Registration Process – Heritage Bungalow

1

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application under the 'Heritage Bunglow'.

Online Application

- Get your User Login and application will be confirmed by SLTDA.
- Submit the documents as per List 1.

2

Admin Payment

- Pay your admin fee as per **Registration Fee Structure 1** by online (**Option 1** Pay at Bank and submit the slip to online portal. **Option 2** pay by your credit card).
- Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile.

3

Inspection & Document submission

- Once the payment is validated, Inspection will be conducted in cause of one month period.
- Once the documents are acknowledged, hard copies of document (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered).

1

Registration & License

- If the inspection is successful and comply with Gazetted minimum requirement, Notify to pay the registration payment (as payment Structure given).
- If the inspection is not recommended will notify the shortcoming to rectify.
- Payment can be made by as previously done to Bank or by Credit card.
- Once the payment is validated, documents will be verified and license will be ready.
- You will be informed to collect the license & registration certificate.

Heritage Bungalow – Registration

Required Documents:

S/N	Required Documents	
1	Business Registration (If the absence of a Deed or Lease Agreement)	
	Form 1/15 (If the Business Registered as a limited liability company)	
	Form 20 (If a limited liability company – If any director change)	
	Board Resolution (To confirm Trade Name if it is different than Registered Name - If a limited liability company only) <u>View</u>	
2	Declaration of Protected Ancient Monuments from Dept. of Archaeology	
3	No objection letter from the Police or Grama Niladhari Certificate (If the absence of business registration) (Optional)	
	Deed or Lease Agreement or consent letter (If the absence of a Deed or Lease Agreement)	
•	(Optional) <u>View</u>	

Note 01– If the mandatory to submit a Deed or a Lease agreement or a Consent letter in the case is not available of a Business Registration. Please upload a document mentioning "not applicable" where the document/s is/are not relevant to your case.

Note 02 – 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.
Heritage Bungalow	3,538.46	11,794.88	15,333.34

Renewal Process – Heritage Bungalow

1 Online Application

- Visit www.sltda.gov.lk and Click "REGISTERWITH SLTDA"
- Click 'Login' link and login using your user name and password.

Application

- Submit the documents as per List 2.
- Once the documents are acknowledge & hard copies of document (Certified true copies by an Attorney at law or Justice of Peace) to be couriered or hand delivered.

Documents **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

TDL Clearance

- Process & Procedure (https://www.sltda.gov.lk/en/tourism-development-levy).
- Contact TDL Department for more details about TDL Clearance.
- Contact No 112426989 / 112426987 / 112426800
- Extensions 271, 287, 288, 291, 293, 350

5 Occupancy • Submit the occupancy & tarrif details from online login.

Renewal License • Issue Renewal License.

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

Heritage Bungalow – Renewal

Required Documents:

S/N	Required Documents
1	If any other change of the business (Ownership/Business name) relevant document.

^{*} Please note that if required documents not relevant with you please upload a document mentioning "not applicable".

Renewal Fee Structure 2:

Category	Renewal Fee
	Rs.
Heritage Bungalow	9,435.90

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.