

**Registrar General,**

**Recommendation of the Land Registrar for Changing the Judicial Zone of the Notaries**

**Notary Public, Mr/Mrs/Ms..... of  
Land Registry.....**

It is hereby reported the particulars of the Duplicates Submitted by the above mention Notary

From the date .....to the date.....

- 1. Number of Duplicates submitted to the  
a. Land Registry by the Notary } :.....
  
- 2. Number and the Date of the Last Deed  
a. attested by the Notary } :.....
  
- 3. Language Medium of the attested Deeds :.....
  
- 4. Whether all the Duplicates and  
a. Monthly reports submitted on time } :.....  
b. to the date..... }

5. Arrearsof the Stamp duty and fine to recover **Yes/No.**

6. If so, Reasons and information : .....  
.....  
.....

7. Money in composition to recover **Yes/No**

8. If to be recovered, Reasons and information : .....  
.....  
.....

9. Year of Last Annual License of High Court obtained :.....

10. Details of any other procedural action on irregularities that is being taken against the Notary?  
.....  
.....

I recommend the transfer of the judicial zone as there are no informalitiesof the second copy handed over by the Notary.

**Date:** .....

**Signature and the Seal**

**Copy: Mr/Mrs/Ms..... ,Notary Public.**

### 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

### Charges for the License

Receipts of payment of Rs. 3000/- for each Language medium,

- To the shroff of the Registrar General's Department
- To bank of Ceylon (account no - ~~7039827~~ Registrar General)

### **\*\*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 appointment letter is posted to the same address of new Judicial Zone. Otherwise actions will be taken to cancel the License.*
4. *Please note that the applications which are not compatible to the above instructions will be rejected.*
5. *Further information can be obtained from the Notaries section :Telephone No. 0112-2889488/2889489 (Extension 244/245/246) of Registrar General's Department*

**It should 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.**