



Registration which Related to Executor according to Court Order



Procedures, Time, and Responsible Section

1

Detail of Service Delivery Procedures

- Lodging application.
- Verifying document as evidence, dealing file and land right document or strata title or evidence of structure owner.
- Receiving application and investigating party. Checking caveat.
- Conducting application and applicant sign in application.
- Updating record.
- Calculating expenses/ applicant pays expenses.



60 minutes

2

Detail of Service Delivery Procedures

- Verifying the case.
- Call party for investigation and verification before registration.
- Chief of land office signs and stamp position seal for registration in land right document, strata title or record book of right and juristic act that related to immovable property (T.A.13)
- Official gives land right document or strata title.
- Applicant verifies correctness.



30 minutes

**Total of
implementation
duration
90 minutes**



List of Document as Evidence for Lodging Application

1. Document confirming authentic issued by government agency

1.1 Title Deed, Certificate of Utilization, or Strata Title (original).

(Department of Lands is the government agency who issued such document).

Original 1 copy

1.2 Death certificate or death evidence of testator.

(Department of Provincial Administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy

1.3 Identification Card (original). (Department of Provincial Administration is the government agency who issued such document).

(In case of executor is natural person)

Original 1 copy

1.4 Household Registration (original) (Department of Provincial Administration is the government agency who issued such document).

(In case of executor is natural person)

Original 1 copy

1.5 Passport show nationality or residence certificate (form T.M.11 or T.M.15 or T.M.16 or T.M.17) issued by Immigration Bureau or Alien Registration Book issued by local police station (original).

(In case of executor is juristic person)

Original 1 copy

1.6 Identification card, household registration (original) of committee who has power to conduct transaction instead 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).

(In case of executor is alien)

Original 1 copy
Duplicate 1 copy



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2. Other document for additional lodging (cont.)

2.1 Evidence of structure owner such as evidence which testator asks for construction permit or if it is impossible to find, applicant is able to use the evidence of house number issuance or reliable official evidence which showed that applicant is authentic owner and etc. (original).

Original 1 copy
Duplicate 1 copy

2.2 Final judgment or court order appointed executor (original).

Original 1 copy, Duplicate 1 copy

2.3 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 or in case of executor change the name after court appointed as executor) (original and copy which certified the correctness).
(Department of Provincial Administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy

2.4 Minutes of juristic person which had resolution for conducting such juristic act with relevant detailed (in case of juristic person has only one committee, minutes of the meeting is not necessary, except juristic person regulation specified that there shall have the meeting of all shareholder, applicant shall present minutes of shareholder meeting) original and copy which certified correctness with a seal of juristic person, in case of certificate of juristic person specified that the document has to be sealed.

(In case of executor
is juristic person)

Original 1 copy
Duplicate 1 copy

2.5 Power of attorney (Applicant prepare it) and identification card of proxy or copy of identification card and copy of household registration (photo copied) which proxy certifies the correctness with identification card and copy of household registration of attorney (original and copy which certified the correctness).
(In case of the person did not perform by himself/herself).

Original 1 copy

Remarks

1. If documents which showing to official were in foreign language, such document shall be translated into Thai language and certified 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, in case of land/structure 5 Baht/parcel
2. Application fee, in case of condominium: 20 Baht/unit
3. Fee, in case of land/structure 5 Baht/parcel
4. Fee, in case of condominium: 100 Baht/unit
5. Proxy fee, in case of land/structure: 20 Baht/case
6. Proxy fee, in case of condominium: 50 Baht/case
7. Witness fee for witness, in case of land: 10 Baht/person
8. Witness fee for witness, in case of condominium: 20 Baht/person



Service Delivery Channels

Service Delivery Venue: Contact by yourself at Bangkok Metropolitan Land Office or its Branches or Sub Branches, Provincial Land Office or its Branches or Sub Branches where land and building or condominium unit is located.

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



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Relevant Laws

1. Civil and Commercial Code.
2. Ministerial Regulation Volume 47 (B.E. 2541) Issued under the Content of Act Promulgation the Land Code B.E 2497
3. Ministerial Regulation Volume 7 (B.E. 2497) Issued under the Content of Act Promulgation the Land Code B.E 2497
4. The Land Code.
5. Condominium Act B.E. 2522 and the amendment by Condominium Act (Volume 4) B.E. 2551



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.



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, Ratthaprasasanabhakti 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).