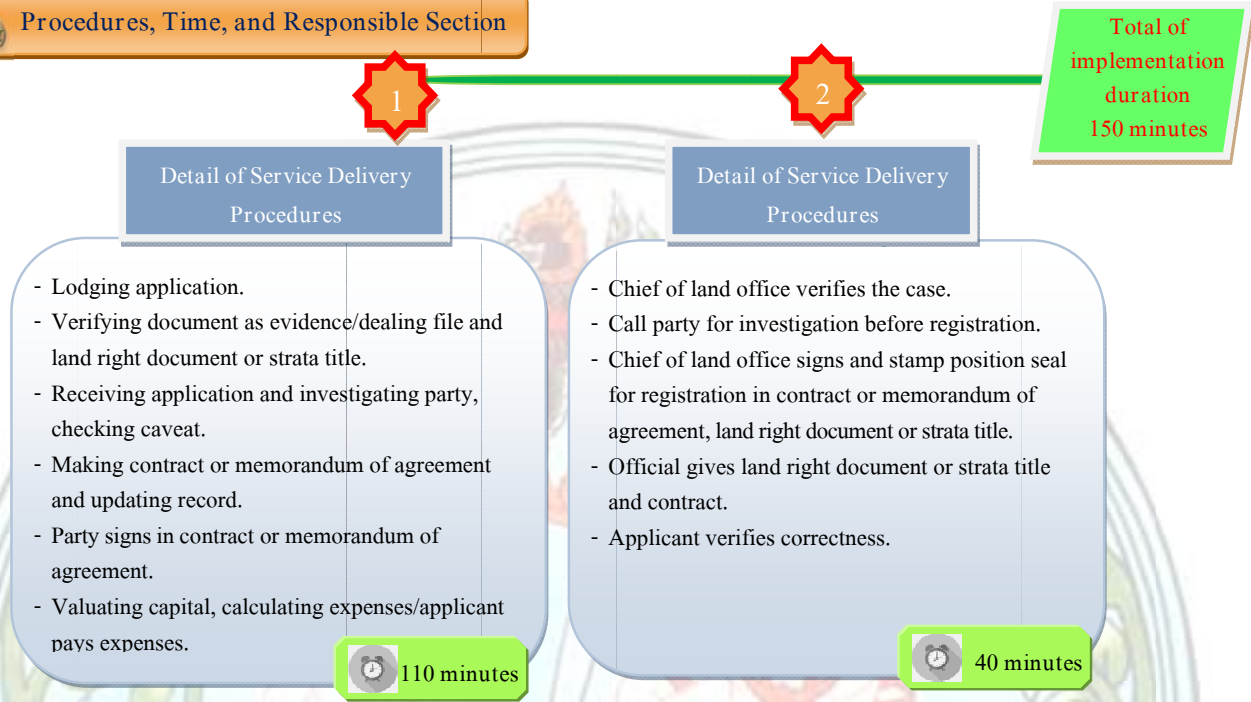




Registration in the Category of Transfer Immovable Property (In the case of no announcement)

Procedures, Time, and Responsible Section



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). Original 1 copy
(In case of transferor or transferee is natural person)
 - 1.3 Household Registration (original) (Department of Provincial Administration is the government agency who issued such document). Original 1 copy
(In case of transferor or transferee is natural person)
 - 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 the 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). Original 1 copy
(In case of transferor or transferee is juristic person)

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 or reliable official evidence which showed that applicant is authentic structure owner and etc (original). Original 1 copy
Duplicate 1 copy



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2. Other document for additional lodging (cont.)

2.2 Evidence from government agency shows the changing of first name or surname (If there is any



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did such shareholder start working with the company, how much is the salary and other reliable evidence.

- (1.2) Evidence of the source of money which bring to buy shares e.g. deposit account, loan agreement, etc.
- (1.3) In case the shareholder is Thai juristic person, must shows the evidences under (1.2) with minutes of the juristic person meeting which having resolution regarding the aforementioned matter.

- (2) In case of buying land at the higher price than registered capital without mortgage of land shall present evidence concerning sources of money such as loan agreement, evidence of transferring money from foreign currency, withdrawing money from deposit account, minutes of the juristic person meeting of the borrower and lender and balance sheet of the company.

Original 1 copy



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2. Other document for additional lodging (cont.)

2.10 In case Thai person who has alien spouse request to buy land or condominium unit as personal property,



with related details (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 presents 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.

2. Evidence of being the investment promotion card holder according to the Law on Investment Promotion.
3. Evidence of bringing foreign currency into the Kingdom or withdrawing money from deposit account in Thai Baht of a person who domiciles outside the country or withdrawing money from deposit account in foreign currency with the amount that not less than the price of such condominium unit (original).

Original 1 copy
Duplicate 1 copy



Registration in the Category of Transfer Immovable Property (In the case of no announcement)

2. Other document for additional lodging (cont.)

2.14 Debt-free Certificate from condominium juristic person. (original)

Original 1 copy

(In case of transferring condominium unit)

2.15 Certificate of condominium juristic person which certified that alien holds the ownership in condominium unit not exceed than 49 percent of all area of condominium unit in such condominium. (original)

Original 1 copy

(In case of transferring condominium unit to alien or alien juristic person)

2.16 Power of attorney (Applicant prepare it) and identification card of proxy or copy of identification card and household registration (photo copied) which proxy certifies the correctness with identification card and household registration of attorney (original).

Original 1 copy

(In case the person did not perform by himself/herself)

2.17 In case it is prescribed by law that there shall be consent evidence or received permission from any agency or person, applicant must bring such evidence for showing to official as well, such as, in case of juvenile sells the land which under the law shall ask permission from the court, etc. (original).

Original 1 copy
Duplicate 1 copy

2.18 Final judgment or court order and certificate of judgment original and copy which certified the correctness.

Original 1 copy
Duplicate 1 copy

(In case transferring under court order or transferring by the final judgment)

2.19 Sell with the right of redemption contract as buyer version which endorsed that having redeemed from sell with the right of redemption or evidenced in document of person who buy with the right of redemption that there has already redeemed from sell with the right of redemption (original).

Original 1 copy

(In case redeeming from the consignment if the redeemer lodge the application by himself/herself)

Remark

1. If document which showing to competent official is foreign language, such document shall be translated 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)



Relevant Laws

1. Revenue Code
2. Condominium Act B.E. 2522 and the amendment.
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. The Land Code.
6. Civil and Commercial Code.



Service Delivery Channels

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

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



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Fee

1. Application fee: 5 Baht/parcel
2. Application fee in case of condominium unit: 20 Baht/unit
3. Fee 2% of the valuation price.
4. Fee 0.5% of the valuation price (in case of transferring gratuitous, does not spend the fee, between ascendant and descendant or between spouse).
5. Withholding tax
 - In case the transferor is juristic person, pay the fee 1% of the higher price between the valuation price and the capital price which the applicant shows.
 - In case the transferor is natural person, the fee will be calculated from the valuation price according to the method specified in the Revenue Code.
6. Specific business tax
 - In case the transferor is an natural person, pay the fee 3.3% (including local tax) of the higher price between the valuation price and the capital price which applicant shows. (If this is within the criteria that have to pay for specific business tax under the Revenue Code).
7. Specific business tax
 - In case the transferor is juristic person, pay the fee 3.3% (including local tax) of the higher price between the valuation price and the capital price which the applicant shows.
8. Stamp Duty
 - In case the transferor is natural person, fee 0.5% of the higher price between the valuation price and the capital price which applicant shows (if such person paid the specific business tax, he/she does not pay stamp duty).
 - In case the transferor is a juristic person, this fee is an exception because the specific business tax has been paid.
9. 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.
10. Proxy fee. In case of land: 20 Baht/case
11. Proxy fee. In case of condominium unit: 50 Baht/case
12. Witness fee for witness. In case of land: 10 Baht/person
13. Witness fee for witness. In case of condominium unit: 20 Baht/person



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).



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.