

Issuing of Substitution Certificate for Strata Title



Process + Procedure



Total duration **45 days**



Applicant Lodges Application with Documents as Evidence.

Official verifies correctness of document. **(20 minutes)**



Consideration

Certificate of substitution notification (under the law, notification take 30 days and total duration for preparing and posting a notice take 10 days) **(40 days)**.



Official has order

Issuing certificate of substitution, competent official signs in certificate and informs applicant for receiving certificate and paying fee **(4 days)**



Evidence Attached to Application

1. Original of ruined or damaged strata title 1 copy and copy of application for condominium unit number.
2. **Natural Person:** identification card, household registration and proxy (if any) with household registration and identification card of attorney.
Juristic Person
Company/Partnership: minutes of meeting resolution on condominium unit that requested for issuing substitution certificate, proxy (if any) with household registration and identification card of attorney.
Temple: Evidence of appointment abbot or deputy, graduation certificate of abbot, power of attorney stated that temple warden or other acts as a substitute of abbot (if any), household registration and identification card of attorney.
Foundation: Letter of permission for establishing foundation, foundation account (form mor. nor. 2) which identified list of committee names at the back side from the first copy to the last changed copy, regulation or instrument in establishing foundation, minutes of committee foundation which had resolution related to strata title that requested for issuing substitution certificate, proxy of attorney (if any), household registration and identification card of attorney.
Islamic mosque: Islamic certificate (form mor. aor. 2), appointment of imam, kor-teb and bi-lan notification, appointment of mosque committee notification, minutes of committee foundation which had resolution related to strata title that requested for issuing substitution certificate, proxy of attorney (if any), household registration and identification card of attorney.
3. In the case of losing strata title, applicant shall bring 2 reliable witnesses with original of identification card and household registration. In the case of losing due to commit criminal case, applicant shall attach evidence of notice to investigation official with application (in the case of person who has ownership in condominium unit did not go to police station by himself/herself, such person shall certify the notice evidence) 1 copy.
4. In the case that court has order or final judgment related to strata title, the person who has right to register as the judgment or competent official under the law that requested for issuing substitution certificate shall bring the final judgment or order or requested letter. 1 copy.



Service Channels

Land office where such condominium is located.



Monday – Friday (Except public holiday)
From 08.30 – 16.30 hrs. (take a lunch break)



Fee

- Application fee: 20 Baht/case
- Notification post fee: 20 Baht/person
- Substitution certificate fee: 200 Baht/copy
- Proxy fee: 50 Baht/case
- Witness fee: 20 Baht/person



Complaint Channels



Land Offices



Complaint Box



www.dol.go.th/ethics



0 2141 5896, 0 2143 8698



DOL's Damrongdhama Center Tel. 0 2141 5678-9

Complaint Section, Office of Secretary of DOL

Tel. 0 2141 5500-4 and DOL Anti-Corruption Center

Complaint Center for Corruption in Public Center

Hotline 1206, Tel. 0 2502 6670-80 ext. 1900, 1904-7

www.pacc.go.th, www.facebook.com/PACC.GO.TH



Related Laws

- Condominium Act B.E. 2522 Amended by Condominium Act (Volume 4) B.E. 2551
- Ministerial Regulation Prescribed Rule, Procedure and Condition of Condominium Registration, Certificate of Condominium Ownership Issuance and Condominium Juristic Person Registration B.E. 2553
- Ministerial Regulation Prescribed Condition of Fee and Expense Concerning with Condominium B.E. 2553
- Department of Lands' Rule on Issuing of Substitution Certificate for Strata Title and Making new Strata Title B.E. 2555