

To all Registered Licensed Surveyors

Applications for renewal of annual practicing licence for 2020 and
Applications for CPD Programmes – 2020

Applications for renewal of annual practicing licences for 2020 and CPD programmes for 2020 are hereby called for. Details of CPD Programs are as follows: **(Please send CPD application and annual practicing licence application separately)**

Programme No.	Date (Tentative)	Content	Deadline for Register
CPD - 01 (Orientation)	2020-03-19	1. Professional Ethics 2. UDA Regulations related in Land Surveys under Court Commissions Surveys	2020-02-21
CPD - 02	2020-06-11	1. UDA & NBRO Regulations 2. Investigation of complaints – Case Study	2020-04-30
CPD - 03	2020-09-10	1. Open Street Map 2. CORS Network in Sri Lanka	2020-07-31

Note : Number of participants for CPDs will be restricted to 350 at one session on “first come first serve” basis, hence, you all are requested to submit your application in one of the two modes described below at the earliest possible. No applications received in LSC after the deadline will be entertained under any circumstances.

Please follow one of options below to make your applications for renewal of annual practicing licences for 2020 and CPD programmes.

OPTION I

This facility is now available ONLINE. Kindly follow the under mentioned guidelines.

- Open web → www.landsurveycouncil.org
- Click “Login” → select “Surveyor” in drop down menu
- Type → **User ID** (your Registration No) + **Password** (NIC or the password changed by you)
- Click → **Login**
- Check → details in your personal page

- Click → **Licence Renewal Application – Year 2020**
- Fill → blank cages
- Click → **Submit**

- Click → **CPD Application – Year 2020**
- **Tick** → on courses you wish to apply
- Click → **Submit**

After clicking the submit button, your completed application form is downloaded into the '**download folder**' of your computer. Get the print-outs 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. (Please follow the instructions mentioned beneath before posting your application)

OPTION 2

Those who do not have Internet facilities may write to the LSC with a self-addressed envelope which stamped Rs. 45/- to obtain the necessary forms by post.

Further Instructions:

- i. Forward a letter to Land Survey Council mentioning your new address if your address has been changed. This letter will be filed in your personal file.
- ii. The fees for both Annual Licence and CPD Programs should be credited to Account Number 0001658239 of Land Survey Council in Bank of Ceylon, Narahenpita Branch. Please use bank pay in slips in making your payments. Any other mode of payments (Cheque, Money Order etc.) will not be accepted. You should **get your Registration Number printed on the slip 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 licence could be delayed. Land Survey Council bears no responsibilities in that regard.

Fees for Annual Licence = Rs. 3,300.00

Fees for each CPD Programme = Rs. 2,500.00

- iii. Your application for Annual Practising Licence should reach, 'Secretary, Land Survey Council, No.150, Bernad Soyza Mawatha, Narahenpita Colombo 05' before 04th October, 2019. "Application for the Licence – 2020" should be stated on the top left hand corner of the envelope.

Important:- If your application is received after 04th October, 2019, issuing of your licence may be delayed. If your application is received after 31st December, 2019, the effective date of your licence 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 31st December, 2019 should pay a late processing fee of Rs. 1,100/- to the Bank and annex the bank receipt to the application. (No appeal to change the effective date will be entertained in this regard)

- iv. **A certified photo copy** of your Plan Issuing Register (PIR) for the period from 15th September 2018 to 31st August 2019 or as applicable, should be attached with your Application Form. If you do not send the Plan Register, reason out the causes to that effect. If reasons are not given your Annual Licence will be retained at LSC office until you submit the Plan Issuing Register. **For further instructions in maintaining PIR vide LSC circular No. 1/2015 and 1/2016.** Additional Instructions are attached with this circular.
- v. Additional Rs. 250.00 shall be paid along with the fee for Annual Practising Licence if you are willing to have a Smart Licence.

For further particulars please call LSC office via Telephone Number 011-2504286.

S.M.P.P. Sangakkara
Chairman
Land Survey Council

Instruction to be followed when forwarding applications for Licences:

1. The LSC has decided to streamline the issue of Annual Practicing Licences to Registered Licensed Surveyors from year 2020 in order to avoid unnecessary delays between the times of receiving applications and issuing of Licences before the last day of the current year. The Council has noticed while scrutinizing the applications received last year, some of the RLSS have not followed the contents of the previous circulars issued on the same.
2. When forwarding applications for the licence, all documents to be forwarded uniformly together with the application are to be adhered (Not according the own interpretations of the RLSS). RLSS are expected to apply for the next years' licence at least by the last day of the month of September of the current year under option 1 or option 2 of the circular.

The completed application should be accompanied the documents mentioned in circular.

3.
 - a. Printed extracts taken out from the PIR should not be sent.
 - b. Plan Numbers should be continuous without any prefixes or suffixes categorized on yearly basis or whatever the number next to last number mentioned in last year's PIR should be carried forward.
 - c. There should be no gaps between plan numbers. Explanations such as "Plan No. not used; Plan No. not issued" should be avoided. Assign Plan numbers at the time being issued NOT at the commencement of the survey.
 - d. If the name of land is too long to accommodate the space provided it may be abbreviated to understand the content.
 - e. This extract must be certified and duly signed by the RLS under his seal.
4. Copies of certificates of participation of CPD programs (SISL or District Associations) followed during the past year should be attached. No need to send certificates of LSC courses.
5. If the RLS has not followed any CPD programs previous year, explanation should be given.
6. LSC normally conducts three CPD programs in a year, the first one bring an Orientation Course conducted mainly for RLSS who obtained their Licences recently. Senior surveyors are advised to follow the alter programs which are professional importance.
7. Upon receiving the duly supported application LSC will scrutinize to ascertain it is complete and up to date. If any irregularities or mismatching with the instructions given above are detected, the RLS is asked to explain or correct the details provided by letter. This leads to delay the licensing process. On receiving the reply, the council upon satisfying the explanation shall take necessary steps to issue the licence. In special circumstances the RLS may be requested to be present before LSC with details and documents.

The above instructions and directives are made by LSC to provide uniform and better service for catering to general public as respectable Survey Professionals under its guidance.

LSC is bound by law to provide details to judiciary, state institutions and general public the details and documents pertaining to RLSS and their survey work. The details collected from RLSS are filed of record for this purpose and by streamlining the data so that easy access can be provided for those who request them.