



## Registration in the Category of Transfer Immovable Property (In the case of no announcement)



### Procedures, Time, and Responsible Section

1

#### Detail of Service Delivery Procedures

- Lodging application.
- Verifying evidence/dealing file and land right document or strata title.
- Receiving application and investigating party, checking caveat.
- Making contract or memorandum of agreement and updating record.
- Party signs in contract or memorandum of agreement.
- Capital valuation, calculating expenses/applicant pays expenses.

110 minutes

2

#### Detail of Service Delivery Procedures

- Chief of land office verifies the case.
- Call party for investigation before registration.
- Chief of land office signs and stamp position seal for registration in contract or memorandum of agreement, land right document or strata title.
- Official gives land right document or strata title and contract.
- Applicant verifies correctness.

40 minutes

**Total of implementation duration**  
**150 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).

(In case of transferor or transferee is natural person)

Original 1 copy

1.3 Household Registration (original) (Department of Provincial Administration is the government agency who issued such document).

(In case of transferor or transferee is natural person)

Original 1 copy

1.4 Identification card or passport (in case of committee is alien) copy of 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 example of signature of committee who has power to conduct transaction instead of juristic person (original and copy that certified correctness) (Department of Provincial Administration is the government agency who issued such document).

(In case of transferor or transferee is juristic person)

Original 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 to transfer or instead or reliable official evidence which showed that applicant is authentic owner and etc (original).

Original 1 copy  
Duplicate 1 copy



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

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) (Department of Provincial Administration is the government agency who issued such document).

Original 1 copy

(In case of transferor or transferee is natural person)

2.3 Marriage certificate, Divorce certificate and divorce record of transferor (If there is marriage registration or divorce registration) (original) (Department of Provincial Administration is the government agency who issued such document).

Original 1 copy

(In case of transferor or transferee is natural person)

2.4 Letter of consent for spouse to conduct juristic act (original provided by applicant) together with identification card, copy of household registration of spouse and marriage certificate (copy which certified correctness) in case the transaction need such consent, for instance, it is marriage property but named with only one name. (If the spouse is lawfully married and it is marriage property) except spouse appears and gives consent to conduct juristic act by himself/herself.

Original 1 copy

(In case of transferor or transferee is natural person)

2.5 Death certificate of spouse (In case of spouse passed away) (original) (Department of Provincial Administration is the government agency who issued such document).

Original 1 copy

(In case of transferor or transferee is natural person)

2.6 Divorce certificate and divorce record of transferor (original) or the original and copy of final judgment of the court or court order and certificate of final judgment for showing (in case there is separation of property between the spouse) (Department of Provincial Administration is the government agency who issued such document).

Original 1 copy

(In case of transferor or transferee is natural person)

2.7 Minutes of juristic person which has resolution to transfer of receive transfer land with structure or strata title with relevant details (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, Applicant shall 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.

Original 1 copy

(In case of transferor or transferee is the applicant)

2.8 Certificate of Thailand Securities Depository Company Limited, or certificate from registrar of the company regarding the control the proportion of foreign shareholder of such public limited company not to exceed than 49 percent of the registered capital (Original).

Original 1 copy

(In case of limited company is not the transferee of land but being shareholder in the company which receiving transfer of land.

2.9 In case of receive transfer of land with the objective of conducting real estate business or any circumstances to believe that Thai people is shareholder for alien has to use evidence as follows:

- (1) The source of money that Thai shareholder brings to buy shares e.g.
  - (1.1) Certificate from company which certify detail of shareholder; what's his/her job position, when did such shareholder start working with the company, how much is the salary and other reliable evidence.
  - (1.2) Evidence of the source of money which bring to buy shares e.g. deposit account, loan agreement, etc.
  - (1.3) In case the shareholder is Thai juristic person, must shows the evidences from (1.2) with minutes of the juristic person meeting which having a resolution regarding the aforementioned matter.
- (2) In case of buying land at the higher price than registered capital without a mortgage of land, such person must provide evidence concerning sources of money such as loan agreement, evidence of transferring money from foreign currency, withdrawing money from deposit account, minutes of the juristic person meeting of the borrower and lender and balance sheet of the company.

Original 1 copy



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

2.10 In case Thai person who has alien spouse request to buy land or condominium unit as personal property, must use evidences as follows;

- (1) Thai person and alien spouse must give statement to the competent official that the money which bring to purchase land is a private property of the Thai person.
- (2) In the case alien is unable to give statement under (1), Thai person and alien spouse must submit an application to recording the statement under (1) at Bangkok Metropolitan Land Office or its branch or sub branch, provincial land office or its branch or sub branch. Then such Thai person bring that certificate and give to the land officer who registers right and juristic act.
- (3) If the alien spouse is living abroad, he/she must give statement under (1) at the embassy, consulate or notary public in that country and bring certified letter to give to land officer who registers right and juristic act.

Original 1 copy  
Duplicate 1 copy

2.11 In case Thai person who has alien spouse request to buy condominium unit as marriage property, or the alien buy condominium unit (use evidence either in 1. and 2. or 3. or 1. and 4. or 1. and 5.) as follows;

1. Passport that shows such nationality of alien and
2. Certificate of residence according to Form Tor. Mor. 11, Tor. Mor. 15 or Tor. Mor. 17 which issued by Royal Thai Police.
3. Alien identification card which issued by the police station where alien domiciles, however, if alien has alien identification card under 3, the evidence under 1. and 2. are exempt.
4. Certificate from Office of the Board of Investment which certified such alien is granted to reside in the kingdom according to the law on investment promotion, or
5. Evidence of bringing foreign currency into the Kingdom or withdrawing money from deposit account in Thai Baht of a person who domicile outside the country or withdrawing money from deposit account in foreign currency with the amount that not less than the price of condominium unit will be purchased.

Original 1 copy  
Duplicate 1 copy

2.12 In case Thai person who has spouse receive condominium unit as marriage property (use evidence either under 1. and 2. or 3. or 1. and 4.) as follows;

1. Passport which shows nationality of alien and
2. Certificate of residence according to Form Tor. Mor. 11, Tor. Mor. 15 or Tor. Mor. 17 which issued by Royal Thai Police.
3. Alien identification card which issued by the police station where such alien domiciles, however, if such alien has alien identification card under 3, the evidence from 1. and 2. are exempt.
4. Certificate from Office of the Board of Investment which certified such alien is granted to reside in the kingdom according to the law on investment promotion.

Original 1 copy  
Duplicate 1 copy

2.13 In case of alien juristic person request to buy condominium unit, use evidences as follows;

1. Minutes of juristic person which has resolution to transfer or receive transfer of condominium unit with related details (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, Applicant shall presents 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.
2. Evidence of being the investment promotion card holder according to the law on investment promotion.
3. Evidence of bringing foreign currency into the Kingdom or withdrawing money from deposit account in Thai Baht of a person who domiciles outside the country or withdrawing money from deposit account in foreign currency with the amount that not less than the price of such condominium unit (original).

Original 1 copy  
Duplicate 1 copy



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

2.14 Debt-free Certificate from condominium juristic person. (original)

Original 1 copy

(In case of transferring condominium unit)

2.15 Certificate of condominium juristic person which certified that alien holds the ownership in condominium unit not exceed than 49 percent of all area of condominium unit in such condominium. (original)

Original 1 copy

(In case of transferring condominium unit to alien or alien juristic person)

2.16 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).

Original 1 copy

(In case the person did not perform by himself/herself)

2.17 In case law prescribed that there must have evidence of consent statement or received permission from any agency or person, applicant must bring such evidence for showing, such as, in case of minor sells the land which applicant shall ask permission from the court, etc. (original).

Original 1 copy  
Duplicate 1 copy

2.18 Final judgment or court order and final judgment of the court original and copy which certified the correctness.

Original 1 copy Duplicate 1 copy

(In case transferring under court order or transferring by the final judgment)

2.19 Sell with the right of redemption contract as buyer version which endorsed that having redeemed from sell with the right of redemption or evidenced in document of person who buy with the right of redemption that there has already redeemed from sell with the right of redemption (original).

Original 1 copy

(In case redeeming from the consignment if the redeemer lodge the application by himself/herself)

#### Remark

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

#### Fee

1. Application fee: 5 Baht/parcel
2. Application fee in case of condominium unit: 20 Baht/unit
3. Fee 2% of the valuation price.
4. Fee 0.5% of the valuation price (in case of transferring gratuitous, does not spend the fee, between ascendant and descendant or between spouse).
5. Withholding tax
  - In case the transferor is juristic person, pay the fee 1% of the higher price between the valuation price and the capital price which the applicant shows.
  - In case the transferor is ordinary person, the fee will be calculated from the valuation price according to the method specified in the Revenue Code.
6. Specific business tax
  - In case the transferor is an ordinary person, pay the fee 3.3% (including local tax) of the higher price between the valuation price and the capital price which applicant shows. (If this is within the criteria that have to pay for specific business tax under the Revenue Code).
7. Specific business tax
  - In case the transferor is juristic person, pay the fee 3.3% (including local tax) of the higher price between the valuation price and the capital price which the applicant shows.
8. Stamp Duty
  - 1) In case the transferor is ordinary person, fee 0.5% of the higher price between the valuation price and the capital price which applicant shows (if such person paid the specific business tax, he/she does not pay stamp duty).
  - 2) In case the transferor is a juristic person, this fee is an exception because the specific business tax has been paid.
9. 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.



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### Relevant Laws

1. Revenue Code
2. Condominium Act B.E. 2522 and the amendment.
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. The Land Code.
6. Civil and Commercial Code.



### 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 or building is located.

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



### Contact/Complaint Channels

1. Chief of Provincial/Bench/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, Lakxi 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)).