

### 8 Step Property Transfer Conveyance Process

Steps	Responsible	Required Docs to be submitted	Location visits	What you will get	Time Frame	Legal Justification
1.Lagthram Verification	CLC	Lag Thram Copy	CLC office	Verification of Lag Thram and list of requirement of other docs	1 days	To ensure authentic ownership details
2.Survey for land demarcation	CCS	Lag Thram Copy	Property for sale location	Confirmation on the plot demarcation	1-3 day	To be able to pin point land coordinates by buyer as per the survey
3.Submission of required documents	Buyer/ Seller to CLC office	Thumb printed Sales Deed, NOC, PoA, CID No Mortgage Declaration, Loan Clearance, Family Tree, Witness CID	CLC, Banks (case to case basis)	Endorsement of the documents by CLC Office	1 day	To ensure error free documentation before online submission and local authority.
4.Submission of required documents to Gewog office (Rural Land only)	CLC	'DO'	Geog Office	Endorsement of the documents by Geog Office	1 day	To ensure error free documentation before online submission.
5.Online submission of documents	CLC	'DO'	<a href="https://esakor.nlcs.gov.bt/portal/public/app/portal">https://esakor.nlcs.gov.bt/portal/public/app/portal</a>	Submission to Thromde for Urban /Dzongkhag office for Rural	1 day	Official Procedure as per Land Act of Kingdom of Bhutan
6.Submission of original docs (hardcopy)	CLC	Original Docs of step 3, Property Transfer Tax, Revenue	Thromde/Dzongkhag Office	Public Notice 'cooling period', Transaction ID number, Tax receipts	30 days	Official Procedure as per Land Act of Kingdom of Bhutan
7.Online Submission of Technical Files (Fragmentation only)	CCS	New Survey Map	<a href="https://esakor.nlcs.gov.bt/portal/public/app/portal">https://esakor.nlcs.gov.bt/portal/public/app/portal</a>	Approval of the new survey map	1 day	Official Procedure as per Land Act of Kingdom of Bhutan
8.Printing and receiving of New Lagthram	CLC or Thromde Office	Tax Receipts, Buyer Seller Presence, PoA original, Undertaking letter of receiving New Lag Thram and No Objection from Seller to take New Lagthram by buyer	Visit CLC for RURAL Lag Thram  Visit Thromde for URBAN Lag Thram	New Lagthram Copy by Buyer	14 day	Official Procedure as per Land Act of Kingdom of Bhutan