

Circular Letter No: LSC/2021/1
2021-09-01

All Registered Surveyors

Instructions for Applying of Annual Practicing License (APL) - 2022

This circular letter refers to the procedures and the process of applying and issuing of APL for 2022.

1. All the registered Surveyors, who are eligible and wish to obtain APL should submit their applications on-line through the URL: <http://www.landsurveycouncil.org/> on or before the closing date mentioned below:
 - a. Registered Surveyor should use his own LSC Registration Number as the Username and National Identity Card Number as the Password at the first instance in order to login to the system. If you have already logged-in before, the same password can be used. However, the user has the privilege to change the Password on his own.
 - b. A handout with descriptive guidelines for on-line APL application is enclosed herewith for easy reference.
2. The duly completed application form, downloaded through the system should accompany the following documents as annexures:
 - i. Certified photo copy of the Plan Issuing Register (PIR) provided by the LSC as updated for the relevant time period. If the PIR already issued is filled up, RLSS are advised to order new PIR from LSC. In maintaining the PIR, following rules have to be followed:
 - a. Plan numbers should be numeric and continuous without any prefix or suffix and should not be categorized on yearly basis.
 - b. There should be no gaps between plan numbers.
 - c. Plan numbers should not be repeated.
 - d. Explanations such as "Plan No: not used" should be avoided. RLS may assign plan numbers at the time of issuing the plans but not at the commencement of the survey.
 - e. If the name of the land is too long to accommodate the space provided, it may be abbreviated to understand the content.
 - f. All surveys other than revenue surveys with plan numbers carried out during the year, such as Title Registration Surveys, Construction and Condominium Surveys, Contour Surveys etc. must be accompanied the PIR with relevant details and dates.
 - g. The copies of PIR should be certified and signed by the RLS under his authorized stamp.
 - ii. Certificate copies of CPD programs:

If you have attended the CPD courses conducted by LSC, SISL and ISM with the approval of the Land Survey Council, their details are automatically reflected in the application as they are entered into the database. Therefore, certified copies of them need not be attached with the application. If not, a copy of the certificate should be attached.

- a Land Survey Council is making every effort to conduct at least one CPD program if the prevailing situation in the country permits. Decision will be made accordingly at the time of issuing APL.

ii. Customer's copy of the Bank Payments Slips.

- a. Do not use cash deposit slips paid prior to the date of this circular. If there is such a down payment, inform the Accounts Division of LSC separately to take action to get the relevant amount refund.
- b. All payments with respect to LSC should be made through Bank of Ceylon branches using the LSC specified Cash deposit slip. In the absence of LSC specified slip, a normal cash deposit slip can be used.
- c. Fees for APL is Rs. 3800/- (License fee 3000/- + Stamp Duty 300/- + Smart License fee and postage 500/-) should be credited to LSC Account Number 0001658239 in BOC Narahenpita branch.
- d. Name and the Registration number of RLS should be printed clearly on the bank slip.
- e. Purpose of the remittance should also be mentioned on the bank slip.
- f. Separate bank slips must be used for any other payments such as for CPDs, late fees, service charges etc.

iii. All other necessary documents and explanatory information required to support the requirements of the application.

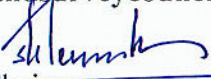
- 3. However, duly filled applications, along with the required documents that reach the LSC on or before the closing date of application, will only be processed for issuance of APL for next year.
- 4. For RLSS who cannot continue in active practice due to ill health and ageing can request for a conditional license only to issue copies of their previous plans or appear before courts.
- 5. In addition to the regular CPD programs scheduled by the LSC for every year, one being an Orientation Course will be conducted mainly for RLSS, who obtained their licenses recently.
- 6. For those who are working overseas, the APL would be issued with considering their attendance to CPD programs during the previous year and with assurance to attend the CPD programs to be held in the year concerned. Special cases will be considered on the merits of explanations provided to satisfy the Council.
- 7. Licenses will be issued by the LSC on a first-come-first-serve basis. Incomplete applications will be set aside until those are duly completed and those which have fulfilled the conditions will be processed.
- 8. Where the total number of surveys carried out during the year if exceeded 400, RLS may be required to present himself before the LSC with actual field notes and copies of plans prepared.
- 9. The relevant period for information required in PIR is from 1st September 2020 to 31th August 2021.

10. For those RLSS employed or on contract basis services with local institutions or companies and academic institutions, the issue of following year's APL will be considered upon their explanations with supporting documents.
11. All the APL applications for 2022 should reach the LSC on or before 31st of October 2021. However, the LSC shall consider a grace period for receiving APL applications until 31st of March of the following year subject to a penalty of Rs. 500/- as late fee per month applicable from 2021-11-01. The effective date of such APL received after 31.03.2022 will be the date that is approved by the LSC. Those who qualify to apply for APL for the first time can submit their applications accordingly.
12. The details entered into on-line application by applicant will be reflected on the smart licence and therefore the RLSSs will be responsible for the completeness and correctness of the information provided (eg: Name, address, etc).
13. Upon receiving the duly completed application with supporting documents, LSC will scrutinize to ascertain its completeness and correctness. Details of the incomplete applications will be published in LSC Website and in addition that information required to process his/her application will be informed by in writing. On receiving the reply, the Council upon satisfying the explanation shall take necessary steps to issue the APL. In special circumstances, the RLS may be requested to be present before LSC with details and documents such as copies of plans and field notes in his/her custody.

However, if the RLS fails to reply the letter of explanation in time, his application will be treated under the condition of late submission

14. LSC is making every endeavor to issue all the APL for duly completed applications which will be received in time and therefore all eligible Registered Surveyors are advised to submit their applications as early as possible.
15. For any further assistance, LSC can be contacted by NEW email :

landsurveycouncilnew@gmail.com


Chairman

Land Survey Council

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