



For office use only

Ref. No.:	
Ward Name :	Ward No. :
Date Received :	
Registration Fee (Rs.) :	VAT (Rs.) :
Checked by :
<i>(Name)</i>	<i>(Signature)</i>
Cash Bill No. :	Paid on :

	<i>(Cash Bill Clerk)</i>

COLOMBO MUNICIPAL COUNCIL

APPLICATION FOR CERTIFIED COPIES

This application shall be filled in Block Letters and signed by the owner/s.

Note:	
1. Certified copies will be issued only to the legal owner of the property.	
2. Certified copies will be issued only from the following documents. (if available)	
(a) Development Permit	(b) Renewal of Development Permit
(c) Certificate of Conformity	(d) Preliminary Planning Clearance
(e) Approved Building Plan	(f) Approved Survey Plan (Sub Division / Amalgamation)

I / We as the owner/s hereby apply for certified copies of

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in respect of the premises mentioned below.

- 1. Assessment No. :
- 2. Street No. :
- 3. Postal Zone :

(A) OWNER'S DETAIL

- 1. Name of the owner/s : i.
- ii.
- iii.
- iv.

2. NIC No./s:

3. Signature/s :

4. Date :

i.

i.

i.

ii.

ii.

ii.

iii.

iii.

iii.

iv.

iv.

iv.

5. Postal Address :
.....

6. Tel. No. :

(B) DETAIL OF AUTHORIZED PERSON :

1. Name of the Authorized Person :

2. Postal Address :
.....

3. N.I.C. No. :

4. Tel. No. :

5. Signature :

6. Date :

(C) DOCUMENTS TO BE ATTACHED :

1. Photocopy of Ownership Certificate.
2. Owner's N.I.C. copy.
3. Authorized Letter from the Owner. (If owner is not available)
4. Authorized Person's N.I.C. Copy
5. If owner is a company : Copy of Form 20 & Form 41