



**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 .....

1.10 Number of sub offices situated Address 1 :.....

Address 2 .....

Address 3 .....

*Attach separate sheet, if required.*

1.11 Areas of operations covered  
 City of Colombo   
 Colombo District

*Tick off the relevant cage*

1.12 Specify the locations

District	Location

**Details of the staff**

2.1 Number of permanent staff members .....

2.2 Number of part time staff members .....

2.3	Professional/Technical Staff	Number	Full time	Part time	Qualification/Experience(in brief)
2.3.1	Valuer	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.2	Surveyor	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.3	Architect	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.4	Engineer	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	Lawyer	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	Quantity Surveyor	.....	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.7	Other Professionals (As Board Directors )				

**Details of the Projects undertaken during last 05 years – Lands** (*Use separate sheets if required.*)

2.4 Land subdivisions - Only land subdivision with or without infrastructure								
Year	Number of projects List the projects in chronological order	Extent, Perch/m <sup>2</sup>	District & location	Average Plot size(Min & Max) Perch				Average Selling Price, Rs, per perch
				6	10	15	>20	
				Min				
				Max				
				Min				
				Max				
				Min				
				Max				
				Min				
				Max				

Details of Projects undertaken during last 05 years (*Use separate sheets if required.*)

<b>2.5 Lands with Building</b> ( <i>single story, two story and above, semi luxury apartments with infrastructure including commercial units</i> )							
Year	Number of projects List the projects in chronological order	Average plot size, perch	District and Location	Building details			Selling /Rental/ Leasing price, Rs, per sq ft / m <sup>2</sup>
				Residential	Commerci al		
				Average floor area per unit , m <sup>2</sup>	Number of bed rooms	Total floor area, m <sup>2</sup>	

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)

Financial Year	Value	Financial year	Value
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....		

3.1 Financial Resources

Financial Facilities from Bankers or other Institutions (Approved by the Central Bank)		
Facility	Value (Rs)	Name of the Bank / Institution
Permanent Overdraft		
Fixed Deposits		
Wealth Certificates		
Current Accounts		
Saving Accounts		

.....  
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.

Service	Category L / LB	Tick where appropriate
Valuer		
Surveyor		
Architect		
Engineer		
Lawyer		
Quantity Surveyor		

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:.....

INWITNESS 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.....  
...of.....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