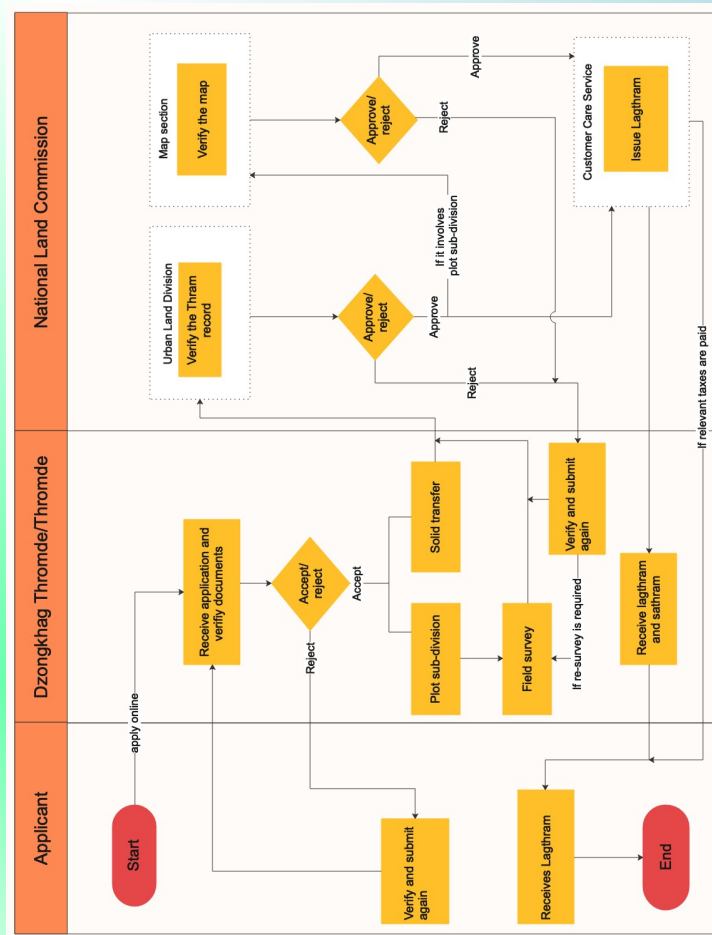g. Note the *transaction ID number* for future follow up or to track the transcation online from your account or through https://esakor.nlcs.gov.bt/portal/public/app/portal

h. The transaction will be rejected in case of an any incomplete information.

j. If the transaction is accepted, the applicant will be notified through the e-citizen account or SMS to submit the original documents (hard copy) to the Thromde office for further processing and payment of fees and charges(if appilicable).

k. After receiving the documents, a cooling period of 30 days will be notified for public viewing at the Thromde office. However, in the case of Court enforcement order no cooling period is applicable.

l. Verification of the transaction documents shall be carried out during the cooling period (Revenue, Building and Survey section).

m. If there is plot sub-division, the Thromde surveyors will conduct the fieldwork as well as paper work within the 30 days cooling period.

n. After completing all the processes at the Thromde, the transaction shall be submitted to the NLCS for further approval and release of new lagthram.

o. If the transaction is approved, the lagthrams will be recieved by thromde office to be issued to the concerned individuals. The statues of the transaction can be viewed online.

4. How is a transcation processed?

For further quries please visit Land Record and Survey Division (LRSD)

Thimphu Thromde
220 Gongdzin Lam SE, Norzin
Thimphu, 11001

Toll free: 1009
http://www.thimphucity.bt/
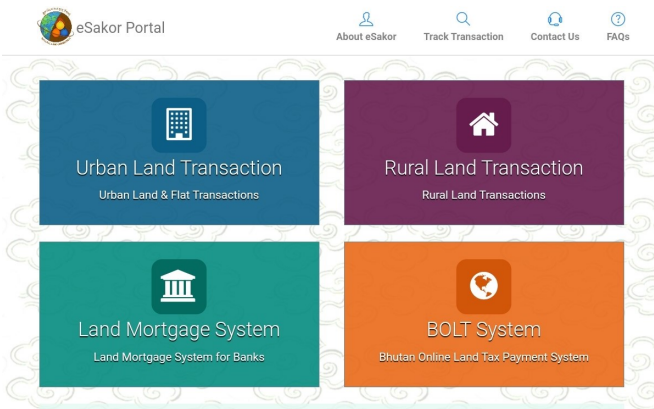*email: customercare@thimphucity.gov.bt*

Thimphu Thromde

A Guide to Urban Land/Building Transaction procedures

1. Online Procedures:

a) Go to *www.nlcs.gov.bt*

b) Select "ESERVICES" on the menu bar, then select "ESAKOR PORTAL"

c) Select *Urban Land Transaction* to apply for any type of urban land transactions.

eSakor Portal

About eSakor Track Transaction Contact Us FAQs

Urban Land Transaction	Rural Land Transaction
Urban Land & Flat Transactions	Rural Land Transactions
Land Mortgage System	BOLT System
Land Mortgage System for Banks	Bhutan Online Land Tax Payment System

2. Creating a user account:

(A user account has to be registerd before applying for any transaction)

a. Click on *"I want to Register"* button on right-hand corner.

b. Enter all the information correctly. Unique CID number can be used to create only one user account. Provide authentic *email ID* and mobile number to be used as username.

c. Create and confirm the password to be used while logging in to portal account. The credential will be sent to the registered mobile number and email ID upon successful registration.

Register and create an account.

Enter your details to register:

Enter your Citizenship Identity Card Number.

Note » Click the top row when the calendar is displayed for selecting year and month (Eg: April 2017 then 2017).

Select your Date Of Birth.

Note » Name will be fetched automatically if CID No and DoB matches.

Full Name will be fetched if CID No and DoB matches.

Note » Email ID or Mobile number will be used as Username.

Enter your Email ID to receive credentials.

+975 Enter Your 8 digit Mobile Number.

Note » OTP be sent as SMS to you after you enter mobile number in above mobile field.

Enter OTP. Will be send to your mobile as SMS

Note » The password you enter here will be used when you log into the portal.

Enter Passsword. Required when logging into the portal.

Confirm your Password.

☐ I declare that the information that I have provided above is correct as per my knowledge.

Captcha » Please click the box infront of I'm not a robot.

☐ I'm not a robot   reCAPTCHA

[↻ Reset]   [Register →]

[← Back to login]

3. Appying for a transaction:

a. Login using your credentials.

b. Following page will be displayed. Select "*Apply New Transaction*". Select the required and proceed.

Apply New Transaction

View Your Transactions

Track Transaction Status

My Urban Land Details

Click here for Help

✱ Register Transaction

Note : If you are not sure what transaction type you have to select, please contact Land Office where your transaction application is being applied. All contact Details are here. Thromde and Thromde Village will be on your original Lagthram.*

Transaction Type
Gift

Dzongkhag/Thromde
Thimphu / ཐིམ་ཕུ་

Thromde Village
Jungshina / ལྕང་བཉི་ན

[✓ Save & Next »] [✗ Cancel]

c. Transaction number and applied Date will be assigned automatically upon specifying the *Transaction Type.*

d. Added information can be edited or deleted before submission using tools displayed under *Action* column.

e. *Remark* section can be used to furnish any additional information. Click "*Save*" button & continue to edit for changes.

f. Submit the transaction application upon uploading the scanned documents required as per the checklist (Internal agreement, power of attoeney, Family No Objection form, Building occupancy certificate, Mortgage declaration form, etc,.

✎ Attachments

✎ Attach Files

Following attachment files are required:

1. **Sale Deed/Internal Agreement** - *Agreement signed between parties involved in the thransaction.*

2. **No Objecttion Certificate** - *NOC from the family members in case of family ownership/co-owners in case of joint ownership.*

3. **Financial Clearance** - *Financial clearance from financial institutions if the plot is mortgaged.*

4. **Death Certificate** - *Death certificate from the Local Government or Hospital in case of deceased.*

5. **Building Occupancy Certificate** - *Building occupancy certificate (in case of structure/flat transfer).*
are transacting is not mortgaged with any Financial Institutions.

2. **Sale Deed/Internal Agreement** - *Agreement signed between parties involved in the thransaction.*

3. **Building Occupancy Certificate** - *Building occupancy certificate (in case of structure/flat transfer).*

4. **Other** - *Any other required documents.*

5. **Family Tree** - *Family Tree if the ownership type of land is FAMILY.*

6. **Certificate of Incorporation** - *Certificate of Incorporation for registered company.*