



Registration of Transferring Inheritance (In the case of not having executor)



Procedures, Time, and Responsible Section

1

Detail of Service Delivery



➤➤ Lodging Application Date

- Lodging application.
- Verifying document as evidence/dealing file and land right document or strata title or evidence of structure owner.
- Receiving application and investigating right of inheritance, checking caveat.
- Conducting application for making relative account.
- Applicant signs in application and statement record of person who is inheritor and person who is not inheritor.
- Official order to accept the application.
- Paying application fee and notification fee.
- Making notification and official letter for sending notification.
- Submitting notification to chief of land office for signing.

2

Detail of Service Delivery



➤➤ Notification

- Sending notification for official post in places where the law prescribed (duration for sending announcement and post duration is 10 days since chief of land office sign on the notice).
- Notification reaches to due date of 30 days expired without objection (begin counting duration of 30 days on the posing date of the latest notification).
- Making letter to notify applicant for implementation registration (within 5 days since notification due date expired).

3

Detail of Service Delivery



➤➤ Registration Date

- Lodging application showing land right document or strata title.
- Verifying the case and checking caveat.
- Submitting the cas to chief of land office for consideration and making order for registration.
- Calculating expenses/applicant pays expenses.
- Revising the registration.
- Chief of land office verifies the case and 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.

Total of
implementation
duration 47 days



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List of Document as Evidence for Lodging

- 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 with certified correctness) (Department of provincial administration is the government agency who issued such document).
 - 1.3 Original will, except the will is lost or damaged, applicant can use copy of the will which ever showed to government agency e.g. court or other land office and competent official of such agency which certified correctness to be evidence of original will instead. (original and copy with certified correctness) (Department of provincial administration is the government agency who issued such document).
 - 1.4 Identification card (original) (Department of provincial administration is the government agency who issued such document).
 - 1.5 Household registration (original) (Department of provincial administration is the government agency who issued such document).
 - 1.6 Evidence showing person who receive transfer is the heir who legally receive heritage. (original and copy with certified correctness).
 - 1.7 Death evidence of the heir who is parents (in case the testator died at old age and the inheritor informs that cannot bring death evidence of parents testator to present to official, official records statement as evidence to respond for any damage from hiding the heir) children or spouse of the testator or the heir who passed away.

Original
1 copy

Original 1 copy
Duplicate 1 copy

Original 1 copy
Duplicate 1 copy

In case inheritor
is natural person

Original
1 copy

In case inheritor
is natural person

Original
1 copy

Original 1 copy
Duplicate 1 copy

In case inheritor
is natural person

Original 1 copy
Duplicate 1 copy

- 2. Other 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 or reliable official evidence which showed that applicant is authentic owner and etc.

Original 1 copy
Duplicate 1 copy

- 2.2 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) (original and copy with certified correctness) (Department of Provincial Administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy

- 2.3 If the inheritor is the spouse, there must be marriage certificate (original with duplicate that verified true copy) (Department of provincial administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy

- 2.4 Marriage certificate of father and mother of the testator in case father of the testator is the inheritor (original with duplicate that verified true copy) (Department of provincial administration is the government agency who issued such document)

Original 1 copy
Duplicate 1 copy

- 2.5 Evidence of adoption registration in case that adoption is the inheritor (original original and copy with certified correctness) (Department of provincial administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy



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2.6 If there are person who is eligible to be co-inheritor and someone passed away, there must be death evidence of such person (original and copy with certified correctness) (Department of provincial administration is the government agency who issued such document).

Original 1 copy
Duplicate 1 copy

2.7 Evidence showing rejection of the inheritance (in case of some heir refused to receive heritage and not lodging the application) (applicant prepare it) (original)

Original 1 copy

2.8 Minutes of juristic person which had resolution for conducting juristic act which related detail (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, 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 inheritor
is juristic person

Original 1 copy
Duplicate 1 copy

2.9 In case of transferring condominium unit, there must be debt free certificate from juristic person of condominium (original)

Original 1 copy

2.10 In case of structures which is inheritance is not belong to land owner, there must be letter of consent of land owner for conducting juristic act and confirming that structure belongs to intesor not the land owner (applicant prepare it) (original)

Original 1 copy

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

Original 1 copy

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)

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.



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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 2% of the valuation price.
4. Fee 0.5% of the valuation price (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 (no capital) for land/structure case: 50 Baht/parcel (in case of transferring heritage on right of redemption, transferring heritage of receiving mortgage right, transferring heritage on right of superficies)
7. Fee (no capital) for condominium unit case: 100 Baht/unit (in case of transferring heritage on right of redemption, transferring heritage of receiving mortgage right)
8. Specific business tax 3.3% of the valuation price (in case of transferring heritage to heir according to will who is not the statutory heir within the regulation for paying specific business tax)
9. Announcement fee for land/ structure case: 10 Baht/parcel
10. Announcement fee for condominium unit case: 20 Baht/ unit
11. Proxy fee. In case of land/ structure: 20 Baht/case
12. Proxy fee. In case of condominium unit: 50 Baht/case
13. Witness fee for witness. In case of land/ structure: 10 Baht/person
14. Witness fee for witness. In case of condominium unit: 20 Baht/person



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, Rattaprasasanabhakti 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



Relevant Law

1. Ministerial Regulations Volume 47 (B.E. 2541) issued under the content in Act Promulgating the Land Code B.E. 2497
2. Ministerial Regulations Volume 7 (B.E. 2497) issued under the content in Act Promulgating the Land Code B.E. 2497
3. 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