



“广州不动产登记”微信公众号  
“Guangzhou Real Estate Registration”  
WeChat Official Account

## 公开不动产交易数据 *Public availability of property transaction data*

广州市不动产交易数量统计数据每月公开、每年汇总，企业和群众可随时随地查询利用。查询途径包括：

Statistical data on property transactions in Guangzhou will be published each month and compiled annually. Enterprises and individuals may access and utilize these data at any place and time. Enquiry channels include:

1. “广州市规划和自然资源局”官网  
Official website of the Guangzhou Municipal Planning and Natural Resources Bureau
2. “广州不动产登记”微信公众号  
"Guangzhou Real Estate Registration" WeChat Official Account
3. 自助终端  
Self-service terminals

## 土地纠纷解决保障机制 *Land dispute resolution mechanisms*

广州市公司发生土地争议，一审法院一年内（少于一年）作出判决。同时，每季度更新公布土地争议案件审判信息，企业和群众可随时随地查询利用。查询途径包括：

A court of first instance shall make an adjudication over any land dispute between local companies in Guangzhou within (less than) one year. In addition, information on land dispute judicial proceedings will be updated each quarter. Enterprises and individuals may access and utilize such information at any place and time. Enquiry channels include:

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## 登记地籍全覆盖 *Full coverage of property registration and cadastral mapping*

通过总登记和依申请登记相结合，实现登记全覆盖

Full coverage of property registration has been achieved by integrating general registration and registration by application.

通过开展全国国土调查以及农村权籍调查，实现地籍全覆盖

Full coverage of cadastral mapping has been achieved through nationwide land surveys and property surveys in rural villages.

## 投诉渠道

*Lodging Complaints*

◆广州市房地产中介协会作为特定独立第三方机构，设立不动产登记投诉专线（020-66679004）、邮箱（gzrea\_fw@126.com）以及协会网站（www.gzrea.org.cn），独立处理广州市企业、个人办理不动产登记相关投诉。

As the designated independent third party, Guangzhou Association of Real Estate Agents receives the complaints of enterprises and individuals regarding real estate registration matters in Guangzhou through the dedicated real estate registration complaint hotline (020-66679004), e-mail (gzrea\_fw@126.com), and the website of the association (www.gzrea.org.cn).

◆广东省国土空间规划协会作为特定独立第三方机构，设立不动产测绘投诉专线（020-83762382）、邮箱（gdtspa@gdplan.com）以及规划协会官方网站（https://gdtspa.org.cn/），独立处理广州市不动产测绘和权籍调查相关投诉。

As the designated independent third party, Guangdong Territorial Spatial Planning Association receives complaints regarding real estate surveying and mapping and property rights enquiries in Guangzhou through the dedicated real estate surveying and mapping complaint hotline (020-83762382), e-mail (gdtspa@gdplan.com), and the official website of the planning association (https://gdtspa.org.cn/).

◆其他投诉渠道，如12345市民热线、各不动产登记机构对外咨询窗口及独立意见箱等。

Other complaint channels include the 12345 public service hotline, information desks at various real estate registration agencies, and independent complaint boxes.

优化营商环境  
广州不动产登记在行动  
Improving Business Environment  
Guangzhou Real Estate Registration  
In Action

# 广州市不动产登记 优化营商环境

A Visual Guide to  
Improving Property  
Registration for a Better  
Business Environment  
in Guangzhou



广州市规划和自然资源局  
GUANGZHOU MUNICIPAL PLANNING AND NATURAL RESOURCES BUREAU



广州市不动产登记中心  
Guangzhou Real Estate Registration Center

# 广州市不动产登记 优化营商环境

*Improving Real Estate Registration for a Better Business Environment in Guangzhou*

优化营商环境登记财产指标包括环节、时间、成本、土地管理质量，广州市做到：

The Doing Business Registering Property indicator includes procedures, time, cost, and quality of land administration. Guangzhou has achieved:

## 环节 Procedures

一个环节，实现“一个窗口、一套材料、一人互动、一个环节”  
Property registration can now be completed at one counter by one service officer with a single set of documents in one procedure

## 时间 Time

一个小时  
One hour

## 成本 Cost

按 3.1% 收费，其中买方契税 3%，买卖双方印花税 0.05% 3.1%，including a 3% deed tax payable by the buyer, and 0.05% stamp duty payable by both the buyer and the seller

## 土地管理质量 Quality of land administration

- (1) 建立一个数据库、一张地籍图、一套编码体系；  
Establishment of a unified database, cadastral map, and coding system;
- (2) 实现所有人查询登记信息及地籍图；  
Registered information and cadastral maps are now available to anyone;
- (3) 设立登记、地籍独立第三方投诉机制；  
Independent third-party complaint mechanisms have been put in place for registration and cadastral affairs;
- (4) 建立地籍图更新机制；  
Mechanisms for updating cadastral maps have been established;
- (5) 实现地籍、登记全覆盖；  
Full coverage of cadastral mapping and property registration has been achieved;
- (6) 公开不动产交易数据；  
Statistics on property transactions are now publicly available;
- (7) 建立健全土地纠纷解决保障机制。  
Comprehensive mechanisms for resolving land disputes have been established.

# 企业间存量非住宅 转移登记

*Registration of Transfer of Existing Non-Residential Property Between Enterprises*

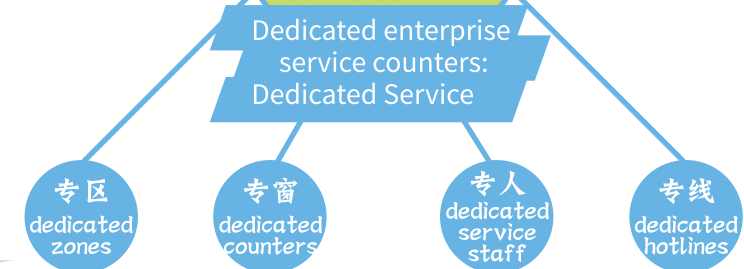
Registration of Transfer of Existing Non-Residential Property Between Enterprises

## 1. 流程：一个环节 Process: One procedure

(即申请不动产登记和核缴税费并当场领证)  
(Integration of applications for property registration and tax verification/payment services; on-the-spot certificate issuance)



## 2 线下设置 企业专窗： 专属服务



为企业设置服务专区，咨询热线和服务专窗，企业办理不动产登记，由专人对接、优先受理，提供事前、事中、事后全流程服务。

Dedicated service zones, enquiry hotlines and service counters are available for enterprises. Dedicated personnel will be assigned to assist enterprises before, during and after the entire registration process, giving priority to enterprise transactions.

## 免网签，可自行签订买卖合同

Exemption from online contracts. Purchase and sale agreements may be independently concluded

## 免单独核税，专窗提供集成税务服务

Exemption from separate tax verification. Integrated tax services will be provided at dedicated service counters

## 免预约取号，专窗设绿色通道

Obtain queue numbers without prior appointment. Green lanes will be provided at dedicated service counters

## 免跑动，无需律师尽职调查，可自助查询不动产登记信息

Self-retrieval of registered property information through remote transactions; no need to engage a lawyer for due diligence

## 3. 线上开通全程网办：一次不用跑 Full online processing: no trips needed

买卖企业双方自行达成交易意向后，可通过广州市不动产登记网上申请系统直接申请登记，在线核缴税费，一次性完成过户，实现不动产登记、缴税费全过程“一个环节、全程网办”。

After reaching an agreement, the buyer and the seller may submit a registration application through the Guangzhou Real Estate Registration Online Application System, verify and pay applicable taxes, and complete the property transfer in one sitting. This allows real estate registration and tax payments to be fully completed online in one procedure.

登簿后，不动产权证书以电子证照形式推送企业权利人，同时通过 EMS 邮政快递免费送达实体证书。

After the property has been registered, the Real Estate Title Certificate will be forwarded electronically to the corporate titleholder. The hardcopy certificate will be delivered free of charge via EMS courier.

# Information Enquiry 信息查询

## 1. 在哪里查 Where can information be retrieved?

任何人可通过以下任一方式，输入相关字段进行查询：  
Any party may perform an enquiry through the following channels by filling in relevant fields:

- ◆ “广州市规划和自然资源局”官网  
Official website of the Guangzhou Municipal Planning and Natural Resources Bureau
- ◆ “广州不动产登记”公众号  
"Guangzhou Real Estate Registration" WeChat Official Account
- ◆ 自助终端  
Self-Service Terminals
- ◆ 微信小程序  
WeChat Mini-Program
- ◆ 服务大厅  
Service Halls

## 2. 查什么 What information can be retrieved?

### 不动产登记信息 Registered Property Information

- ◆ 不动产的自然状况信息  
Physical parameters of the property
- ◆ 不动产的权利状况信息  
Details on the property title
- ◆ 非住宅类且权利人为法人和非法人组织的不动产权利人信息  
Information on titleholders of non-residential property (where titleholders are juridical persons or non-juridical-person organizations)
- ◆ 资料清单、收费明细、办理时限、办理流程等信息  
Information on document lists, fee schedules, processing time frame, and processing procedures

### 地籍图 Cadastral maps

- ◆ 宗地代码 Land plot code
- ◆ 不动产单元号 Property unit number
- ◆ 坐落 Location
- ◆ 面积 Area
- ◆ 权利类型 / 权属来源 Type/source of property rights