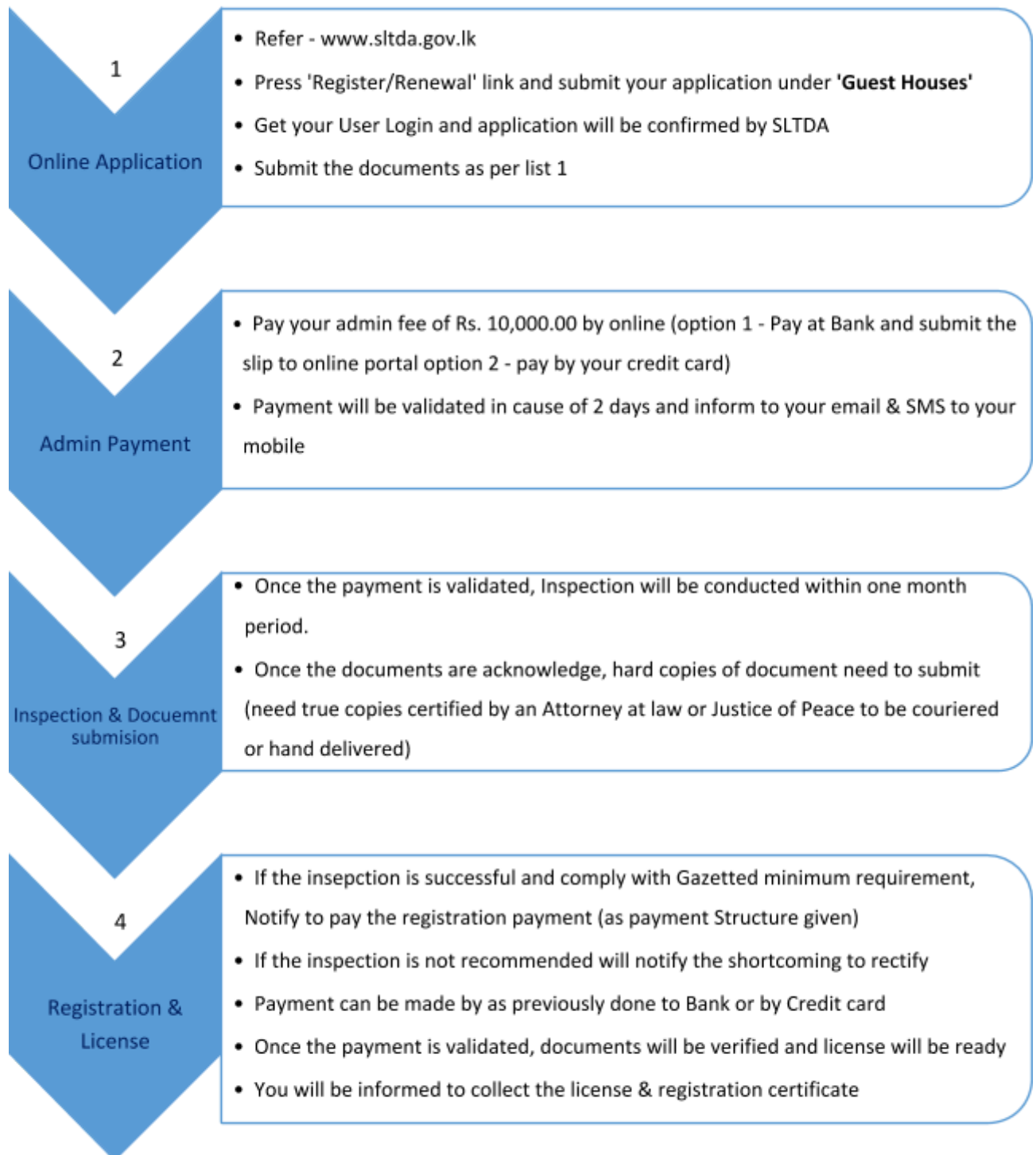


## Registration/Renewal - Guest Houses

### 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
4	Approved Building Plan
5	Certificate of Conformity (COC)
6	Environmental Protection License
7	Deed or Lease Agreement
8	Insurance Policy covering Public Liability
9	Certificate of Fire Protection
10	Water Quality Test Report
11	Medical Reports of staff (Kitchen, Food handlers)
12	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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> 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 (4)
1	Trade License
2	Environmental Protection License
3	Insurance Policy covering Public Liability
4	Certificate of Fire Protection
5	Water Quality Test Report
6	Medical Reports of staff (Kitchen, Food handlers)

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

### Renewal Fee:

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> 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.