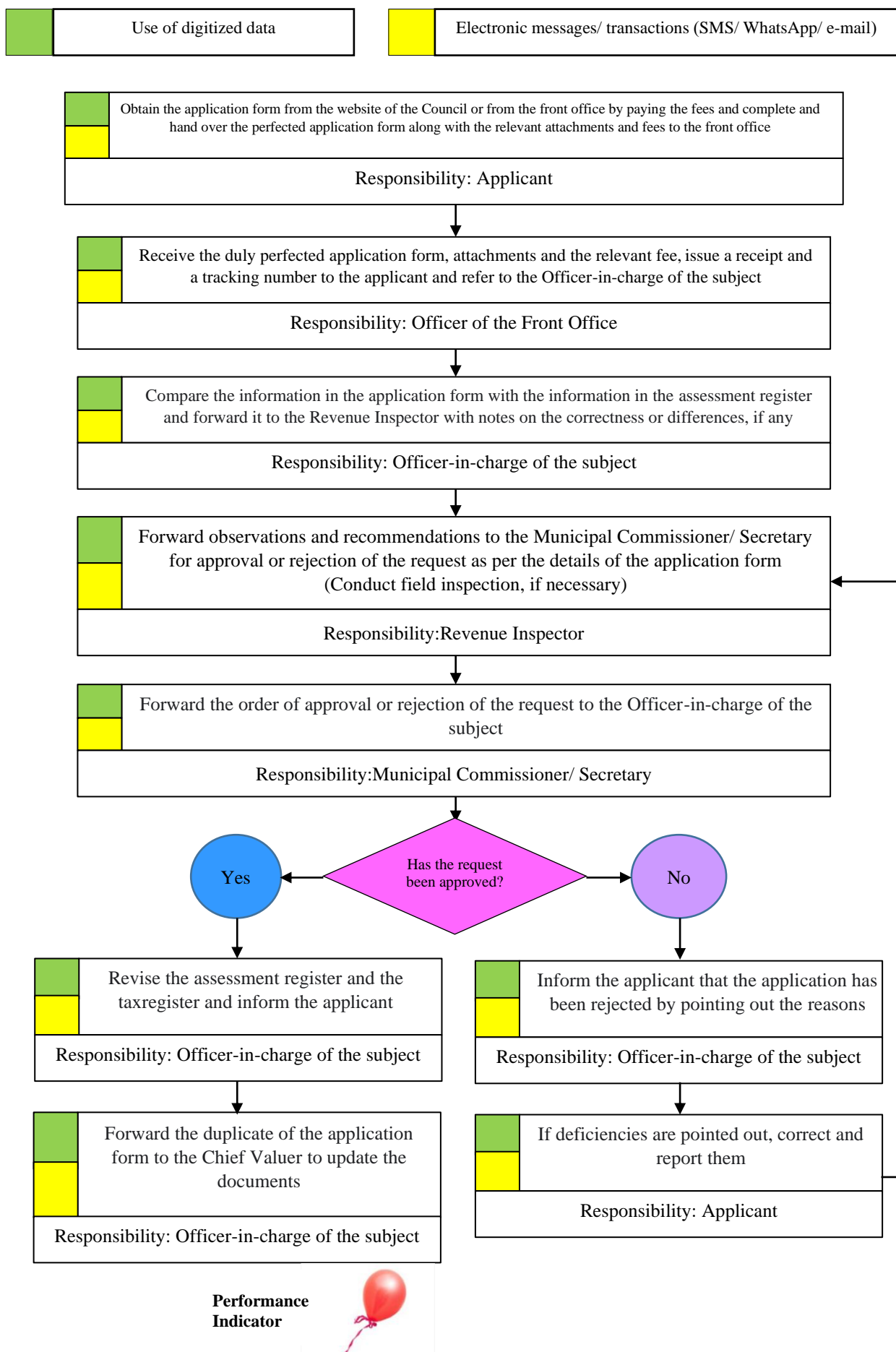


22.Registration and revision of property title- Flow Chart



22.Registration and revision of property title

1. Introduction

For the purpose of assessment prescribed and levied by any Local Government Institution or acreage tax levied by a Pradeshiya Sabha, as may be necessary for the purpose of determining the annual values of any property or estimating the extent of any land within the Local Government Institution area, it is essential to maintain records of all property in the Local Government Institution area.

As well, knowing the owner or occupier of that particular property will make this task easier, and when dealing with the Local Government Institution regarding that particular property, it will be easier for both parties, if the ownership of that property has been registered with the Local Government Institution. Since the ownership of the properties is exchanged in some cases, when the ownership changes, it is important that the change is also registered with the Local Government Institution in the same manner as above.

2. Legal Authority

- (a) Section 71 (3) and Section 235 of the Municipal Councils Ordinance (Chapter 252);
- (b) Section 235 of the Municipal Councils Ordinance (Chapter 252) read in conjunction with Section 55 (3) and Section 166 of the Urban Councils Ordinance (Chapter 255);
- (c) Section 139 and Section 141 of the Pradeshiya Sabhas Act No. 15 of 1987.

3. Eligibility

Being an owner of a property located within the relevant Local Government Institution area.

4. Fees

As determined and ordered by the Local Government Institution from time to time -

- (a) A fee for printed and provided application form; and
 - (b) Processing fee for the relevant work
 - (c) Taxes fixed by the government from time to time corresponding to the fee paid
- should be paid to the Local Government Institution.

Note: 1. No fee shall be charged for applications received through online.

2. The fee charged for issuance of certificates should be reasonable.

5. Documents to be submitted

- (a) 2 copies of the application form completed as per the format attached herewith.
- (b) 2 copies of the property deed certified by a Notary Public.

All the documents prepared as per the instructions given in the application form should be attached to the application form.

Note: 1. It is mandatory that the statement to be submitted in line with the Right to Information Act No. 12 of 2016, given in paragraph 15 of the application form, is correctly completed (removing unnecessary words).

2. Please note that the Local Government Institution is not liable for any loss or damage caused to the applicant by having to provide information about the applicant's property to an external party due to non-completion of Part A.

3. Since a site inspection of the property is to be conducted in a request for fresh issuance of an assessment number, possible delays can be minimized by submitting a rough diagram showing the access road to the property in the box provided at the end of the application form (above the instructions section).

6. Procedure

Procedure	Duration	Authority
Obtain the application form from the website of the Council or from the front office by paying the fees and complete and hand over the perfected application form along with the relevant attachments and fees to the front office		Applicant
Receive the duly perfected application form, attachments and the relevant fee, issue a receipt and a tracking number to the applicant and refer to the Officer-in-charge of the subject	As soon as the application is received	Officer of the Front Office
Compare the information in the application form with the information in the assessment register and forward it to the Revenue Inspector with notes on the correctness or differences, if any (See Note 1, if a field inspection is required)	Within two days from the date of receiving the application form	Officer-in-charge of the subject
Conduct field inspection, if necessary as per the details of the application form (See Note 1) and forward observations and recommendations to the Municipal Commissioner/ Secretary for approval or rejection of the request	Within two days from the date of receiving the application form	Revenue Inspector
Forward the order of approval or rejection of the request to the Officer-in-charge of the subject	Within two days from the date of receiving the recommendation to the application form	Municipal Commissioner / Secretary (See Note 3 below)
Revise the assessment register and inform it to the applicant or if the application is rejected, inform it to the applicant by pointing out the reasons	Date of receiving the application form on which the request was approved	Officer-in-charge of the subject
Update the assessment register and the tax register	Date of receiving the application form on which the request was approved	Officer-in-charge of the subject
Forward a duplicate of the application form to the Valuation	Within 03 days from the date on which the request was	Officer-in-charge of the subject

Procedure	Duration	Authority
Department for updating the documents	approved.	

- Note:
1. In the event of issuing a new assessment number, a field inspection is mandatory.
 2. In case the ownership of the property is not correctly confirmed or when the request has not been submitted by the person who has the legal right to the relevant property or a person who has received Power of Attorney from him, the ownership of the property will not be registered.
 3. The Council has the authority to pass the information in the assessment register. The submission of this type of changes for approval of the Council on a case by case basis would delay this work indefinitely. Therefore, in order to avoid such a situation, using the provisions of Section 32 of the Municipal Councils Ordinance, Section 224 of the Urban Councils Ordinance and Section 216 of the Pradeshiya Sabha Act, it is encouraged for taking actions by Local Government Institutions to delegate the power to the Municipal Commissioner, Municipal Secretary or Pradeshiya Sabha Secretary respectively as applicable.

7. Procedure to be followed when the request is rejected

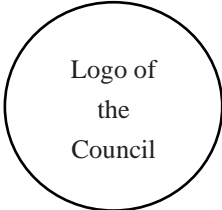
Procedure	Duration	Authority
Inform the applicant under the signature of the Municipal Commissioner / Secretary stating the reasons for rejection of the application	Within 5 days from the date of receiving the application form	Officer-in-charge of the subject
Receive the appeal by removing the reasons or impediments which have led to the rejection of the request		Officer of the Front Office
Follow the procedure in paragraph 6 in relation to the appeal made again.	Within 2 days from the date of receiving the appeal	Officer-in-charge of the subject

8. Consequences of failure to register title to property

1. The procedure for handing over any document to the owner of any property is laid down in Section 292 (3) of the Municipal Councils Ordinance, Section 216 (3) of the Urban Councils Ordinance and Section 210 (3) of the Pradeshiya Sabha Act.
2. In handing over such notice in line with the above provisions, it is sufficient that the words "Owner" or "Occupier" be mentioned without mentioning the name of the owner of the property.
3. In handing over a notice in that manner, there are more possibilities that the notice will not reach the intended recipient.

4. Since the owner of any property is enabled to use this registration in any case of proving his title, by refraining from the registration, he would miss this opportunity and he would also have to face the consequences of delay in receiving the aforesaid notice within the prescribed period.

Annexure

Please read and understand the following instructions carefully before completing the application form	 Logo of the Council	For office use only
--	--	---------------------

..... Council

Application for Inserting Name in Assessment Register / Amending Name / Obtaining an Assessment Number

01. Name of Applicant:
02. Address:
.....
03. Telephone Numbers: Mobile:.....Residence:.....
04. Where the applicant is not the owner of the property, the name of the owner of the property:[See Instructions (F) 04]
.....
05. Address:
.....
06. Telephone Numbers: Mobile:..... Residence:.....
07. GramaNiladhari's Division where the property is located-
No.: Name:
08. Name of the street/road where the property is located:
09. Assessment Number of the property: (if number issued / if known):
10. Description of the plan of the property:
Lot Number:..... Plan No.:..... Date:.....
Name of Licensed Surveyor:.....
11. Purpose of using the property: Residential / Commercial / Other.....

12. For what requirement is the request?: (Put “X” in the appropriate box)

- * Inserting name in the assessment register
- * Amending the name of the assessment register
- * Obtaining a new assessment number

13. Have the documents that should be attached to the application form been duly attached as per the instructions given in this application form?: Yes / No

14. Name/ Names of the property owner to be entered in the assessment register:

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

15. I do hereby certify and declare that the above information is true and accurate and I am aware that by issuing an assessment number for this land/property, there is no legal basis for the facts that the subdivision of the land belonging to this request has not been approved or the buildings constructed on the land have not been approved or certificates of conformity have been obtained for those buildings and I am well aware that I am subject to any legal action taken by the Council for not having obtained the necessary approvals for the purpose. Further, under Section 5 of the Right to Information Act No. 12 of 2016, I / We* agree*/ oppose* to release of the information belonging to my property that I have provided to the Council to any third party other than any agency having jurisdiction. *(Please cut off the inapplicable words)

I / We, the applicant / applicants;

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

Date: 20

(The access road to the land is noted in the space provided at the end of this application form)

To be filled in duplicate

CERTIFICATE OF OWNERSHIP

I Attorney - at - law
..... and Notary Public of
..... do hereby certify
that I have examined the title deeds relating to Premises No
..... Road Lot No of plan No
dated drawn by Licensed Surveyor Mr.
..... and I am satisfied that the Guarantee
..... referred to in the abstract of Title is the rightful owner
of Premises No

Date:

.....
Signature of Attorney - at - law or Notary
Public and rubber stamp

පිටපත් 02 කින් සම්පූර්ණ කරන්න / To be filled in duplicate

..... සභාව - COUNCIL / SABHA

තක්සේරු ලේඛනයට නම ඇතුළත් කිරීම සඳහා හිමිකම් ඔප්පු සාරාංශ - Abstract of Title Deed to Insert Name in the Assessment Register

ඔප්පුවේ අංකය No. of Deed	දිනය Date	නොතාරිස්ගේ නම සහ ලිපිනය Name of Notary and Address	ඔප්පුවේ ස්වභාවය Nature of Deed	දීමනාකරුගේ නම හා ලිපිනය Grantor's Name and Address	ලැබුම්කරුගේ නම හා ලිපිනය Grantee's Name and Address	ප්‍රමාණය සහ මායිම් Boundaries and Extent	වටිනාකම Consideration	විවිධයේ නම හා වරිපනම් අංකය Asst. No. and Street of Premises	කොට්ඨාශ අංකය Ward No.	වෙනත් කරුණු Remarks

(මෙම කඩදාසිය ප්‍රමාණවත් නොවන විට මේ ආකෘතියේ ඡායා පිටපත් ලබාගෙන පිටපත් දෙක බැගින් පිළියෙල කර මෙම ඉල්ලුම් පත්‍රයට අමුණන්න)

(When this paper is not sufficient, take photocopies of this form and prepare in duplicate and attach it to this application form)

නොතාරිස්ගේ හෝ නීතිඥ ගේ රබර් මුද්‍රාව
Seal of the Notary Public or Attorney at Law

ඉහත දක්වා ඇති දේපළෙහි ඔප්පුවේ හිමිකම් පිළිබඳ සත්‍ය සාරාංශයක් බව සහතික කරමි.
I hereby certify that above is a true extract of the title deed relating to the above premises.

දිනය/Date:

.....
නීතිඥ හෝ නොතාරිස්ගේ අත්සන
Signature of Notary Public or Attorney - at - law

Application No: Amount paid: Rs:

Receipt No: Date: 20

Signature of Officer of the Front Office / Cashier:

Municipal Commissioner/ Secretary,

Record of the Abstract of TitleDeed

1. Premises (Postal) Address:

2. Ward No. and Name:No: WardName:

3. Street/Road:

4. Whether the property is located on the left / right side of the street / road: Left side / Right side

5. Assessment Number (If an Asst. No. has already been assigned):

6. According to the assessment register;

(i) The name of the present owner is not mentioned. *

(ii) The name/names of the present owner/owners have been included as given below.*

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

7. Description of the plan of the property:

Lot No: Plan No: Date:

Name of the Licensed Surveyor:

8. In case of a request for obtaining a new assessment No., the proposed assessment No:

9. Name/names of the transferee / transferees (grantee / grantees) of the property to be entered in the assessment register:

- (a)
- (b)
- (c)
- (d)

10. Effective Date of Subdivision / New Assessment / Title Registration:

-
11. Extent of Land: Acres: Rood: Perches: (Hectares:.....)
12. Annual Value Description:
- (a) Current value (if assessed): Rs.
- (b) Proposed Value (if revisable or not assessed): Rs
13. It is suitable to act in the following manner.(Please cut off the inapplicable words)
- * The name of the owner is not included in the assessment register.Accordingly, act in the manner recommended in paragraph 9 above;
 - * To act in the manner recommended in paragraph 9 above in place of the name / names currently recorded in the assessment register;
 - * A newly allocated plot of land. * / A newly constructed detached building.* / The existing building is a split into two units.* Accordingly, to allot the new assessment number as follows that is,
- Ward Number: WardName:
- Street/Road:(Left side / Right side)
- Proposed Assessment Number:
14. Description of property: (If a new assessment number is recommended, the site where the property is located should be individually inspected and reported).
-
-
-
-
15. Special Remarks:
-
-
16. All the attachments to be attached with the application form are correct.I personally verified the above facts and the facts in the annexes and I certify that they are correctly compared with the information in the plot plan file and the building application filerelating to the property.

Date: 20

.....
Revenue Inspector

Secretary

The above recommendations are approved / not approved*.

Date: 20

.....
Municipal Commissioner/ Secretary

Officer in charge of the subject of Tax,

- * Correctly enter and record the relevant revisions in the assessment register, tax register and computer data base as per the approval of the above Municipal Commissioner / Secretary. Inform it to the applicant* / applicants*.
- * Record the declaration made by the applicant under Section 5 of the Right to Information Act No. 12 of 2016 given in paragraph 15 of the application, in the assessment register, tax register and computer data base.

Date:20

.....

Municipal Commissioner/ Secretary

Municipal Commissioner/ Secretary,

I hereby report that the applicant's statement under section 5 of the Right to Information Act No. 12 of 2016, with the approval of the above Municipal Commissioner/Secretary, has been correctly entered in the assessment register, tax register and computer database. I submit the letter informing the applicant of that for signature.

Date:20

.....

Officer-in-charge of the subject

Please note below the easy access route to the property location

.....**Council**

Instructions on the matters to be considered in completing Abstract Title Deed Form for inserting/amending the name in assessment register and obtaining an assessment number

(a) Compliance with the provisions of the Right to Information Act No. 12 of 2016:

01. In the event that any third party requests the information you provide to the Council with this form (unless you have objected to it in writing), the Council is bound by law to provide this information to the third party as requested. However, when you have stated in writing that you are against giving this information provided to the council, to a third party, the council may act to prevent the release of that information to an external party (To a court or any non-authority with quasi-judicial powers).
02. Please take care to properly complete the special declaration on this matter with your certificate on the matters included in the application form at the end of this application form regarding your consent / non-consent regarding the release of the information provided by you to the council, to the third party upon a request made by a third party in terms of section 5 of the Right to Information Act No. 12 of 2016.

(b) Abstract Deed Copy:

01. Two copies of abstract deeds should be completed by a lawyer and should bear his signature and date stamp and the date of attestation.
02. In the relevant column, the assessment number, ward number and street should be mentioned correctly.
03. In order to facilitate letter transactions, the name, address and telephone numbers of those who need to newly register their names should be mentioned correctly.
04. The manner in which the property was transferred from the owner whose name is mentioned in the assessment register to the present owner should be correctly and clearly recorded in the abstract title deed. Where the assessment document states “Owner” or “Owner entitles” or the owner is unknown or the name of the person to whom the property has been assigned is not the current owner in the assessment document or the manner in which the title has been transferred for a period of thirty (30) years prior to the date of possession of the property by the current owner, title report should be submitted in duplicate
05. Where title to the property is acquired by the present owner by deed of declaration or other transfer written at some time subsequent to the deed of declaration, abstract copies of deeds showing the transfer of title for a period of thirty (30) years prior to the date on which the present owner received title to the property shall be submitted. In case of any dispute arising out of a deed of declaration or any transfer made after a deed of declaration, it may be necessary to produce certified copies by the District Land Registrar for a period of thirty years prior to the date of the said transfer.

(c) Survey plan:

01. Two certified copies of the survey plan of the property concerned should be submitted along with two copies of the completed abstract deed. In case of land situated within an area declared as “Urban Development Area” under the Urban Development Authority Act, two certified copies of the survey plan approved by the Council shall be submitted.

02. If you do not already know whether the area your land belongs to is an urban development area, ask the Officer of the Front Office of the Council or officer in charge of the subject to find it out.

(d) Copy of Deed:

01. Two certified copies of the deed registered with the Land Registry confirming how the current owner acquired the title should be submitted.

(e) Fees and other charges:

01. At the time of handing over the two copies of abstract deed, for registering the ownership of the property, a sum of Rs. ; and
02. Taxes payable to the Council by the end of the quarter applicable to the date of handing over the copy of the abstract deed should have been paid in full.

(f) Other documents:

01. If the ownership of the property in question has been acquired through a partition case, two certified copies of the court decision should be submitted along with copies of the abstract deeds.
02. When submitting abstract copies of deeds for transfer of title of a subdivided unit in an apartment building, two certified copies of the condominium plan approved by the CONDOMINIUM MANAGEMENT AUTHORITY for the concerned unit of the apartment building shall be submitted.
03. In case any building has been constructed on the property, two copies of the building plan with the approval obtained from the Council and the Certificate of Conformity issued for occupancy should be submitted. (Additional assessment number will not be issued for one location for any reason if the Certificate of Conformity has not been obtained).
04. If the application is submitted by a person other than the legal owner of the land, two certified copies of the Power of Attorney issued by the legal owner for the same, an affidavit that the Power of Attorney has not been revoked and that the Power of Attorney is alive should also be submitted. Please note that the Council will not act on any such request made by a person who is not the legal owner.

(g) Other matters:

01. In submitting the certified copies requested above, all those documents must be signed and dated by the lawyer who prepares the copy of abstract deed stating "I certify that it is comparable to the original copy".
02. It is emphasized that in case of undivided land ownership, only one person's name cannot be included in the assessment register and actions will be made to include the names of all the co-owners.
03. Submit applications correctly to avoid delay as applications not meeting the above requirements will be rejected.
04. As per this application, before revising the name in the assessment register only if necessary, the officers of the Assessment Division will visit the premises concerned. To facilitate this task, clearly record the method of reaching the respective property in the box provided above.
05. If the applicant is unable to remain at the relevant location on the weekdays when the officers of the Assessment Division are available (due to performance of duties or other reasons), at the time of

submitting the application form, discuss the date on which officials of the office should visit the relevant place or your stay at the relevant place on the day when the officials can visit.

06. In the case of land located within an urban development area, the plot plan of the land has not been approved or in any case, a development permit has not been obtained for the construction of buildings on the land or a Certificate of Conformity has not been obtained for the construction thereof, in respect of a particular property, an assessment number has been issued by the Council or an assessment number has been issued in the future or taxes have been paid to the Council in respect of that property, and it shall be deemed that the above approvals have been obtained or that there is a right to receive approval for the same or not. As well, the owner of the property or its occupier shall be subject to legal proceedings for failure to obtain such approval.

very important:

1. Before submitting the copies of abstract deed to the lawyer, write down the name and proceed to get the correct assessment number or numbers and the name/names of the current registered owner(s) of the property to be settled from the Tax/ Assessment Division of the Council and provide it to the lawyer. If it is necessary to register the name on behalf of a portion of a property that has an assessment number, it should also be clearly noted in the abstract deed.
2. Please note that the Council is not responsible for any delay caused by failure to follow any of the above instructions.
3. The applicant will be personally liable for the legal status or other consequences arising from the submission of inaccurate or false information by the applicant.