Ministry of Urban Development, Water Supply, & Housing Facilities

APPLICATION for

REGISTRATION, GRADING AND MONITORING OF PROPERTY DEVELOPERS

Construction Industry Development Authority
“Savsiripaya”
123, Wijerama Mawatha
Colombo 07.
Tel : 2699801, 2695965

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APPLICATION FOR THE REGISTRATION OF PROPERTY DEVELOPERS

General Information

1.0 Name of the company/owner: .................................................................

.................................................................

Address: .................................................................

.................................................................

Office: .................................................................

Mobile: .................................................................

E-mail: .................................................................

1.1 Business Reg. No, If available:
□ Public Company Ltd
□ Private Company Pvt. Ltd
□ Consortium
□ Sole proprietor
□ Joint venture
□ Non above

1.2 VAT Number if available: .................................................................

1.3 Any other registration for taxes (NBT/WHT): .................................................................

1.4 Structure of Capital
Equity capital - …% of the total.
Loan capital…. % of the total.
Other…% of the total.

1.5 Operations:
□ within Sri Lanka
□ Outside

Details of the Contact person

1.6 Name: ........................................................................

1.7 Designation: ........................................................................
1.8 Contact Details and email address

- Details of the status of the business

1.9 Main office address

- Address 1
- Address 2
- Address 3

Attach separate sheet, if required.

1.10 Number of sub offices situated

- Address 1
- Address 2
- Address 3

1.11 Areas of operations covered

- City of Colombo □
- Colombo District □

Tick off the relevant cage

1.12 Specify the locations

<table>
<thead>
<tr>
<th>District</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Details of the staff

2.1 Number of permanent staff members ............

2.2 Number of part time staff members .............
### 2.3 Professional/Technical Staff

<table>
<thead>
<tr>
<th>Number</th>
<th>Full time</th>
<th>Part time</th>
<th>Qualification/Experience(in brief)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1</td>
<td>Valuer</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Surveyor</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.3</td>
<td>Architect</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.4</td>
<td>Engineer</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Lawyer</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.6</td>
<td>Quantity Surveyor</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.3.7</td>
<td>Other Professionals (As Board Directors)</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

### 2.4 Land subdivisions - Only land subdivision with or without infrastructure

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of projects</th>
<th>Extent, Perch/m²</th>
<th>District &amp; location</th>
<th>Average Plot size (Min &amp; Max) Perch</th>
<th>Average Selling Price, Rs, per perch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List the projects in chronological order</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Min</td>
<td>6</td>
<td>Max</td>
<td>&gt;20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Min</td>
<td>10</td>
<td>Max</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Min</td>
<td>15</td>
<td>Max</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Min</td>
<td>&gt;20</td>
<td>Max</td>
<td></td>
</tr>
</tbody>
</table>
Details of Projects undertaken during last 05 years (*Use separate sheets if required.*)

### 2.5 Lands with Building
*(single story, two story and above, semi luxury apartments with infrastructure including commercial units)*

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of projects</th>
<th>Average plot size, perch</th>
<th>District and Location</th>
<th>Building details</th>
<th>Residential</th>
<th>Commercial</th>
<th>Selling /Rental/ Leasing price, Rs, per sq ft / m²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Average floor area per unit, m²</td>
<td>Number of bedrooms</td>
<td>Total floor area, m²</td>
<td></td>
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<td></td>
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</tbody>
</table>

2.6 Pre and after sales services (Tick whether the following activities are attended by the organization)

- □ Providing reliable information to the customers
- □ Assisting the customers for loans, credits from banks
- □ Installment payments facilities
- □ Assisting approvals/ clearances
- □ Managing customer complains
- □ Assistance during infrastructure breakdown
- □ Consultation with client in building design (only for individual house Building category)
- □ Assurance on project completion on agreed time target
3.0 Annual Turnover, Rs. Mn. (last 05 years)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Value</th>
<th>Financial Year</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>...............</td>
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</tr>
</tbody>
</table>

3.1 Financial Resources

<table>
<thead>
<tr>
<th>Facility</th>
<th>Value (Rs)</th>
<th>Name of the Bank / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Overdraft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Deposits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wealth Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saving Accounts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

................................. .................................

Name and Signature of the respondent  Date

Attach evidences for the information provided above. (i.e. Copy of the business registration, past performance records, audit reports etc.)
Annex - Binding Agreement

DRAFT AGREEMENT FOR CONSULYANCY SERVICE

BETWEEN

........................................................................................................ (Property developer)

AND

................................................................................................................................. (Consultant)

THIS AGREEMENT is made and entered into this ........................................day of .....................................
20.......... between, on the one hand,(hereinafter called the property developer) and on the other hand
.................................................................................................................................
........................................ (Hereinafter called the consultant)

WHEREAS

(A) The Property developer needs the services, on a part time basis, of the consultant, to provide
professional and technical support in the,
  • Selling of serviced land.
  • Land/building for selling/leasing or renting.
Carrying out, Valuation, Surveying, legal advising, setting outs, Designing, Costing, etc. Of works for a
hours per week.

WHEREAS

(B) The consultant has agreed to provide the below mentioned services.

<table>
<thead>
<tr>
<th>Service</th>
<th>Category L / LB</th>
<th>Tick where appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surveyor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect</td>
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<tr>
<td>Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Surveyor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOW THEREFORE the parties hereto agree as follows:

1. The consultant shall attend to the services listed in paragraph (A) herein above as required and in a manner so that the Property developer’s works are proceeded smoothly and without interruption during a period of hours per week.

2. In consideration of the consultant providing the services listed herein above the constructor agrees to pay the consultant at the hourly rate of Rs:…………………

INWITHNESS WHEREOF the parties hereto have hereunto set their hands on the day and year just above written.

Sig:………………………………………… Sig:……………………………………

CONTRACTOR CONSULTANT

In the presence of:

Witnesses

1) Name: ................................. Sign: .............................
   I.D.No: .................................

2) Name: ................................. Sign: ..........................
   I.D.No: .............................

NOTARIAL ATTESTATION

I ……………………………………………………………….. Notary Public of …………………………………………………………………..

Hereby attest that the parties to this Agreement and the Witnesses set their hands hereto in my presence at ………………………………………this ………………………………………day of ……………………………………….20…………………………..

…………………………………………

…

NOTARY PUBLIC
(Seal)
AFFIDAVIT

I………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………….being
………………………………………………………………………………………………………………………………………………………………
a Buddhist/Christian/Hindu/………………… do hereby solemnly sincerely and truly declare and swear /
affirm as follows:

1) I am the deponent above named.
2) I state that the information, documents and statements submitted by me attached to my
application to the CIDA for grading and registration of Property Developers are true and correct.
3) I state that if any one of those information, documents and claims furnished by is found to be
incorrect will result in rejection of my application for registration and grading of Property
Developers.
4) I also state that I am subject to the control of the disciplinary code of CIDA for the Property
Developers.
5) I indemnify the CIDA from any Criminal of Civil Liability whatsoever arising out of or in-
relation to my registration as a Property Developers.

The foregoing contents were read over and explained to the deponent by me and having
understood same affirm/swear to and placed
his/her signature in my presence at

Signature on Rs.25/- Stamp
deponent before me

Justice of the peace

……………………………………….