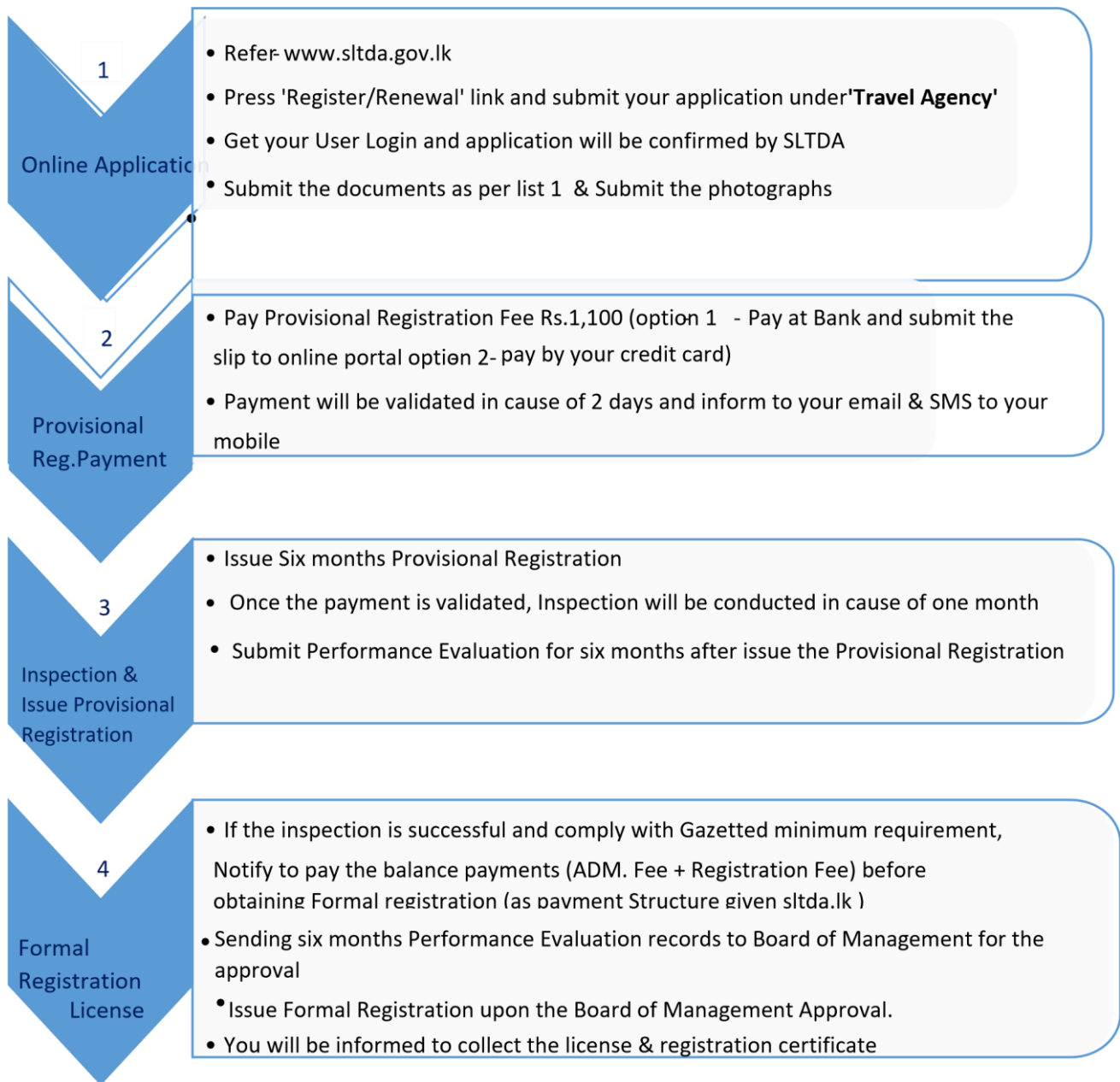


Registration/Renewal Process - Travel Agency



Travel Agency – Registration

Required Documents:

| S/N | Required Documents (13) |
|-----|--|
| 1 | Business Registration |
| 2 | Form 1 / Form 48/ Form 20 (In the case of limited liability company) |
| 3 | Form 13 /Board Resolution for operational address (If the registered address and operational address are different -In the case of limited liability company) |
| 4 | Deed or Lease Agreement |
| 5 | Bank Guarantee (original) – View |
| 6 | List of staff /Individual with name, ID card numbers and designation certified by Manager /owner |
| 7 | Staff's / Individual's professional qualification certificates/work experience proof documents |
| 8 | Declaration of non-conviction – View |
| 9 | List of activities - View |
| 10 | Chartered Accountant's certification for paid up capital (Limited Liability Companies & Sole Proprietor or partnership business) |
| 11 | Articles of Association certified by the company secretary (In the case of limited liability company) |
| 12 | Grama Niladari Certificate of confirmation of Residence (Home Based Travel Agency) |
| 13 | Two Recommendation Letters from SLTDA Registered Hotels / "A" Grade Guest Houses (Home-Based Travel Agency) |

Note: *Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

* If any document is not relevant with you, please upload a document mentioning "not applicable".

* **Fees – Provisional Registration (Step 01) - Rs.1, 100.00**

***Fee – Formal Registration (Step 02)**

| Category | 1 st payment Inspection Rs. | 2 nd payment Registration Rs. | Total payment Rs. |
|---------------|--|--|----------------------|
| Travel Agency | 10,000.00 | 5,000.00 | 15,000.00 |

Travel Agency – **Renewal**

Required Documents:

| S/N | Required Documents (6) |
|-----|---|
| 1 | Renewed Lease Agreement |
| 2 | Bank Guarantee (original) - View |
| 3 | Form 20 (if Directors are Changed of a limited liability company) |
| 4 | Form 13 /Board Resolution for operational address (If the registered address and operational address are different -In the case of limited liability company) |
| 5 | Staff's / Individual's professional qualification certificates/work experience proof documents |
| 6 | Grama Niladari Certificate of confirmation of Residence (In case of Home Based Travel Agency) |

Note: * Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

* If any document is not relevant with you, please upload a document mentioning "not applicable".

Renewal Fee:

| Category | Renewal Fee Rs. |
|---------------|--------------------|
| Travel Agency | 15,000.00 |

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

2. Address Change inspection fee/ Re-inspection - Rs.10,000/-

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.