

Dear Licensee,

Online Registration and Renewal System-Tourism Businesses

In order to improve the efficiency of tourism business license issuance and renewal, we are happy to inform you that we have introduced an online service which is available through our Sri Lanka Tourism Development Authority (SLTDA) website (www.sltda.gov.lk).

This service will enable you to apply for license renewal, scan and submit all relevant documents and make the payments through bank deposits or via credit cards. Furthermore, you will receive alerts via sms and email about the status of your application and you will need to provide certain information to SLTDA.

Currently, we are in the process of registering tourism businesses for this new service and please fill out the form attached herewith. Please return the same to us via registered post (Director ICT, ICT Division, Sri Lanka Tourism Development Authority, No 80, Galle Road, Colombo 03) within 14 days to complete the registration process.

If you change contact details of the authorized person who is showed in the form due to any reason (resignation, termination etc.), please inform SLTDA immediately.

For any clarification about this service please contact Mr. Kasun on 0715748889 / Mr. Hasitha 0769032524.

Thank You.

Sri Lanka Tourism Development Authority

Mobile No

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(This number will be used to send SMS alerts)

[I / We hereby confirm that the information given above are true and correct. I / we further confirm that I / We have read and understood the terms and conditions governing Online Tourism Business Licensing Services as detailed overleaf. I / We hereby agree to abide by them and to subsequent amendments, variations or charges there to which may at any time be made by SLTDA]

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Date

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Proprietor/Shareholder/Company Director

Terms and Conditions

These terms and conditions regulate the relationship between Sri Lanka Tourism Development Authority (the owner of the service, hereafter referred to as the "SLTDA") and the subscribing license holder (hereafter referred to as the "User")

- The user agrees to act so that the Online Tourism Business Licensing Services (OTBLS) are not used in contravention of the terms & conditions of this agreement or applicable law.
- The user confirms has the authority to act behalf of the licensee if the user is not the owner of business.
- The user agrees not to reveal usernames and passwords to unauthorized persons and not to store documents containing information with username and password in such a way that unauthorized persons can access them.
- The user agrees to contact the SLTDA if it is suspected that unauthorized persons have gained knowledge of The User's username and password.
- The material that has been sent to the Online Tourism Business Licensing Services will be stored within the system.
- The user shall act in good faith and exercise all diligence in maintaining the confidentiality and security of his/her login ID and password.
- If the user notices or suspects that his/her login ID and/or password(s) have been lost, stolen or are being used by an unauthorized party, the user shall immediately change the passwords, and notify the SLTDA.
- The user may change his/her assigned password(s) at any time either via the online service or by submitting a request for a password reset Form to the SLTDA.
- A convenience fee of 2.5% per transaction will be charged from the User (i.e. if the transaction fee is Rs.10,000, an additional fee of Rs.250 should be paid as the convenience fee). Sri Lanka Tourism Development (SLTDA) reserves the right to change the fees as per government direction.
- A refund that will be made due to service not delivered/canceled, will be made to original credit/debit card or device.
- All payment related information will be collect and kept with the relevant banks while the rest of the user information that had been collected here is the use of Lanka Gate.
- All fee in equated are in Sri Lankan Rupees.
- If the information in the "Authorized Contact Details" of this form changes, the tourism business agrees to inform SLTDA in written as early as possible.

FOR SLTDA USE ONLY

Signature verified and operating instructions compiled with the mandate.

Rubber stamp and authorized signature