Registration/Renewal – Rented Apartments

Process

1

Online Application

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Rented Apartments'
- 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. 3,000 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 & Docuemnt submission

- Once the payment is validated, Inspection will be conducted in cause of one month period.
- Once the documents are acknowledge, hard copies of document (need true copies certified by an Attorney at 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

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.