

Guideline for completing online APL Application for year 2022

Only for License Renewal applicants

Deadline for applications **free of late fees** : 31st October, 2021

Deadline for applications **with late fees** : 31st March, 2022

Step 1. Completing applications

Please follow one of the options below to complete your applications for renewal of annual practicing licenses for year 2022.

This facility is now available ONLINE. Kindly follow the under mentioned instructions to log into the website for completing the requested details.

- 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**
- Click → **License Application – Year 2022**
- Answer → All the questions and fill blank cages to get the application
- Enter the payment details as give in the step-2 (figure no:2)
- Click → on the button “**Download the Application**”
- After clicking the button, your completed application form is downloaded into the ‘download folder’ of your computer

Get the print-outs of the completed Application Form. Duly signed application together with the bank payment slips and the other required annexures have to be sent to the Land Survey Council under registered post. (Please follow the instructions mentioned below to check the completeness of the application before posting it)

Step 2 Paying License Fee (see the sample slip below)

- 2.1 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 separately and take action to get the relevant amount refunded.
- 2.2 The fees should be credited to Account Number of Land Survey Council in Bank of Ceylon, Narahenpita Branch – 0001658239 using a Cash Deposit Slip. **Any other mode of payment is not accepted**
- 2.3 The name & Registration number of RLS should be written on the cash deposit slip.
- 2.4 The name & Registration number of RLS should be printed on its body by the Bank.
- 2.5 **Important:** Bank Reference Number/s of the pay in slip/s as shown below (Figure-1) should be entered in the Application form of the time of completing application form.

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Figure 01

Figure 02

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In case of submission of late applications, the payment window will open to pay late payment fee. Charge for the late processing fee will cost Rs 500/= per each month delayed.

Step 3 Preparing Annexures

When applying for the license, the RLSS must adhere to the uniformity of the application and all accompanying documents without using their own interpretations.

The completed application should accompany only the documents as attachments that detailed below. (It is mentioned under “Annexures” in your online application).

Annexure no	Detail description	LSC Circular reference & Remarks
Annexure 1.0	Payment details. Customer copy of cash deposit Slips should be affixed in the space available.	<i>LSC/2021/1 para 2 (iii) for payment details instructions</i>
Annexure 2.0 (for renewals only)	Certified copy of the Plan Issuing Register for the period from September 15th of previous year to September 14th of the current year	LSC/2021/1 para 2 (i), 1/2015 and 1/2016
Annexure 3.0 (for renewals only)	Copies of certificates of CPD	LSC/2021/1 para 2 (ii)
Annexure 4.0 (Compulsory for first time applicants)	Two colour photographs of size 4cm X 3cm	One photograph should be pasted on a blank A4 white paper and certified by a Senior officer in the Survey Department who is not below the rank of Snr.SS/a Justice of Peace as follows “I certify that the photograph above is that of Mr./Ms. (Full name)”
Annexure 5.0 (Compulsory for first time applicants)	A certified copy of your National Identity Card (both sides)	Could get them certified by a Senior Officer in the Survey Department who is not below the rank of Snr.SS /Secretary of Land Survey Council.
Annexure 6.0 (Compulsory for first time applicants)	Certified copies of your professional certificates.	-do-

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Step 4 Sending applications:

4.1. Surveyor in the public service -

Should reach the application to the council through **Surveyor General**.

Duly completed applications that download from the system should be forwarded to Surveyor General as per Field Staff Circular No. 07/2021 of 01.09.2021.

4.2. Surveyors who are not in the public service and applying for license renewal -

Should reach their applications **directly to** ‘Secretary, Land Survey Council, No.150, Bernad Soyza Mawatha, Narahenpita Colombo 05’ before the closing date. “Application for the Licence – 2022” should be stated on the top left hand corner of the envelope.

4.3. Surveyor who are retired from public service and first time applicants –

Should reach their application through the Surveyor General.