Registration Process – Spice Garden

1

Online Application

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application under the 'Spice Garden'.
- 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 as per Registration Fee Structure 1 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.

2

Inspection & Document submission

- Once the payment is validated, Inspection will be conducted in cause of one month period.
- Once the documents are acknowledged, hard copies of document need to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered).

4

Registration & License

- If the inspection is successful and comply with 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.

Spice Garden – Registration

Required Documents:

S/N	Required Documents		
1	 Business Registration Form 1/48 (To confirm the registered address & directors/shareholders - If a limited liability company) 		
	Form 20 (If limited liability company – If any director change)		
	Board Resolution (To confirm the Trade Name if it is different than the Registered Name		
	If a limited liability company only) <u>View</u>		
2	List of staff with ID card numbers and designation		
3	Certification from the Department of Ayurveda		
4	Product Price List		
•	Deed or Lease Agreement or consent letter (Optional) <u>View</u>		
•	Trade License or consent letter (Optional) <u>View</u>		

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

Registration Fee Structure 1:

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Spice Garden	11,794.87	21,230.77	33,025.64

Renewal Process - Spice Garden

• Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA." • Click 'Login' link and login using your user name and password. Online **Application** • Submit the documents as per **List 2**. • Once the documents are acknowledged, hard copies of document (Certified true copies by an Attorney at Law or Justice of Peace) to be couriered or hand **Documents** delivered. Submission • Pay your renewal fee as per Renewal Fee Structure 2 by online (Option 1 - Pay at Bank and submit the slip to online portal. **Option 2** – Pay by your credit card). **Payment** • Process & Procedure (https://www.sltda.gov.lk/en/tourism-development-levy). • Contact TDL Department for more details about TDL Clearance. • Contact No - 112426989 / 112426987 / 112426800 **TDL Clearance** • Extensions - 271, 287, 288, 291, 293, 350 • Submit the occupancy & tarrif details from online login. Occupancy • Issue Renewal License. Renewal

License

Spice Garden – Renewal

Required Documents:

S/N	Required Documents	
1	A copy of old license	
2	Certification from the Department of Ayurveda	
3	Staff list	
4	Product Price List	
•	Trade License or consent letter (Optional)	<u>View</u>
•	Lease Agreement (If Expired) _ (Optional)	<u>View</u>

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

Renewal Fee structure 2:

Category	Renewal Fee
	Rs.
Spice Garden	18,871.79

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off for the years 2021 & 2022.