



For Office use only

### Wennappuwa Pradeshiya Sabha

#### Application for entering the name in Assessment Register / revising the existing name in Assessment Register / obtaining an Assessment Number

01. Name of Applicant : .....
02. Address : .....  
.....
03. Telephone No. : ..... Home : .....
04. If Applicant is not owner of the land, Name of the owner: [Please see (f) 04 of Instructions.]  
.....
05. Address : .....  
.....
06. Telephone No. Mobile: ..... Home : .....
07. Grama Niladhari division in which the property is located -  
No.: ..... Name : .....
08. Name of street/road in which the property is located: .....
09. Assessment tax No. of the property (If Number issued/ known):.....
10. Details of Plan of the property:  
Lot No.: ..... Plan No.: ..... Date : .....  
Name of the licensed Surveyor: .....
11. Purpose for which the property is used: Residential/Commercial/Others .....
12. Purpose of applying? ( Please mark “X” in the relevant box)

- ❖ Entering the name in Assessment Register
- ❖ Revising the existing name in Assessment Register
- ❖ obtaining an Assessment Number


13. Whether the relevant documents are attached to the application as per the instructions given in this application? Yes/ No
14. Names of owners to be included in the Assessment Register:
- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....
- (g) .....

15. I do certify and declare that the information stated above is true and correct and that I am aware of the fact that an assessment number not been issued or been issued to this land / property, approved for the subdivisions of the land relating to this application not been obtained or approval for the buildings constructed on the land not been obtained or Certificate of Conformity for such buildings not been obtained shall not grant any legal status and I am well aware that I shall be subject to any legal action be taken by the Pradeshiya Sabha for the failure of not obtaining such approval. Further, in terms of Section 5 of the Right to Information Act No. 12 of 2016, I/ we\*, hereby give consent\*/ express objections\* with regard to the revealing of my property related information provided by me to the Sabha to any third party other than to any institution with due judicial power. (\*Please strike out unnecessary words)

I/ We, as applicant/ applicants;

Name : ..... Signature: .....

Name : ..... Signature: .....

Name : ..... Signature: .....

Name : ..... Signature: .....

Name : ..... Signature: .....

Name : ..... Signature: .....

Date : .....20

**Wennappuwa Pradeshiya Sabha**  
**Abstract of Title Deed to Insert Name in the Assessment Register**

No. of Deed	Date	Name of Notary and Address	Nature of Deed	Grantor's Name and Address	Grantee's Name and address	Boundaries and Extent	Consideration	Asst. No. and Street of Premises	Ward No.	Remarks

No. of Deed	Date	Name of Notary and Address	Nature of Deed	Grantor's Name and Address	Grantee's Name and address	Boundaries and Extent	Consideration	Asst. No. and Street of Premises	Ward No.	Remarks

(If this paper is not sufficient, please photocopy this form and prepare two copies and attach them to this application form.)

Seal of the Notary Public or Attorney at Law

I hereby certify that above is a true extract of the title deed relating to the above premises.

.....  
Signature of Notary Public or Attorney – at - law

Date : .....

**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..... .

.....

Signature of Attorney-at-Law or Notary Public  
and rubber seal

Date : .....

**Instructions on matters to be considered in completion of the Abstract of Title Deed Form,  
in order to enter the name in Assessment Register / revise the existing name in  
Assessment Register / obtain an Assessment Number**

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

01. In the event that a third party requests the information you provided in these Forms to the Sabha (unless you have made objection for the same in writing), the Sabha is legally obliged to provide this information to the third party following the said request. However, in the case you have made the objection in writing to provide this information to a third party, the Pradeshiya Sabha may take steps to refrain from issuing such information to an external party (a court or any other institution other than an authority with quasi-judicial power).
02. Please make sure to duly complete the special declaration in this regard at the end of this application, accompanying your certificate of the facts included in the application, indicating your consent / discontent for the issuance of the information you provide to the Sabha to a third party upon a request made by such a third party in accordance with Section 5 of the Right to Information Act, No. 12 of 2016.

**(b) Copy of the Abstract of Deed:**

01. Two copies of the Abstract of Deed should be completed and signed by an Attorney-at-Law placing his signature and date stamp, and the date of certification should be notified therein.
02. The assessment number, division number and street should be accurately mentioned in the relevant column.
03. The name, address and telephone numbers of the person whose name to be newly registered should be accurately stated, for easy correspondence in that regard.
04. It should be clearly and accurately recorded in the Abstract of Deed that in which manner the property was transferred from the owner mentioned in the Assessment Register to the current owner. In cases where the owner is stated in the Assessment Register as "Owner" or "Owner Claims" or owner is unknown, or where the name of the person to whom the property was transferred to the applicant is not the current owner as per the Assessment Register, two copies of the records indicating the transfer of ownership for a period of thirty (30) years prior to the date of transfer of ownership to the current owner should be submitted.

05. In the event that the current owner acquires title of the property by a manner of a Deed of Declaration or any other transfer made at any time subsequent to the Deed of Declaration, then the copies of the Abstract of Deeds confirming the method of transferring the title for a period of thirty (30) years preceding the date on which the current owner acquired title of the property should be submitted. In the event of any issue arising in respect of any transfer made subsequent to the Deed of Declaration or any other transfer, it may be necessary to provide deeds certified by the District Land Registrar for a period of thirty (30) years preceding the date on which the transfer was made.

**(c) Survey Plan:**

01. Two certified copies of the survey plan of the relevant property should be submitted along with the two duly completed Abstract of Deeds. In the case of a land located within an area declared as an “Urban Development Area” under the Urban Development Authority Act, two certified copies of the survey plan approved by the Pradeshiya Sabha should be submitted.
02. If you do not aware whether the area where your land located is an urban development area, please inquire the front desk officer or subject officer of the Sabha to find out the same.

**(d) Copy of Deed:**

01. Two certified copies of the Deed registered at the Land Registry confirming the method which the current owner acquired ownership of the property, should be submitted.

**(e) Fees and Other Charges:**

01. A sum of Rs. .... for registration of ownership of the property at the time of handing over two copies of the Abstract of Deed; and
02. The assessment fee due to the Sabha must have been fully paid by the end of the quarter relevant to the date of handing over the copies of the Abstract of Deed.

**(f) Other Documents:**

01. If the ownership of the relevant property has been acquired through a case of partition, two certified copies of the court decision should be submitted along with copies of the Abstract of Deed.

02. In submitting copies of the Abstract of Deed for the transfer of title to a subdivided unit in an apartment, two certified copies of the Condominium Plan approved by the Condominium Management Authority for the relevant unit in the said apartment should be submitted.
03. In the event that any building has been constructed on the property, two copies of the building plan with the approval obtained from the Sabha for the construction of that building and the certificate of conformity issued for occupancy should be submitted. (If the certificate of conformity has not been obtained, an additional assessment number will not be issued for such one location for any reason.)
04. If this 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 should be submitted, along with an affidavit stating that the Power of Attorney has not been revoked and that the person to whom the Power of Attorney is granted is alive. Please note that the Sabha will not take action on any application made by a person who is not the legal owner without such a Power of Attorney.

**(g) Other Relevant Matters:**

01. In submitting the certified copies requested above, all such documents should be signed with the date and attested by the Attorney-at-Law who prepares the copy of the Abstract of Deed, stating "Certified to be a true copy of the original seen by me", and affixed with his / her official stamp.
02. It is emphasized that in the event of undivided land ownership, the name of sole person cannot be included in the Assessment Register, and action will be taken to include the names of all joint owners.
03. Please submit duly completed applications with above criteria to avoid delays as applications that do not meet the above requirements will not be accepted.
04. According to this application, the officers of the Assessment Division will visit the relevant premises only if necessary before revising the name on the Assessment Register. To facilitate this task, please clearly indicate the landmarks to reach the relevant property, in the space provided.
05. If the applicant is unable to be at the relevant location on weekdays which the assessment officers to be arrived (due to their duties or other reasons), please discuss in the event submitting the application regarding such matters as to when the officers should arrive or whether you will be at the relevant location on the day the officers to be arrived etc.



06. In the case of plot plan of the land has not been approved for the land situated within an urban development area, or in the case of a development permit has not been obtained for the buildings situated on the land or a certificate of conformity has not been obtained for the construction thereof in any area, then the fact that an assessment number has been issued by the Pradeshiya Sabha for any property or that a assessment number will be issued in the future or that the assessment fee has been paid to the Pradeshiya Sabha in respect of that property, shall not be deemed to have obtained the above approval or to be entitled to obtain approval for the same. Also, the owner of the property or its occupant shall be subject to legal proceedings for failure to obtain such approval.

**Remarks :**

1. Please obtain the correct assessment number or numbers of the property to be registered and the name/s of the current registered owner/s of the property from the Assessment Division of the Sabha and provide them to the Attorney-at-Law, before submitting the copies of the Abstract of Deed to him/her. In the case of name is to be registered for a portion of a property with a particular assessment number, then it should also be clearly mentioned in the said Abstract of Deed.
2. Please note that the Sabha is not responsible for any consequences resulting from failure to follow any of the above instructions.
3. The applicant will be personally liable for any legal or other consequences arising from the submission of false or fraudulent information by the applicant.

07. If your request is not fulfilled within 14 days of submission of the application, please inform the Secretary of the Wennappuwa Pradeshiya Sabha.

Office                    - 031 - 2255276  
Secretary                - 077 - 0830642