

**The Registrar General,
Registrar General's Department,
No. 234/A3,
DenzilKobbakaduwaMawatha,
Baththaramulla**

Application No:

For office use only

**APPLICATION FOR CHANGING THE
JUDICIAL ZONE**

Language/Languages

Sinhala

English

Tamil

01. Full name: **Mr./Mrs./Miss**

in English

.....

in Sinhala

.....

02. Name with initials:

in English

.....

in Sinhala

.....

03. (I) Permanent address in new judicial zone:

in English

.....

in Sinhala

.....

(II) Current office address in new judicial zone:

in English

.....

in Sinhala

.....

04. If Notarial Warrant is sought for Tamil language, state herein full name and address in the same language.

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.....

05. (I) National Identity Card No. :

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(II) Contact No. Res. :

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Mobile :

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(III) Personal File No. :

R	G	N	B																
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*According to the section 06
in the first Appointment Letter*

(IV) email address :

06. Starting date of Notarial Work:.....

07. In which year, you get the certificate of High Court lastly:.....

08. Name of the LandRegistry handed over duplicates currently?.....

09. Have you handed over all duplicate returns attested by you?.....

10. If you have stopped stop Notarial Work temporarily, please specify the period:

11. Please give the following details regarding new judicial zone

(I) Judicial Division :

(II) Land Registry :

(III) Divisional Secretariat Division :

(IV) GramaNiladhari Division :

.....
(Signature)

Date:

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The following documents are annexed here with.					
I Originals of Sinhala/Tamil/English notarial warrants	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				
II The copy of High Court certificate takenfor this year/last year					
III Receipt of paid Rs.-/- for Registration					
IV The recommendation of Land Registrar					

Instructions for Completing the Application

01. All the particulars should be submitted in clear hand writing.
02. Completion of all information in the application is compulsory.
03. The following documents should be submitted together with the application.
 - I. Originals of all Notarial Warrants obtained
 - II. Report of recommendations from the Registrar of Lands for changing the Judicial Zones.
 - III. Annual Certificate of High Court(If it is not received yet, the certificate of High court issued for previous year and Letter of request made for new certificate)
 - IV. An Affidavit, if any instrument is not being attested until the date you submit the application
 - V. Letter of no impediment from the institute,if using the address of a financial institute as the new address of License.

Charges for the License

Receipts of payment of Rs. 2000/- for each one Language medium,

- To the shroff of the Registrar General's Department

*****N.B***

- 1. Where all the Notary Licenses cannot be submitted together with the application, a certified copy of the license obtained from the High Court is to be submitted. (You shall have to submit a letter issued from the High Court ensuring that the copy in the custody of the High court is also not with them in case the court informed so and an affidavit stating that you have no originals of the Notary Licenses)***
- 2. The Land Registrar's report should be submitted to the Registrar General's Department without delay together with the application to change the Judicial Zone.***
- 3. True information of the Address should be forwarded as the appointing letter is posted to the same address of new Judicial Zone. Otherwise actions will be taken to cancel the License.***
- 4. Actions will be taken to issue licenses within one month for the applications which are completed according to the above instructions.***
- 5. Please note that the applications which are not compatible to the above instructions will be rejected.***
- 6. Further information can be obtained from the Notaries section :Telephone No. 0112-2889488(Extension 244/246) of Registrar General's Department***

It should also be specially noted, that there is no any possibility to display Notary Boards in the offices and practice as a Notary Public in the former Judicial Zone after the transfer.