



## Miscellaneous Application in the Category of Identifying as Guardian



### Procedures, Time, and Responsible Section

#### Detail of Service Delivery Procedures

- Guardian lodges application of identifying as guardian with all categories of application for registration of right and juristic act of quasi-incompetent person.
- Official verifies document attached with application of identifying as guardian for giving consent to conduct juristic act instead of quasi-incompetent person in the category that law prescribed that such transaction need consent from guardian.



15 minutes

**Total of  
implementation  
duration  
15 minutes**



### List of Document as Evidence for Lodging Application

#### 1. Document confirming authentic issued by government agency

1.1 Document for self-identifying is in accordance with category of registration that applicant lodged application for registration of right and juristic act (original) (Check from prescribed category of registration).

Original 1 copy

1.2 Identification card and household registration of guardian (original).

(Department of provincial administration is the government agency who issued such document).

Original 1 copy

#### 2. Other document for additional lodging

2.1 Judgment/final court order for a person to be quasi-incompetent person (original).

Original 1 copy  
Duplicate 1 copy

2.2 Judgment/final court order appointed to applicant to be guardian of quasi-incompetent person (original).

Original 1 copy  
Duplicate 1 copy

2.3 Power of attorney (Applicant prepare it) and identification card of proxy or copy of identification card and copy of household registration (photo copied) which proxy certify the correctness with identification card and copy of household registration of attorney (original and copy which certified the correctness) (In case of the person did not perform by himself/herself).

Original 1 copy



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### Fee

1. For land case, application fee: 5 Baht/parcel
2. For condominium unit case: application fee: 20 Baht/unit
3. Proxy fee for land. In case of guardian give power to other person for conducting transaction instead of guardian: 20 Baht/case
4. Proxy fee for condominium unit. In case of guardian give power to other person for conducting transaction instead of guardian: 50 Baht/case



### Service Delivery Channels

Service Delivery Venue: Contact by yourself at Bangkok Metropolitan Land Office or its Branches or Sub Branches, where land and building or condominium unit is located.

Office Hours: Open Monday – Friday (except public holiday)  
From 08.30 – 16.30 hrs.



### Contact/Complaint Channels

1. Chief of Provincial/Branch/Sub Branch Land Office of the area that rendering such service.
2. Complaint box of Provincial/Branch/Sub Branch Land Office/.
3. Department of Lands' Damrongdhama Center, Telephone Number: 0 2141 5678 – 9
4. Complaint Section, Office of the Secretary of DOL, Telephone Number: 0 2141 5500 - 4, The Government Complex, 6<sup>th</sup> Floor, Commemorating His Majesty, Rattapasasanabhakti Building, Chaeng Wattana Road, Laksi District, Bangkok 10210
5. Service Center of Office of the Permanent Secretary, Prime Minister Office P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111
6. Complaint Center of Corruption in Public Sector (Office of Public Sector Anti – Corruption Commission: PACC)
  - No. 99 , Moo 4, Software Park Building, 2<sup>th</sup> Floor, Chaeng Wattana Road, Klong Klua Sub District, Pak Kret District, Nonthaburi 11120
  - Hotline 1206/Telephone Number: 0 2502 6670 – 80 ext. 1900, 1904 – 7 Facsimile: 0 2502 6132
  - www.pacc.go.th/www.facebook.com/PACC.GO.TH

Complaint Center of International Investor (The Anti-Corruption Operation Center)

Tel: +66 92 688 0777/line: Fad.pacc/Facebook: The Anti-Corruption Operation Center/Email: Fad.pacc@gmail.com)



### Example of Form, Example and Filling in the form Manual

Customer could check all categories of registration from official at every land offices or website: [dol.go.th/registry](http://dol.go.th/registry).



### Relevant Laws

1. Condominium Act B.E. 2522 Amended by Condominium Act (Volume 4) B.E. 2551
2. The Land Code B.E. 2497
3. The Civil and Commercial Code.