



Guidelines for Certifying Land Conveyancers

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 2025 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, similar to the Cadastre Division's certification of cadastral surveyors to ensure technical accuracy and legal reliability, the Department of Land Administration and Management (DoLAM) may 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.

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 PPPC Meeting chaired by the Director General (DG).

A handwritten signature in black ink, enclosed within a large, loopy circular stroke. The signature itself is composed of several sharp, vertical and diagonal strokes, with some horizontal lines at the bottom.

Geley Norbu
(Director General)

1. Introduction

This guideline is developed by the Department of Land Administration and Management (DoLAM) 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 Commission Secretariat (NLCS) and aspiring Certified Land Conveyancers through the registration and certification process, and to define the competencies required to practice land conveyancing.

2. Short Title and Commencement

- a. These Guidelines shall be called the “Guideline for Certifying Land Conveyancers, 2026”;
- b. These Guidelines shall come into force from the 6th day of May, 2026.

3. Objectives

The objective of this Guideline is to:

- a. establish a standardized framework for the registration, certification, and renewal of Land Conveyancers;
- b. ensure only qualified, competent, and ethical individuals are authorized to provide land conveyancing services;
- c. promote transparency, accountability, and efficiency in land transactions and service delivery;

- d. strengthen compliance with relevant laws and enhance public trust in the land administration system.

4. Eligibility Criteria

An applicant for certification shall meet the following requirements:

- a. Any Bhutanese individual aged 18 years or above may register with the National Land Commission Secretariat (NLCS) to practise land conveyancing, subject to meeting the prescribed requirements for authentication and certification.
- b. have successfully completed a minimum of **Class XII** or an equivalent qualification including legal professionals recognized by the relevant authority; and
- c. demonstrate proficiency in both **Dzongkha** and **English**, with effective written and oral communication skills.
- d. The applicant shall have no prior record of misconduct or disciplinary action.

5. Registration Procedure

- a. Eligible applicants shall submit a formal application to the Director, Department of the Land Administration and Management (DoLAM) consideration.
- b. The concerned department shall review and assess the application against the prescribed eligibility criteria.
- c. The NLCS shall conduct a recruitment exercise to identify and select eligible applicants for certification.

6. Certification and Certification Renewal

- a. Selected applicants shall undergo the required training prior to certification.
- b. NLCs officials with more than 10 years of service, who are proficient in and actively use the e-Sakor system, may be considered for certifications as CLC on an exceptional basis.
- c. The Certificate shall be valid for 2 years from the date of issuance and the CLC must submit an application for renewal to the NLCS upon expiry.
- d. For the purpose of renewal, the Certified Land Conveyancer must undergo a compulsory refresher course conducted by the NLCS.
- e. The Certification shall expire on the expiry date unless a renewal application has been submitted, in which it shall remain valid.

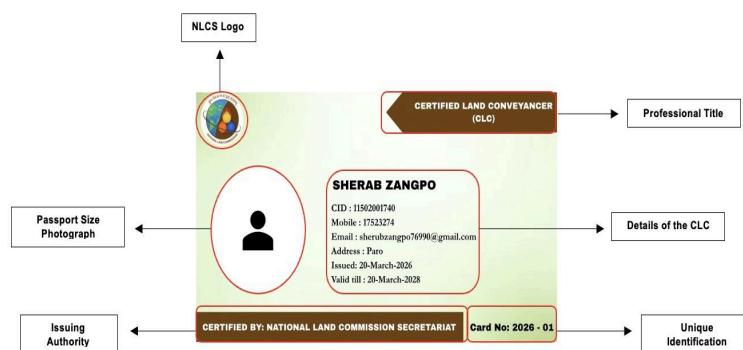
- f. The renewal application must be submitted at least one month prior to the certificate's expiry. If the certificate is not renewed within six months after its expiry, the applicant will be required to undergo the initial registration process in order to renew it.

7. Identification Cards for Certified Land Conveyancer (CLC)

- a. Every Certified Land Conveyancer (CLC) shall be issued an official identification card by the National Land Commission Secretariat (NLCS) as proof of certification and authorization to provide land facilitation services in accordance with the prescribed legal and procedural requirements.
- b. The CLC card shall serve to identify the CLC and support transparency and accountability in the provision of land facilitation and advisory services in accordance with the prescribed requirements.

7.1 Design of the CLC Card

Frontside of the Card



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).

7.2 CLC Identification Card Fee

All Certified Land Conveyancers (CLCs) shall pay the prescribed fee for the preparation and issuance of the CLC Identification Card. The fee shall be used solely for card printing, design, and related administrative cost.

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

8. Terms of Reference (ToR) for the Certified Land Conveyancer (CLC)

The CLC shall abide by the following Terms of Reference (ToR) outlined hereunder. The CLC shall conduct with the highest level of professionalism, ensure ethical practices, shall abide by the laws of the country and facilitate efficient, accurate, and standardized land transaction services across the country.

8.1 Roles and Responsibilities

8.1.1 Professional Conduct and Representation

Represent the National Land Commission Secretariat (NLCS) in promoting efficient and effective public service delivery.

- a. Maintain high ethical standards and professionalism at all times.
- b. Liaise effectively with NLCS and relevant stakeholders.

8.1.2 Land Transaction Facilitation Service

Ensure that all required documents and conditions are fulfilled prior to submitting any land transaction in accordance with the relevant laws and regulations.

- a. Follow up with Financial Institutions, NLCS, and Local Governments on behalf of the landowner.
- b. Keep all concerned parties informed of the status of land transactions.

8.1.3 Coordination and Communication

- a. Coordinate with Customer Care Service (CCS) and relevant officials of NLCS for clarifications and remain abreast of all prevailing requirements as mandated by NLCS.
- b. CLCs will be eligible to participate in relevant training programmes on land transactions conducted by the NLCS.

8.1.4 Accountability and Compliance

Any complaint against a CLC shall be submitted in writing to the Director, Department of the Land Administration and Management (DoLAM) and the receiving office shall carry out the preliminary verification of the complaint.

The CLC shall:

- a. not liable for incorrect information or documents provided by the client.

- b. be responsible for his/her actions and liable for violations of prescribed rules and regulations.
- c. refrain from fraudulent practices and any breach shall be dealt with in accordance with the prevalent laws.

8.2 Withdrawal

- 1. Upon withdrawal, the NLCs shall cancel the CLC's certification.
- 2. In the event, the CLC desires to withdraw from the CLC membership, he/she shall:
 - a. Serve a written notice to the NLCS with reasons for withdrawal;
 - b. Complete all ongoing transactions; and
 - c. Return the CLC identification card to the NLCs.

8.3 Termination

Certification shall be subject to review and cancellation for professional misconduct, fraud, or violation of these rules, or upon conviction.

9. Monitoring and Evaluation

- a. 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.
- b. 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.

10. Miscellaneous

These guidelines may be revised as and when necessary.