### **Registration Process - Guest Houses**

1

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application under 'Guest House Provisional' under the Provisional License Side.
- **Online Application**
- Get your User Login and application will be confirmed by SLTDA.
- Submit the documents as per List 1.

2

## Documents & Images Submission

- Once the documents are acknowledged, hard copies of document (Need true copies certified by an Attorney at law or Justice of Peace) to be Register post couriered or hand delivered.
- Upload images for provisional registration.

3

# **Provisional** Registration

- Pay your provisional registration fee of Rs.2595.04 by online (Option 1 Pay at Bank and submit the slip to online portal. Option 2 - Pay by your credit card) after images approval by SLTDA.
- Issue 06 months Provisional Registration.

1

# Formal Registration & License

- Conducting physical Inspections.
- Pay formal registration fee as per **Registration Fee Structure 1** after inspections recommendation.
- Issue Formal Registration License.

### **Guest Houses – Registration**

### **Required Documents:**

S/N	Required Documents				
1	Business Registration				
	<ul> <li>Form 1/48/15 (To confirm the registered address &amp; directors/shareholders - If a limited liability company)</li> </ul>				
	Form 20 ( If a limited liability company – If any director change)				
	Board Resolution ( To confirm the Trade Name if it is different than Registered name - If a limited liability company only)  View				
2	Approved Building Plan <b>or</b> consent letter <u>View</u>				
3	Environmental Protection License (EPL) or consent letter <u>View</u>				
4	Insurance Policy covering Public Liability				
5	Insurance Policy covering Workmens' Compensation				
6	Certificate of Fire Protection				
•	Trade License <b>or</b> consent letter (Optional) <u>View</u>				
•	Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <u>View</u>				

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

#### **Registration Fee Structure 1:**

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
A Grade – Rooms 1-10	11,794.87	21,230.77	33,025.64
A Grade – Rooms 11 & more	11,794.87	24,769.23	36,564.10
B Grade – Rooms 1-10	11,794.87	19,815.38	31,610.25
B Grade – Rooms 11 & more	11,794.87	21,230.77	33,025.64
C Grade – Rooms 1 - 10	11,794.87	18,400.00	30,194.87
C Grade – Rooms 11 & more	11,794.87	19,815.38	31,610.25

Provisional Registration – Rs.2,595.04

#### **Renewal Process - Guest Houses**

# Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA." • Click 'Login' link and login using your user name and password. **Online Application** • Submit the documents as per List 2. • Once the documents are acknowledged, hard copies of document (Certified true copies by an Attorney at law or Justice of Peace) to be couriered or hand **Documents** delivered. Submission • Pay your renewal fee as per Renewal Fee Structure 2 by online (Option 1 - Pay at Bank and submit the slip to online portal. **Option 2** – Pay by your credit card). **Payment** • Process & Procedure (https://www.sltda.gov.lk/en/tourism-development-levy). • Contact TDL Department for more details about TDL Clearance. **TDL Clearance** • Contact No - 112426989 / 112426987 / 112426800 • Extensions - 271, 287, 288, 291, 293, 350 •Submit the occupancy & tarrif details from online login Occupancy 6 •Issue Renewal License. Renewal License

### **Guest Houses - Renewal**

#### **Required Documents:**

S/N	Required Documents
1	Renewed Environmental Protection License (EPL) or consent letter <u>View</u>
2	Valid Insurance Policy covering Public Liability
3	Valid Insurance Policy covering Workmens' Compensation
4	Valid Certificate of Fire Protection
•	Trade License <b>or</b> consent letter (optional) <u>View</u>

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

#### **Renewal Fee Structure 2:**

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
A Grade – Rooms 1-10	11,794.87	7,076.92	18,871.79
A Grade – Rooms 11 & more	11,794.87	10,615.38	22,410.26
B Grade – Rooms 1-10	11,794.87	5,661.54	17,456.41
B Grade – Rooms 11 & more	11,794.87	7,076.92	18,871.79
C Grade – Rooms 1 - 10	11,794.87	4,246.15	16,041.03
C Grade – Rooms 11 & more	11,794.87	5,661.54	17,456.41

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off for the years 2021 & 2022