

Instructions to New registered Travel Agencies & Process

As a relief measure, SLTDA has taken necessary steps to issue the Provisional registration for six month for the Travel Agencies and performance evaluation will be done for six months to assure the quality of all the New Travel Agencies.

- Six months Provisional Registration certificate is issued for all the new registered Travel Agencies (From 22nd August 2020)
- Performance Evaluation of the provisionally registered Travel Agencies will be done by SLTDA for six months continuously.
- Every month performance evaluation form of the Travel Agencies shall submit to SLTDA first week of each and every month during the six months.
- Please use the attached **“Performance Evaluation Form”** and send sandaprabhak@srilanka.travel
- SLTDA will conduct field inspection during six months’ time period.
- After six months period, performance evaluation records will be submitted to the SLTDA Board of Management with respective inspection report.
- Balance payment by the Board approved Provisionally registered Travel Agencies to issue Formal Registration
- SLTDA issue the Formal Registration upon the Board approval.

Provisional Registration Process – Travel Agency

