### Registration/Renewal - Home Stay Unit

#### **Process**

1

### Online Application

- Refer www.sltda.gov.lk
- Press 'Register/Renewal' link and submit your application under 'Home Stay'
- 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 of Rs. 1,091.84 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 submision

- Once the payment is validated, Inspection will be conducted.
- Once the documents are acknowledge, hard copies of document (need true copies certified by an atterny of Law or Justice of Peace to be couriered or hand delivered)

4

# Registration & License

- If the insepction is successful and comply with Gazetted 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

## Home Stay Unit-Registration

### **Required Documents:**

S/N	Required Documents (6)
1.	Deed or Lease Agreement
2.	No objection letter from the owner of the premises
3.	No objection letter from the Police or Grama Niladari Certificate
4.	True copies of the Documents

### Fees - Registration

Category	1 <sup>st</sup> payment Inspection Rs.	2 <sup>nd</sup> payment Registration Rs.	Total payment Rs.
Home Stay	1,091.84	7,642.86	8,734.69

## **Home Stay-Renewal**

### **Required Documents:**

S/N	Required Documents (3)
1	No objection letter from police or Grama Niladari
2	If there is a change in the business name, written request from the applicant
3	If any major renovation done to the establishment, a letter informing the same

#### Fee - Renewal

Category	Renewal Fee Rs.
Home Stay	6,551.02