



Application for a Tourist Accommodation Certificate by IRS/RES/PDS Company or a Property Management Company designated by the IRS/RES/PDS Company.

TOURIST RESIDENCE – Checklist

1) Business Registration/ Shareholding

Company	<ul style="list-style-type: none">- Business Registration Card- Certificate of Incorporation- Letter from Company's Secretary certifying shareholding structure stating the names and nationalities of directors and shareholders, and respective number of shares
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- 2) Clearance from the Ministry of Tourism & External Communications
- 3) Title deed
- 4) IRS/RES/PDS Certificate from the Board of Investment
- 5) Agreement between the holder(s) of the IRS/RES/PDS Certificate and the management company (applicable if application is made by a Property Management Company designated by the IRS/RES/PDS)
- 6) Agreement/authorisation from the owners of the property to the management company or Property Management Company designated by the IRS/RES/PDS)
- 7) Occupation permit of the Managing Director (if applicable)
- 8) Location/Site Plan (3 copies)
- 9) Front Elevation Plan (3 copies)
- 10) Master Plan describing all relevant tourist activities and facilities as well as dimensions as appropriate (3 copies)
- 11) Duly filled Application Form + payment of application fee of Rs.5,000
- 12) In case an application is submitted by an Agent, the identity card of the Agent and a letter of authorization are also required.

Note: Upon approval of the application (for either a Letter of Intent or licence), all tourist residences shall comply with security measures as imposed for tourist residences by the Tourism Authority. The security measures may be viewed on the websites of the Tourism Authority and Ministry of Tourism & Leisure.