



Instructions to obtain a NON- Vesting Certificate

1) Required Documents to be submitted.

- I. Dully Completed Application.
- II. If the property is residential, Copy of the owner's NIC.
If the property is commercial, Copy of the business registration certificate.
- III. If the authority delegates to someone else, copy of the authorized person's National Identity Card.

2) Fees to be levied as follows.

- Residential Property - One day Service Rs 2500.00
Normal Service Rs.1500.00
- Commercial Property - One day Service Rs.6500.00
Normal Service Rs.5000.00

3) Please be aware of below mentioned details before completing the application.

- I. Property rate tax should be paid for the particular quarter.
 - 4.1 to 4.5 in the application could be confirmed by presenting a property Rate tax receipt.
- II. If the property is commercial,
 - Trade taxes should be paid up to current year.
 - Trade Licenses should be paid up to last year.
 - Any other taxes and levies imposed by the municipal commissioner should be paid as well.