## Registration/Renewal - Home Stay Unit

### **Process**

1

### Online Application

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Home Stay'
- 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 of Rs. 1,000 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 submision

- Once the payment is validated, Inspection will be conducted.
- Once the documents are acknowledge, hard copies of document (need true copies certified by an atterny of Law or Justice of Peace to be couriered or hand delivered)

4

# Registration & License

- If the insepction 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

# Home Stay Unit-Registration

### **Required Documents:**

S/N	Required Documents (3)
1.	Deed or Lease Agreement or consent letter from the Divisional Secretariat or land-owning authority View
2.	No objection letter from the owner of the premises
3.	No objection letter from the Police or Grama Niladari Certificate

### Fees - Registration

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Home Stay	1,000	7,000	8,000

### Home Stay-Renewal

### **Required Documents:**

S/N	Required Documents (3)
1	No objection letter from police or GramaNiladari
2	If there is a change in the business name, written request from the applicant
3	If any major renovation done to the establishment, a letter informing the same

<sup>\*</sup> Please note that if required documents no. 2 & 3 not relevant with you please upload a document mentioning "not applicable".

#### Fee - Renewal

Category	Renewal Fee Rs.	
Home Stay	6,000	

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.