



Registration in the Category of Transfer Immovable Property (In Case of Announcement)



Procedures, Time, and Responsible Section

Total of
implementation
duration
47 days

1

Detail of Service Delivery Procedures

Lodging Application Date

- Lodging application.
- Verifying document as evidence/dealing file and certificate of utilization (NS3/ NS3Khor) or evidence of structure owner.
- Receiving application and investigating party, checking caveat.
- Making application and party signs in application.
- Official orders to receive the application.
- Paying application fee and notification fee.
- Making notification and official letter of notification.
- Submitting notification to chief of land office to sign in notification.

1 day

2

Detail of Service Delivery Procedures

Notification Due Date 30 Days

- Sending notification to competent official to post at location prescribed by law (total duration of sending and posting notification of 10 days since the date of chief of land office sign).
- Notification reaches to due date of 30 days without objection (notification duration of 30 days shall be counted from the posting date the latest notification is posted).
- Making official letter to inform applicant to proceed the registration (within 5 days since the notification reach due date).

45 days

3

Detail of Service Delivery Procedures

Registration Date

- Submitting land right document
- Verifying the case/checking caveat
- Chief of land orders to registration.
- Conducting contract/memorandum of agreement and updating record.
- Capital valuation. Calculating expenses/applicant pays expenses.
- Chief of land office verifies the case/signs and stamp position seal for registration in land right document or the registration book of rights and juristic acts concerning immovable property and distribute to the applicant to verify correctness.

1 day



List of Document as Evidence for Lodging Application

1. Document confirming authentic issued by government agency

1.1 Certificate of Utilization (NS3, NS3Khor) (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 transferor or transferee is 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 transferor or transferee is natural person)

Original 1 copy

2. List of Document as Evidence for Lodging Application

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 applicant instead or reliable official evidence which showed that applicant is authentic structure owner and etc. (original).

Original 1 copy
Duplicate 1 copy

2.2 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).

Original 1 copy

(In case of transferor or transferee is natural person)

2.3 Marriage certificate, divorce certificate and divorce record of transferor (If there is marriage registration or divorce 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)



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2. List of Document as Evidence for Lodging Application (cont.)

2.4 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

Original 1 copy

(In case of transferor or transferee is



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- (2) In the case alien is unable to give statement under (1), Thai person and alien spouse must submit a application for recording statement under (1) at Bangkok Metropolitan Land Office or its branch or sub branch, provincial land office or its branch or sub branch. Then such Thai person bring that certified letter and give to the land officer who registers right and juristic act.
- (3) If the alien spouse is living abroad, he/she must give statement under (1) at the embassy, consulate or notary public in that country and bring certified letter to give to land officer who registers right and juristic act.

Original 1 copy
Duplicate 1 copy



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2. List of Document as Evidence for Lodging Application

2.11 Power of attorney and identification card of which proxy or copy of identification card and household registration (photo copy) which proxy certified correctness, with identification card and household registration of attorney (original).

Original 1 copy

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

2.12 In the case of structure which transferring is not belong to land owner, applicant shall have consent letter from the land owner for conducting juristic act and confirm that such structure belongs to transferor, not the land owner (original).

Original 1 copy

2.13 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

2.14 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)

Remarks

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).



Fee

1. Application fee: 5 Baht/parcel
2. Fee 2% of the valuation price.
3. Fee 0.5% of the valuation price (in case of transferring gratuitous, does not spend the fee, between ascendant and descendant or between spouse).
4. 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.
5. 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).
6. 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.
7. 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.
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: 20 Baht/case.
10. Notification fee: 10 Baht/case.
11. Witness fee for witness: 10 Baht/person.



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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.



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. The Land Code.
5. Civil and Commercial Code.
6. Ministerial Regulation Volume 7 (B.E. 2497) Issued under the Content of Act Promulgation the Land Code B.E 2497



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.



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, Rathaprasasanabhakti 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).