



Registration which Related to Mortgage Immovable Property (In Case of No Announcement)



Procedures, Time, and Responsible Section

1

Detail of Service Delivery Procedures

- Lodging application.
- Verifying document as evidence, dealing file and land right document or strata title.
- Receiving application and investigating party. Checking caveat.
- Conducting contract/memorandum of agreement and updating record.
- Party signs in contract/memorandum of agreement.
- Capital valuation. Calculating expenses/ applicant pays expenses.



60 minutes

2

Detail of Service Delivery Procedures

- Chief of land office verifies the case.
- Call party for investigation before registration.
- Chief of land office signs and stamp position seal for registration in contract or memorandum of agreement, land right document or strata title.
- Official gives land right document or strata title and contract.
- Applicant verifies correctness.



40 minutes

**Total of
implementation
duration
100 minutes**



List of Document as Evidence for Lodging Application

1. Document confirming authentic issued by government agency

1.1 Title Deed, Certificate of Utilization, or Strata Title (original)

(Department of Lands is the government agency who issued such document)

Original 1 copy

1.2 Identification Card (original) (Department of Provincial Administration is the government agency who issued such document)

(In case of mortgage or person who receive mortgage is natural person)

Original 1 copy

1.3 Household Registration (original) (Department of Provincial Administration is the government agency who issued such document)

Original 1 copy

1.4 Identification card or passport (in case of committee is alien), household registration (original) of committee who has power to conduct transaction instead of juristic person and seal of juristic person (in case of certificate of juristic person identified that document has to be sealed) and present example of signature of committee who has power to conduct transaction instead of juristic person (original and copy that certified correctness) (Department of Provincial Administration is the government agency who issued such document).

(In case of mortgage or person who receive mortgage is juristic person)

Original 1 copy

2. Other document for additional lodging

2.1 Evidence of structure owner. In the case of applicant did not receive structure which transferring together with the land, applicant shall has evidence of structure owner such as evidence which transferor asks for construction permit or if it is impossible to find, applicant is able to use the evidence of house number issuance to transferor instead or reliable official evidence which showed that applicant is authentic owner and etc. (original).

(In case of mortgage the land with structure)

Original 1 copy
Duplicate 1 copy



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2. Other document for additional lodging (cont.)

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| <p>2.2 Certificate of alien which issued by locality police station or passport or certificate of official or consular official or embassy official which such person is in subordination or nationality certificate (emergency certificate) which temporarily issued by Ministry of Foreign Affair (original)</p> | <p>(In case of mortgage or person who receive mortgage is alien)</p> | <p>Original 1 copy</p> |
| <p>2.3 Evidence from government agency shows the changing of first name or surname (if there is any changing of first name or surname and it is not match with name and surname in land right document) (original) (Department of Provincial Administration is the government agency who issued such document)</p> | | <p>Original 1 copy</p> |
| <p>2.4 Marriage certificate, divorce certificate and divorce record of lessor (if there is marriage registration or divorce registration) (original) (Department of Provincial Administration is the government agency who issued such document)</p> | <p>(In case of mortgage or person who receive mortgage is natural person)</p> | <p>Original 1 copy</p> |
| <p>2.5 Letter of consent for spouse to conduct juristic act (original provided by applicant) together with identification card, copy of household registration of spouse and marriage certificate (copy which certified correctness) in case the transaction need such consent, for instance, it is marriage property but named with only one name. (if the spouse is lawfully married and it is marriage property) except spouse appears and gives consent to conduct juristic act by himself/herself.</p> | | <p>Original 1 copy
Duplicate 1 copy</p> |
| <p>2.6 Death certificate of spouse (in case of spouse passed away) (original) (Department of Provincial Administration is the government agency who issued such document)</p> | <p>(In case of mortgage or person who receive mortgage is natural person)</p> | <p>Original 1 copy</p> |
| <p>2.7 Minutes of juristic person which had resolution to mortgage or receive land mortgage with structure or condominium unit with relevant detailed (in case of juristic person has only one committee, minutes of the meeting is not necessary, except juristic person regulation specified that there shall have the meeting of all shareholder, applicant shall present minutes of shareholder meeting) original and copy which certified correctness with a seal of juristic person, in case of certificate of juristic person specified that the document has to be sealed (Applicant prepare it).</p> | <p>(In case of person who receive mortgage is juristic person. Applicant prepare it)</p> | <p>Original 1 copy</p> |
| <p>2.8 Juristic person regulations, memorandum of association and objectives (original and copy which certified the correctness) and seal of juristic person, in case of certificate of juristic person identified that the document has to be sealed. (Department of Business Development is the government agency who issued such document)</p> | <p>(In case of person who receive mortgage is juristic person)</p> | <p>Original 1 copy
Duplicate 1 copy</p> |
| <p>2.9 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 certifies 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)</p> | <p>In case of the person did not perform by himself/herself</p> | <p>Original 1 copy
Duplicate 1 copy</p> |
| <p>2.10 In case it is prescribed by law that there shall be consent evidence or received permission from any agency or person, applicant shall bring such evidence for showing to official as well, such as in case of juvenile mortgage the land which under the law shall ask permission from the court (original)</p> | | <p>Original 1 copy, Duplicate 1 copy</p> |
| <p>2.11 In case of redeem mortgage, if the person who redeem mortgage is the only party who lodges application, applicant has to show mortgage contract in the person who receive mortgage copy which was written at the back side that there has been redeemed mortgage or letter evidence of the person who receive mortgage stated that there has been redeemed mortgage (original)</p> | | <p>Original 1 copy</p> |

Remarks

1. If documents which showing to official were in foreign language, such document shall be translated to Thai language and certified the correctness by
 - 1.1 Thai people who graduated not less than bachelor's degree in the course that use the language that appeared in such documents as the language in institution or
 - 1.2 Teacher of institution of education who teaches language that appeared in such documents in education institution or
 - 1.3 Embassy or foreign consulate which is located in Thailand and such country use the language that appeared in such documents for official language or
 - 1.4 Thai embassy or consulate which is located in foreign country (under Ministerial Regulation (B.E. 2540) issued under the content in Administrative Procedure Act B.E. 2539)



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Fee

1. Application fee: 5 Baht/parcel
2. Application fee, in case of condominium unit: 20 Baht/unit
3. Fee (in case of having capital): in case of land 1% of financial amount of mortgage. Not higher than 200,000 Baht.
4. Fee (in case of having capital): in case of condominium unit 1% of financial amount of mortgage.
5. Fee (in case of no capital), in case of land: 50 Baht/parcel
6. Fee (in case of no capital), in case of condominium: 100 Baht/unit
7. Stamp duty: in case of natural person or juristic person is the person who receive mortgage and use mortgage contract as evidence for loan: 0.05% of financial amount of mortgage. Not higher than 10,000 Baht.
8. Stamp duty for duplicated document. In case there is making instrument which has the same content of original document and the person who make instrument signed as the same as original document, applicant shall pay stamp duty for duplicated document for 5 Baht.
9. Proxy fee, in case of land: 20 Baht/case
10. Proxy fee, in case of condominium unit: 50 Baht/case
11. Witness fee for witness, in case of land: 10 Baht/person



Relevant Laws

1. The Land Code.
2. Civil and Commercial Code.
3. Ministerial Regulation Volume 47 (B.E. 2541) Issued under the Content of Act Promulgation the Land Code B.E 2497
4. Ministerial Regulation Volume 7 (B.E. 2497) Issued under the Content of Act Promulgation the Land Code B.E 2497
5. Revenue Code.
6. Condominium Act B.E. 2522 and the amendment.



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)



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.



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/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, 6th 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/www.1111.go.th
 6. Complaint Center of Corruption in Public Sector (Office of Public Sector Anti – Corruption Commission: PACC)
 - No. 99 , Moo 4, Software Park Building, 2th 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).