Registration/Renewal - Tourist Hostel

Process

1

Online Application

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Tourist Hostel'
- 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. 10,000.00 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 submision

- 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 to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

1

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

Tourist Hostel - Registration

Required Documents:

S/N	Required Documents (9)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade License or consent letter from the Local Authority View
4	Approved Building Plan or consent letter from the Local Authority or Urban Development Authority View
5	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning authority <u>View</u>
6	Insurance Policy covering Public Liability
7	Certificate of Fire Protection
8	No objection letter from the owner of the premises

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

Fee - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Tourist Hostel	10,000.00	11,500.00	21,500.00

Tourist Hostel - Renewal

Required Documents:

S/N	Required Documents (7)
1	Trade License or consent letter from the Local Authority View
2	Insurance Policy covering Public Liability
3	Certificate of Fire Protection
4	Lease Agreement(If Expired)
5	No objection letter from police or Grama Niladari
6	If there is a change in the business name, written request from the applicant
7	If any major renovation done to the establishment, a letter informing the same

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

Renewal Fee:

Category	Renewal Fee Rs.	
Tourist Hostel	15,000.00	

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.