

Registration/Renewal – Rented Apartments

Process



Name change/Ownership Change – Rs. 2,000/

Rented Apartments – Registration

Required Documents:

S/N	Required Documents (5)
1	Business Registration (if the operation is conducted by a company)
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Deed or Lease Agreement
4	No objection letter from the owner of the premises
5	No objection letter from the Police or Grama Niladari Certificate
6	Articles of Association (If your business is registered as Limited Liability Company)

*Please note that the required documents 1& 2 are not relevant if your operation handle by a single person (not a company). If so please upload a document mentioning “not applicable”.

Fee - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Rented Apartments	3,000	30,000	33,000

Rented Apartments – **Renewal**

Required Documents:

S/N	Required Documents (4)
1	No objection letter from police or Grama Niladari (After 5 years of business registration)
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
4	Lease agreement (if expired please upload the renewed lease agreement)

* 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.
Rented Apartments	13,000

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.