

2022-09- 30

All Registered Surveyors

Instructions for Applying of Annual Practicing License (APL) – 2023

This circular letter refers to the procedures and the process of applying and issuing of APL for 2023.

1. All the registered Surveyors, who are eligible and wish to obtain APL should submit their applications on-line through the URL: <http://www.landsurvecouncil.org> on or before the 31st of October 2022.

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. A certified copy of the PIR issued by LSC for the period 1st October 2021 to 30th September 2022 should be attached. A document prepared on the format prescribed in the PIR by LSC will be accepted. RLSS are advised to order new PIR available at the LSC office.

ii. 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.

iii. Customer's copy of the Bank Payments Slips

a. All payments with respect to LSC should be made through Bank of Ceylon branches using a normal cash deposit slip only.

b. Fees for renewal of APL is Rs. 6000/- (License fee 5000/- + Stamp Duty 500/- + Smart License fee and postage 500/-) should be credited to LSC Account Number **0001658239 at BOC Narahenpita branch.**

c. Fee for first time APL is Rs. 25,000/- (License fee 5000/- + Stamp Duty 500/- with all other administrative charges)

Name and the Registration number of RLS & Purpose of the remittance should be printed clearly on the bank slip.

d. Separate bank slips must be used for any other payments such as for CPDs, late fees, service charges etc.

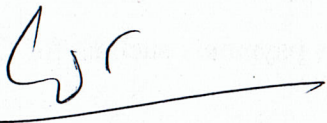
e. All other necessary documents and explanatory information required to support the requirements of the application including any survey related assignments not reflected in the PIR.

3. RLSS who cannot continue in active practice due to ill health and ageing can request for conditional license only to issue copies of their previous plans or appear before courts. They may be exempted from attending CPD programs.

4. For those RLSS working overseas, the APL would be issued considering their attendance to CPD programs during the previous year. Special cases will be considered on the merits of explanations provided to satisfy the Council.

5. 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 attendance to CPD programs and explanations mentioned under "2 iii e" above.
6. Every RLSS are required to participate in at least 2 or more CPD programs for year 2022. However, in view of the prevailing situation in the country, it will be considered at the time of issuing of licenses.
7. Licenses will be issued by the LSC on first-come-first-serve basis. Incomplete applications will be set aside until those which are duly completed and have fulfilled the conditions are processed.
8. All the APL applications for 2023 should reach the LSC on or before 31st of October 2022. However, the LSC shall consider a grace period for receiving APL applications until 31st of January the following year subject to a penalty of Rs. 1000/- as late fee per month applicable from 01st November 2022. The effective date of such APL received after 31st January 2023 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.
9. In cases where licenses are to be issued after 31st January 2023 due to incompleteness or late submissions, a fee of Rs.5000 will be charged in addition to the monthly late fee for gazetting charges.
10. The details entered into on-line application by applicant will be reflected on the smart licence and therefore the RLSs will be responsible for the completeness and correctness of the information provided (eg: Name, address etc.)
11. Upon receiving the duly completed applications with supporting documents, LSC will scrutinize them to ascertain for their completeness and correctness. Details of incomplete applications will be published in LSC website and in addition the information required to process his/her application will be informed by writing. The Council upon receiving satisfactory 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.
12. LSC is making every endeavor to issue all the APL for duly completed applications received on time and therefore all eligible Registered Surveyors are advised to submit their applications as early as possible.
13. For any further assistance, LSC can be contacted by Tel. No 0112504286 or email:

landsurveycouncilnew@gmail.com



A. Dissanayaka
Chairman
Land Survey Council