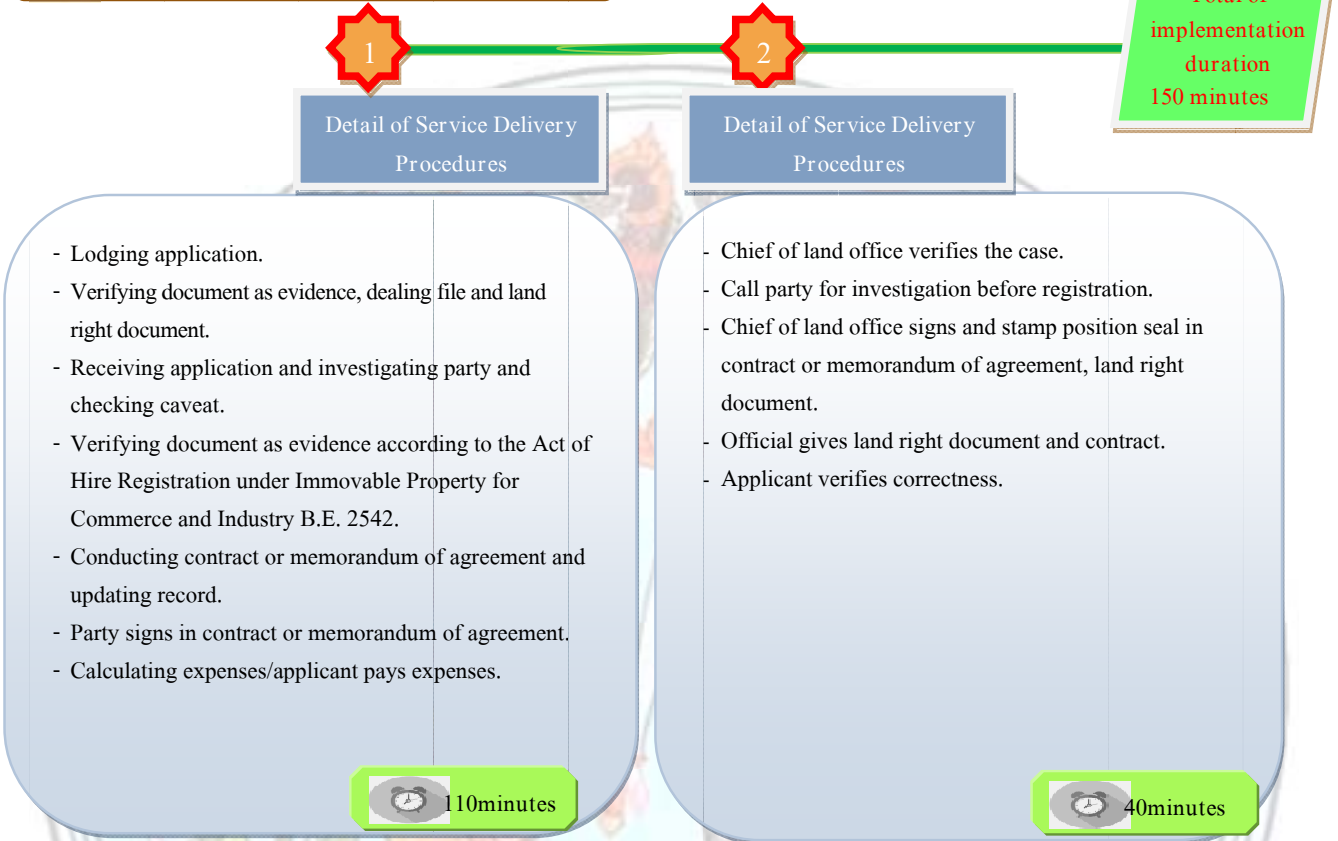




# Hire Registration under Immovable Property for Commerce and Industry Act B.E. 2542

In case no announcement (Area not exceed 100 rai)

## Procedures, Time, and Responsible Section



## List of Document as Evidence for Lodging Application

- Document confirming authentic issued by government agency**
  - 1.1 Title deed or certificate of utilization. (original) Original 1 copy  
(Department of Lands is the government agency who issued such document).
  - 1.2 Identification card (original) (Department of Provincial Administration is the government agency who issued such document). Original 1 copy  
Duplicate 1 copy  
(In case of lessor or hirer is natural person)
  - 1.3 Alien registration book or passport or certificate of consular official or embassy official which such person is in subordination or nationality certificate (emergency certificate) which temporarily issued by Ministry of Foreign Affair (original). Original 1 copy  
(In case of hirer is alien)
  - 1.4 Household registration (original) (Department of Provincial Administration is the government agency who issued such document) Original 1 copy  
(In case of lessor or hirer is natural person or alien)
  - 1.5 Identification card and household registration (original) of committee who has power to conduct transaction instead of Thai juristic person (If committee is alien, shall present alien registration book or passport or certificate of consular official or embassy official which such person is in subordination or nationality certificate (emergency certificate) which temporarily issued by Ministry of Foreign Affair (original) and seal of juristic person (in case of certificate of juristic person identified that 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). Original 1 copy  
Duplicate 1 copy  
(In case of lessor or hirer is Thai juristic person or alien)



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### 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



landlord certifies that the land, which apply for hiring, is located in the prescribed area to be commerce or industry categories under the Law on Urban Planning or located in an industrial estate zone under the Law on Industrial Estate of Thailand, as the case may be.

- (4) Evidence of lodging application or receiving permission or approval by a relevant government agencies or government organization.
- (5) In case of applicant who asking for registration is the person who used to acquire the right of hiring under this act, applicant shall show the evidence of acquiring of such right as well.



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### 2. Other document for additional lodging (cont.)

2.9\*\* In case of hirer is alien or alien juristic person, applicant shall present evidence of bringing foreign

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issued to the customer or bank certificate of accepting for purchasing foreign currency.

2.12 The investment amount in the case of hire or sublet hire registration or the transfer of leasehold right not exceeding than one hundred for commerce with evidence of investing not less than twenty million baht in order to operate an industry that can ask for investment promotion under the law on investment promotion which has evidence of bringing money not lower than the law on investment promotion prescribed. (original)

Original 1 copy



## Hire Registration under Immovable Property for Commerce and Industry Act B.E. 2542 In case no announcement (Area not exceed 100 rai)

### 2. Other document for additional lodging (cont.)

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

Original 1 copy

2.14 In case it is prescribed by law that there shall be consent evidence or received permission from any agency or person, applicant shall bring such evidence for showing to official as well, such as in case of juvenile rents out the land which under the law shall ask permission from the court (original).

Original 1 copy

### Remark

1. If documents which showing to official were in foreign language, such document shall be translated to Thai language and certified the 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: 5 Baht/parcel
2. Fee (in case of having capital) 1% of rental price of all rental period (rental price includes gratuity (if any)).
3. Fee (in case of no capital): 50 Baht/parcel
4. Stamp duty 0.1% of rental price of all rental period (rental price includes gratuity (if any)). If renting the land for farming, stamp duty is exempt.
5. Stamp duty for duplicated document. In case there is making instrument which has the same content of original document and the person who make instrument signed as the same as original document, applicant shall pay Stamp duty for duplicated document for 5 Baht.
6. Proxy fee: 20 Baht/case
7. Witness fee for witness: 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.



## Hire Registration under Immovable Property for Commerce and Industry Act B.E. 2542

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### Relevant Laws

1. The Land Code.
2. Civil and Commercial Code.
3. Ministerial Regulation Volume 47 (B.E. 2541) Issued under the Content of Act Promulgation the Land Code B.E 2497
4. Ministerial Regulation Volume 7 (B.E. 2497) Issued under the Content of Act Promulgation the Land Code B.E 2497
5. Hire of Immovable Property for Commerce and Industry Act B.E. 2542



### 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).



### Contact/Complaint Channels

1. Chief of Provincial/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, 6<sup>th</sup> 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/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, 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)).