



Lodging Application for Registration at Different Land Office

Procedures, Time, and Responsible Section

1

Detail of Service Delivery Procedures

>> In the date of lodging application

- Lodging application.
- Verifying document, evidence, dealing file and land right document or strata title.
- Receiving application and investigating party.
- Coordinating with responsible land office through facsimile for valuation price and checking caveat and checking substitution certificate. Waiting the result from responsible land officer through facsimile approximately 30 – 60 minutes.
- Conducting contract/memorandum of agreement and updating record.
- Party signs in contract/memorandum of agreement.
- Calculating expenses/applicant pays expenses.
- Issuing receipt (T.D.53).

 1 day

2

Detail of Service Delivery Procedures

>> Sending document by post

- Official withdraws money from finance official for buying money order at post office.
- Sending the case including money order of fee, tax and stamp duty to responsible land office for proceeding accordingly.

 3 days

3

Detail of Service Delivery Procedures

>>Registration

- Official verifies detail of the case.
- Checking caveat.
- Bringing money order to the bank for withdrawing money from post office.
- Calculating expenses.
- Paying expenses.
- Chief of land office verifies the case and signs for registration in contract or memorandum of understanding, land right document or strata title.
- Sending the case with contract and relevant document to land office which received the application by post.

 5 days

4

Detail of Service Delivery Procedures

>> Notifying applicant for receiving document

- Checking correctness of land right document and contract.
- Preparing official letter in order to inform applicant and also inform them to bring receipt (T.D.53) as well.
- Submitting the case to chief of land office for signing and sending notification letter.

 2 days

Total of implementation duration 11 days



Registration in the Category of Encumbrance in Immovable Property in the Case of Having Notification



List of Document as Evidence for Lodging Application

1. Document confirming authentic issued by government agency

according to determined rule in each category of registration.

2. Other document for additional lodging

according to determined rule in each category of registration.



Fee

- Under the determined rule in each category for registration.
- Expense for sending parcel post and fee for money order.



Service Delivery Channels

Service Delivery Venue: Bangkok Metropolitan Land Office or its Branches or Sub Branches, District Land Office or Sub District Land Office where land and building were located.

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



Relevant Laws

- Ministerial Regulation Volume 47 (B.E. 2541) (1998) issued under the content in Act Promulgating the Land Code B.E. 2497 (1954) and additional amendment.
- Ministerial Regulation Volume 7 (B.E. 2497) (1954) issued under the Act Promulgating the Land Code B.E. 2497 (1954).
- The Land Code.
- The Civil and Commercial Code.
- Revenue Code.



Contact and Complaint Channels

- Chief of Provincial/Branch/Sub Branch Land Office of the area that rendering such service.
 - Complaint box of Provincial/Bench/Sub Branch Land Office/District Land Office/Sub District Land Office.
 - Department of Lands' Damrongdhama Center, Telephone Number: 0 2141 5678 - 9
 - Complaint Section, Office of the Secretary of DOL, Telephone Number: 0 2141 5500 - 4, The Government Complex, 6th Floor, Commemorating His Majesty, Ratthaprasasanabhakti Building, Chaeng Wattana Road, Laksi District, Bangkok 10210
 - Service Center of Office of the Permanent Secretary, Prime Minister Office P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111
 - 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.to.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 and 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.

Remark

Transaction that can be lodged at different land office has to be transaction that no need for notification or survey.