

# User Manual For Rural eSakor Portal

(Online land transaction system for Rural Land)

Royal Government of Bhutan National Land Commission Secretariat Thimphu, Bhutan

#### Introduction

National Land Commission Secretariat (NLCS) is at the forefront among agencies in Bhutan that have leveraged the potential of ICTs for enhancing efficiency in government functioning. The implementation of ICT based system in NLCS goes back to 2012 with the implementation of Rural e-Sakor, an online system for the rural land transaction. In 2013, NLCS implemented another online system (Urban eSakor) for processing the urban land transaction. The term eSakor is translated as 'e' meaning 'electronic', 'Sa' meaning 'land' and Kor is 'about'. It is an integrated land information service portal.

NLCS has been trying to improve the efficiency and effectiveness in implementing online systems for providing services to the citizen of Bhutan, and with more experiences, over the years NLCS has been improving a lot.

With the introduction of two online systems, NLCS left the traditional way of processing the land transaction in Bhutan. However, many improvements were needed on both the systems.

In 2015 NLCS in collaboration with IDA International, Singapore and Department of IT and Telecom did a thorough diagnosis of the systems and documented them. In 2016, the urban land transaction system was re-developed covering all the deficiencies found from the previous system with additional modules, features and functionalities with financial support from World Bank. In 2018, the rural land transaction system re-development was carried out.

From now on, all the systems will be all under **eSakor Portal** which will have urban land transaction system, rural land transaction system, land mortgage system, land related grievance redressal system and online land tax payment system.

# Rural eSakor Workflow

The diagram below shows the workflow of the rural land transaction system starting from the applicant applying from anywhere till approval at National Land Commission Secretariat.



The landowner or applicant is required to register in the portal to apply land transaction online. Once the registration is successful, the user is assigned a role called 'citizen'. The citizen is required to:

- 1. Sign in the system
- 2. Fill in the online forms
- 3. Add transaction details
- 4. Upload scanned copy of supporting documents and
- 5. Submit the transaction application

Once the transaction application is completed and submitted, the application will reach to the

Gewog for which the transaction application is submitted for scrutiny.

The registrar at Gewog will verify and accept or return the application and the applicant will be notified through SMS, email and in their portal account in the notification corner. The applicant can make changes to the returned application and submit again.

The registrar accepts the transaction application after verification and collecting hard copy documents. If the transaction application involves sub-division of plot, the transaction application is sent to the surveyor after completing the official thram and plot management.

The surveyor will do the survey and complete their action after field visit.

In accordance with Section 161 of the Land Act of Bhutan 2007, Thromde shall post a notice of the transaction for public viewing for a period of 30 days. After 30 days, the registrar will submit the transaction application to verifier at Dzongkhag for further verification. If the transaction application is send for survey the registrar can send the application only after the surveyor has completed his part.

The Dzongkhag verifier will send the transaction application to NLCS for further verification and approval if there are no correction required from the earlier steps.

The transaction will be sent parallely to map and thram section if there is survey works involved. If the transaction application does not involve field work (survey) the transaction application will go only to thram section.

The map verifier after the received of the transaction application, updates the map to the cadastral geodatabase. The transaction application will be send to map approval for verification and approval.

The thram verifier will do the verification and send the transaction application to thram approver for further verification and approval. The transaction will be approved only after the thram and map are approved.

At any stage the higher roles can reject the transaction application to the lower roles and can be send back accordingly.

#### **Post Approval Workflow**



Once the transaction is approved, the map verifier will be notified to print the lagthram maps. After the lagthram maps are printed the thram verifier will be notified to print the lagthram.

After the lagthram is printed and ready to be handed over to the applicant, the applicant will be notified to collect the lagthram from NLCS head office. If the applicant collects their lagthram from NLCS head office, the information of the person who is collecting the lagthram will be recorded in the portal.

If the applicant does not come in the given days, the lagthram will be send to Dzongkhag office. When the lagthram has reached to Dzongkhag the official at Dzongkhag will take action in the portal saying that they received the lagthram. Again the applicant will be notified to collect the lagthram. If the applicant collects their lagthram from Dzongkhag office, the information of the person who is collecting the lagthram will be recorded in the portal.

If the applicant does not come in the given days, the lagthram will be send to Gewog office. When the lagthram has reached to Gewog the official at Gewog will take action in the portal saying that they received the lagthram. The applicant will be notified again to collect their lagthram. The process ends only when the lagthram is handed over to the applicant.

# Home Page of the eSakor Portal

a cha c	100	On Ong	$p \rightarrow c \rightarrow $	- Charles
	99 (C		<b></b>	
Urban Land Transcation	20	Rural Land Transcation	Land Mortgage System	Grievance Redressal System
Gateway to Urban Land & Flat Transactions	20	Gateway to Rural Land Transactions	Land Mortgage System for Financial Instituations	Inquries related to Land and Support
013913	07	3973973	121 7 9179	797397
E Popular Topics		Latest Inquiries and Responses	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Track Your Transaction	1 m	Yeshey Dorji (18030002) If I want to change the type of ownership from family land	Tshering Yangden (18030001) Madam/Sir,I tried to enter the thram no and area of the	Tshering Yangden (18020010) If I want to change land as well as building
Track Your Inquiry		to individu Read more » © 12/03/2018	land under tra Read more » © 01/03/2018	ownership,which kind of t Read more @ 28/02/2018
Submit Inquiry		Sushmita Ghaley (18020009)	Mani Prasad Sunwar (18020008)	Nima Zam (18020007)
About Us		Sir, I need to change my CID number in my Lag	My small suggestion, it would be better and convenient for individual Read more w	I think supporting documents should be allowed to be riven manually i
Contact Us		© 15/02/2018	O 14/02/2018	© 13/02/2018
Guide to eSaKor Portal		Sharap Wangchuk (18020006)	Dechen Choden (18020005)	
) FAQs		How do I view the details to attach other documents? In other word How Read more » © 12/02/2018	Sir/Madam,it's been over a month since I submitted my application Read more » O 09/02/2018	See all Feedbacks →

The home page of the eSakor Portal is as shown above. From the home page a user can go to:

- 1. Urban eSakor For Urban Land and Flat Transaction
- 2. Rural eSakor For Rural Land Transaction
- 3. Land Mortgage System For Banks and NLCS
- 4. Grievance Redressal System System for land related grievance redressal

The visitor to the portal can do the following things from the home page:

- 1. Track land transaction both urban and rural
- 2. Track inquiry if submitted any
- 3. Submit inquiry or grievance
- 4. Get the contact details of relevant officials
- 5. Check the guide on how to use the eSakor Portal

# **Track Land Transaction Status**

2	eSakor Porta	1					<u>ک</u> About eSakor	Q Track Transaction	Contact Us	Submit Inquiry FA	) Qs
Q	Track Yo	ur La	nd Transactic	n Status					Portal / Tra	ck Transaction Status	
✓ Pl	ease select Rura	l or Urb	an transaction	✓ Please enter you	ur land Transaction ID						
Rura	al Land Transacti	on		001180001		Q Track Transaction					
a T	ransaction D	etails									
	Transac	tion ID	001180001								
	Transaction	status	Surveyed								
	Transactic	n type	Sale/Purchase								
Т	ransaction applie	d date	2018-11-19								
La	and transaction lo	cation	Dzongkhag: HAA, Ge	ewog: KATSHO							
	Transaction app	lied by	Tshering Wangchuk (	********49)							
ד פיׂ	ransaction H	story									
#	Role	Date	5	Action	Remarks						
1	Citizen	Nov	ember 19, 2018	Submited	Submitted to Gewog for verific	ation					
2	Registrar	Nov	ember 19, 2018	Checked	Transaction checked.						
3	Registrar	Nov	ember 19, 2018	Accepted	Trasnsaction accepted						
4	Registrar	Nov	ember 19, 2018	For Survey	sending to survey.						
5	Surveyor	Nov	ember 19, 2018	Returned	test reject						
6	Registrar	Nov	ember 19, 2018	For Survey	sending back to survey						
7	Surveyor	Nov	ember 19, 2018	Surveyed	survey done.						

To track the land transaction application click "Track Transaction" from the top right menu or from the "Popular Topics" section. The page above will be shown. Select the transaction applied for (Rural or Urban), Enter the transaction application number or transaction ID and click "Track Transaction" button. The status and few critical details of the transaction application will be shown.

#### **Contact Us**

Esakor Portal	<u>ع</u> About eSakor	Q Track Transaction	Contact Us	Submit Inquiry	⑦ FAQs
Contact Details for Inquiries			Porta	I / Contact De	tails
If you have any inquiries, please use the contact directory to get the contact details at different level. You can also use the search option from the directory category to see the contact details at different level.	right side to sear	ch contact details fro	m contact dire	ctory or click the	à
System Related		Enter search te	erm	Se	arch
System Related Contact     If you have any issues / inquiry on how to use		Contact Dire	ctory Catego	ory ≫	
system please feel free to contact during office bours or doo an email in the email address given		System Relate	ed		
We will reply your email within one or two working days. Diagon read the "Under an adverse party"		NLCS Rural L	and Division		
provided in the portal before directly contacting us.		NI CS Urban I	and Division		
975-02-325170 (ICT Division, NLCS)					
		NLCS Custon	ier Care Servi	ce	
		NLCS - Cadas	tral Info. Divis	sion	
		Dzongkhag L	and & Survey	Office	
		Thromde Lan	d Office		
		Drungkhag La	and & Survey (	Office	

The user visitin the eSakor Portal can get the contact details of the relevant officials working in the land office at different level.

# Submit Inquiry

eSakor Portal				R	Q		Q	Ø	(?)
	Q Send your inquiry				×	tion	Contact Us	Submit Inquiry	FAQs
Contact Details for Inq	Citizen Identity No.	Date Of Birth		Name * Will be auto fetched.		I	Porta	I / Contact Deta	ails
	Enter Your CID	Enter DoB	<b>#</b>						
If you have any inquiries, please use the c directory category to see the contact deta	Mobile No.	Email ID				ils fro	om contact dire	ctory or click the	
System Related	+975 Mobile Number	Enter Your Email Address				rch te		Sea	irch
System Related Contact	Inquiry Type					Directory Category ⊗			
If you have any issues / inquiry on ho system please feel free to contact dur	Select					telate	ed		
hours or drop an email in the email addre We will reply your email within one or two	Enter Your Inquiry								
days. Please read the "Guides on eSak	Please provide your inquiry here					ral Land Division			
+975-02-325170 (ICT Division NI C						pan Land Division			
wangchuk@nlcs.gov.bt						stomer Care Service			
	Note: Once you submit the inquiry the relevant officials will answer as soon as possible, when the officials respond to the inquiry, you will be notified in the contact details you have provided above.			mu	adastral Info. Division				
						ag Land & Survey Office			
				Send Inquiry ×	Cancel	Lan	d Office		
					Drungk	hag La	and & Survey	Office	

The user visiting the eSakor Portal can submit grievance related to land without login. The user needs to fill up their personal information, contact details, select grievance type, write detail grievance and submit. The grievance will be replied by the Customer Care Center of NLCS and the user who has submitted the grievance will be notified in their contact details.

# Guide to eSakor Portal

E eSakor Portal	ی About eSakor	Q Track Transaction	Contact Us	Submit Inquiry	⑦ FAQs
🕮 Guide to eSaKor Portal - Rural and Urban			Portal / Gu	ide to eSakor Por	rtal
Following are the guides we prepared for Urban and Rural eSakor for registering in the portal, how to apply online land transaction through the sys	item.				
Following are the guides prepared on how to use the Rural eSakor Portal. We hope that this guides will help you in using t guide please contact us.	he portal. If y	ou face any diffic	ulty after goi	ng through this	5
Aregister - Guide to create an account in the Rural eSakor Portal.					<
▲ Login - Guide to log into Rural eSakor Portal and password reset.					<
Apply Transaction - Guide on how to apply transaction.					<
Guide to Urban eSaKor					
Following are the guides prepared on how to use the Urban eSakor Portal. We hope that this guides will help you in using guide please contact us.	the portal. If y	you face any diffic	culty after go	ing through th	is
🍰 Register - Guide to create an account in the Urban eSakor Portal.					<
🔓 Login - Guide to log into Urban eSakor Portal and password reset.					<
Apply Transaction - Guide on how to apply transaction.					<

The visitor or applicant wishing to apply land transaction online through the portal can check the guides prepared on how to use the portal. The guide page covers both urban and rural on how to register, login, reset password, initiate transaction, fill online forms, attach supporting documents and submit transaction application.

## **Registration in the Rural eSakor Portal**

To use the Rural eSakor portal, the applicant has to register in the portal. To register click the Rural Land Transaction link from the eSakor Portal home page. Click the register link on top right of the portal.

Rural e-SaKor	Login Rec
Guidelines on How to Create an Account	오 Create an account.
1. Information:	Enter your details to register:
Valid Bhutanese Citizenship Identity Card Number.     Valid Date of Birth of given CID.	Enter your Citizenship Identity Card Number.
<ul> <li>Valid Email Address (You should have access to the given email address).</li> <li>Your mobile number (Should be with you for using).</li> </ul>	Note » Click the top row when the calendar is displayed for selecting year and month (Eg: April 2017 then 2017).
2. Guidelines:	Select your Date Of Birth.
Enter your Citizenship Identity Card Number.     Enter your Date of Birth (on CID card).     If the phone two figurestions ensures use ensures use the forehold extremetion like	Note » Name will be fetched automatically if CID No and DoB matches.
If the adove two informations are correct your name will be recriced automatically.     Enter your email 10 which you use daily (username and password sent here).     Enter the Mobile number (If registration is successful, you will receive an SMS).	Full Name will be fetched if CID No and DoB matches.
3. *NOTE:	Note » Email ID or Mobile number will be used as Username.
You cannot have two accounts with the same Citizenship Identity Card Number.	Enter your Email ID to receive credentials.
<ul> <li>For call apply any number of transactions notifinite same account.</li> <li>Please have a look at the guides we have created for our users in the menu (Guide to eServices).</li> </ul>	+975 Enter Your 8 digit Mobile Number.
	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.
	Captcha » Please click the box infront of I'm not a robot.
	I'm not a robot
	I declare that the information that I have provided above is correct as per my knowledge
	Already have an account? Log-in Register O

The above registration page will be displayed and the applicant has to fill the details as below.

- 1. Enter valid Citizenship Identity no and Date of Birth
- 2. The name of a user will be fetched automatically. Unique CID no can be used to create only one user account.
- 3. Provide authentic email ID and mobile no to be used as the username.
- 4. Create and confirm the password to be used while logging in to portal account.

Once information is correctly entered. Click declaration box and answer the question in the captcha. Select "Register" button to register and create a user account. The credential will be sent to entered mobile no and email ID on successful registration. The reset button can be used to clear furnished information and Back to Login button to access the Login page.

# Login in to Rural eSakor Portal

Rural e-SaKor		LOGIN REGISTER
	Sign in to your account Please enter your credentials to log in.  admin@nlcs.gov.bt  forgot my password  Keep me signed in Login O	
	Don't have an account yet? Create an account	

e-SaKor Portal © NLCS 2016 - 2018

The registered user can log in to an account by typing either email id or mobile no as username and type password created during registration. Click "Login" button after entering this information. Click "I forget my password" link if a password is forgotten. Enter the email address furnished during registration and click "Submit" button as shown below. A new password will be generated and mailed to email address and mobile no after verifying email id. The password can be changed after login.

Rural e-SaKor	Log	s 🗹	TER
Forget Password?			
Enter your e-mail address below to reset your password			
Cog-In	Submit <b>O</b>		

#### Dashboard

			Sonam Chophel
Q	# Home / Dashboard / Citizen Portal / Rural Dashboard		
	P Welcome Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to Apply New Transaction View Your Application List Track Your Transaction Submit Inquiry/Feedbac	or from any individua Q View Your It	ls.

The following page will be displayed after successful login. The function of each button can be viewed by placing the cursor on it:

#### Notifications

The notifications center on top right of the portal will have notifications which the applicant haven't read. Click on the notifications icon, it will show the list of notifications. Click individual notifications and it will take to a page where the action is needed from the applicant as shown below. Click "See All" link to see all the notifications.

			Sonam Chophel
Q	W Home / Dashboard / Citizen Portal / Rural Dashboard	2 Unseen Notifications	
	See Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with	002180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	ials.
		002180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	
	Apply New Transaction View Your Application List Track Your Transaction	See All	Inquiries

## **Notification Page**

The notification page is as shown below. The ones with green background are not read by the user or an applicant. The ones with grey and white background are already read.

			Sonam Chophel
₩ Ho	me / Dashboard / Citizen Portal / View All Notification		
All	Notifications		
#	Notification	Date	Notifier
1	.002180006-Your Transaction is verified and accepted, Please wait until further notified. Thank You.	November 23, 2018, 3:06 pm	Jai Raj Rai
2	002180006-Your Transaction is verified and accepted, Please wait until further notified. Thank You,	November 23, 2018, 3:06 pm	Jai Raj Rai
3	002180006-Your Transaction request is received and verified, please come to gewog office with original documents for verification. Thank You.	November 23, 2018, 3:06 pm	Jai Raj Rai
4	003180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:48 pm	Jai Raj Rai
5	.003180004-Your Transaction is verified and accepted, Please wait until further notified, Thank You,	November 23, 2018, 2:48 pm	Jai Raj Rai
6	003180004-Your Transaction request is received and verified, please come to gewog office with original documents for verification. Thank You.	November 23, 2018, 2:44 pm	Jai Raj Rai
7	123180001-Your Transaction is verified and accepted, Please wait until further notified. Thank You,	November 23, 2018, 2:05 pm	Jai Raj Rai
8	123180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:05 pm	Jai Raj Rai
	<ul> <li>Ho</li> <li>AII</li> <li>#</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> <li>7</li> <li>8</li> </ul>	# Hore       / Dashboard       / Citizen Portal       / View All Notification         Autifications       Autification         i       Notification         i       Ou2180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Ou2180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Ou2180006-Your Transaction request is received and verified, please come to gewog office with original documents for verification.         i       Ou3180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Ou3180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Ou3180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Ou3180004-Your Transaction request is received and verified, please come to gewog office with original documents for verification.         i       Ou3180004-Your Transaction request is received and verified, please come to gewog office with original documents for verification.         i       Du3180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Du3180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.         i       Du3180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	Image: Control of the second of the

# Logout

The page below shows how the user can log out of the portal. To log out click the name of the applicant displayed in top right. There will be two options: one to view the profile and one to log out.

	NOTIFICATIONS & Sonam Chophel
Q	Home / Dashboard / Citizen Portal / Rural Dashboard      My Profile
	Log Out           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.           Image: Sonam Chophel to eSakor - Rural Land Transaction List         Image: Sonam Chophel to eSakor - Rural Land Transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transaction System. This system will help you with ease in transactin transactin transaction System. Thelp you

## My Profile

The page below shows the profile details of the applicant. To change the personal informations, click "Update Info" button and to change password click "Change Password" button. The applicant can also view the activities taken by the applicant in the portal.

## Apply Transaction

Click the "Apply Transaction" link from the dashboard and following page will be displayed where the applicant can select the transaction type.

Q	# Home / RL Transactions / LT	Applications / Select Transaction Typ	e			
		Please be prec	sise to select the correct trans	saction type for you Land Transaction	to happen.	
	Inheritance select	Sale/Purchase select	Gift select	Exchange(Pvt to Pvt) select	Change of ownership type select	Yojed select
	Correction select	State Land Exchange select				

Select the transaction type and the following options pop box (dialog box) will be shown.

≡ ⊄	Home / RL Transactions / LT App	plications	Register Transaction for [Sale/Purchase]	×	NOTIFICATIONS	Sonam Chophel
			*Note : Select Sub-Transaction Category, Dzongkhag and Gewog to proceed.			
	Inheritance select	S	Select Dzongkhag Select Gewog		nge of ownership type select	Yojed select
	Correction select	State	Select			
			✓ Save & Proceed Transaction » × Cance			

Select the transaction subcategory, select the Dzongkhag where the rural land transaction is being applied and select the Gewog under that Dzongkhag where the rural land transaction is being applied and where the land is located. Click "Save and Proceed Transaction". The following page will be displayed with the notification to the top right with green background displaying the transaction ID which is unique. The page

will also show informations like: transaction type, transaction ID, status, initiation date, location and link to view activity log on the transaction. Activity log is the list of actions taken on the particular transaction application at different level by different level of users.

								NOTIFICATIONS	Sonam Chophel
Q	# Home /	RL Transacti	ons / LT /	Applications / Step 1					
		Transac	1 tion Party De	tails	2 Details of the Transac	ction	3 Attachment Files	Success Successful transactio	Illy registered with n number 001180046 ripiete
	Sale/	Purcha	ase   O	01180046					+ View Activity Logs
	• Transa • Applica Trans	ction No: 0 ation Date: action Par	01180046 24-11-2018 rties			0 Si 0 D	ub-Transaction Type: Sale/F zongkhag/Gewog: HAA / K/	Purchase ATSHO	
	+	Add Transfe	eror/Transfe	eree + Add Trans	feror/Transferee [for Firms	/CorperateAgency]			
	SI.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile   Email	Thram   Ownership	Withness Name   CID   Mobile	Action
	No	Records							
									Next 🕄

# Add Transaction Party Details

To add transaction party details, click the "Add Transferor/Transferee" button and a dialog box will appear as shown below.

=				Γ.	Sonam Chophel
		+ Add Transactor Details For Ind	ividual Person	×	
Q	# Home / RL Trans	Select the Transaction Party			
	_	Transferor			ss ×
		Personal Information			ssfully registered with ction number 001180046
	Trar	Citizen ID No	Date Of Birth * Will be auto fetched.	Name * Will be auto fetched.	Complete
		CID# 10503000494	1968-01-01	Tshering Dorji	
	Sale/Purc	Gender * Will be auto fetched.	House No. * Will be auto fetched.	Gewog * Will be auto fetched.	
	Initiated	Male	CHA-7-75	Haa Throm	+ View Activity Logs
		Contact Details			
	Application Da	Mobile No.	E-mail		
		+975 12345678	sonam@gmail.com		
	Transaction	Thram Details			
	+ Add Tra	Thram	Ownership Type		
		365	FAMILY LAND		
	SI. Part	(If transferee have no thram leave this field empty)			e Action
	NO Records	witness Details			
		Witness CID	Witness Name * Will be auto fetched.	Witness Mobile No.	
		CID# 11705001649	Tshering Wangchuk	12345678	
					Next 🖸
				✓ Save × Cancel	

Select the transaction party (Transferor or Transferee), add personal details (enter CID number and click outside the CID field - other informations will be fetched automatically from census database.), enter contact details (mobile number is mandatory and email is optional), enter thram details (mandatory for transferor and optional for transferee - the ownership type of the thram will be selected automatically and the ownership of the transferee has to be selected if there is no thram for transferee), enter witness details (enter CID number and name will be fetched automatically) and enter mobile number. It is important to note that the cid number and the thram entered will be validated against the record in NLCS database if the thram in that gewog belongs to the person that the applicant has entered. Click "Save" button to save the information.

The transaction application can also have transaction party which are not private individuals. To add others (government institutions, corporations, dratshang, etc) as transaction party, click "Add Transferor/Transferee (For Firms/Corporate/Agency)" and following dialog box will appear.

										Ç.	2	Sonam Chophel
0	# Hom	ю / I	RI Trans	+ Add	l Transac	tor Details For Firm/C	corporate/Agen	су		×		
4	II HOM		The Trunk	Select th	e Transaction	Party						
				Transfe	ree						ss	×
				Firm/Co	rporate/Age	ency Information					ssfully Add g Details	ed Transfree
			Trar	Category		S	ub-Category		Firm/Corporate/Ag	ency	Complete	
				State O	wned Institu	tions	Ministry of Agriculture	and Forests	Department of Li	ivestock		
	Sa	ale/	Purc	Contact	Details							
	Initia	ated		Mobile N	0.	E	-mail				+	View Activity Logs
				+975	1234567	3	representative@gma	il.com 🛛				
	O II	ransa pplica	ation Da	Thram I	Details							
				Thram		0	wnership Type					
	77	Trans	action	Enter	Your Thram	Number	GOVERNMENT INST	TITUTIONS				
		+/	Add Tra	(If transfere	e have no thram <b>Details</b>	leave this field empty)						
		SI.	Party	Witness	CID	w	/itness Name * Will be a	uto fetched.	Witness Mobile No	l.	bile	Action
				CID#	117050016	570	Dorji Namgyal		12345678			
		1	Transl								1001649	×
		2	Transl							✓ Save X Cancel	5001640	* /
				Nar	ngay enzom	11705001235   0000-00-00   Female	Tangsibjee   Tsa- 5-11	12345678   namgay@gmail.com	0   JOINT OWNERS	Tsheltrum Tharchen   1170 12345678	05001640	
											C	
												Next O

Select the transaction party type, select main category (State Owned Institutions, Crown Property, Gerab Dratshang, etc), add contact details, enter thram details, add witness details and click "Save" button. Once the transaction party details are added the page will be as shown below.

		(		Detaile a	2		3	Success Successfully Added Details	Transactor
		Transactio	I Party Details	Details t	n uie mansacuum	Aildu	ninent riles	Complete	
6		Durobar	00110	0046					
	odle/h	Purchas	e   UUITO	0040				+ Vi	ew Activity
	and to o								
01	Transac	ction No: 001	180046			Sub-Transaction	Type: Sale/Purchase		
01	Transad Applica	ction No: 001 ation Date: 24	180046 I-11-2018			<ul> <li>Sub-Transaction</li> <li>Dzongkhag/Gewo</li> </ul>	Type: Sale/Purchase		
01	Transad Applica	ction No: 001 ation Date: 24	180046 I-11-2018			<ul><li>Sub-Transaction</li><li>Dzongkhag/Gewo</li></ul>	Type: Sale/Purchase og: HAA / KATSHO		
07	Transac Applica Trans:	ction No: 001 ation Date: 24	180046 I-11-2018			<ul> <li>Sub-Transaction</li> <li>Dzongkhag/Gewo</li> </ul>	Type: Sale/Purchase og: HAA / KATSHO		
01	Transad Applica Trans	ction No: 001 ation Date: 24 action Partie	180046 I-11-2018 PS			Sub-Transaction	Type: Sale/Purchase og: HAA / KATSHO		
01	Transac Applica Transa <b>+</b> A	ction No: 001 ation Date: 24 action Partie	180046 I-11-2018 es	+ Add Transferor/Transfere	e [for Firms/Corpera	Sub-Transaction     Dzongkhag/Gewo teAgency]	Type: Sale/Purchase og: HAA / KATSHO		
01	Transac Applica Transa <b>+</b> A SI.	ction No: 001 ation Date: 24 action Partie Add Transfere Party	180046 1-11-2018 es pr/Transferee	+ Add Transferor/Transfere CID D0B Gender	e [for Firms/Corpera Gewog HouseNo.	<ul> <li>Sub-Transaction</li> <li>Dzongkhag/Gewe</li> <li>tteAgency]</li> <li>Mobile   Email</li> </ul>	Type: Sale/Purchase og: HAA / KATSHO Thram   Ownership	Withness Name   CID   Mobile	Action
01	Transac Applica Transa <b>+</b> A SI. 1	action No: 001 ation Date: 24 action Partie Add Transfere Party Transferor	180046 I-11-2018 or/Transferee Name Tshering Dorji	+ Add Transferor/Transferer CID[D0B]Gender 10503000494   1968-01- 01   Male	Gewog HouseNo. Haa Throm   CHA- 7-75	Sub-Transaction     Dzongkhag/Gewe tteAgency] Mobile   Email 12345678   sonam@gmail.com	Type: Sale/Purchase g: HAA / KATSHO Thram   Ownership 365   FAMILY LAND	Withness Name   CID   Mobile Tshering Wangchuk   11705001649   12345678	Action
01	Transac Applica Transa <b>+</b> A SI. 1 2	action No: 001 action Date: 24 Add Transferor Transferor Transferee	180046 I-11-2018 or/Transferee Name Tshering Dorji Tshering Wangchuk	+ Add Transferor/Transferer CID D0B Gender 10503000494   1968-01- 01   Male 11705001649   0000-00- 00   Male	Gewog HouseNo. Haa Throm   CHA- 7-75 Tangsibjee   Tsa- 5-49	Sub-Transaction     Dzongkhag/Gewe tteAgency]  Mobile   Email 12345678   sonam@gmail.com 12345678   tshering@gmail.com	Type: Sale/Purchase gg: HAA / KATSHO Thram   Ownership 365   FAMILY LAND 0   JOINT OWNERS	Withness Name   CID   Mobile           Tshering Wangchuk   11705001649   12345678           Tsheltrum Tharchen   11705001640   12345678	Action
0	Transac Applica Transa + A SI. 1 2	ction No: 001 action Date: 24 action Partie Add Transfere Party Transferee	180046 I-11-2018 es or/Transferee Name Tshering Dorji Tshering Wangchuk Namgay Chenzom	Add Transferor/Transferer     CID[D0B]Gender     10503000494   1968-01-     01   Male     11705001649   0000-00-     00   Male     11705001235   0000-00-     00   Female	Gewog HouseNo. Haa Throm   CHA- 7-75 Tangsibjee   Tsa- 5-49 Tangsibjee   Tsa- 5-11	Sub-Transaction     Dzongkhag/Gewa  tteAgency]  Mobile   Email  12345678    sonam@gmail.com  12345678    hamga@gmail.com  12345678    namga@gmail.com	Type: Sale/Purchase ag: HAA / KATSHO Thram   Owmership 365   FAMILY LAND 0   JOINT OWNERS 0   JOINT OWNERS	Withness Name   CID   Mobile           Tshering Wangchuk   11705001649   12345678           Tsheltrum Tharchen   11705001640   12345678           Tsheltrum Tharchen   11705001640   12345678	Action

If the applicant wants to edit or delete the transaction party details, the applicant have the options in the "Action" column. If the transaction party added has the thram ownership type as "Joint Owners", the applicant has the option to add joint owners in the option. To add a joint owner to the transaction party click the green button with user add icon inside and following dialog box will appear.

		Persona	al Informatio	on					
		Citizen II	D No	C	ate Of Birth * Will be au	ito fetched.	Name * Will be auto	fetched. ISS	
		CID#	117050012	235	false		Namgay Chen	zom ssfully	Added Transac
	Trar	Gender *	Will be auto feta	ched. H	louse No. * Will be auto	fetched.	Gewog * Will be aut	o fetched.	iete
		Femal	ie		Tsa-5-11		Tangsibjee		
Sale	e/Purc	Contact	t Details						
Initiated	bd	Mobile N	0.	E	-mail				+ View Activ
0-		+975	12345678	В	namgay@gmail.com	1 💌			
O Trans O Appli ← Trar	nsaction No plication Da ansaction (	+975	12345678	3	namgay@gmail.com	1 🜌		Save X Cancel	
O Trans O Appli Tran	nsaction No blication Da ansaction f + Add Tra	+975	12345678	Add Transferor/Transferee	namgay@gmail.com : [for Firms/Corperate	sAgency]		✓ Save × Cancel	
O Trans O Appli Tran	nsaction Ne plication Da ansaction f Add Tra SI. Party	+975	12345678 Insferee	+ Add Transferor/Transferee CIDJDoBjGender	namgay@gmail.com : [for Firms/Corperate Gewog HouseNo.	sAgency]	Thram   Ownership	Save Cancel	Action
O Trans O Appli Trar \$1	nsaction N plication Da ansaction h + Add Trai SI. Party 1 Transf	+975 Faracs Insferor/Tra Nar eror Tsh	I2345678 Insferee	Add Transferor/Transferee CIDIDOBIGender 10503000494   1968-01-01   Male	namgay@gmail.com [for Firms/Corperate Gewog HouseNo. Haa Throm   CHA- 7-75	eAgency] Mobile   Email 12345678   sonam@gmail.com	Thram         Ownership       365   FAMILY LAND	Save X Cancel      Withness Name   CID   Mobile      Tshering Wangchuk   1170500164 12345678	Action

Enter the personal information (enter cid number and other details will be fetched automatically), enter contact details and click "Save" button.

## Add Transaction Details

After adding all the transaction party details in a particular transaction application, click "Next" button. The following page will appear where an applicant can add transaction details.

# Ho	me / I	RL Transac	tions /	LT Applications	/ Step 2						
		Transa	C Action Part	ty Details	D	2 etails of the Transaction	Att	achment Files			
S	ale/I	Purch	ase	00118004	16						View Activity L
0	Transa Applica	ction No: ation Date	0011800 : 24-11-2	46 2018			<ul> <li>Sub-Transactio</li> <li>Dzongkhag/Gev</li> </ul>	n Type: Sale/Purch wog: HAA / KATSH	nase IO		
	Trans	action D	etails action D	Details							
	SI.	Thram	Plot No.	Plot Name   Type	Plot   Kasho Area	Transaction Area   kasho	Transfer   Kasho Sub- Divide	Transferee Details	Transferee Thram	Valuation   Remarks	Action
	No F	Records									

To add transaction details, click "Add Transaction Details" button and following dialog box will appear.

		+ Add Transaction Details		Ç. X	Sonam Chophel
Q	W Home 7 RL mans-	Transferor Thram No.			
		Thram: 365, Owner: Tshering Dorji (1050300	0494) - Transferor		
		Plot Details			-4
	Trar	Plot ID.* Select Transferor Thram to fetch PlotID.	Land Type * Will be auto fetched.	Plot Name * Will be auto fetched.	Complete
		KAT-983	KAMZHING	Jachhuma	
	Sale/Purc	Plot Area * Will be auto fetched.	Kasho Area * Will be auto fetched.		
	Initiated	0.506	0.366		+ View Activity Logs
		Transaction Details			
	Transaction N	Transaction Area	Kasho Transaction Area	Transferee Details	
	• Application De	0.260	0.000	Department of Livestock(11) - Tran	
	- Transaction	Transferee Thram No.* Select Transferee to fetch.	Solid Plot/Sub-Divide	Sub-Divide Kasho Area	
		Create New Thram	Solid Plot   Sub-Divide Plot	YES • NO	
	TAUUTIA	You have not entered Thram No.			
	SI. Thran	Land Valuation [Nu.]			tion   Action
	No Records	1500000			
		Remarks			
		Please transfer 26 decimal to Dept. of Lives	stock from plot ID KAT-983		Next O
				10	
		*Note : If you are transfering the whole plot en Gewog/Dzongkhag/NLCS to better understand	ter the same area and please use this remarks sec I your transaction.	ction to help the officials at	
		Save Cancel			

Select the transaction party thram from where you want to add transaction details, select the plot ID or plot number (other plot details will be fetched automatically), enter transaction details (transaction area, kasho area, select the transaction party where the transaction details is to be added, select thram to create thram, check if the transaction is solid plot transfer or there will be sub-division of plot, select if there is kasho area and that kasho area needs to be divided and enter the land cost - applicable only to sale purchase), enter a remarks that will help the official understand better what you are trying to do and click "Save" button to save the transaction details.

Incase if the thram ownership type of the transferee is joint owner, then the transaction details can be added as shown below:

Fransferor Thram No.	Applementation apple - MAN	
Thram: 365, Owner: Tshering Dorji (10503)	000494) - Transferor	
Plot Details		
Plot ID.* Select Transferor Thram to fetch PlotID.	Land Type * Will be auto fetched.	Plot Name * Will be auto fetched.
KAT-983	KAMZHING	Jachhuma
lot Area * Will be auto fetched.	Kasho Area * Will be auto fetched.	
0.506	0.366	
Transaction Details		
Fransaction Area	Kasho Transaction Area	Transferee Details
0.306	0.306	Tshering Wangchuk(11705001649)
Fransferee Thram No.* Select Transferee to fetch.	Solid Plot/Sub-Divide	Sub-Divide Kasho Area
Create New Thram	Solid Plot   Sub-Divide Plot	YES NO
You have not entered Thram No.		
and Valuation [Nu.]		
2000000		
Joint Owners	Plot A	lrea
Tshering Wangchuk (11705001649)	0.153	3
Namgay Chenzom (11705001235)	0.153	3
	0.30	6
Total of Joint Owners Plot Area		
Total of Joint Owners Plot Area		

Select the transferor information from transferor thram number section, select the plot is to be transferred to the joint owners (other details will be auto fetched), enter the transaction area, enter the kasho area if the kasho area is to be transferred, select the owners details from the transferee details, select the transferee thram option (create new thram if the transferee has no thram in that gewog or select merge to existing thram if the transferee has thram in that gewog and the transferee wishes to add the plot to their thram), check the sub-division option (select solid plot if the plot is transferred without subdivision or select sub-divide plot if the plot is to be transferred.

after subdivision), check kasho area subdivision (yes if there is kasho area subdivision and no if there is no kasho area subdivision), enter the land value/cost (applicable only to sale purchase transaction). In the joint owner and plot area section, enter the area of each joint owners against their name. The total area entered in the transaction arer and the total area of joint owners has to be same. Enter the remarks and click "Save" button.

After the transaction details are added successful, the page will look like as shown below:

		Transa	action Pa	rty Details		Det	2 ails of the Transa	action		Success Successfully added details Compreter	l transacti
Sa	ale/P	Purch	ase	001180	046						
Init	itiated									+	/iew Activ
Transaction No: 001180046     Sub-Transaction Type: Sale/Purchase											
0 T 0 A	Transact Applicati	tion No: tion Date	0011800 a: 24-11-	046 2018				<ul><li>Sub-Trans</li><li>Dzongkha</li></ul>	action Type: S g/Gewog: HA/	Sale/Purchase A / KATSHO	
O A	Transact Applicati	tion No: tion Date	0011800 24-11-	046 2018				<ul> <li>Sub-Trans</li> <li>Dzongkha</li> </ul>	action Type: S g/Gewog: HA/	Sale/Purchase A / KATSHO	
T G A G	Transact Applicati Transa + Ac	tion No: tion Date action D dd Trans	0011800 a: 24-11- etails saction I	2018 Details				<ul> <li>Sub-Trans</li> <li>Dzongkha</li> </ul>	action Type: S	Sale/Purchase	
	Transact Applicati Transa + Ac	tion No: tion Date action D dd Trans Thram	0011800 e: 24-11- etails saction I Plot No.	Details Plot Name   Type	Plot   Kasho Area	Transaction Area   kasho	Transfer   Kasho Sub-Divide	<ul> <li>Sub-Trans</li> <li>Dzongkha</li> <li>Transferee Details</li> </ul>	action Type: S g/Gewog: HA/ Transferee Thram	Sale/Purchase A / KATSHO Valuation   Remarks	Actio
T O A O	Transact Applicati Transa + Ac SI.	tion No: tion Date action D dd Trans Thram 365	0011800 e: 24-11- etails saction I Plot No. KAT- 983	Details Plot Name   Type Jachhuma   KAMZHING	Plot   Kasho Area 0.506   0.366	Transaction Area   kasho 0.260   0.000	Transfer   Kasho Sub-Divide Sub-Divide   NO	Sub-Trans     Dzongkha  Transferee Details  Department of Livestock 11	action Type: S g/Gewog: HA/ Transferee Thram Create New Thram	A / KATSHO Valuation   Remarks Nu.1500000   Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983	Actio

If the applicant wishes to edit or delete the transaction details, it can be done from the "Action" column.

#### Attach/Upload supporting documents

After adding the transaction details, click the "Next" button at the bottom of transaction details page and the following page will be displayed.

	0	O	3	
Т	ransaction Party Details	Details of the Transaction	Attachment Files	Complete
Sale/Pur	rchase   001180046			
Initiated				+ View Activi
• Transaction	No: 001180046		Sub-Transaction Type: Sale/Purchase	
Application	Date: 24-11-2018		Dzongkhag/Gewog: HAA / KATSHO	
- Attachmen	nt Files			
N Attach F	Files		Following attachment files are rec <b>1</b> , Approval from Respective A	quired: gencies - Approval from respective
			agencies in case of Govt. instituti	on to Govt. institution transaction.
			3 . Mortgage Declaration Form	- Declaring that the land or flat that you ar
			transacting is not mortgaged with	any Financial Institutions.
			If you are not clear about what transaction application please clarification.	documents to attach according to your contact concerned Gewog/Dzongkhag for

To attach or upload supporting documents of the transaction application, click the "Attach Files" link and a dialog box will appear as shown below:



Select the attachment or document name (the transaction supporting documents required for each transaction type will be listed to the left bottom of the page), select the scanned copy of the supporting document and click "Upload" button.

The portal will accept file size of 2MB and if the file size is larger than 2MB, the applicants are recommended to compress the file size. Although the portal accepts different file types, the recommended format id PDF.

After the supporting documents are uploaded, the page will look like as shown below.

		NOTIFICATIONS
Q	# Home / RL Transactions / LT Applications / Step 3	
	Transaction Party Details Details of the Transaction	3 Attachment Files Complete
	Sale/Purchase   001180046	♣ View Activity Log
	Transaction No: 001180046     Application Date: 24-11-2018	<ul> <li>Sub-Transaction Type: Sale/Purchase</li> <li>Dzongkhag/Gewog: HAA / KATSHO</li> </ul>
	Attachment Files Files Attached • Sale Deed/Internal Agreement Sonam Chophel (Clitzen), 24-11-2018 - 18116tk6655n9.pdf 🛓   R Attach Files	<ul> <li>Following attachment files are required:         <ol> <li>Approval from Respective Agencies - Approval from respective agencies in case of Govt. Institution to Govt. Institution transaction.</li> <li>Other - Any other required documents.</li> <li>Mortgage Declaration Form - Declaring that the land or flat that you are transacting is not mortgaged with any Financial Institutions.</li> </ol> </li> <li>If you are not clear about what documents to attach according to your transaction application please contact concerned Gewog/Dzongkhag for the second context of the second context of the second context on the secon</li></ul>
		Next 📀

If the applicant wants delete or download the uploaded supporting documents, it can be done from the link icon displayed towards the end of attachment name. Click "Attach Files" to add all the supporting documents.

## Transaction application overview

After adding all the supporting documents to the transaction application, click the "Next" button and the following page will be displayed with all the details filled till now.

																Sonam Ch
1	# Home	. / 1	RL Transacti	ions	/ LT Applications	/ Step	4									
					0-				0-						<b>C</b>	
			1	Fransac	ction Party Details			Details o	of the Transa	action			Attachme	ant Files	Complete	
	Sa	le/l	Purcha	ase	0011800	46	nitiated								Print  View RLT-2	+ View Activi
	O Tra O Ap	ansa oplica Tra	ction No: 0 ation Date: Insferor, T	01180 24-11- ransfe	046 -2018 eree and Others	informa	ations				os op	ub-Transactio zongkhag/Ge	en Type: Sal wog: HAA /	e/Purchase KATSHO		
	SI. Party Name           1         Transferor         Tshering Dorji			CID DoB Gender		Gewog H	HouseNo.	Mobile   Ema	1		Thram   Ownership	Withness Name   CID   Mobile				
	Si.         Party         Name           1         Transferor         Tshering Dorji			10503000494   1968-0	1-01   Male	Haa Thron	om   CHA-7-75	12345678   so	inam@gmail.c	om	365   FAMILY LAND	Tshering Wangchuk   1170500164	9   12345678			
		2	Transfere	e Ts	shering Wangchul	k	11705001649   0000-0	.000-00-00   Male Tangsibjee   Tsa-5-		ee   Tsa-5-49	12345678   tshering@gmail.com		com	0   JOINT OWNERS	Tsheltrum Tharchen   1170500164	0   1234567
				Na	amgay Chenzom		11705001235   0000-0	235   0000-00-00   Female Tangsibje		ee   Tsa-5-11	12345678   namgay@gmail.com		com	0   JOINT OWNERS	Tsheltrum Tharchen   11705001640   12345	
		3	Transfere	e De	epartment of Live	stock	11				12345678   re	presentative@	gmail.com	0   GOVERNMENT INSTITUTIONS	Dorji Namgyal   11705001670   12	345678
	Transaction Details      Plot   Plot   Plot		Transaction	Transfer   K	asho T-	iranafaraa Datail	le.	Transferee	Voluation	Bometre						
	SI. Thram Piot Name I Asabo Area Kasho Area Kasho Sub-Divide Transfer Kasho Area Kasho A		Thram	valuation	RUHAIKS											
		1	365	KAT- 983	Jachhuma   KAMZHING	0.506	0.260   0.000	Sub-Divide	NO De	epartment of Liv	restock 11	New Thram	Nu.150000	0   Please transfer 26 decimal to Dept.	of Livestock from plot ID KAT-983	
		2	365	KAT- 983	Jachhuma   KAMZHING	0.506 0.366	0.306   0.306	Sub-Divide	NO NO Na	shering Vangchuk 117050 lamgay	001649:0.153 Create New Thram Thram Nu.2000000   Please transfer 30.6 dec owner). They are having 15.3 decimal		0   Please transfer 30.6 decimal to Mr ey are having 15.3 decimal each as a j	to Mr Tshering Wangchuk and Namgay Chenzom (joi 1 as a joint ownership		

## Submit Transaction Application

If all the details are as desired by the applicant, the transaction application can be submitted to Gewog official for verification and acceptance. If any section is to be corrected before submitting, it can be done by clicking the section title (Transaction Party Details, Details of the Transaction and Attachment Files). To submit the transaction application, click the "Submit" button at the end of the transaction overview (Complete) section. A dialog box will appear as shown below.

31	. Party	N	ame		CID[DoB]Gend					wnership	Withness Name   CID   Mobile
1	Transfe	ror Ts	shering Dorji		10503000494	Notify				LY LAND	Tshering Wangchuk   11705001649   1234567
2	Transfe	ree Ts	shering Wangch	uk	11705001649	Submitted for further	r process and approval			DWNERS	Tsheltrum Tharchen   11705001640   1234567
		N	amgay Chenzon	n	11705001235					OWNERS	Tsheltrum Tharchen   11705001640   1234567
3	Transfe	ree D	epartment of Liv	restock	11	Ø Submit				INMENT INSTITUTIONS	Dorji Namgyal   11705001670   12345678
ØΤ	ransactio	n Detail	s			*Note : Submit Transa notified in this system	action by applicant to Gewog. If acc in the notification corner.	epted by Ge	wog, you will be		
SI. Thram Plot Plot Name   Plot   Kasho No. Type Plot   Kasho Area   ka											
1	365	KAT- 983	Jachhuma   KAMZHING	0.506	0.260   0.000	Sub-Divide   NO	Department of Livestock[11	Create New Thram	Nu.1500000   Please	transfer 26 decimal to Dept.	of Livestock from plot ID KAT-983
2	365	KAT- 983	Jachhuma   KAMZHING	0.506   0.366	0.306   0.306	Sub-Divide   NO	Tshering Wangchuk 11705001649: <b>0.153</b> Namgay Chenzom 11705001235: <b>0.153</b>	Create New Thram	Nu.2000000   Please owner). They are hav	transfer 30.6 decimal to Mr <sup>*</sup> ring 15.3 decimal each as a j	Tshering Wangchuk and Namgay Chenzom (joir joint ownership
							Chenzom/11705001235:0.153	Thram		,	
0.	s Attacher	i									

Write a remarks and click "Submit" button to submit the transaction application. Once the transaction application is submitted, the applicant can not make any changes until the officials at the gewog return it for correction. The page will look like below once the transaction is submitted.

O Tran O App	isaction No lication Dat Fransferor,	001180 e: 24-11 Transfe	046 -2018 eree and Others	inform	ations			0 s 0 c	ub-Transactio Izongkhag/Ge	on Type: Sal wog: HAA /	e/Purchase KATSHO		001180046 Changed	
S	61. Party	N	ame		CID DoB Gender		Gewog HouseNo.	Mobile   Ema	u		Thram   Ownership	Withne	ss Name   CID   Mobile	
1	. Transfe	ror T	shering Dorji		10503000494   1968-0	1-01   Male	Haa Throm   CHA-7-75	12345678   s	onam@gmail.c	com	365   FAMILY LAND	Tsherin	g Wangchuk   11705001649   1	
2	Transfe	ree T	shering Wangchul	c	11705001649   0000-0	0-00   Male	Tangsibjee   Tsa-5-49	12345678   ts	hering@gmail	.com	0 JOINT OWNERS	Tsheltru	ım Tharchen   11705001640   1	
		N	amgay Chenzom		11705001235   0000-0	0-00   Female	Tangsibjee   Tsa-5-11	12345678   n	amgay@gmail	.com	0   JOINT OWNERS	Tsheltru	im Tharchen   11705001640   1	
3	Transfe	ree D	epartment of Live	stock	11			12345678   re	presentative@	gmail.com	0   GOVERNMENT INSTITUTIONS	Dorji Na	amgyal   11705001670   123456	
s	il. Thram	Plot No.	Plot Name   Type	Plot   Kasho Area	Transaction Area   kasho	Transfer   K Sub-Divide	asho Transferee De	ails	Transferee Thram	Valuation	uation   Remarks			
		KAT-	Jachhuma	0.506 0.366	0.260   0.000	Sub-Divide	NO Department of	ivestock 11	Create New Thram	Nu.1500000   Please transfer 26 decimal to Dept		. of Livestock from plot ID KAT-983		
1	365	983	N/W/211140											

#### Abort Transaction

The transaction application can be aborted if the applicant wishes. To abort the transaction application click the "Abort transaction" button and a dialog box will appear as shown below. Write the remarks and click "Abort transaction" button. Once the transaction application is aborted, no one can do anything but the record will remain for statistics.

							Action towards Transa	ction No : 001180046			×	
	<b>≜</b> Tr	ansferor,	Transfe	eree and Others	informati	ions						
	SI.	Party	N	ame	c	CID DoB Gend					wnership	Withness Name   CID   Mobile
	1	Transfe	or Ts	shering Dorji	1	0503000494	Notify				LY LAND	Tshering Wangchuk   11705001649   12345678
	2	Transfe	ree Ts	shering Wangchuk	. 1	1705001649					DWNERS	Tsheltrum Tharchen   11705001640   12345678
			Na	amgay Chenzom	1	1705001235					DWNERS	Tsheltrum Tharchen   11705001640   12345678
	3	Transfe	ree De	epartment of Live	stock 1	1	C Abort Transaction	1			INMENT INSTITUTIONS	Dorji Namgyal   11705001670   12345678
	@ Tr	ansactior Thram	Plot	S Plot Name   Type	Plot   Kasho	Transac: Area I ka	cannot do anything.	use the transaction Permanently, v	Jnice aborted	you or any one		
	1	365	KAT- 983	Jachhuma   KAMZHING	Area 0.506   0.366	0.260   0.000	Sub-Divide   NO	Department of Livestock[11	Create New Thram	Nu.1500000   Plea	se transfer 26 decimal to Dept	. of Livestock from plot ID KAT-983
	2	365	KAT- 983	Jachhuma   KAMZHING	0.506   0.366	0.306   0.306	Sub-Divide   NO	Tshering Wangchuk/11705001649:0.153 Namgay Chenzom/11705001235:0.153	Create New Thram	Nu.2000000   Plea owner). They are h	se transfer 30.6 decimal to Mr aving 15.3 decimal each as a	Tshering Wangchuk and Namgay Chenzom (joint joint ownership
	Note that the second se	tachment s Attached Sale Deed/ ttach Files	Files Internal	Agreement Sonam C	hophel (Ch	ttren), 24-11-2018 - <b>18</b>	1161k6655n9.pdf 差   1	1				

#### **Re-submitting the returned transaction**

Once the transaction application is submitted the applicant can view the details but cannot edit or do anything (there will be no action buttons and links). If there are any corrections to be made, the registrar (gewog official) during verification will return the transaction application to the applicant and the applicant can make the changes accordingly. If the transaction application is returned for any correction, it will look like as shown below.

1     Transferor     Shering Dorji       2     Transferee     Shering Wangchuk       3     Transferee     Department of Liver	10503000494   1968-01-01   Male           11705001649   0000-00-00   Male           11705001235   0000-00-00   Female           Deck         11	Haa Throm   CHA-7-75 Tangsibjee   Tsa-5-49 Tangsibjee   Tsa-5-11	12345678   sonam 12345678   tsherin 12345678   namga	m@gmail.com Ing@gmail.com	365   FAMILY LAND 0   JOINT OWNERS	Tshering Wangchuk   11705001649   1234567 Tsheltrum Tharchen   11705001640   1234567
2 Transferee Tshering Wangchub Namgay Chenzom 3 Transferee Department of Liver	11705001649   0000-00-00   Male           11705001235   0000-00-00   Female           pck	Tangsibjee   Tsa-5-49 Tangsibjee   Tsa-5-11	12345678   tsherin 12345678   namga	ing@gmail.com	0   JOINT OWNERS	Tsheltrum Tharchen   11705001640   1234567
Namgay Chenzom           3         Transferee         Department of Lives	11705001235   0000-00-00   Female book 11	Tangsibjee   Tsa-5-11	12345678   namga	av@gmail.com		
3 Transferee Department of Live:	ock 11			(ii) C 9	0   JOINT OWNERS	Tsheltrum Tharchen   11705001640   1234567
			12345678   repres	sentative@gmail.com	0   GOVERNMENT INSTITUTIONS	Dorji Namgyal   11705001670   12345678
1 365 KAT- Jachhuma	.506   0.260   0.000 Sub-Divide	e   NO Department of Liv	ivestock 11 Net	reate ew Nu.150000	)   Please transfer 26 decimal to Dept. (	of Livestock from plot ID KAT-983
983 KAMZHING	.366		The	hram		
2 365 KAT- Jachhuma   983 KAMZHING	.506   0.306   0.306 Sub-Divide	e   NO Namgay Chenzom 117050	5001649:0.153 Cre Net 001235:0.153 The	reate Nu.200000 ew owner). The	)   Please transfer 30.6 decimal to Mr T y are having 15.3 decimal each as a jo	shering Wangchuk and Namgay Chenzom (joir int ownership

After making the changes or corrections requested by the registrar, the applicant can submit back the transaction application by clicking the "Direct Forward" button as shown below.

St Party       Name       CD/D0B/GM         1       Transferrer       Ste Party       Name       CD/D0B/GM         1       Transferrer       Ste Party	St Party       Name       CICIPOE0[Genty         1       Transferree and Others informations       1         1       Transferree       Thering Wangchuk       1105001201         2       Transferree       Thering Wangchuk       1105001201         2       Transferree       Thering Wangchuk       1105001201         3       Transferree       Department of Livestock       11	O Ap	plica	ation Date:	24-11-	2018								
SL       Party       Name       CDD[DoD]Gen       International Procession and Processin and Procession and Procession and Processin p	Sit       Perty       Name       CD[DoB]Gen       Mathematical Particle Control Participation         Site       Prior       Plot	1	Tra	insferor, Tr	ansfe	eree and Others	informa	tions	* Transaction was reju Remarks : Please att	ected by Registrar on date : 2018- ach family NOC	11-24			
1       Transferor       Tabering Wangchuk 11705001649 123454         2       Transferor       Tabering Wangchuk 11705001649 123454         2       Transferor       Tabering Wangchuk 11705001649 123454         3       Transferor       Namgay Chenzom       11705001249 123454         3       Transferor       Department of Livestock       11705001249 123456         4       Department of Livestock       117       Attached the family NOC and resubmitting.       NMERS       Tabeting Wangchuk 11705001670 12345678         54.       Trans       Plot Name J       Plot Name J       Plot I       Transferor       Transferor       Transferor       Operational State       NMENT INSTITUTIONS       Dorgi Namgyal 11705001670 12345678         54.       Trans       Plot Name J       Plot I       Transferor       Transferor       Transferor       Transferor       Transferor       NMENT INSTITUTIONS       Dorgi Namgyal 11705001670 12345678         54.       Trans       Plot I       Plot I       Plot I       Transferor       Transferor       Transferor       NMENT INSTITUTIONS       Dorgi Namgyal 11705001670 12345678         54.       Transferor       Transferor       Transferor       Transferor       NMERS       Transferor         54.       Transferor       State Plot I<	1       Transferer       Tshering Oorji       1050300404       Pervalid To:       V1AND       Tshering Wangchuk [11705001649 [122]         2       Transferer       Tshering Wangchuk       11705001250       Pervalid To:       V1AND       Tshering Wangchuk [11705001649 [122]         3       Transferer       Department of Livestock       11       Pervalid To:		SI.	Party	Na	ame		CID DoB Gend		autrianity 1450.			wnership	Withness Name   CID   Mobile
2       Transferre       Thering Wangchuk       11705001640   123457         3       Transferre       Department of Livestock       11705001240   123457         3       Transferre       Department of Livestock       11705001240   123457         51       Trans       Plot       Plot Name j       Plot 1         7       Plot       Plot Name j       Nathona j       Transferre         8       Transferre       Operational j       Plot 1       Transferre       Plot 1       Transferre       Plot 1       Plot 1       Plot 2       Plot 3       Transferre       Plot 1       Transferre       Plot 2       Plot 3       Plot 3       Transferre       Plot 4       Transferre       Plot 4       Plot 1       Transferre       Plot 4       Transferre       Plot 3       Plot 4       Transferre       Plot 4       Transferre       Plot 4       Plot 3       Plot 4       Transferre       Plot 4       Transferre       Plot 4       Plot 4 <t< td=""><td>2       Transfere       Takering Wangchuk       11705001549       Registral       2000000       20000000       2000000000000000000000000000000000000</td><td></td><td>1</td><td>Transfero</td><td>Ts</td><td>shering Dorji</td><td></td><td>10503000494  </td><td>Forward To:</td><td></td><td></td><td></td><td>LY LAND</td><td>Tshering Wangchuk   11705001649   1234567</td></t<>	2       Transfere       Takering Wangchuk       11705001549       Registral       2000000       20000000       2000000000000000000000000000000000000		1	Transfero	Ts	shering Dorji		10503000494	Forward To:				LY LAND	Tshering Wangchuk   11705001649   1234567
Image: Namege Chenzom       11705001235         3       Transferree       Oppartment of Livestock       11         Main Plot       Plot Name J       Plot Name J       Plot Name J         1       365       KAT       Jachhuma J       0.506 J       0.260 J0         2       365       KAT       Jachhuma J       0.506 J       0.306 J0.306       Sub-Divide JN0       Tahering       Mu200000 JPlease transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (or	Image: Namegey Chenzom       11705001231         Image: Namegey Chenzom       11705001231 <td< td=""><td></td><td>2</td><td>Transfere</td><td>Ts</td><td>hering Wangchuk</td><td></td><td>11705001649  </td><td>Registrar</td><td></td><td></td><td></td><td>DWNERS</td><td>Tsheltrum Tharchen   11705001640   1234567</td></td<>		2	Transfere	Ts	hering Wangchuk		11705001649	Registrar				DWNERS	Tsheltrum Tharchen   11705001640   1234567
3       Transferee       Department of Livestock       11         4       Attached the family NOC and resubmitting.       NMENT INSTITUTIONS       Dorg Namgyal   11705001670   12345678         5L       Transaction       Details       Attached the family NOC and resubmitting.       NMENT INSTITUTIONS       Dorg Namgyal   11705001670   12345678         5L       Transaction       Plot       Plot Name   Rishow       Transaction to the selected dealing officer       NMENT INSTITUTIONS       Dorg Namgyal   11705001670   12345678         1       365       KAT-       Jachhuma   So56   0.366   0.366   0.366   0.366   0.366   Sub-Divide   NO       Tahering Namgya   11705001649.013   Nu.2000000   Please transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (or New Provide New	3       Transfere       Department of Livestock       11       Attached the family NOC and resubmitting.       NMENT INSTITUTIONS       Dorg Namgyal 11705001570   1234567         St.       Transection Details       Image: Standard and Stand				Na	amgay Chenzom		11705001235	Remarks				DWNERS	Tsheltrum Tharchen   11705001640   1234567
Image: Start of the start	St.       Transaction Details       Image: State of the selected dealing officer       Image: State of the selected dealing officer         St.       Trans       Plot Name   Plot Type       Raaho Area   Are		3	Transferee	De	epartment of Live	stock	11	Attached the family	NOC and resubmitting.			INMENT INSTITUTIONS	Dorji Namgyal   11705001670   12345678
2         265         983         KAT- 843         Jachtuma J KAMZHING         0.506 J 0.366 J         0.306 J	2 365 KAT- 983 SAD-huma   0.506   0.3		1	365	KAT- 983	Jachhuma   KAMZHING	0.506   0.366	0.260   0			_		unsfer 26 decimal to Dept.	of Livestock from plot ID KAT-983
	Chenzonij11705001235-0.153		2	365	KAT- 983	Jachhuma   KAMZHING	0.506   0.366	0.306   0.306	i Sub-Divide   NO	Tshering Wangchuk 11705001649: <b>0.153</b> Namgay	Create New Thram	Nu.2000000   Please owner). They are hav	transfer 30.6 decimal to Mr ing 15.3 decimal each as a j	Tshering Wangchuk and Namgay Chenzom (joir oint ownership

The applicant will be notified at every stage and will be notified. To view the reason why the transaction application is being returned, the applicant can view the activity log as shown below:

				*/	Activity Logs		_	-	_	×	( NOTIFI	Sonam Chophel
Q	Hon Hon	me / RL Transactions / L	T Applications / Applications							_		
				#	Date Time	Author	Role	Status	Remarks			_
	20	ar )18		1	2018-11-24 21:53:59	Sonam Chophei	Citizen	Initiated	Transaction Initiated			+ Apply New Transaction
				2	2018-11-24	Sonam	Citizen	Submit	d Submitted for furthe	r process		
	#	Transaction No.	Туре		22:11:50	Chopne		-	and approval		Author	Action
	1	001180046	Sale/Purchase	3	2018-11-24 22:12:52	Jai Raj I	Rai Registrar	Returne	d Please attach family	NOC.	Sonam Chophel	Preview
	2	005180001	State Land Exchange								Sonam Chophel	Preview
	3	001180042	Correction		2018-11-21	н	AA		KATSHO	Accepted	Sonam Chophel	Preview
	4	004180005	Correction		2018-11-21	н	AA		UESU	Returned	Sonam Chophel	Preview
	5	003180006	Exchange(Pvt to Pvt)		2018-11-21	н	AA		SAMA	Thram Approved	Sonam Chophel	Preview
	6	123180004	Yojed		2018-11-21	p	EMAGATSHEL		KHAR	Initiated	Sonam Chophel	Preview +
	7	025180007	Sale/Purchase		2018-11-21	Т	HIMPHU		CHANG	Surveyed	Sonam Chophel	Preview

## Editing Transaction type and location

To edit the transaction type and location of the transaction application, click the "View your Transaction List" from the dashboard. The list of transaction applications the applicant has initiated will be shown as follow.

=				* Edit Transaction for [Yojed]	NOTIFICATIONS Sonam Chophel
۵	# Hon Yea	ne / RL Transactions / L	T Applications / Applications	*Note : Select Transaction Category, Sub-Transaction Category, Dzongkhag and $\chi$ Gewog to proceed.	+ Apply New Transaction
	20	10		Transaction Category	
	#	Transaction No.	Туре	Yojed	Author Action
	1	001180046	Sale/Purchase	Sub-Transaction Category	Sonam Chophel   Preview
	2	005180001	State Land Exchange	Yojed	Sonam Chophel   Preview
	3	001180042	Correction	Dzongkhag	Sonam Chophel   Preview
	4	004180005	Correction	PEMAGATSHEL / 4% 599.344	Sonam Chophel   Preview
	5	003180006	Exchange(Pvt to Pvt)	Gewog	Sonam Chophel   Preview
	6	123180004	Yojed	KHAR / NOT	Sonam Chophel
	7	025180007	Sale/Purchase		Sonam Chophel   Preview
	8	003180005	Yojed		Sonam Chophel
	9	002180008	Yojed	Save & Proceed Transaction » Cancel	Sonam Chophel 🖉 👁 Preview 🛨
	10	002180007	Exchange(Pvt to Pvt)	2018-11-21 HAA SANGBAY Submitted	Sonam Chophel

The transaction application can be edited only if the transaction is not submitted. To edit the transaction type and location, click the edit icon from the "Action" column and edit accordingly and click "Save and Proceed Transaction" button.

**Note:** Any status changes at any stage will be notified to the applicant through email, SMS in registered mobile number and in the notifications center in applicants portal account.