

Check list to submit the documents for New Registration for Home stay categories

- Certified copy of Deed or Lease Agreement
- No objection letter from the owner of the property (if it is a leased property or if the deed is not written to applicant's name)
- No objection letter from the Police or Grama Niladari Certificate certified by Divisional Secretary or a copy of the Articles of association and Business Registration (if the bungalow or rented apartment is owned by a company)
- Six photographs (Front View, sitting area, bed room, bath room, dining room and kitchen)
- A road map (a sketch) showing the way to the establishment
- **Payment for Registration (Including the inspection fee)**

Homestay Unit	-	Rs.3,519/- (Including Taxes)
Bungalows & other categories	-	Rs.9,384/-(Including Taxes)

Check list to submit the documents for Renewal for Home stay categories

- No objection letter from the Police or Grama Niladari certificate certified by Div.Secretary- If the renewal of license is for the 5th year from the year of registration (If it is a bungalow owned by a company this is not necessary)
- If there is a change in the business name, a written request from the applicant
- If any major renovation done to the establishments, a letter informing the same
- Six photographs (Front View, sitting area, bed room, bath room, dining room and kitchen)
- **Renewal Fee**
 - All categories - Rs.5,865/-(Including Taxes)

If the ownership is under a Company, submit the following documents in addition to the above documents:

- a) Business Registration
- b) Form 01
- c) Change of Directors (form 20)
- d) If the Business Registration and the name of the property is different, need to submit a board resolution to confirm the name