Registration/Renewal Process - Travel Agency

1

Online Application

- Refer-www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under'Travel Agency'
- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per list 1 & Submit the photographs

- Provisional Reg.Payment
- Pay Provisional Registration Fee Rs.1,100 (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 & **Issue Provisional**
- Issue Six months Provisional Registration
- Once the payment is validated, Inspection will be conducted in cause of one month
- Submit Performance Evaluation for six months after issue the Provisional Registration

Registration

Formal

Registration License

- If the inspection is successful and comply with Gazetted minimum requirement, Notify to pay the balance payments (ADM. Fee + Registration Fee) before obtaining Formal registration (as payment Structure given sltda.lk)
- Sending six months Performance Evaluation records to Board of Management for the approval
- Issue Formal Registration upon the Board of Management Approval.
- You will be informed to collect the license & registration certificate

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) – <u>View</u>
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 – <u>View</u>
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

*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

 $^{^{}st}$ If any document is not relevant with you, please upload a document mentioning "not applicable".

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

Travel Agency – Renewal

Required Documents:

S/N	Required Documents (6)
1	Renewed Lease Agreement
2	Bank Guarantee (original) - <u>View</u>
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

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.

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