



Miscellaneous Application in the Category of Editing Name Title, First Name, Surname, Age



Procedures, Time, and Responsible Section

1

Detail of Service Delivery Procedures

- Verifying document as evidence.
- Receiving application and investigating applicant.
- Applicant signs in application.
- Official receives application for preceeding.
- Paying application fee/Proxy fee (if any)
- Requesting for permission from chief of land office to edit as requested.
- Updating contract or document that has been requested for editing name title or name title and surname or first name and surname or age.



25 minutes

2

Detail of Service Delivery Procedures

- Chief of land office signs attach with the edited content.
- Competent official update data base.
- Return land right document and/or strata title and/or contract.
- Applicant verifies correctness in land right document and/or strata title and contract according to the requirement for editing before leaving land office.



5 minutes

Total of implementation duration
30 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 Identification Card (original)

(Department of provincial administration is the government agency who issued such document)

Original 1 copy

1.3 Household Registration (original)

(Department of provincial administration is the government agency who issued such document)

Original 1 copy

2. Other document for additional lodging

In Case of Requesting for Certificate of Capital Evaluation in Land and Building.

2.1 Evidence from government agency shows the changing of first name or surname (original)

(Department of provincial administration is the government agency who issued such document)

Original 1 copy

2.2 Marriage certificate (in case that requesting for editing name title and surname because of

register for marriage. (Department of provincial administration is the government agency who issued such document)

Original 1 copy

2.3 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 certify 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



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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. Proxy fee for land: 20 Baht/case
4. Proxy fee for condominium unit: 30 Baht/case



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.



Contact and Complaint Channels

- Chief of Provincial/Branch/Sub Branch Land Office.
- Complaint box of Provincial/Bench/Sub Branch Land Office/
- 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, 6th Floor, Commemorating His Majesty, Rathaprasasanabhakti Building, Chaeng Wattana Road, Laksi District, Bangkok 10210
- Service Center of Office of the Permanent Secretary, Prime Minister Office P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111
- 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.to.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)



Example of Form and 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 Laws

1. Condominium Act B.E. 2522 Amended by Condominium Act (Volume 4) B.E. 2551
2. The Land Code B.E. 2497.
3. The Civil and Commercial Code.