



Registration which Related to Hire of 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 receive application.
 - Paying application fee and notification fee.
 - Making notification and official letter of notification.
 - Submitting 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 duration 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 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 conducting 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 land owner or the tenant 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 land owner or the tenant is natural person)

Original 1 copy

1.4 Identification card or passport (in case of committee is alien) copy of household

Registration (original) of committee who has power to conduct transaction instead

(In case of land owner or the tenant is juristic person)

Original 1 copy

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)

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).

Original 1 copy
Duplicate 1 copy

(In case of hire the land with structure)



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2. Document for Additional Lodging (cont.)

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 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 1 copy**
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- 1.1 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: 5 Baht/parcel.
2. Fee (in case of having capital) 1% of rental price of all rental period (rental price includes gratuity (if any)).
3. Fee (in case of no capital), in case of land: 50 Baht/parcel.
4. Stamp duty 0.1% of rental price of all rental period (rental price includes gratuity (if any)). If renting the land for farming, stamp duty is exempt.
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. Ministerial Regulation Volume 47 (B.E. 2541) Issued under the Content of Act Promulgation the Land Code B.E 2497.
2. Ministerial Regulation Volume 7 (B.E. 2497) Issued under the Content of Act Promulgation the Land Code B.E 2497.
3. The Land Code.
4. Civil and Commercial Code.
5. Revenue Code.



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).