



Registration of Type of Encumbrance 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.



110 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 understanding, 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
150 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 natural person)

Original 1 copy

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

(In case of natural 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).

Original 1 copy
Duplicate 1 copy

2.2 Map showing land boundary attached with hire contract (in case of registering some part of hiring, sublet, some part of sublet) (original provided by applicant).

Original 1 copy

2.3 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).

(In case of applicant is alien)

Original 1 copy



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2. Other document for additional lodging (cont.)

- 2.4 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). (In case of natural person) Original 1 copy
- 2.5 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). (In case of natural person) Original 1 copy
- 2.6 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. (In case of natural person) Original 1 copy
Duplicate 1 copy
- 2.7 Death certificate of spouse (in case of spouse passed away) (original)
(Department of Provincial Administration is the government agency who issued such document). (In case of natural person) Original 1 copy
- 2.8 Minutes of juristic person which had resolution for conducting such juristic act 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 provided it). (In case of juristic person) Original 1 copy
Duplicate 1 copy
- 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). In case of the person did not perform by himself/herself Original 1 copy, Duplicate 1 copy
- 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 register encumbrance which shall ask permission from the court or in case of register ownership with particular portion of land, if there is juvenile name in land right ownership or strata title and there is agreement to divide the portion, it shall be considered as compromise, therefore the person who has parental power shall have permission from court before act (original and copy which certified the correctness). Original 1 copy
Duplicate 1 copy

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, in case of land: 5 Baht/parcel.
2. Application fee, in case of condominium: 20 Baht/unit
3. Fee (in case of having compensation) 1% of compensation.
4. Fee (in case of no compensation), in case of land: 50 Baht/parcel.
5. Fee (in case of no compensation), in case of condominium unit: 100 Baht/unit.
6. Stamp duty 0.5% of compensation.
Fee: 1%
7. Proxy fee, in case of land: 20 Baht/case.
8. Proxy fee, in case of condominium unit: 50 Baht/case.
9. Witness fee for witness, in case of land: 10 Baht/person.
10. Witness fee for witness, in case of condominium unit: 20 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 and the amendment.
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 structure is located.

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



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).