

Circular letter No: 1/2018
2018-09-

To all Registered Licensed Surveyors

Applications for renewal of annual practicing licenses for 2019 and
Applications for CPD Programmes – 2019

Applications for renewal of annual practicing licenses for 2019 and CPD programmes are hereby called for.

Details of CPD Programs are as follows:

Programme No.	Date (Tentative)	Content	Deadline for Register
CPD - 01 (Orientation)	2019-03-07	1. Professional Ethics 2. UDA Regulations related in Land Surveys under Court Commissions Surveys	2019-02-22
CPD - 02	2019-06-20	1. New trends in GPS Surveys 2. Surveys under Title Registration Act 3. Condominium Property Surveys	2019-05-31
CPD - 03	2019-09-05	1. Digital Data Handling and Mapping with Google Earth 2. Modern Surveying Techniques (DEM, Mapping with space borne and Airborne images)	2019-08-16

Note : *Number of participants will be restrict 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 the following options to make your applications for renewal of annual practicing licenses for 2019 and CPD programmes.

OPTION I

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 and 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 Registration number as your user ID.
4. Enter your NIC number as your password.
5. Click the “Login” Button to log in your personal page.

6. When you reach your personal page, check whether Your Name, Address and Telephone numbers are correct. If not, click on 'update personal data' on the left and correct any of them suitably. At this stage you can also change your password, by clicking on "Change Password".
7. To submit your application for renewal for the year 2019, please click on "ONLINE Application for the Renewal of Licence - Year2019". You will be prompted to a new page where you will have to fill in only cages 10, 11 and 13 only. You will notice that cages 01 to 10 are already filled in.
8. By clicking on the "submit" button, submit your Application now.
9. Thereafter, you can see the display showing "You Have Submitted Your Online Application Successfully" on the screen with two buttons shown below. Clicking on the button "Apply for CPD 2019 NOW" you can get the application for CPDD (See para 10 below) If not you can click on the "Apply for CPD 2019 LATER" button to skip that step and go to the next step.
10. If you have clicked on the button of "Apply for CPD 2019 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 clear the check box. 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.
11. 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.
12. 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. **(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. If there is any change in the postal address or the telephone numbers kindly inform with a letter to enable us to make the necessary changes in our records.

Further 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. 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 the pay in slips attached herewith in making your payments. (Any other mode of payments 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 license 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, P.O. Box. 506, Survey Dept., Colombo 05' before 15th October 2018. "Application for the Licence – 2019" should be stated on the top left hand corner of the envelope.

Important:- If your application is received after 15th October 2018, issuing of your license may be delayed. If your application is received after 01st January, 2019, 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 2019 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)

- iv. **A certified copy** of your Plan Issuing Register (PIR) prepared according to the specimen given below for the period from 15th September 2017 to 14th September 2018 or as applicable, should be attached with your Application Form. If you do not send the Plan Register, you should 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.**

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

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

P.M.P. Udayakantha
Chairman
Land Survey Council