



# Registration of Executor of a Will

## Procedures, Time, and Responsible Section

1

### ➤➤ Lodging Application Date

- Lodging application.
- Verifying document evidence, dealing file and land right document or strata title or evidence of being owner of structure.
- Receiving application and verifying person who requests for checking caveat.
- Making application and applicant sign in application.
- Official order to accept the application.
- Paying application fee and notification fee.
- Making notification letter and send to chief of land office for signing.

Detail of Service Delivery Procedures

1 Day

2

### ➤➤ Notification Due Date 30 Days

- Sending notification for official to post in places where the law prescribed (time for sending notification and post duration is 10 days since chief of land office sign 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).

Detail of Service Delivery Procedures

45 Days

3

### ➤➤ Registration Date

- Lodging application showing land right document or strata title.
- Verifying the case and checking caveat.
- Submitting the case to chief of land office for consideration and making order for registration.
- Calculating expenses/applicant pays expenses.
- Revising the registration.
- Chief of land office verify the case and of signs the registration. Then stamped the position seal on land right document or strata title or the registration book of rights and juristic acts concerning immovable property and distribute to the applicant.
- Applicant verify the correctness.

Detail of Service Delivery Procedures

1 Day

Total of implementation duration 47 days



## Registration of Executor of a Will



### 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 (Department of lands is the government agency who issued such document).
- 1.2 Death certificate of the testator (original) or evidence as death document of the testator (Department of provincial administration is the government agency who issued such document).
- 1.3 Identification card (original) (Department of provincial administration is the government agency who issued such document).
- 1.4 Household registration (original) (Department of provincial administration is the government agency who issued such document).
- 1.5 Passport shows nationality or residence certificate (form T.M. 11, T.M. 15, T.M. 16 or T.M. 17), issued by immigration or alien registration book which issued by local police station (original).
- 1.6 Certificate of juristic person which important part of certificate is still present (original) and copy of certificate of such juristic person which authorized person (not the attorney) certified true copy and affixed juristic person seal (in the case certificate of juristic person specify that there must be sealed affix) (Department of business development is the government agency who issued such document).
- 1.7 Identification card, household registration (original) of juristic person authorized committee and seal affix (in the case that certificate of juristic person specify that there must be sealed affix) and must present sample of juristic person authorized committee signature.

Original 1 copy

Original 1 copy  
Duplicate 1 copy

In case executor is an natural person

Original 1 copy

In case executor is an natural person

Original 1 copy

In case executor is an alien

Original 1 copy  
Duplicate 1 copy

In case executor is juristic person

Original 1 copy  
Duplicate 1 copy

In case executor is juristic person

Original 1 copy  
Duplicate 1 copy



## Registration of Executor of a Will

### 2. Other documents for lodging additional application

- 2.1 Evidence of structure owner e.g. evidence which testator ask for construction permit or if it impossible to find, applicant is able to use house number issuance or reliable official evidence

Original 1 copy



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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. For land case, application fee: 5 Baht/parcel
2. For condominium unit case, application fee: 20 Baht/unit
3. Fee for land/building case: 50 Baht/parcel
4. Fee for condominium unit case: 100 Baht/unit
5. Announcement fee for land/building case: 10 Baht/parcel
6. Announcement fee condominium unit case: 20 Baht/ unit
7. Proxy fee. In case of land/building: 20 Baht/case
8. Proxy fee. In case of condominium unit: 20 Baht/case
9. Witness fee for witness. In case of land/building: 10 Baht/person
10. Witness fee for witness. In case of condominium unit: 20 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](http://dol.go.th/registry).



### 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 condominium unit is located.

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



### Relevant Law

1. The Land Code B.E. 2497.
2. The Civil and Commercial Code.
3. Ministerial Regulations Volume 47 (B.E. 2541) issued under the content in Act Promulgating the Land Code B.E. 2497
4. Ministerial Regulations Volume 7 (B.E. 2497) issued under the content in Act Promulgating the Land Code B.E. 2497
5. Condominium Act B.E. 2522 Amended by Condominium Act (Volume 4) B.E. 2551



### 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/Sub Branch Land Office/.
  3. 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, 6<sup>th</sup> Floor, Commemorating His Majesty, Rattaprasasanabhakti Building, Chaeng Wattana Road, Laksi District, Bangkok 10210
  4. Service Center of Office of the Permanent Secretary, Prime Minister Office P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111
  5. Complaint Center of Corruption in Public Sector (Office of Public Sector Anti – Corruption Commission: PACC)
    - No. 99 , Moo 4, Software Park Building, 2<sup>th</sup> 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](http://www.pacc.go.th)/[www.facebook.com/PACC.GO.TH](https://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](mailto:Fad.pacc@gmail.com))