

**APPLICATION FOR EMPANELMENT AND REGISTRATION/RENEWAL\* OF NOTARY ARCHITECT/ENGINEER\* TO ISSUE THIRD PARTY CERTIFICATE FOR LOW RISK BUILDINGS.**

Please fill this form in **ENGLISH** and in **BLOCK LETTERS**

Please read the instructions before filling the form.

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please affix your recent Passport size Photograph and sign across it

To,  
The Chief Town Planner (Administration),  
Town and Country Planning Department,  
Panaji-Goa.

I, \_\_\_\_\_, desiring to be empanelled and registered as **Notary Architect/Engineer\*** to issue Third party certificate for low risk buildings (All buildings in plots formed by way of finally approved sub-division layout and partitioned plot formed by way of finally approved sub-division layout plan approved earlier by Competent Authorities, for residential buildings in plot area upto 500 sq. mts. and height of the building limited to G+2 storeys including stilt floor) for facilitating issue of Technical Clearance/Development Permission/Completion Order by the Town and Country Planning Department/Planning and Development Authority. I furnish herewith the following particulars:

1. Title: Mr/Mrs/Ms\*

1a. Full Name: \_\_\_\_\_  
(As in Degree certificate/Council of Architecture Registration)

2. Qualification  Graduation in Civil/Architectural Engineering or Equivalent  
(Copy of Qualification Certificate Enclosed).  
 Graduation in Architecture or Equivalent, COA Regn. No. \_\_\_\_\_  
(Copy of Valid COA Regn. Certificate Enclosed)  
(CA/YYYY/No)

3. Date of Birth: \_\_\_\_\_ and Age \_\_\_\_\_ (in years),  
(D.O.B.) (DD/MM/YYYY)

3a. Specify proof of D.O.B. submitted:

4. Resident of Goa for \_\_\_\_\_ years  
(Copy of Residential Certificate enclosed)

5. Specify Proof of Identity submitted  Pan Card  
 other (Please specify) \_\_\_\_\_

6. Office Address:

Address (Line 1) : \_\_\_\_\_

Address (Line 2) : \_\_\_\_\_

City/Town/Village : \_\_\_\_\_

State: Goa Pin Code: \_\_\_\_\_

7. Specify the proof of Address submitted for office: \_\_\_\_\_

8. Residential Address (If different from above office Address), else write same as office Address  
 Address (Line 1) : \_\_\_\_\_  
 Address (Line 2) : \_\_\_\_\_  
 City/Town/Village : \_\_\_\_\_  
 State: Goa Pin Code: \_\_\_\_\_
9. Specify the proof of Address submitted for Residence: \_\_\_\_\_
10. Contact Details  
 Tel (off.) : STD code: \_\_\_\_\_ Number: \_\_\_\_\_  
 Tel (Res.): STD code: \_\_\_\_\_ Number: \_\_\_\_\_  
 Mobile No:  
 E-mail Id:

In addition to the above documents I am enclosing;

- a) Remitted challan for Rs. 1000/- towards Processing fees.
- b) Recommendation by the Indian Institute of Architects, Goa Chapter/Institution of Engineers (India), Goa State Centre\* as regards the required qualification and experience of 20 years in the field.
- c) Three specimen signatures and two additional passport size photographs with signature across.

I am well acquainted with all the provisions of the Goa Land Development and Building Construction Regulations, 2010 in respect of Planning and Permissions, assure to adhere the same strictly without giving any scope of violation or deviation and shall abide by the rules of Notary Architect/Notary Engineer.

### **DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

\_\_\_\_\_  
**Signature of the applicant**

**Name:**

### **OR**

I am already empanelled and registered as Notary Architect/Engineer\*, under registration No. \_\_\_\_\_ dated \_\_\_\_\_, validity of which is expiring on \_\_\_\_\_. There is no\* change in my office, residential address, phone Nos. e-mail id mentioned at the time of Registration. (in case of change please submit address proofs)

\*Being Notary Architect, I am submitting Council of Architecture registration certificate duly endorsed with validity date.

Kindly renew my empanelment and registration as Notary Architect/Notary Engineer \*

Place:

Date:

\_\_\_\_\_  
**Signature of the applicant**

**Name:**

*\*Strike out whatever is not applicable.*

## CHECK LIST / INSTRUCTIONS

### Documents submitted:

- |  |                          |
|--|--------------------------|
| 1. Copy of Degree Certificate enclosed for registration as Notary Engineer.  | <input type="checkbox"/> |
| 2. Copy of valid Council of Architecture registration certificate with endorsement for registration as Notary Architect. | <input type="checkbox"/> |
| 3. Proof of Date of Birth  | <input type="checkbox"/> |
| 4. Proof of Identity   | <input type="checkbox"/> |
| 5. Proof of Office Address   | <input type="checkbox"/> |
| 6. Proof of Residential Address<br>(If Residential Address is different from office Address)                             | <input type="checkbox"/> |
| 7. Photograph pasted on the application and signed across and additional two photographs with signature across.          | <input type="checkbox"/> |
| 8. Remitted Challan for Rs. 1000/- towards Processing fee (Non-Refundable).  | <input type="checkbox"/> |

### INSTRUCTIONS:

- Take a printout of the application (page 1 and 2) on single white legal size/foolscap paper (back to back)
- The Empanelment and Registration as Notary Architect/ Notary Engineer is for Architects holding valid Registration with Council of Architecture, New Delhi and for Graduate Engineers only.
- All the documents shall be self-attested/attested by Gazetted Officers/Notarised.
  - o For self attested documents, originals need to be produced.
  - o In case of self attestation, write Self Attested, Sign the documents, write Date and Name.
- Two passport size photograph with signature across need to be submitted.
- Three specimen signatures need to be submitted.
- **Proof of Identity:-** List of documents acceptable:
  1. Aadhar/Passport/Voter ID Card/Driving License.
  2. Pan card with Photograph
  3. Identity card/document with applicants photo issued by any of the following: Central/State Government Departments, Statutory/Regulatory Authorities, Public sector undertakings, scheduled commercial banks, public Financial institution, Colleges affiliated to Universities, Professional Bodies such as IIA, IEI etc. to their members.

#### **Proof of Address:-** List of documents acceptable as Proof address:

(Documents having expiry date should be valid on the date of submission)

1. Passport/Voters identity card/Ration card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance copy.
2. Utility bills like Telephone bill (only land line), Electricity bill or Gas bill – not more than 03 months old.
3. Bank Account Statement/Passbook – not more than 03 months old
4. Proof of address issued by any of the following:  
Bank Managers of scheduled commercial Banks/scheduled Co-operative Bank/  
Gazetted Officer/Notary Public/ Elected representatives to the Legislative/Parliament/  
Documents issued by any Govt. or Statutory Authorities.
5. Identity card/document with address, issued by any of the following: Central/State Government Departments, Statutory/Regulatory Authorities, Public sector undertakings, scheduled commercial banks, public Financial institution, Colleges affiliated to Universities, Professional Bodies such as IIA, IEI etc. to their members.

**Acceptable documents for Date of Birth (DOB) containing Name and DOB:**

1. Birth Certificate
2. SSLC Book/Certificate
3. Passport
4. Photo ID Card having DOB, duly signed and issued by a Government Authority/PSU

**Change in name documents acceptable:**

1. Marriage Certificate
2. Gazette Notification for name change

**Fees:**

1. Processing fees of Rs. 1000/- to be remitted by challan at the time of submission of application.
2. Registration fees of Rs. 20,000/- for a term of 5 years and security deposit in the form of Bank Guarantee of any Nationalized or Scheduled Bank for Rs. 1,00,000/- (Rupees One Lakh only) or as applicable, need to be submitted at the time of Registration.