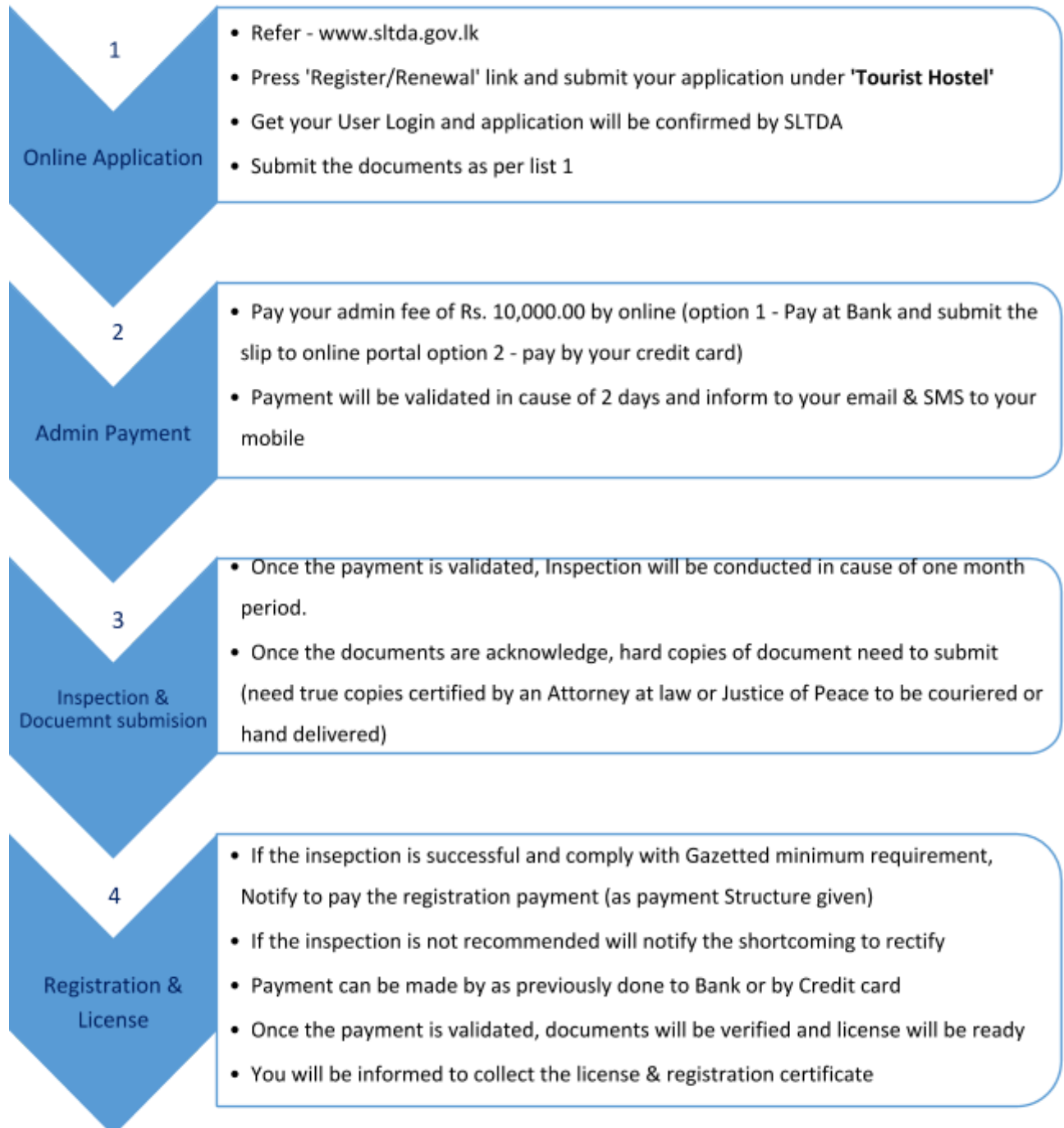


Registration/Renewal – Tourist Hostel

Process



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

Tourist Hostel - Registration

Required Documents:

S/N	Required Documents (8)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade License
4	Approved Building Plan
5	Certificate of Conformity (COC)
6	Deed or Lease Agreement
7	Insurance Policy covering Public Liability
8	Certificate of Fire Protection

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 (6)
1	Trade License
2	Insurance Policy covering Public Liability
3	Certificate of Fire Protection
4	Lease Agreement (If Expired please upload the renewed lease agreement)
5	If there is a change in the business name, written request from the applicant
6	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

*if required documents no. 5 & 6 not relevant with you please upload a document mentioning "not applicable".

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.