



# **Guidelines for Certifying Land Conveyancers**

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Department of Land Administration and  
Management  
@2026

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## Foreward

Land conveyancing ensures that the transfer, registration, and modification of land rights are carried out legally and accurately. Land conveyancing ensures that the rights attached to that parcel are properly documented, verified, and updated in the land registry. Accurate parcel information enables Land Conveyancers to validate ownership details, prevent conflicting claims, and facilitate secure transactions. In this way, land conveyancing safeguards the legal transfer of rights and maintains public confidence in the land administration system.

Land Conveyancing preparing, involves verifying, and submitting the necessary legal documents to ensure that the land transfer is lawful, valid, and properly recorded in the official land registry. Such standards pertain to legally binding and sensitive, conveyancing requires competence, integrity, and compliance with land laws and regulations. A Certified Land Conveyancer needs to be competent in all aspects of land conveyancing to obtain a certificate to do land transaction activities.

The Land Rules and Regulations 2007 states that only certified or licensed surveyors can practice cadastral surveying. The provision states that all cadastral surveyors must be certified by the Cadastre Division. This requirement ensures that only qualified and competent professionals are authorized to carry out cadastral surveys, which are technical and legally sensitive in nature. Similarly, land conveyancing involves handling legally binding land transactions, preparing documentation, facilitating ownership changes, and ensuring compliance with land laws and procedures. Since these functions directly affect property rights and legal security, they require a comparable level of competence, integrity, and regulatory oversight.

Therefore, just as the Cadastre Division certifies cadastral surveyors to safeguard technical accuracy and legal reliability, the Department of Land Administration and Management (DoLAM) can establish a certification framework for Land Conveyancers.

This Guideline provides a framework for certifying land conveyancers in the country. National Land Commission shall serve as the core institution mandated with certifying land conveyancers and monitoring their professional performance. Based on the framework, a land conveyancer meeting basic academic and professional qualifications will need to undergo rigorous assessments in technical, legal and other areas of competencies before obtaining the certification.

## Guidelines for Certifying Land Conveyancer

The system of certifying the land conveyancer will help in upholding the standards in Land conveyancing and delivering quality land related services to citizens.

This Guideline was approved on 06/05/2026 during the PPC Meeting chaired by the Director General (DG).

A handwritten signature in black ink, enclosed within a large, hand-drawn oval. The signature is stylized and appears to be the name 'Geley Norbu'.

**Geley Norbu**  
**( Director General )**

## 1. Introduction

This guideline is developed by the Department of Land Administration and Management in accordance with Sections 128(d) and 12(g) of the Land Rules and Regulations of the Kingdom of Bhutan 2025, and serves as the legal basis for facilitating the registration and certification of Land Conveyancers.

The certification shall establish a minimum threshold for entry to ensure that certified Land Conveyancers are adequately qualified, knowledgeable, skilled, and experienced to handle legally binding land transactions and related documentation.

All certified Land Conveyancers shall be subject to attend at least one refresher course to renew their certification every two (2) years to assess continued competency, compliance with applicable laws and regulations, and to promote continuous professional development.

This guideline has been developed to guide both the National Land Secretariat and aspiring Land Conveyancers through the registration and certification process, and to define the competencies required to practice land conveyancing.

## 2. Objectives

- To establish a standardized framework for the registration, certification, and renewal of Land Conveyancers.
- To ensure only qualified, competent, and ethical individuals are authorized to provide land conveyancing services.
- To promote transparency, accountability, and efficiency in land transactions and service delivery.
- To strengthen compliance with relevant laws and enhance public trust in the land administration system.

### **3. Registration**

Any Bhutanese individual above 18 who genuinely wants to practice land conveyancing in Bhutan and wants to certify can register with the NLCS for the authentication and certification.

#### **3.1. Qualification**

The applicant shall meet the following two prerequisites while applying for Certification:

- Must have passed a minimum of Class 12; and
- Must be fluent in both Dzongkha and English.

#### **3.2. Registration Procedure**

This section outlines the requirements and procedures for registration

- The applicant must have no prior record of misconduct
- Should submit an application to the Head of the Department
- The department will review the application and decide on approval
- The NLCS may also initiate a mass recruitment project
- Selected applicants will be provided with training

#### **3.3. Certification and Certification Renewal**

- The certification shall be renewed every two years. For the certification renewal, the participants must undergo one refresher course given by the NLCS.
- Certification will automatically expire with the expiry date unless renewal application has been submitted, in which case the registration continues until the application is decided.
- The renewal application must be submitted at least one month prior to the certificate's expiry. If the certificate is not renewed within six months after its expiry, the applicant will be required to undergo the initial registration process in order to renew it.

## 4. Cards for Certified Land Conveyancer (CLC)

As part of the certification process, every Certified Land Conveyancer (CLC) shall be issued an official identification card by the National Land Commission Secretariat (NLCS). The CLC card serves as proof of certification and authorization, enabling the holder to perform land facilitation services in accordance with the approved legal and procedural frameworks.

The CLC card ensures transparency, accountability, and recognition of the CLC's role in facilitating land transactions, providing advisory services, and supporting efficient and legally compliant land governance.

### 4.1 Design of the CLC Card

#### 4.1.1 Frontside of the Card



#### 4.1.2 Backside of the Card



The front side of the card includes essential details such as the CLC's name, photo, registration number, address, email, contact number, validity period, and issuing authority. The back side of the card contains a QR code, which can be scanned to view the Terms of Reference (ToR) for the Certified Land Conveyancer (CLC).

#### 4.2 CLC Identification Card Fee

All Certified Land Conveyancers (CLCs) participating in training programs shall contribute a prescribed fee for the preparation and issuance of the official CLC Identification Card. The collected amount shall be utilized solely for expenses related to card printing, design, and associated administrative costs.

The fee amount may be determined and revised by the National Land Commission Secretariat as and when required.

## **5. Terms of Reference (ToR) for the Certified Land Conveyancer (CLC)**

In accordance with the Guidelines for Certification of Land Conveyancer, this Terms of Reference (ToR) outlines the roles, responsibilities, and code of conduct for Certified Land Conveyancers (CLCs). The ToR is intended to promote professionalism, ensure ethical practices, and facilitate efficient, accurate, and standardized land transaction services across the country.

### **5.1 Legal Framework**

The Certified Land Conveyancer shall operate in strict compliance with:

- The Land Act of Bhutan, 2007
- The Land Rules and Regulations 2025 and any amendments thereto
- Strata Rules and Regulations 2025
- Guidelines for Land Services 2026 and any other relevant rules
- This Terms of Reference
- Any circulars and notification issued by NLCS

### **5.2 Roles and Responsibilities**

#### **5.2.1 Professional Conduct and Representation**

- Act as an ambassador of the National Land Commission Secretariat (NLCS) in ensuring efficient and effective public service delivery.
- Maintain high ethical standards and professionalism at all times.
- Liaise effectively with NLCS and relevant stakeholders.

#### **5.2.2 Transaction Facilitation**

- Ensure that all required documents and conditions are fulfilled prior to submission of any land transaction.
- Follow up with Financial Institutions, NLCS, and Local Governments on behalf of the landowner.

- Keep all concerned parties informed of the status of land transactions.

### **5.2.3 Technical and Advisory Functions**

- Interpret and explain land information available in the system to clients.
- Draft agreements, NOCs, and other required documents in both Dzongkha and English.
- Disseminate all relevant laws and regulations pertaining to land transactions to the clients.

### **5.2.4 Service Delivery**

- Provide services without geographical restriction and without monopolizing the land transaction market.
- Treat each new transaction independently and charge reasonable fees.
- Ensure clients are provided with accurate and updated information

### **3.2.5 Coordination and Communication**

- Coordinate with Customer Care Service (CCS) and relevant officials of NLCS for clarifications and remain abreast of all prevailing requirements as mandated by NLCS.

## **5.3 Accountability and Compliance**

- Any complaint against a CLC shall be submitted in writing.
- CLC is not liable for incorrect information provided by the client.
- The CLC shall be responsible for his/her actions and liable for violations
- Shall refrain from fraudulent practices and any breach shall be dealt with under the Penal Code of Bhutan
- Subject to disciplinary action, including suspension or cancellation of certification and associated business licenses (if any).

## **5.4 Certification and Withdrawal**

- For the certification renewal, CLC has to attend at least one refresher course before its validity.
- Notify NLCS in case of withdrawal.

- Complete all ongoing transactions prior to withdrawal.
- NLCS shall annul certification upon withdrawal.

### **5.5 Termination**

- Certification shall be reviewed and cancelled in case of malpractice or upon conviction

### **5.6 Effective Date**

- These Terms of Reference shall take effect from the date of issuance as of 18th March, 2026 and remain in force until revised.

## **6. Disciplinary Committee**

The National Land Commission Secretariat shall constitute a Disciplinary Committee to address complaints involving fraud, forgery, and other land-related offenses.

## **7. Monitoring and Evaluation**

Monitoring and evaluation are essential to ensure the effective performance and accountability of Certified Land Conveyancers (CLCs). The National Land Commission Secretariat (NLCS) shall monthly monitor transactions initiated by CLCs to track the service delivery, and ensure compliance with established guidelines, legal frameworks, and professional standards.

Periodic evaluations will be conducted to assess the quantity, quality, efficiency, and integrity of services provided. Where necessary, appropriate actions, including capacity building or corrective measures, shall be taken to maintain high standards of service delivery.

## **8. Miscellaneous**

These guidelines may be revised as necessary.