

12 Checklist of Documents Furnished with the Application

The Applicant shall ensure that certified copies of all applicable documents as required are furnished with the application and confirm by ticking off in the Checkbox in Column A against each document submitted. Checkboxes in Column B are to be ticked off by CIDA at the time of receiving the application.

A	B	Remarks, if any
a <input type="checkbox"/> Business Registration Certificate	<input type="checkbox"/>	
b <input type="checkbox"/> Relevant Statute authorizing to carry out consultancy services	<input type="checkbox"/>	
c <input type="checkbox"/> Board Resolution to register the Consultancy Practice with CIDA	<input type="checkbox"/>	
d <input type="checkbox"/> Details of Proprietor or Partners or Directors of the Private Limited Company/ Heads of Consultancy unit/s Government Statutory Body/ Government Department	<input type="checkbox"/>	
e <input type="checkbox"/> Details of Shareholders in the Body Corporate	<input type="checkbox"/>	
f <input type="checkbox"/> List of Services authorized to Practice	<input type="checkbox"/>	
g <input type="checkbox"/> Partnership Agreement/MOU	<input type="checkbox"/>	
h <input type="checkbox"/> Joint venture Agreement among Sri Lankan practice/s with foreign Practice/s	<input type="checkbox"/>	
i <input type="checkbox"/> TIN registration	<input type="checkbox"/>	
j <input type="checkbox"/> Practice Registration Certificate issued by ARB/ IESL/ECSL/IQSSL for the organization	<input type="checkbox"/>	

13 Payment of Non-refundable Registration Fee

Amount paid	Rs.	<input type="text"/>	Date paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Receipt No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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14 Receipt of Application (to be filled by CIDA)

We acknowledge receipt of the application and attached documents submitted by the Applicant as given above.

Name of Receiving Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature and Official Stamp

for Construction Industry Development Authority

Notes to the Applicants (Please read carefully)

A. Instructions

- a) Prior to making the application please ensure that the relevant Criteria for Registration as specified by the CIDA Regulations are satisfied.
- b) Please type or use block letters to fill the form.
- c) All documents furnished shall be true copies, certified by an Attorney at Law, Commissioner for Oaths or the relevant Professional Body / Board of Registration/ Council in Sri Lanka.
- d) Applicant shall produce originals of documents for verification if so requested.
- e) Please note that failure to submit required supporting documents may cause delays in processing or even rejection of the application.
- f) Please ensure to pay the prescribed Registration Fee, which is non-refundable, and submit a copy of the Receipt/ Statement of Remittance with your application. Payment may be made in cash, credit/debit card or bank draft.
- g) For speedy processing and integrating your information into the Register, please submit also a digital copy of your application.
- h) Please send your application form, duly filled and signed, along with all accompanying documents by registered post or by hand to the following address:

Director General
 CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY
 "Savsiripaya"
 123, Wijerama Mawatha
 Colombo 07

B. Processing of the Application

- a) If any additional information is required after preliminary screening, applicant will be informed to furnish such information.
- b) Application, if found to be not in order, will be rejected and the applicant will be informed accordingly. However, the payment made shall not be refunded.
- c) Approximately three (3) weeks would be taken for processing of the application.

C. Explanation of Terms/ Abbreviations

- a) Application No. will be allocated by CIDA and it shall be referred to in all correspondences related to this application.
- b) **Registered Address** is the address used for registration of the business.
- c) **Office Address** is the actual location where practice is done.
- d) **Business Registration No.** Prior to submitting the application, business registration shall be completed.
- e) **List of Present Owner/s/ Partners/ Director/s /Shareholders of the Practice/Business Entity** should indicate Position of each person, whether he is the Sole Proprietor/ a Partner in the Partnership/ a Director in a Private Limited Company/ Government Statutory Body/ Government Department and his ownership/ shareholding as a percentage.
- f) **Name of Authorized Applicant** is the name of the Sole Proprietor/ a Partner in the Partnership/ a Director who is authorized to make the application on behalf of the Practice.

