

Circular letter No: 4/2017
2017-09-

To all Registered Licensed Surveyors

Application for the renewal of the practicing license for 2018

Application for the renewal of the practicing license for 2018 is hereby called. This facility is now available ONLINE. Kindly follow the under mentioned guidelines.

1. Open the Land survey council web site (www.landsurveycouncil.org) by using your web browser navigate to the Land Survey Council web page.
2. Click on the "Login" button and select the option "Surveyor" on drop-down menu
3. Enter your user ID : You can login with your Registration number as your user ID
4. Enter your password : You should enter your NIC number as your password
5. Choose whether or not you want to start logged in (Click the "Login" Button)
6. When you correctly reach your personal page, check whether Your Name, Address and Telephone numbers are correct. If not by clicking on 'update personal data' on left, you can correct any of them. Secondly click on the "change password" and change your password if you want to do so.

To submit your renewal application for the Licence for the year 2018, follow any one of the following options.

Option I

1. To submit your application for renewal for the year 2018, please click on "ONLINE Application for the Renewal of Licence - Year2018" you will see that cages 01 to 09 the application form are already filled. You need to attend to cages 10, 11 and 13 only.
2. By clicking on the "submit" button, please submit your application online.
3. Thereafter, you can see the display that "You Have Submitted Your Online Application Successfully" on the screen and two buttons below. Clicking on the button of "Apply for CPD 2018 NOW" you can get the application for CPDD. If not you can click on the "Apply for CPD 2018 LATER" button, skip that step and go to the next step.
4. If you have clicked on the button of "Apply for CPD 2018 NOW", application for CPDD will be displayed automatically. You will notice that your personal information is already there. All three CPD programs will have the ticks thus . If you do not want to attend to any of those CPD programs please click on the tick to remove it. If it is necessary to bring back the tick you will have to re click on it. Thereafter clicking on the "submit" button you can submit it online.

5. As the next step you can see the preview of the covering letter and the completed application form. Click on “print” button and get the print-outs. If not, click on the “Download” button and save it to enable you to get the print outs later.
6. The print out of the covering letter and completed application form/ forms duly signed by the applicant together with the bank payment slips and the other required annexures have to be sent to Land Survey Council under registered post.

Option 2

1. If there is any difficulty to submit the application online after entering correctly into your personal page, please click on the “PDF Application for the Renewal of License - year 2018” and obtain printouts and submit completed application form duly signed by the applicant with Bank receipts and the annexures to the Land Survey Council under registered post.

Option 3

There surveyors who do not have Internet facilities may write to the LSC to obtain the necessary forms by post. If there is any change in the postal address or the telephone numbers kindly inform us to make the necessary changes in our records.

Please follow the following instructions.

- i. If your address has been changed now you must forward a letter to Land Survey Council mentioning your new address. This letter will be filed in your personal file.
- ii. At present Annual License fees is Rs. 2,750.00 you can pay your License fee in any Branch of Bank of Ceylon using the pay-in-slips attached in triplicate with the application form (**Any other method of paying licence fee is not accepted**)
- iii. The fees should be credited to Account Number of Land Survey Council in Bank of Ceylon, Narahenpita Branch – 0001658239. You should get your Registration Number printed by the bank so that it will be included in the current account of Land Survey Council. If you do not get your Registration number printed and included in the above current account of LSC, issuing of your license may be delayed.
- iv. Your application should reach, ‘Secretary, Land Survey Council, P.O. Box. 506, Survey Dept., Colombo 5’ before 15th October 2017.

Important:- If your application is received after 15th October 2017, issuing of your license may be delayed. If your application is received after 01st January, 2017, the effective date of your license will be the date on which your application is received by Land Survey Council office or the date you have paid the Licence fee to the bank whichever is late. Those who make their renewal applications after 1st January 2018 should pay a late processing fee of Rs. 1,000/- to the Bank and annex the bank receipt to the application.

(No appeal to change the effective date will be entertained in this regard)

- v. A certified copy of your Plan Register (specimen is given below.) for the period from 15th September 2015 to 14th September 2016 or as applicable. If you do not send the Plan Register, you should mention the reasons. If reasons are not given your Annual Licence will be retained at LSC office until you submit it.

Plan No.	Date of Plan	Date of Survey	Extent				Location		
			A	R	P	Ha.	Name of Land	Village	District

For further particulars please call 011-2504286.

G.D.S.K. Gunaratne
Actg. Secretary/L.S.C

Notes

- All Registered Licensed Surveyors are kindly requested to obtain e-mail facilities and inform us the e-mail addresses. This is a very necessary step to cut down the heavy postage costs incurred by the Land Survey Council. The email of the Land Survey Council is landsurveycouncil@gmail.com
- The following three circular letters are in the LSC website. Surveyors may download them for their reference. Under very special circumstances a hard copy could be sent by post on request.
 - Circular letter No 1/2017
It is illegal to obtain the Services of Govt. Surveyors by the licensed Surveyors in their private surveys.
 - Circular letter No 2/2017
Guide lines in the preparation of condominium plans.
 - Circular letter No 3/2017
Instructions regarding survey plans for execution of "Deeds of declaration".

