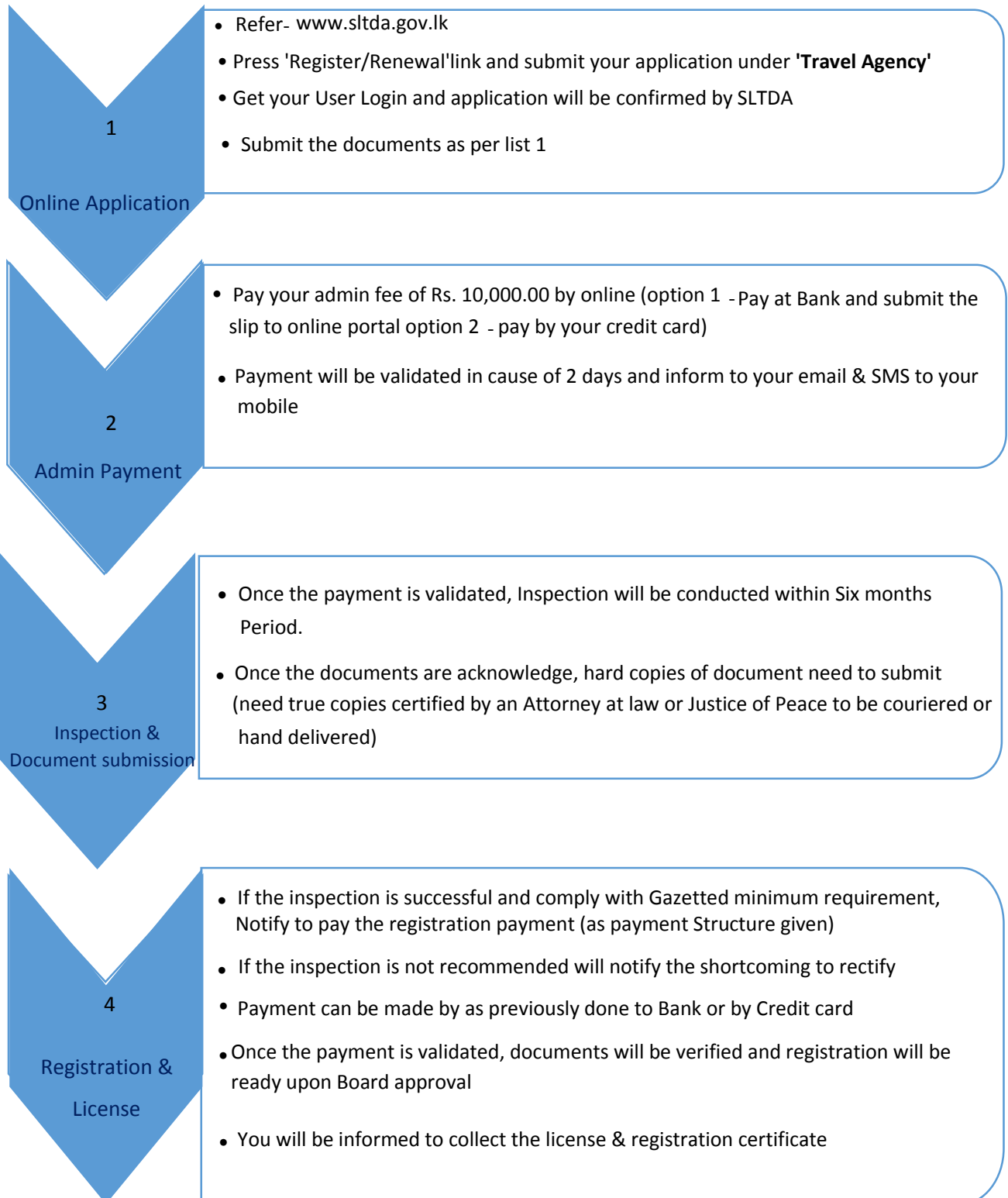


# Registration/Renewal - Travel Agency

## Process



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

2. Address Change inspection fee/ Re-inspection - Rs.10,000/-

## Travel Agency – Registration

### Required Documents:

| S/N | Required Documents (13)  |
|-----|--|
| 1   | Business Registration  |
| 2   | Form 1 / Form 48/ Form 20 <b>(In the case of limited liability company)</b>  |
| 3   | Form 13 <b>(In the case of limited liability company -If applicable)</b>   |
| 4   | Deed or Lease Agreement  |
| 5   | Bank Guarantee (original) – (specimen is with guidelines)  |
| 6   | Details of list of staff with name, ID card numbers and designation certified by Manager / name of the individual with ID card number and signature <b>(In the case of Home-Based Travel Agency)</b>   |
| 7   | Staff's / Individual's professional qualifications or work experience letter   |
| 8   | Declaration of non-conviction – (specimen is with guidelines)  |
| 9   | List of activities - (specimen is with guidelines)   |
| 10  | Chartered Accountant's certification for paid up capital <b>(Limited Liability Companies &amp; Sole Proprietor or partnership business)</b> / Assets declaration certified by Certified Accountant, Auditor, JP or Attorney at Law along with insurance coverage <b>(Instead of Paid Up capital document of Sole proprietor or partnership business)</b> |
| 11  | Articles of Association certified by the company secretary <b>(In the case of limited liability company)</b>   |
| 12  | Grama Niladari Certificate of confirmation of Residence <b>(In case of Home Based Travel Agency)</b>   |
| 13  | Two Recommendation Letters from SLTDA Registered Hotels / "A" Grade Guest Houses <b>(In case of Home-Based Travel Agency)</b>  |

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

\* If any document is not relevant with you, please upload a document mentioning "not applicable".

### Fees - Registration

| Category      | 1 <sup>st</sup> payment<br>Inspection Rs. | 2 <sup>nd</sup> payment<br>Registration Rs. | Total payment Rs. |
|---------------|---|---|-------------------|
| Travel Agency | 10,000.00                                 | 5,000.00                                    | 15,000.00         |

## Travel Agency – Renewal

### Required Documents:

| S/N | Required Documents (6)  |
|-----|---|
| 1   | Renewed Lease Agreement   |
| 2   | Bank Guarantee (original)   |
| 3   | Form 20 (if Directors are Changed of a limited liability company)   |
| 4   | Form 13 ( if the Address Change of limited liability company)   |
| 5   | Details of list of staff with name, ID card numbers and designation certified by Manager / name of the individual with ID card number and signature (In the case of Home-Based Travel Agency) |
| 6   | Grama Niladari Certificate of confirmation of Residence (In case of Home Based Travel Agency)   |

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

\* If any document is not relevant with you, please upload a document mentioning "not applicable".

### Renewal Fee:

| Category      | Renewal Fee<br>Rs. |
|---------------|--------------------|
| Travel Agency | 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.