

**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. Permanent address in new judicial zone:

in English

.....

inSinhala

.....

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
- 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

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 -7041650 – 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.