

General Sir John Kotalawala Defence University

Enlistment of Cadet Officers - Intake No. 40 Instructions for Preparing Surety Bonds

While congratulating you on appearing at the interview for the enlistment to the General Sir John Kotalawala Defence University, we have made arrangements to enlist applicants who get qualify from the final service medical test to follow the respective Degree Programme.

The **applicants who have qualified** to follow Degree Programmes should come for the registration on a scheduled date which will be informed in due course and it is compulsory to bring the originals of the following documents:

- i. Birth Certificate
- ii. GCE (O/L) Certificate
- iii. GCE (A/L) Certificate
- iv. School Leaving Certificate
- v. Grama Niladhari Certificate
- vi. Police Certificate
- vii. Two character certificates (one such character certificates should be from school)
- viii. National Identity Card and 2 of its photocopies
Three (03) photocopies each of the above certificates.
- ix. 2 passport-size photographs
(Red background; size - 35mm x 45mm, Dress when posing for the photograph: Gents - Shirt and Tie with blazer / Ladies - Kandyan/ Indian Saree with blazer)
- x. The National Identity Cards of the signees of the Security Bond and **a photocopy of each** such Identity Card
- xi. Certified photocopies of Sports Certificates (Highest achievements)
- xii. Certified photocopies of Cadetting/ Scouting / Girl Guiding Certificates (Highest Rank certificates)
- If there are ambiguities in the names in certificates, it is compulsory to submit an affidavit.
- All above photocopies should be in A4 size

} The certificates issued by the Department of Examinations are compulsory.
Certificates issued by the school will not be considered.

The following forms should be completed and brought:

- xiii. 02 Personal Particular Forms (which can be obtained from (www.kdu.ac.lk))
- xiv. Medical Report (which can be obtained from (www.kdu.ac.lk))
- xv. Personal Details Form (which can be obtained from www.kdu.ac.lk)

The candidates should enter into an agreement and sign a surety bond in enrolling as Officer Cadets to this University.

➡ **The values of the surety bonds are given below in Sri Lanka Rupees:**

	Degree Programme	Bond Value
1	BSc in Strategic Studies and International Relations	1,938,000/-
2	Bachelor of Medicine & Bachelor of Surgery	7,500,000/-
3	BSc (Hons) in Engineering	4,020,000/-
4	BSc (Hons) in Software Engineering	3,640,000/-
5	BSc in Management and Technological Science	1,936,000/-
6	BSc in Logistics Management	1,936,000/-
7	BSc in Social Sciences	1,936,000/-
8	Bachelor of Architecture	7,160,000/-
9	BSc (Hons) in Quantity Surveying	5,744,000/-
10	BSc (Hons) in Survey Science	5,684,000/-
11	BSc (Hons) in Information Technology	3,640,000/-
12	BA in Teaching English to Speakers of Other Languages (TESOL)	4,350,000.00
13	BT (Hons) in Information and Communication Technology (ICT)	4,300,000.00
14	BET (Hons) in Construction Technology (CST)	4,700,000.00
15	BSc in Criminology and Criminal Justice (BCJ)	3,625,000.00
16	BSc in Police Science (BPS)	3,375,000.00

➡ **Guarantors**

- This Surety Bond requires two guarantors. (Only one person from among the two parents or the Guardian is allowed to be a Guarantor.) In addition, the guarantors should be less than 60 years of age.

➡ **Assets of the Guarantors**

- Each of the two guarantors is required to substantiate the value of assets, which should be equivalent to three times the value of the Bond separately, in signing the Bonds to enable enlistment for the above-mentioned Degree Courses.

Methods of Asset, Value verification for Surety Bonds

1. By sample of a Land

➡ **Documents that should be Submitted**

i. Valuation Report

- Valuation report should be addressed to the Vice Chancellor of the University.
- The valuation report should be prepared by a Valuer Registered with the government (for which a registration number should be available) and his official seal should be placed on every page of the valuation report.

- The space marked “Request for Valuation” on the valuation report should contain the name of the owner of the land.
- sThe “Purpose of the Valuation” in the Valuation Report should be as follows (See A₁):

The Valuation Report should be obtained in favour of the Vice Chancellor of the University

A₁
The report is to be submitted to the Vice Chancellor of General Sir John Kotalawala Defence University, Ratmalana.

The signature and the official frank of the Valuer should be on every page of the Valuation Report.

- At the place specified as “Boundaries of the land”, the Plan No. and Boundaries should be stated clearly.
- The space “Legal Aspect” should clearly state the Deed Number of the land.

ii. Deed of the Land

The Plan Number and date should be mentioned under the Schedule to the relevant deed.

iii. Plan of the Land

Respective land should be a partitioned land.

➡ If the Land has been Mortgaged to the Bank and a Loan has been Obtained:-

iv. Copies of the Deed and the Plan Certified by the Manager of the Bank

v. A Letter Addressed to the Vice Chancellor of the University Containing the Following Details:-

- Amount of the loan obtained
- Amount remaining to be paid
- Name of the person who obtained the loan
- Deed number and Plan number of the land placed as collateral

- Photocopies of the Deeds and Plans of the land placed as collateral, certified with the official Rubber -Stamp of the Bank should be presented together with the letter referred above.

Must show three times the value of the bond, excluding the amount of the loan to be repaid.

Important Facts :

- If the mother or father of the Officer Cadet appears as a guarantor, (the spouse and the children of the guarantor) No objections letter addressed to the Vice Chancellor that should be provided. **The letter concerned should be attested by a Justice of Peace.**
- If the guarantor signs the bond using a land which he or she jointly owns with his or her spouse, full valuation report should be submitted along with the consent letter of the spouse addressed to the Vice Chancellor stating that;
 - i. He/she has no objection for valuing the entire land
 - ii. He/ She is fully aware about the purpose of valuation
- In the case of a person above 60 years of age, the power of attorney may be given to a son or daughter, who in turn can sign as guarantor.

2. By way of a Building

If the land has a building on it, the building can also be submitted to substantiate the value of the assets.

➡ Documents to be Submitted

- i. The documents described **above** in the case of using a land as an asset for the bond
- ii. A valuation report of the building, stating the depreciation value of the building as well
- iii. The approved plan of the building

(If a plan is not available for the building, a few photographs showing the front, back and sides of the building should be submitted.)

3. By Way of Vehicles

➡ Documents to be Submitted

- i. A valuation report obtained from a Valuer registered with the government addressed to the Vice Chancellor of the University.
 - Official seal of the Valuer should be placed on every page of the valuation report.
 - The engine number and the chassis number of the vehicle should be stated clearly in the valuation report.
 - The proof of insurance coverage of the vehicle
 - The registration certificate of the vehicle (The certificate should have the guarantor's name in it as the absolute owner of the vehicle.)

Points to Note

- Only the vehicles which are in the name of guarantor can be presented.
- Vehicles purchased under a finance-lease cannot be presented for the bond.

4. By Way of Income from the Salary

➡ Documents to be Submitted

- i. A salary particular obtained from the place of employment
(The salary Particular, certified by the Accountant of the organization where the guarantor is employed, should be addressed to "Vice Chancellor", General Sir John Kotalawala Defence University, Ratmalana". The annual gross salary of the guarantor can be considered as part of the assets in presenting the assets for the bond.)

5. By Way of Balance Available in the Account at the Employees' Provident Fund and the Employee's Trust Fund

➡ Documents to be Submitted

- A letter from the Central Bank addressed to the **Vice Chancellor, General Sir John Kotalawala Defence University** confirming the EPF and ETF balances of the guarantor.

6. Fixed Deposits with a Maturity Period of More than 5 Years

➡ Documents to be Submitted

- Certificate of Fixed deposit
- A letter from the relevant Bank addressed to the **Vice Chancellor, General Sir John Kotalawala Defence University** confirming that the deposit concerned will not be withdrawn until the expiration of 5 years, i.e. it has been deposited for a period of 5 years.
- A letter from the depositor addressed to the **Vice Chancellor, General Sir John Kotalawala Defence University** affirming that he or she will not encash or withdraw the fixed deposit concerned until the expiration of 5 years.

N. B.

- All the documents pertaining to the valuation report should be annexed to such report.
- When submitting assets as security to the bond, a single method given above or a combination of several or all of them may be adopted.
- None of the fixed or mobile assets submitted by you to secure the bond will be retained by the University.
- Objectives such as shares, jewelry, gems etc will not be recognized as assets for the purposes of this bond.
- The original and a photocopy pertaining to the relevant assets should be submitted. (After scrutiny, the originals will be handed back immediately.)

Illustration:-**If you have been selected for the Engineering Degree Programme,**

i. Value of the Surety Bond		- Rs. 4,020,000/-
ii. Asset value	- Guarantor I	- Rs. 12,060,000.00
	- Guarantor II	- Rs. 12,060,000.00
iii. Guarantor I	- Land owned	- Rs. 8,030,000.00
	- Building situated on it	- <u>Rs. 4,030,000.00</u>
	Total assets	- <u>Rs. 12,060,000.00</u>
iv. Guarantor II	- Land owned	- Rs. 5,540,000.00
	- Vehicle	- Rs. 1,500,000.00
	- Building	- Rs. 4,000,000.00
	- Annual gross salary	- Rs. 520,000.00
	- Fixed deposits	- <u>Rs. 500,000.00</u>
	Total assets	- <u>Rs. 12,060,000.00</u>

Special information to be concerned when Submitting Valuation Reports for Surety Bond

- ❖ Lands that are under joint ownership and lands which have not been partitioned will not be accepted for surety bonds, except under special conditions.
- ❖ Lands for which a plan has not been prepared will not be accepted as security for bonds.
- ❖ If the plan has only been prepared for the assessed portion of a land, it is compulsory to submit the plan of the whole/original land as well.
- ❖ The plan number for the land should appear clearly in the deed submitted.
- ❖ The valuation report of a land which is received by a deed of gift or acquired through a declaration deed involves many facts or issues contained in it thus a brief report clarifying all matters involved should accompany such valuation report so that it can be clearly ascertained.
- ❖ In the case of a motor vehicle or building, the depreciation from the date of registration or construction should be calculated and deducted from the assessed value, when stating the value of the asset.
- ❖ If a deed is subjected to life interest, the person holding such life interest should affirm by letter that he or she has no objection in this regard.

Before turning up to submit the documents, they should be checked carefully to ascertain that all the above points have been met, completed or fulfilled.

Dress Code: Gents – Shirt and Tie with blazer

Ladies – Kandyani/ Indian Saree with blazer

* For any query, please call +94 112632028

Note: Please be informed that this letter of instructions is solely for informing the applicant and mere receipt of same does not qualify anyone for enrolment.

This is not to be photocopied or for sale.