



## Miscellaneous Application in the Category of Application for Verifying Collateral of Immovable Property



### Procedures, Time, and Responsible Section

1

#### Detail of Service Delivery Procedures

- Verifying document as evidence.
- Receiving application and investigating applicant whether he/she has the right to verify collateral.
- Applicant signs in application.
- Official receives application for proceeding.
- In case there is collateral
  - (1) Checking caveat is checking whether anyone has requested for refraining from conducting juristic actor not. If yes, inform applicant.
  - (2) Making photocopy of land right document or strata title and/or related document (In case applicant wish to have a photocopy).

20 minutes

2

#### Detail of Service Delivery Procedures

- Chief of land office, who has power to approve, verify the case and consider whether application should be approved or not.
- Pay the fee
- Official makes report or copy of document.
- Chief of land office signs to certify correctness in copy of land right document or strata title or related document.
- Give document.
- Applicant verifies correctness in copy of document whether the name of person who is verified collateral is the same name of the person who has ownership or possessory right or not, before leaving land office.

20 minutes

Total of  
implementation  
duration  
40 minutes



### List of Document as Evidence for Lodging Application

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

1.1 Identification Card (original).

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

Original 1 copy

1.2 Household Registration (original).

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

Original 1 copy

#### 2. Other document for additional lodging

2.1 Evidence show that applicant has the right to verify collateral according to the law such as creditor according to judgment or final court order and certificate to certify that the case is final or lawyer who received power from official.

Original 1 copy  
Duplicate 1 copy

2.2 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. Land application fee: 5 Baht/person (collect from number of debtor who request for verifying)
2. Condominium application fee: 20 Baht/person
3. Fee for verifying land record data from computer data or other electronic data: 100Baht/time
4. Fee for verifying condominium record data from computer data or other electronic data: 100Baht/unit
5. Fee for verifying duplicated or copied document: 10Baht/copy
6. Fee for making copy from computer data or other electronic data: 50Baht/page
7. Proxy fee for land: 20Baht/case
8. Proxy fee for condominium unit: 20Baht/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, Rattaprasasanabhakti 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](http://www.pacc.go.th)/[www.facebook.com/PACC.GO.TH](https://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](mailto: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

Department of Lands Rule on Verifying Evidence of Land and Condominium Record and Making Copy and Verifying Collateral B.E. 2526 and the Amendment (Volume 2) B.E. 2557.