## **Registration Process - Home Stay Unit**

#### Online **Application**

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application 'HomeStay Provisional' under the provisional license side.
- Get your User Login and application will be confirmed by SLTDA.
- Submit the documents as per List 1.

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- 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.
- Upload images for provisional registration.

**Documents & Images** 

**Submission** 

#### **Provisional** Registration

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- Pay your provisional registration fee of Rs.1,297.52 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.

**Formal Registration &** 

License

Conducting physical Inspections.

Pay formal registration fee as per **Registration Fee Structure 1** after inspections recommendation.

Issue Formal Registration License

# **Home Stay Unit –Registration**

## **Required Documents:**

S/N	Required Documents	
1	No objection letter from the owner of the premises	
2	No objection letter from the Police <b>or</b> Grama Niladhari Certificate	
•	Deed <b>or</b> Lease Agreement <b>or</b> consent letter (Optional) <u>View</u>	

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

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Home Stay	1,179.49	8,256.41	9,435.90

Provisional Registration – 1,297.52

### **Renewal Process - Home Stay Unit**

 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 formore 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

## **Home Stay – Renewal**

#### **Required Documents:**

S/N	Required Documents
1	If there is a change in the business name, written request from the applicant
2	If any major renovation done to the establishment, a letter informing the same

<sup>\*</sup> Please note that if required documents not relevant with you please upload a document mentioning "not applicable".

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

Renewal Fee Rs.	
7,076.92	

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.