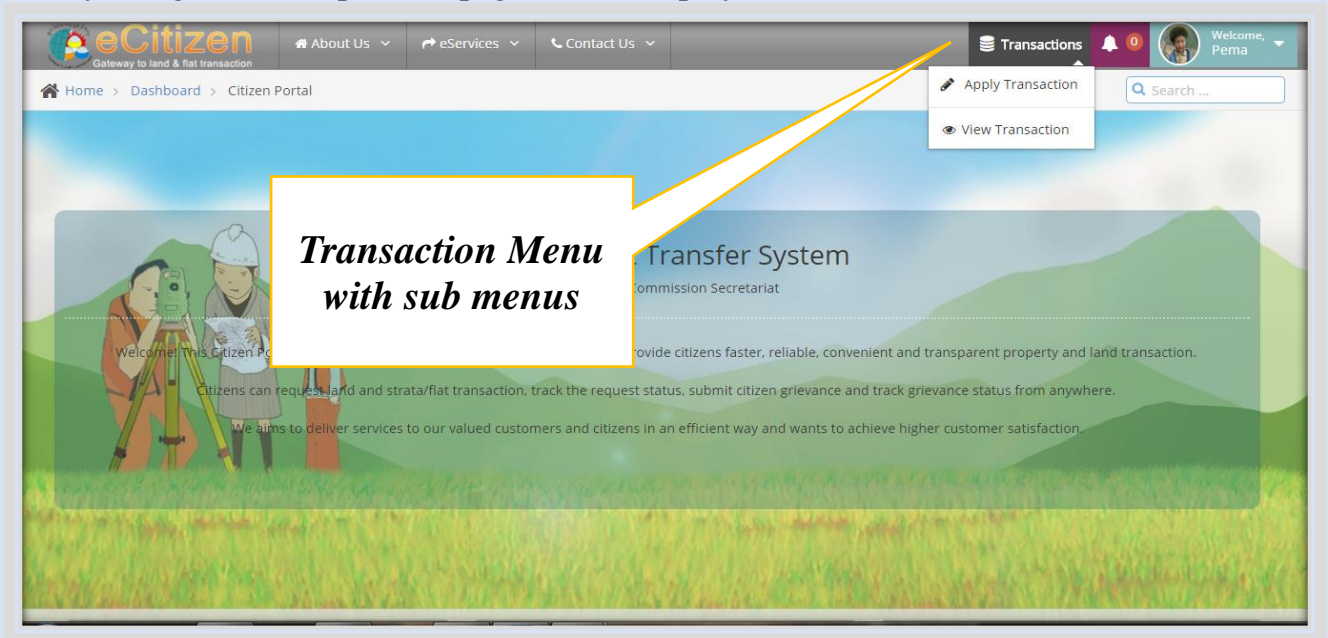


User Manual for requesting or applying transactions online through the portal

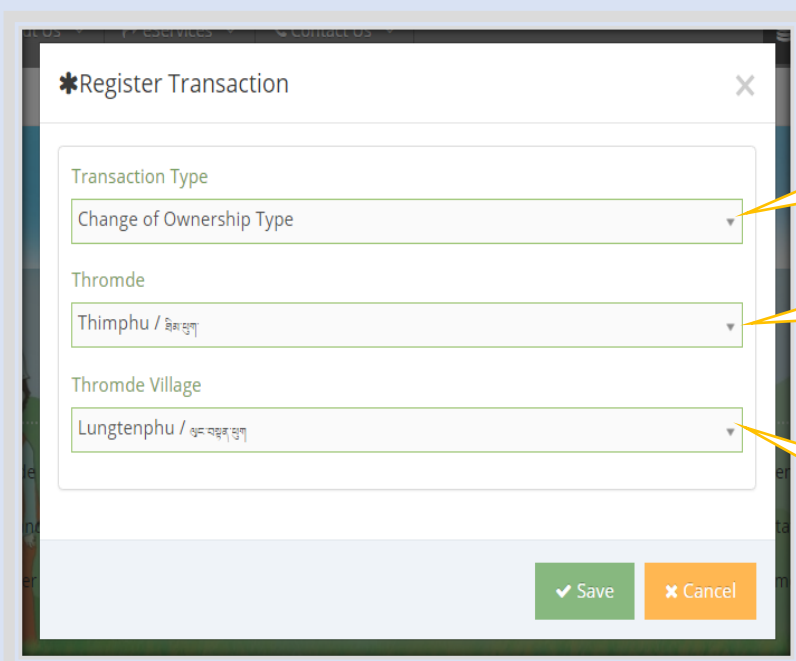
After you login into the portal, a page will be displayed as shown in below.



On this page to the right hand corner, you will see a menu called “Transactions”. The Transaction menu have two sub-menus:

- a) Apply Transaction
- b) View transaction

Apply Transaction: When you click on this sub menu the following page will be displayed for applying transaction. **Note:** if you cannot see the Transaction Type/Thromde/Thromde Village you can type and as soon as you enter the first letter it will appear:

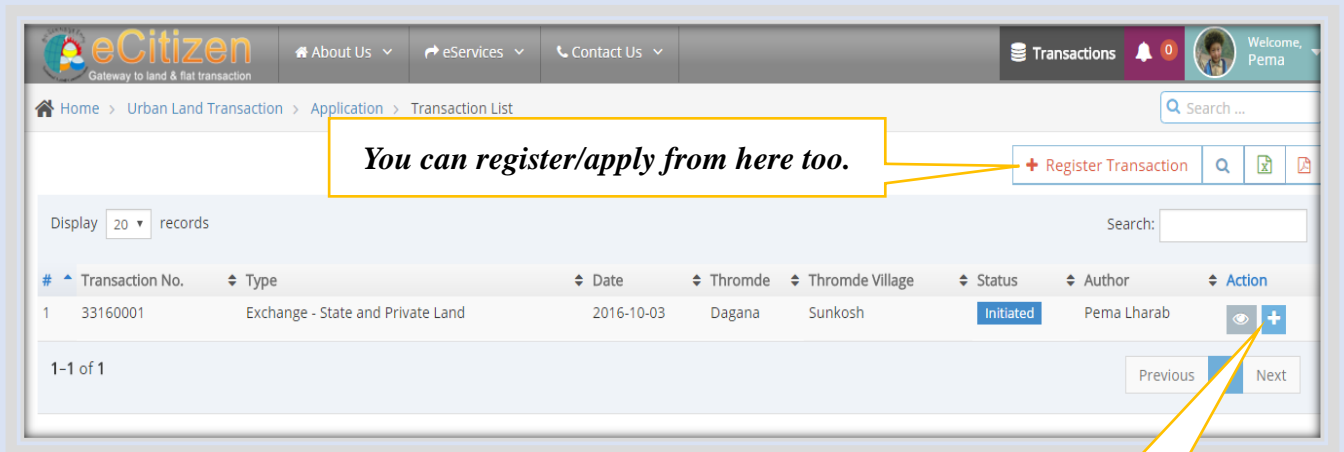


Select Transaction Type. For Eg: if it is sale purchase as soon as you type “sale” it will appear in the select option.

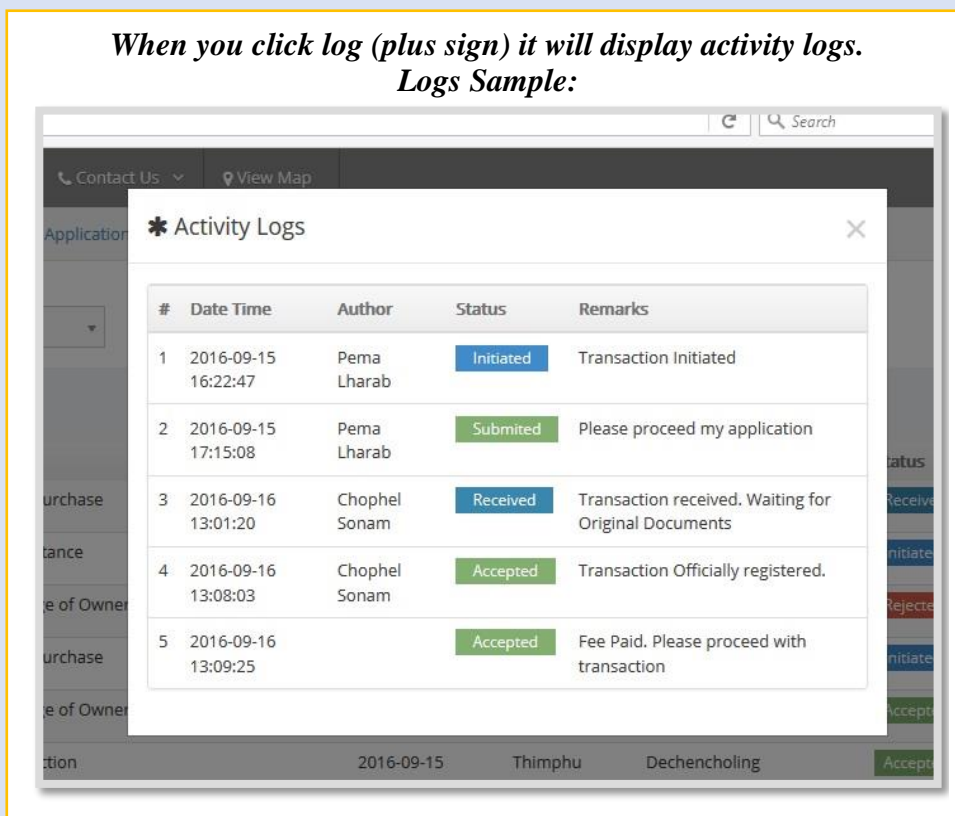
Select Thromde. For Eg: if it is Thimphu as soon as you type “th” it will appear in the select option.

Select Thromde Village or Urban Village. Eg: Babesa and click Save button.

View transaction: When you click this sub menu the portal will display all the transactions you have applied previously irrespective of the transaction status as shown below. If you have not completed some works on some transaction you can continue from here. It will show your transaction ID/Number, type of transaction, application date, Thromde, Thromde Village, status, author and two buttons (view with 'eye' sign and logs with 'plus' sign).



**When you click log (plus sign) it will display activity logs.
Logs Sample:**



If you click the view icon (eye sign) – It will display the following page with following information's:

1. Transaction Type
2. Transaction ID/No and status
3. Transaction applied date
4. Thromde Village
5. Personal information's: To add transferor, transferee or normal

6. Transaction Details: To add plots/flats to transfer or change information
7. Valuation and conveyance: To add cost of land /building/flat
8. Attachments: To upload supporting documents

Note: This is same as filling the LT Forms previously.

The screenshot shows a web form titled 'Change of Ownership Type | 14160003 Initiated'. It includes a 'Print Overview' link in the top right. The form is divided into several sections: 'Personal Information' (with an '+ Add' button), 'Transaction Details' (with an '+ Add' button), 'Valuation and Conveyance' (with a blue pencil icon), and 'Attachments' (with an 'Attach Files' button). A list of required attachment files is shown at the bottom: 1. Note Sheet, 2. - Others -, and 3. Agreement Deed.

When you click on +Add on Personal Information, you will get **Add Personal Details** form to add transaction party details and witness details.

The 'Add Personal Details' form contains the following fields and instructions:

- Citizen ID:** CID# 11111001516. *Enter transferor/transferee CID and name, DoB and gender will be fetched automatically.*
- Date Of Birth:** 1993-07-13.
- Name:** Kelzang Norbu.
- Gender:** Male.
- Mobile No.:** +975 17947953.
- E-mail:** lerabal2016@gmail.com.
- Transaction Party:** Transferor. *Select Transaction party: 1. Transferor, 2. Transferee, 3. Normal*
- Thram:** Enter Your Thram Number. *If transaction party is transferor or normal enter thram no and if it is transferee leave this empty.*
- Ownership:** Private Corporation. *Select ownership type. If transferor or normal as soon as you enter CID and thram no. it will be fetched auto. If transferee select type of ownership.*
- Witness CID:** CID# 11111000792. *Enter witness CID, name and DoB will be fetched automatically from census Database.*
- Witness Name:** Pema Lhaki.
- Witness DoB:** 1992-01-01.

Buttons: Save, Cancel

When you click on +Add option on Transaction details, you will get **Add Transaction Details** form as shown below:

Select nature of transaction: Land or Flat or building.

Use this remarks section to explain what you are doing or write things that may help the thromde official to understand what you are requesting.

Select transaction thram to show plots for transferring and subdivision. It will show the transferor thram and if transferee wants to merge the bought plot with his/her thram it will also show the transferee thram.

Note: As soon as you select the transaction thram it will show all the plots under the thram as shown in next image.

After you select the nature of transaction and transaction thram from above form, the portal will display below form to add your transaction area.

The screenshot shows the 'Add Transaction Details' form with the following fields filled:

- Nature of Transaction: Land
- Transaction Thram: Thram: 2773, Owner: 114100022...
- Remarks: System testing

The 'Transaction Details' table is as follows:

#	PlotID	Land Type	Thram Area	Transaction Area
<input checked="" type="checkbox"/>	SM1-411	Epal Zhing	10890	123

If you are selling or buying the plot by subdivision than check the plot and enter the area. (Area you are buying from transferor's plot). If you are buying whole plot check the plot and just save the form. As stated earlier use the remarks section to help the thromde officials understand what you are trying to do.

If you are buying or selling a building/flat as soon as you select nature of transaction and transaction thram the following form will be displayed.

#	PlotID	Thram Area	Flat Type	Flat No	Transaction Area
1	SM1-411	10890	Residential	121	121

If you are selling or buying the building flat you can select the flat check the plot on which the building/flat is? Select flat type and enter flat number. If you are buying the building/flat along plot you don't have to enter transaction area. If you are buying building/flat by subdivision then enter the transaction area. Again as stated earlier use the remarks section to help the thromde officials understand what you are trying to do.

When you click on **edit button** for Valuation and Conveyance, you will get **Add Valuation and Conveyance** form to add cost of Land or Building as shown below.

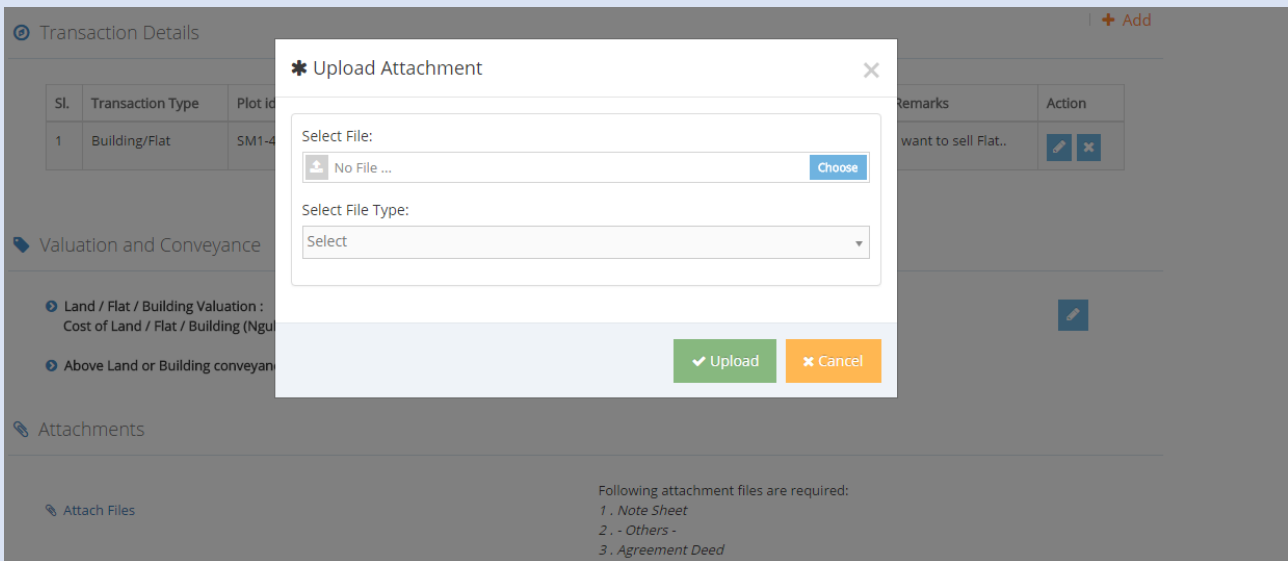
Cost of the Land	Cost of the Building/Flat
1042695.000	0.000

If you buying only land you can enter the cost of land and enter cost of building 0.

If you are buying building/flat you can enter cost of building/flat and enter cost of land 0.

If you don't have thram in the thromde where you are doing transaction you can select create new thram. If you have a thram and wish to merge the bought plot to your thram then select merge in transferee thram. If you are not selling or buying but fragmenting your big plot then you can select either create new thram of merge with existing thram.

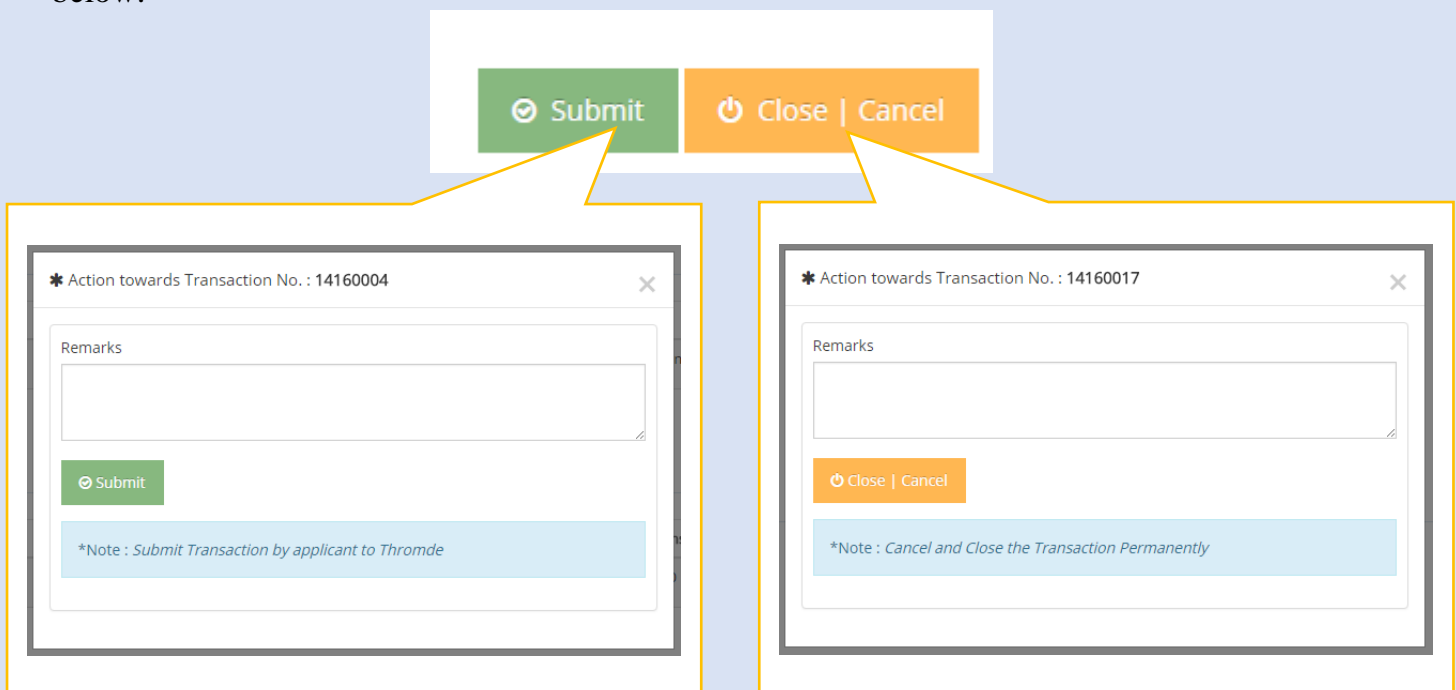
When you click on **attach files** button, you will get **Upload Attachment** form to upload your supporting documents.



Note: Attachments that may be required depending on different conditions

1. Sale deed/Internal Agreement/ Court verdict.
2. NOC from the family members in case of family ownership/co-owners in case of joint ownership.
3. Financial clearance if the plot is mortgaged.
4. Building occupancy certificate (in case of structure/flat transfer).
5. Death certificate /certificate from the Local Government in case of deceased.
6. Approval from respective agencies
7. Any other supporting documents

After you have added all the details and uploaded all the supporting documents you can submit the transaction application to the thromde by clicking the submit button as shown below:



Important Note:

At any stage you can edit the details you have added or delete if you think that the information is incorrect or added mistakenly.