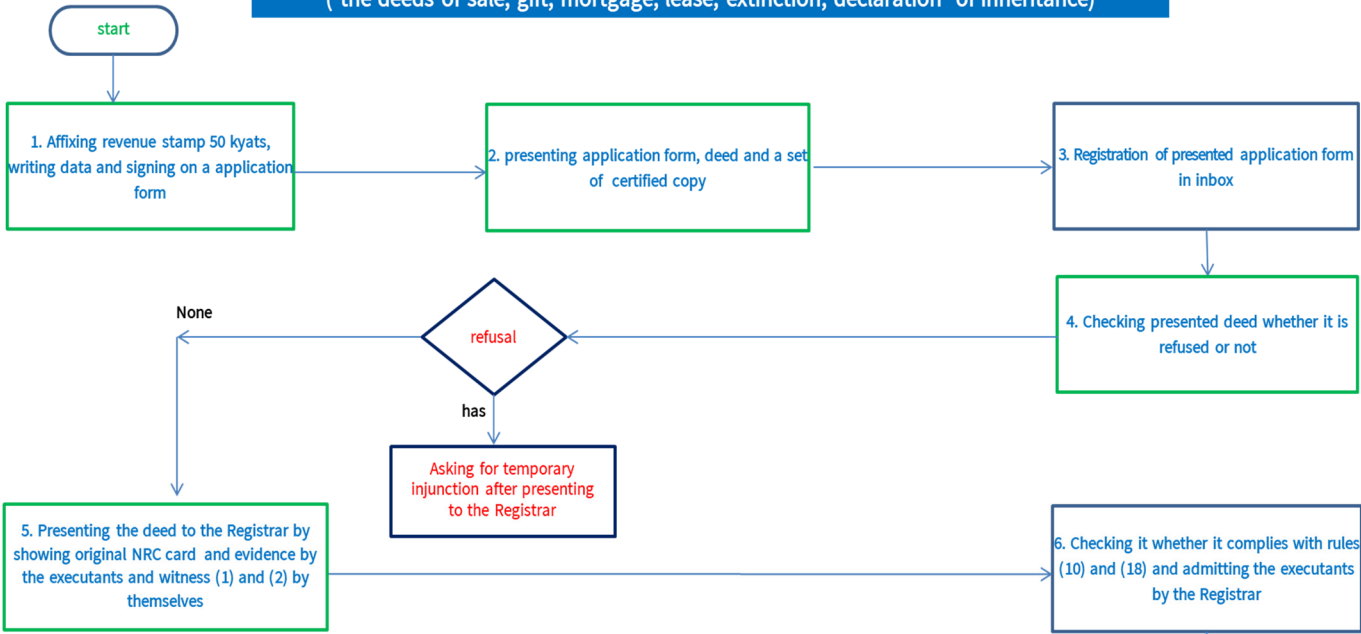


**..... Township Registration Office Registration Process**  
**( the deeds of sale, gift, mortgage, lease, extinction, declaration of inheritance)**



- The documents to be presented by the person who wants to register according to serial No(2) [To present the originals to the Registrar]**
1. Application Form (Form 1)
  2. A set of copy of National Scrutiny Card of the executants and witness (1) and (2) [the original recommendation of Township Immigration Officer if Scrutiny Card lost or damaged or if the photo of Scrutiny Card damage or is not clear]
  3. A set of copy of evidence related to immovable property [There must be co-owner if it is the deed of extinction]
  4. A set of copy of challan for revenue stamp [It is not necessary to present for the deed of extinction or declaration of inheritance ]
  5. For GP/SP
    - a set of copy of GP/SP
    - the original affidavit of court [principal' existence, no revocation GP/SP]
 [To describe signing on the deed according to GP/SP No. ( ) dated on ( . . 20..) by the registration office]
  6. If the deed of gift, the original affidavit which is the right of blood relationship
  7. If the deed of declaration of inheritance
    - the original affidavit which has no other heir other than the executant
    - land title holder, the copy of death certificate of other heirs
 [ Unless the death certificate cannot be presented - original recommendation of department of health or administrative office ]
  8. If the principal executes on behalf of department, organization, company, association - a set of copy of identity card of company or organization + the original meeting minute [To describe signing on the deed according to the solution of meeting on ( . . 20..) by company or organization (ID No. )]
  9. If executing and presenting by the bailiff according to the order or decree - the order of court (decree), the order of civil execution suit (formal final order), a set of original and copy of notification of appointment of bailiff
  10. the deed [Unless the deed in Myanmar Language, to attach notarized translation of Myanmar Language]
    - to affix revenue stamp sufficiently
    - [ the deed of sale, gift and mortgage - 4 % of the value
    - the deed of the lease - 0.5 % of the average annual rent (3 years < ), 2 %(> 3 years)
    - the deed of the extinction - (2500) kyats
    - the deed of declaration of inheritance - (150) kyats ]
    - the executants, witness (1) (2) - Name| Father's name| National Scrutiny Card number, residence
    - to sign completely by the executants, witness (1) (2)
    - to present within 120 days from the date of its execution
    - to initial by the executant near the place of alteration, addition or erasure if a deed in which and alteration, addition or erasure appears (to scratch a line and write correctly in ink in alteration, not to make by using correction and alteration in scratching by knife)
  11. Original two certified maps and history of holding [to sign by the executants, to present within one year]

Duration	
➤ From start to No.9	- can be done on the same day within 3:00 pm
➤ From start to finish	- maximum duration is 15 days

Cost at the registration office	
<b>Registration fee</b>	
the deed of sale, gift and mortgage	= (0.5)% of value
the deed of lease	= (0.5)% of the average annual rent
the deed of executant(without value)	= (15000) kyats
the deed of declaration of inheritance	= (3000) kyats
<b>Fee for copy</b>	= 500 kyats for one page