### **Registration Process – Tourist Hostel**

1

**Online Application** 

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA".
- Click 'Register With Us' link and submit your application under the '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 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.

3

## 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.

### **Tourist Hostel - Registration**

### **Required Documents:**

S/N	Required Documents		
1	<ul> <li>Business Registration</li> <li>Form 1/48/20 (If the Business Reregistered as a limited liability company)</li> <li>Board Resolution (To confirm the Trade Name if it is different than Registered name - If a limited liability company only)</li> </ul>		
2	Approved Building Plan <b>or</b> consent letter <u>View</u>		
3	Insurance Policy covering Public Liability		
4	Certificate of Fire Protection		
5	from the Local Authority <b>or</b> Urban Development Authority		
6	No objection letter from the owner of the premises		
•	Trade License <b>or</b> consent letter (Optional) <u>View</u>		
•	Deed <b>or</b> Lease Agreement <b>or</b> 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 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Tourist Hostel	11,794.87	13,564.11	25,358.98

### Renewal Process - Tourist Hostel

1 Online Application

- Visit www.sltda.gov.lk and Click "REGISTER WITH SLTDA."
- Click 'Login' link and login using your user name and password.

## 2

**Documents** 

Submission

- 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 delivered.

## **Payment**

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).

## 4 TDL Clearance

- 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
- Extensions 271, 287, 288, 291, 293, 350

## Occupancy

• Submit the occupancy & tarrif details from online login.

# 6 Renewal License

• Issue Renewal License.

### **Tourist Hostel - Renewal**

### **Required Documents:**

S/N	Required Documents
1	Insurance Policy covering Public Liability
2	Certificate of Fire Protection
3	If there is a change in the business name, written request from the applicant
4	If any major renovation done to the establishment, a letter informing the same
•	Trade License <b>or</b> consent letter (Optional) <u>View</u>
•	Lease Agreement (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.
Tourist Hostel	17,692.31

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.