

Registration Process - Home Stay Unit

1

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**.

2

Documents & Images Submission

- 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.

3

Provisional Registration

- 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.

4

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:

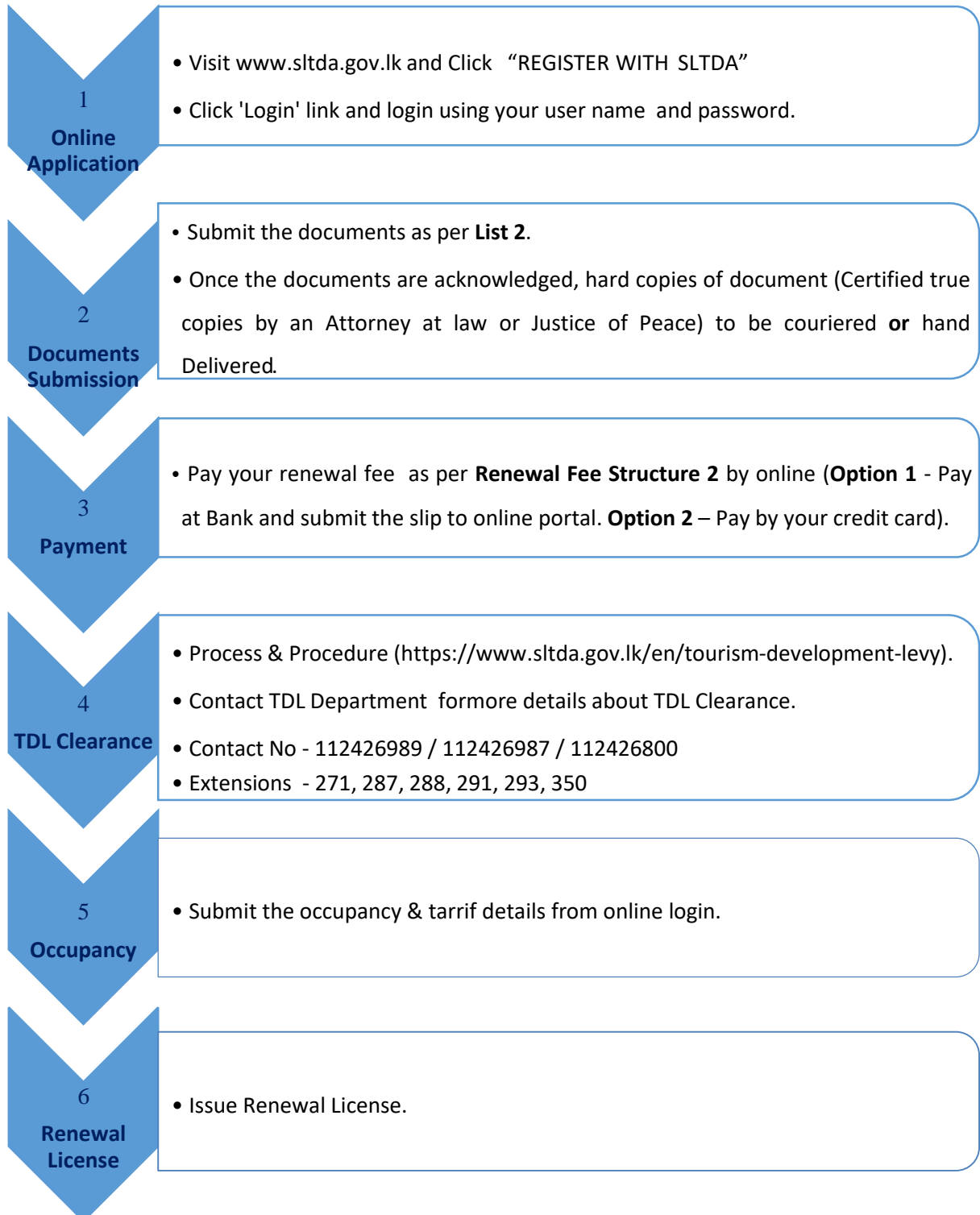
S/N	Required Documents
1	No objection letter from the owner of the premises
2	No objection letter from the Police or Grama Niladhari Certificate
•	Deed or Lease Agreement or consent letter (Optional) View

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd 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



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

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

* 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.
Home Stay	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.