



Registration of Transferring Inheritance (In case of having executor)

Procedures, Time, and Responsible Section

Total of implementation duration
130 minutes



Detail of Service Delivery Procedures

- Lodging application.
- Verifying document as evidence/dealing file and land right document or strata title or evidence of being owner of structure.
- Receiving application and investigating person who requests for checking caveat.
- Making application and applicant signs on application of rewrite record.
- Official considers and orders to accept the application.
- Valuating the capital and calculating expense/applicant pays the expense.

90 minutes

Detail of Service Delivery Procedures

- Verifying the case.
- Chief of land office signs for registration and stamp position seal on land right document or strata title the registration book of right and juristic act concerning to immovable property (TO13).
- Distributing land right document or strata title.
- Applicant verifies the correctness.

40 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)
 - 1.2 Death certificate of the testator (original) and copy which certified correctness (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 or T.M.15 or T.M.16 or T.M.17) issued by Immigration Bureau or alien registration book which issued by locality police station (original).
 - 1.6 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 other document).

Original 1 copy
Original 1 copy Duplicate 1 copy
Original 1 copy
Original 1 copy
Original 1 copy
Original 1 copy Duplicate 1 copy

In case executor or inheritor is natural person

In case executor or inheritor is natural person

In case executor is an alien



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1. Document confirming authentic issued by government agency

- 1.7 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

In case executor
or inheritor is
juristic person

Original 1 copy



- 2.6 Evidence showing person who receive number is to be rightful heir who legally receive heritage (original and copy that certified correctness)

Original 1 copy
Duplicate 1 copy

- 2.7 In case of transferring condominium unit, it shall has debt free certificate from juristic person of condominium (original)

Original 1 copy

- 2.8 Power of attorney and identification card of which proxy or copy of identification card and household registration (photo copy) which proxy certified correctness, with identification card and household registration of attorney (original) (In case of the person did not perform by himself/herself).

Original 1 copy



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Remark

1. If document which showing to official is in foreign language, such document shall be translated into Thai 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).

Fee

1. For land case, application fee: 5 Baht/parcel.
2. For condominium unit case, application fee: 20 Baht/unit.
3. Fee 2% of the appraisal cost.
4. Fee 0.5% of the appraisal cost (transferring heritage between ascendants and descendants or between spouse).
5. Fee 1% of the amount of rental fee for the remaining rental period (in case of transferring heritage of leasehold rights).
6. Fee (without asset) for land case: 50 Baht/parcel (for instance; in case of transferring heritage on redemption rights, transferring heritage on right to receive mortgage, transferring heritage on superficies).
7. Specific business tax 3.3% of the appraisal cost (in case of transferring heritage to heir according to will who is not the rightful heir within the rules for paying specific business tax).
8. Proxy fee. In case of land: 20 Baht/case.
9. Proxy fee. In case of condominium unit: 50 Baht/case.
10. Witness fee for witness. In case of land: 10 Baht/person.

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.



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 Law

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



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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
 4. Complaint Section, Office of the Secretary of DOL, Telephone Number: 0 2141 5500 - 4, The Government Complex, 6th Floor, Commemorating His Majesty, Rattthaprasasanabhakti 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
 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)

