#### **Registration Process - Tourist Friendly Eating Places**

1

- Visit www.sltda.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application 'Tourist Friednly Easting Places Provisional' under the provisional license side.

## Online Application

- •Get your User Login and application will be confirmed by SLTDA.
- •Submit the documents as per List 1.

2

# Documents & Images Submission

- Once the documents are acknowledged, hard copies of document (Need true copies certified by an Attorney at law or Justice of Peace) to be couriered or hand delivered.
- Upload images for provisional registration.

3

## **Provisional** Registration

- •Pay your provisional registration fee of Rs.1,297.44 by online (**Option 1** Pay at Bank and submit the slip to online portal. **Option 2** Pay by your credit card) after images approval by SLTDA.
- •Issue 06 months Provisional Registration.

4

# Formal Registration & License

· Conducting Physical Inspections.

- Pay formal registration fee as per **Registration Fee Structure 1** after inspections recommendation.
- Issue Formal Registration License.

### **Tourist Friendly Eating Places – Registration**

#### **Required Documents:**

S/N	Required Documents		
1			
	Business Registration		
	<ul> <li>Form 1/48 (To confirm the registered address &amp; directors/shareholders - If a limited liability company)</li> </ul>		
	Form 20 (If a 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	Certificate of Fire Protection		
3	Insurance Policy Covering Public Liability		
2	Trade License <b>or</b> consent letter (Optional) <u>View</u>		
3	Deed <b>or</b> Lease Agreement <b>or</b> Consent letter (Optional) <u>View</u>		

#### Registration Fee Structure 1:

Category	Inspection fee (Rs.)	Registered fee (Rs.)	Total
Tourist Friendly Eating Places	11,794.97	2,358.97	14,153.84

Provisional Registration: Rs.1,297.44

#### **Renewal Process - Tourist Friendly Eating Places**

 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 Renwal 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. **TDL Clearance** • Contact No - 112426989 / 112426987 / 112426800 • Extensions - 271,287,288,291,293,350 • Submit the occupancy & tarrif details from online login. Occupancy 6 • Issue Renewal License. Renewal License

### **Tourist Friendly Eating Places – Renewal**

#### **Required Documents:**

S/N	Required Documents
1	Renewed Insurance Policy Covering Public Liability
2	Renewed Certificate of Fire Protection
•	Lease Agreement (If Expired) (Optional) View
•	Trade License <b>or</b> consent letter (Optional) View

#### Renewal Fee Structure 2:

Category	Renewal fee (Rs.)
Tourist Friendly Eating Places	2,358.97