

**Notice of Guangzhou Municipal Planning and Natural Resources
Bureau on Strict Implementation of Relevant Work Requirements on
Time Limit Reduction and Materials Simplification for Immovable
Property Registration**

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All departments and offices of the bureau's head office, all subordinate units of the bureau and all district bureaus,

In accordance with the *Notice of the General Office of the State Council on Reduction of the Time Required for Immovable Property Registration* (G.B.F. [2019] No. 8) as well as the relevant provincial and municipal deployment requirements, four stages of work on time limit reduction and materials simplification for immovable property registration have been carried out in Guangzhou since 2018. We have introduced a series of reform measures including and “20 measures for benefiting the people” and the “1230” special campaign, and have achieved remarkable results. In order to further consolidate the reform achievements, continuously improve the immovable property registration service level and to make all-out efforts to promote the optimization of business environment for immovable property registration, we hereby give the notice as follows regarding the strict implementation of relevant work requirements:

I. Implement the processing of registration of immovable property transfer between enterprises in “one link”. All immovable property registration agencies shall set up enterprise service special windows to integrate the immovable property transaction, taxation and registration services, thus realizing the “on-site processing via one window by submitting one set of materials and interacting with one person”

for the whole process including the acceptance of registration of immovable property transfer between enterprises, taxes and fees verification and payment and certificate collection. According to relevant laws and regulations on immovable property registration, the immovable property registration agencies should examine the source of ownership of immovable property, the legality of the transaction, the subject qualification of both transaction parties, examine whether mortgage sequestration and other restriction (retention) circumstances exist, and should complete the examination and approval of immovable property registration, recording, certificate issuance and other statutory duties.

II. Handle the immovable property registration strictly on time. Since October 18, 2019, the following rules have been implemented in Guangzhou: handling of general registration services on land, house property, sea areas and forest rights in 4 working days; handling mortgage registration service in 2 working days; handling of 24 registration types including registration of enterprise-involved immovable property transfer in “60 minutes”; in specific, the “60-minute” handling and certificate collection concerning the registration of immovable property transfer between enterprises had been realized in May 2019. All immovable property registration agencies are required to handle cases in strict accordance with the relevant prescribed time limit and shall not exceed the time limit.

III. Implement the requirements on simplification of immovable property registration materials. The city has comprehensively sorted out and simplified the immovable property registration materials, cancelled the non-statutory application materials, and will continue the simplification in accordance with the “share one and waive one” principle. In view of the continuous simplification and optimization of enterprise-involved registration services, only two documents, namely the immovable property registration application form and the trading contract, are required to be submitted for the registration of transfer of stock house transaction between enterprises at present (note: the applicant may be exempted from submitting photocopy in the case of realized shared use of identity certificates, and the immovable property ownership certificate will be recovered and invalidated). All

immovable property registration agencies shall act in strict accordance with the latest directory list and shall be prohibited from collecting any unfounded application materials.

IV. Strengthen the active disclosure and publicity of policy documents. All relevant units shall strengthen the active disclosure, updating and publicity of the time limit required for immovable property registration, the list of required documents, charging basis, process guidelines as well as the relevant reform documents. The immovable property registration service halls shall be responsible for the publicity, and shall display relevant publicity materials in the halls for viewing and reading by the enterprises and general public. The policy documents should be published and publicized in the portal websites of the municipal and district governments, in the official website of the Planning and Natural Resources Bureau and in the WeChat official account of “Guangzhou Immovable Property Registration” in a timely manner so that the enterprises and the general public can consult, download and print them at any time.

It is hereby noticed.

Guangzhou Municipal Planning and Natural Resources Bureau

January 15, 2020