



Registration which Related to Mortgage 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 land right document certificate of utilization (NS3, NS3khor) evidence of being structure owner.
 - Receiving application and investigating party, checking caveat.
 - Making application and party signs in application.
 - Official orders to accept the application.
 - Paying application fee and notification fee.
 - Making notification and notification letter.
 - Submitting notification to chief of land office for signing.

1 day

2

Detail of Service Delivery Procedures

- Notification Due Date 30 Days
- Sending notification to official for posting in places where the law prescribed (time for sending notification and post duration is 10 days since chief of land office signs in notification).
 - Notification reaches to due date of 30 days without objection (begin counting duration of 30 days on the posting date of the latest notification).
 - Making letter to notify the applicant for implementation of registration (within 5 days since the notification due date expired).

45 days

3

Detail of Service Delivery Procedures

- Registration Date
- Submitting land right document
 - Verifying the case/checking caveat
 - Chief of land office orders to conducting registration.
 - Making contract/memorandum of agreement/ party signing and updating record.
 - Valuating capital price. 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 distributes to the applicant/applicant verifying 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 mortgage or mortgagee 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 mortgage or mortgagee is natural person)

Original 1 copy

2. 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 structure owner and etc. (original).

(In case mortgaging the land with structure or mortgaging only the structure)

Original 1 copy
Duplicate 1 copy



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2. Document for Additional Lodging (cont.)

- 2.2 Alien registration book which issued by local police station or passport or certificate of official or consular official or embassy official which such person is in subordination or emergency certificate which temporarily issued by Ministry of Foreign Affairs (Original).

(In case mortgage
or mortgagee is alien)

Original 1 copy



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that which is verified correctness by

- 1.1 Thai people who have graduated not less than bachelor's degree in the course that uses language which appears in the document as language in institution or
- 1.2 Teacher education institution and teaching language which appears in the document in the educational institution or
- 1.3 Foreign embassy or consulate which located in Thailand and that country uses language which appears in the document in official language or
- 1.4 Thai embassy or abroad consulate (according to Ministerial Regulations (B.E. 2540) issued under the Administrative Procedure Act B.E. 2539 (1996)



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Fee

1. Application fee: 5 Baht/parcel.
2. Fee (in case of having capital) in case of land: 1% of mortgage financial amount not exceed 200,000 Baht.
3. Fee (in case of not having capital), in case of land: 50 Baht/parcel.
4. Stamp duty, in case of natural person or juristic person is mortgagor and use mortgage contract for evidence of loan: 0.05% of mortgage financial amount not exceed 10,000 Baht.
5. 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.
6. Notification fee: 10 Baht/parcel.
7. Proxy fee: 20 Baht/case.
8. Witness fee for witness: 10 Baht/person.



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. 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 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' Damrongdharma 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)
 - 1.No. 99 , Moo 4, Software Park Building, 2th Floor, ChaengWattana Road, KlongKlua Sub District, Pak Kret District, Nonthaburi 11120
 - 2.Hotline 1206/Telephone Number: 0 2502 6670 – 80 ext. 1900, 1904 – 7 Facsimile: 0 2502 6132
 - 3.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