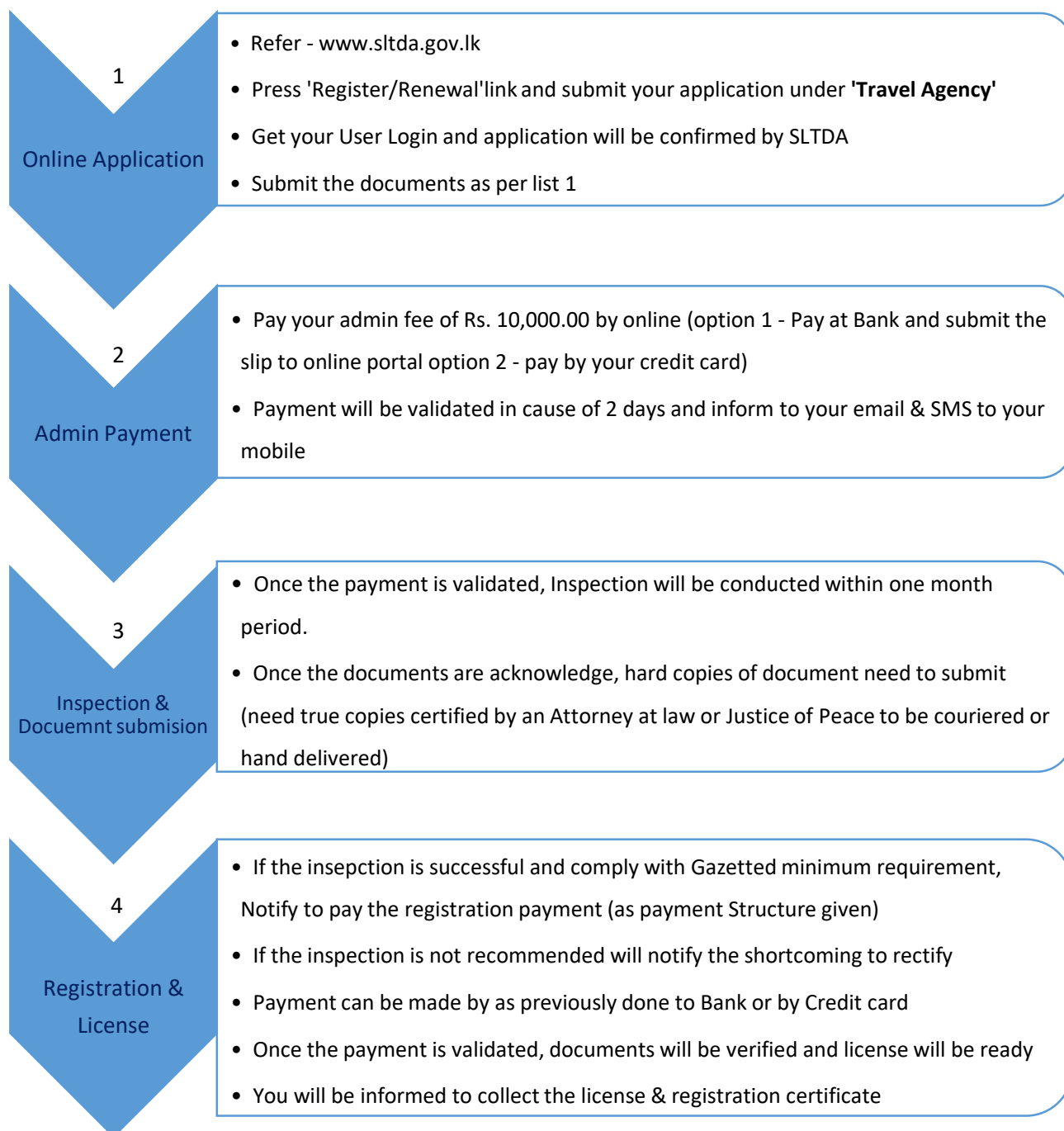


Registration/Renewal - Travel Agency

Process



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

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

Travel Agency – Registration

Required Documents:

S/N	Required Documents (11)
1	Business Registration
2	Form 1 / Form 48/ Form 20(If the Business is Reregistered as a limited liability company)
3	Form 6 (If the Business is Reregistered as a limited liability company)
4	Form 13 (If the Business is Reregistered as a limited liability company)
5	Deed or Lease Agreement
6	Bank Guarantee (original) – (specimen is with guidelines)
7	Details of list of staff with name, ID card numbers and designation certified by Manager
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
11	Articles of Association certified by the company secretary (If the Business is Reregistered as a limited liability company)

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

* If required documents no. 2, 3, 4 & 11 not relevant with you please upload a document mentioning "not applicable".

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registration Rs.	Total payment Rs.
Travel Agency	10,000.00	33,000.00	43,000.00

Travel Agency – Renewal

Required Documents:

S/N	Required Documents (5)
1	Lease Agreement(If Expired if expired please upload the 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 of company is Changed of limited liability company)
5	Details of list of staff with name, ID card numbers and designation certified by Manager

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

* If required documents no. 3 & 4 not relevant with you please upload a document mentioning "not applicable".

Renewal Fee:

Category	Renewal Fee Rs.
Travel Agency	19,000.00

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.