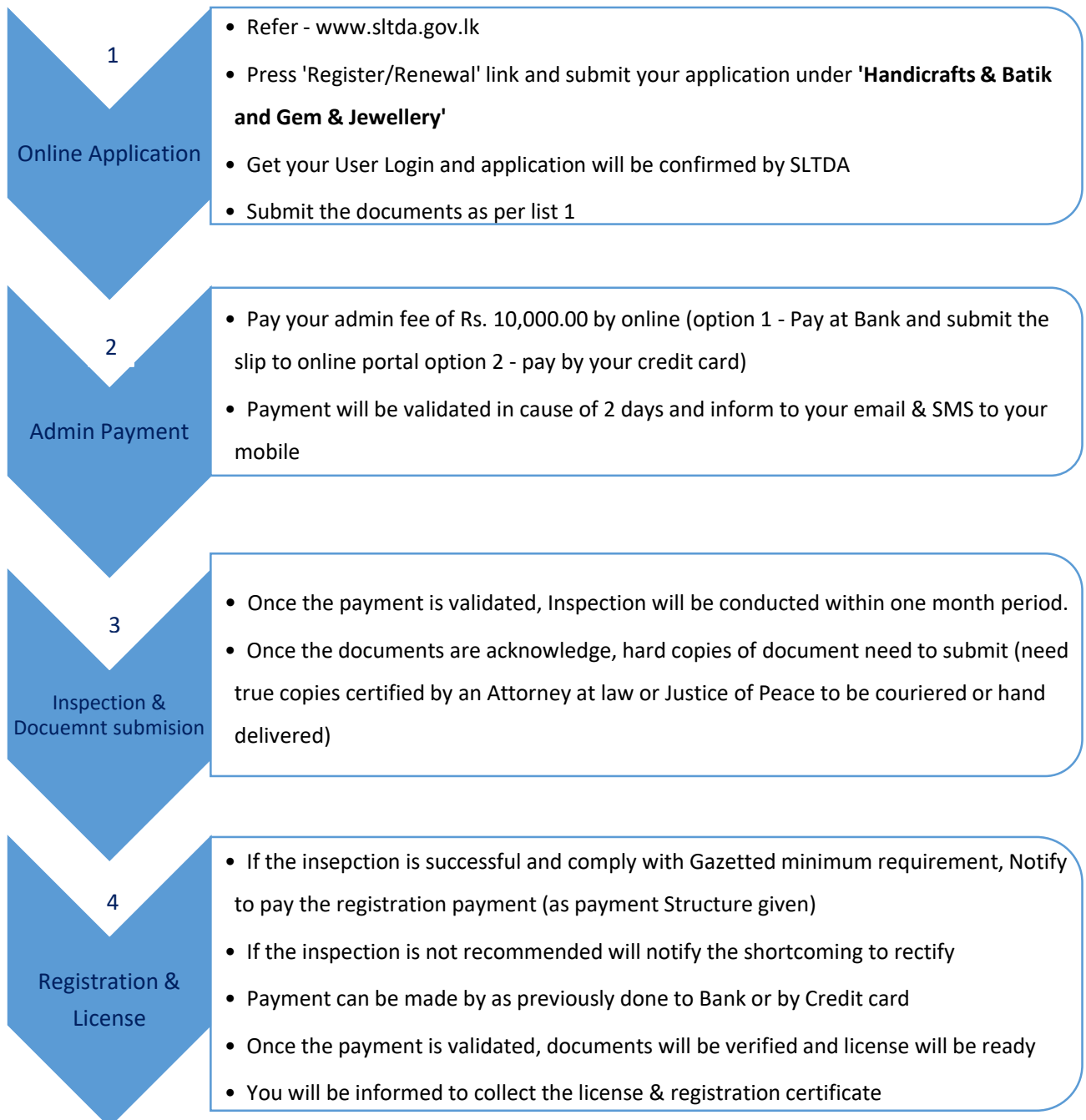


Registration/Renewal – Handicrafts & Batik and Gem & Jewellery

Process



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

Handicrafts & Batik and Gem & Jewellery –Registration

Required Documents:

| S/N | Required Documents (5) |
|-----|---|
| 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 Local Authority View |
| 4 | Deed or Lease Agreement or consent letter from the Divisional Secretariat or land-owning authority View |
| 5 | List of staff with ID card numbers and designation |

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

Fee - Registration

| Category | 1 st payment Inspection Rs. | 2 nd payment Registration Rs. | Total payment Rs. |
|--------------------|--|--|----------------------|
| Handicraft & Batik | 10,000.00 | 33,000.00 | 43,000.00 |
| Gem & Jewellery | 10,000.00 | 18,000.00 | 28,000.00 |

Handicrafts & Batik and Gem & Jewellery–Renewal

Required Documents:

| S/N | Required Documents (3) |
|-----|---|
| 1 | Trade License or consent letter from Local Authority View |
| 2 | Approvals from relevant agencies |
| 3 | Deed or Lease Agreement (If applicable) |

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

Renewal Fee:

| Category | Renewal Fee Rs. |
|---------------------|--------------------|
| Handicrafts & Batik | 19,000.00 |
| Gem & Jewellery | 16,000.00 |

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.