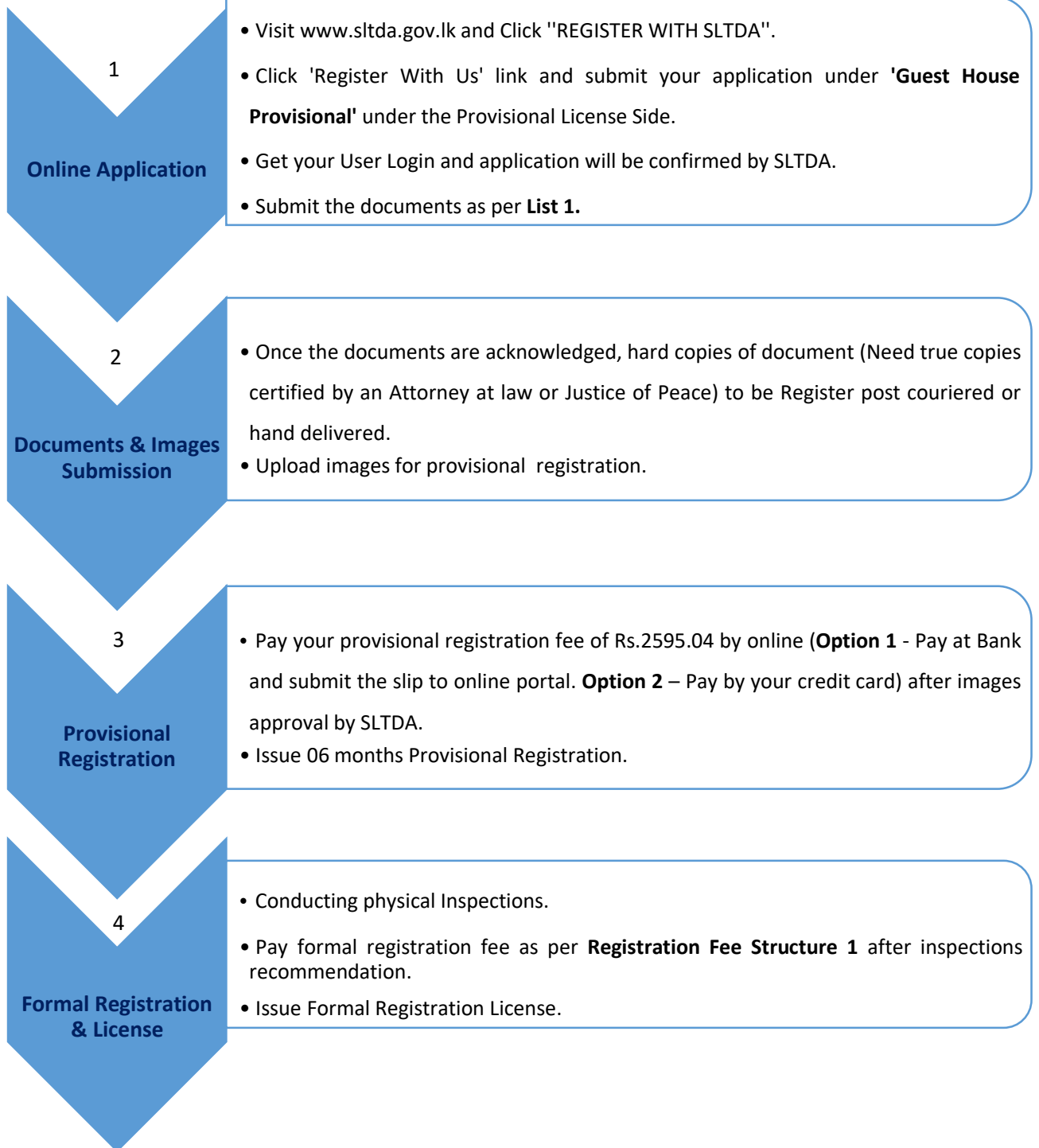


Registration Process - Guest Houses



Guest Houses – Registration

Required Documents:

S/N	Required Documents
1	<ul style="list-style-type: none"> • Business Registration • Form 1/48/15 (To confirm the registered address & directors/shareholders - If a limited liability company) • 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 or consent letter View
3	Environmental Protection License (EPL) or consent letter View
4	Insurance Policy covering Public Liability
5	Insurance Policy covering Workmens’ Compensation
6	Certificate of Fire Protection
•	Trade License or consent letter (Optional) View
•	Deed or Lease Agreement or consent letter (Optional) View

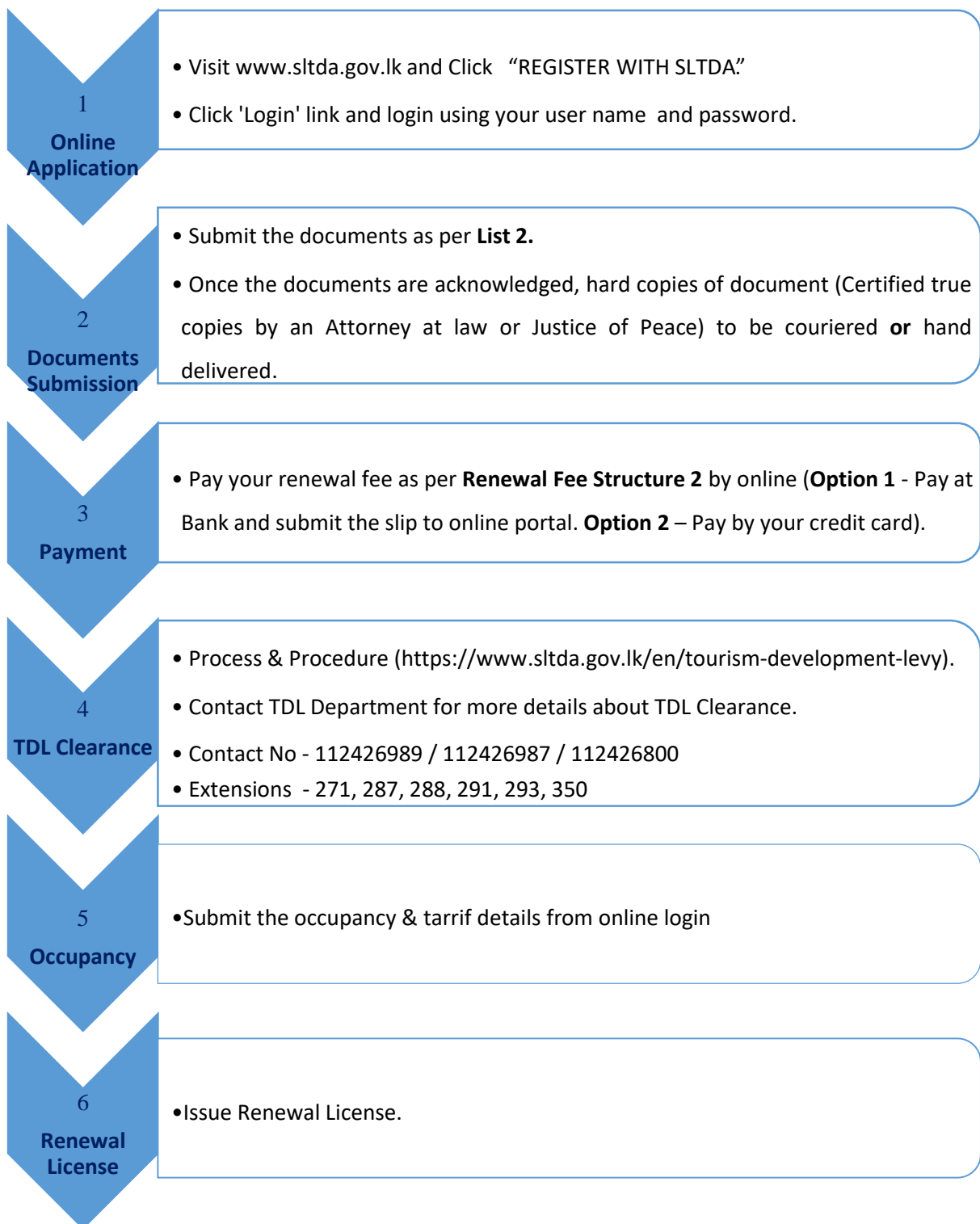
Note: Submit the documents as ‘True Copy’ ascertained by Attorney at law or Justice of Peace

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd 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



Name change/Ownership Change – Rs.2,359.13/-

Guest Houses – **Renewal**

Required Documents:

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

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

Renewal Fee Structure 2:

Category	1 st payment Inspection Rs.	2 nd 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