

crobeco 

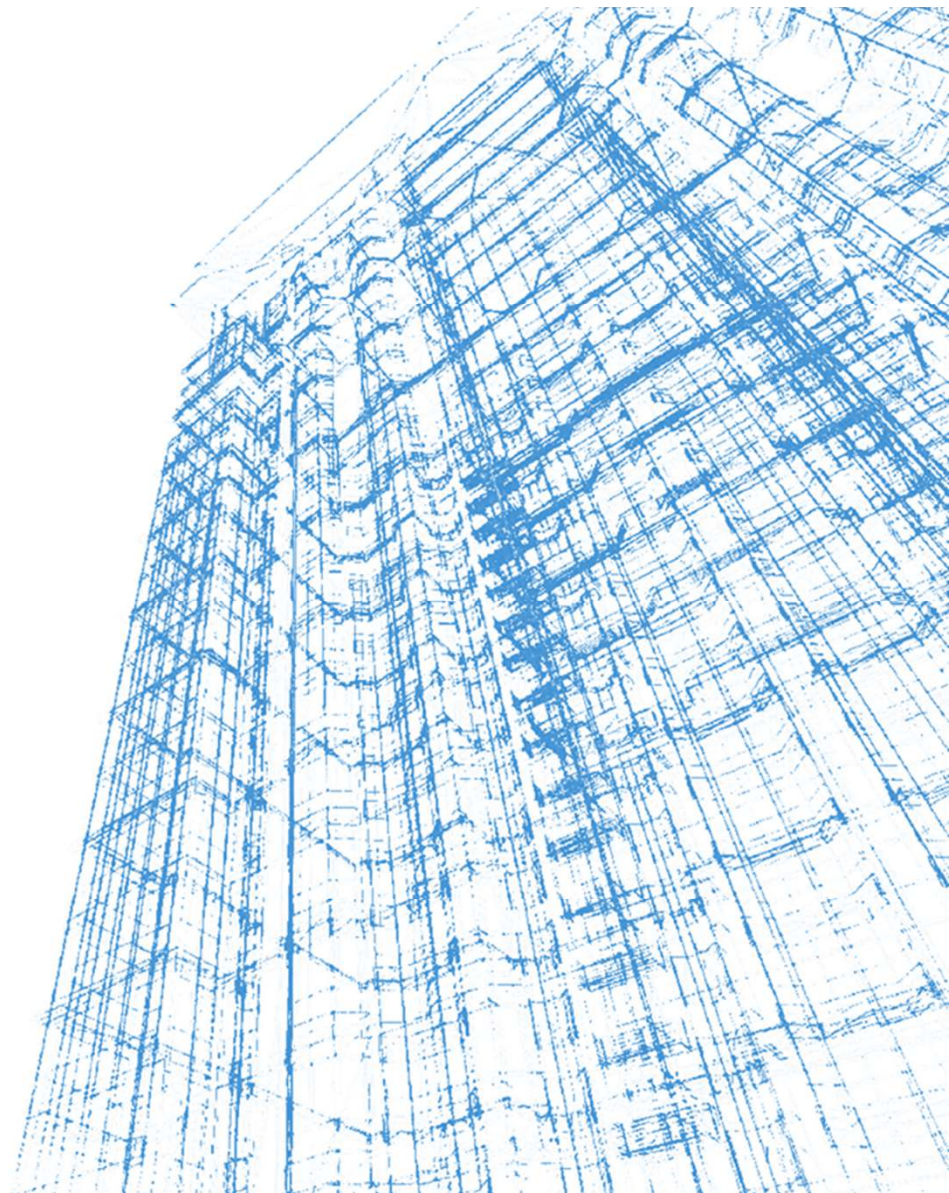
in PORTUGAL



GOVERNO DE
PORTUGAL

MINISTÉRIO DA JUSTIÇA

 instituto dos
registos
e do notariado



Agenda

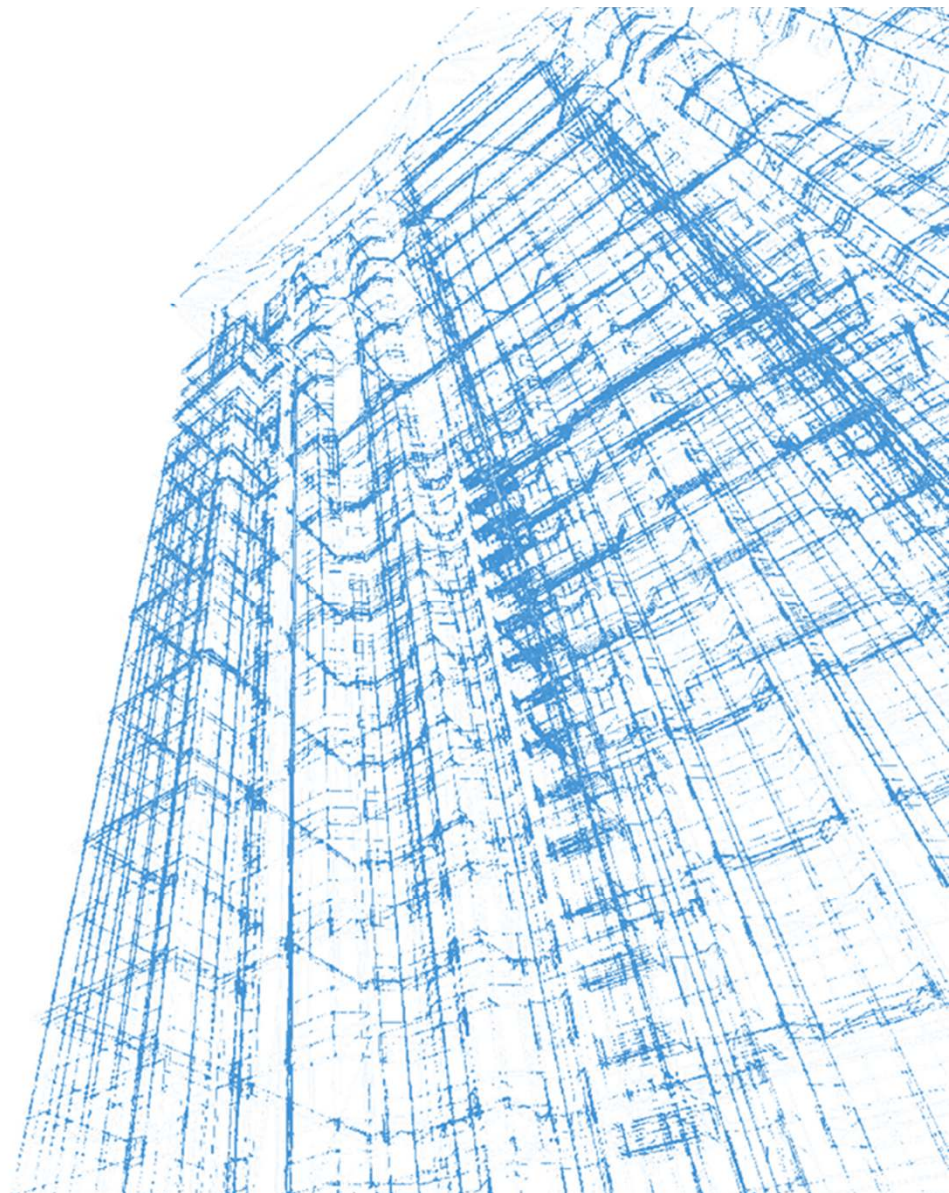
- General ideas about PT Land Registry
- Getting Portuguese land registry information - Online «Permanent certificate»
- Performing the deed - Portuguese specific requirements
- Paying Taxes - Immovable property tax and stamp duty
- Requesting the registry and obtaining the certificate - Step by Step
- CROBECO Helpdesk in Portugal



General ideas about Portuguese Land Registry



MINISTÉRIO DA JUSTIÇA



General ideas about Portuguese Land Registry

- The Portuguese Land Registry is a **public registry** that aims immovable **trade security** by giving **publicity** to the rights and charges over a certain land or building



General ideas about Portuguese Land Registry

The **Land Registrar** is a public official and a public servant which, with technical independence, **verifies the legality of the acts for which registration is requested by interested parties, in face of :**

1. Legal requirements;

2. The documents submitted; and,

3. The previous registries,



Verifying:

the identity of the immovable,

the legitimacy of the parties,

the compliance of documents with formal requirements and the validity of provisions contained therein.

General ideas about Portuguese Land Registry

Title system



Legal presumption of the existence of the right

General ideas about Portuguese Land Registry



The transfer of rights or creating of burdens on property **demand that property right is inscribed in the LR favor to whom wants to convey or encumber.**

General ideas about Portuguese Land Registry

Foreign documents can be accepted



without translation and legalization, in certain situations.



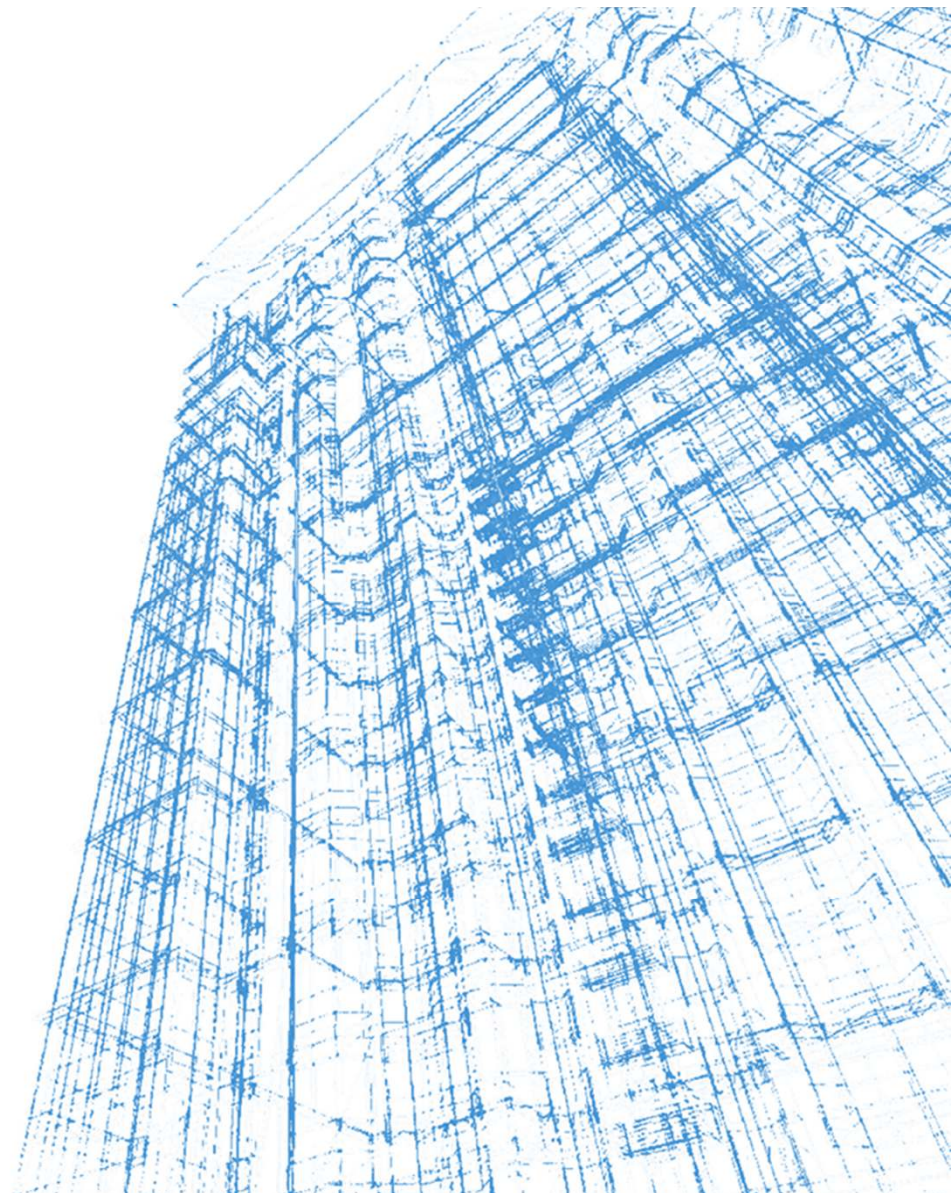
Getting Portuguese Land Registry Information

Online «Permanent certificate»



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Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»

- Portuguese Land Registry Information is **public** and there is no need to prove to have a legitimate interest to access it.
 - Paper certificates
 - Permanent Certificate (online)
 - Simplified land registry information
 - Paper copies

Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»



Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»

Required fields:

- Name
- e-Mail



Pedido de Certidão Permanente

1 - Elaborar pedido

Identificação do Requerente

Nome *	<input type="text"/>		
e-Mail *	<input type="text"/>		
NIF/NIPC	<input type="text"/>		
Morada	<input type="text"/>		
Código Postal	<input type="text"/>	<input type="text"/>	
Localidade	<input type="text"/>		
O Nome, NIF/NIPC e Morada do requerente serão os constantes do comprovativo do pagamento do serviço.			
Telemóvel	<input type="text" value="+351"/>	<input type="text"/>	
e-Mail adicional	<input type="text"/>		

* = Campo de preenchimento obrigatório

[Adicionar Renovação +](#)[Adicionar Subscrição +](#)

Lista de Subscrições e Renovações Adicionadas

Freguesia/Concelho	Imóvel	Tipo de Pedido	Validade	Remover
--------------------	--------	----------------	----------	---------

[Cancelar ✕](#)[Continuar »](#)

Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»

Required fields:

- Land registry property ID



The screenshot displays the 'registo predial online' website interface for requesting a 'Certidão Permanente' (Permanent Certificate). The page is titled 'Pedido de Certidão Permanente' and is part of a '2 - Adicionar Subscrição' (Add Subscription) process. The 'Identificação do Imóvel' (Property Identification) section includes a 'Localização' (Location) dropdown menu and three input fields for 'Distrito / Concelho / Freguesia' (District / Municipality / Parish), 'Distritos do País' (Districts of the Country), 'Concelhos do Distrito' (Municipalities of the District), and 'Freguesias do Concelho' (Parishes of the Municipality). Below this, there are three radio buttons for 'Descrição em Ficha ou Informatizado' (Description in Form or Informatized), 'Descrição em Livro' (Description in Book), and 'Informação Matricial' (Matrerial Information). The 'Prazo de Validade' (Validity Period) section shows a dropdown for 'Prazo de subscrição/Custo' (Subscription Period/Cost) with the selected value '1 Ano / 15 €'. A note states: 'O prazo de validade da certidão inicia-se no momento da sua disponibilização' (The validity period of the certificate begins at the moment of its availability). At the bottom, there are two footnotes: '*' = Campo de preenchimento obrigatório (Mandatory field) and '**' = Preencher apenas uma das formas de identificar o prédio (Fill in only one of the ways to identify the building). The page also features a 'Selecionar Fracções' (Select Fractions) button and an 'Adicionar Imóvel' (Add Building) button.

registo predial online

Pedido de Certidão Permanente

2 - Adicionar Subscrição

Identificação do Imóvel

Localização

Distrito / Concelho / Freguesia *

Distritos do País

Concelhos do Distrito

Freguesias do Concelho

☐ Descrição em Ficha ou Informatizado **

N.º de Ficha / Prédio *

Fracção Autónoma / Unid. Alojamento

Fracção Temporal

Selecionar Fracções »

Adicionar Imóvel +

☐ Descrição em Livro **

☐ Informação Matricial **

Prazo de Validade

Prazo de subscrição/Custo 1 Ano / 15 €

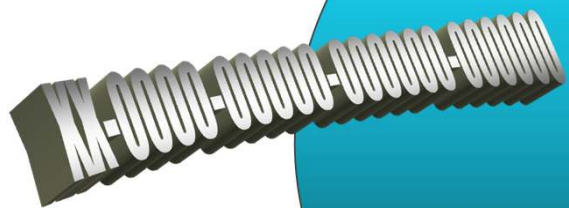
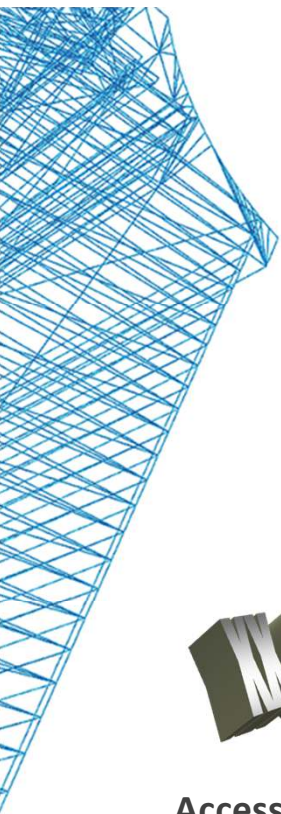
O prazo de validade da certidão inicia-se no momento da sua disponibilização

* = Campo de preenchimento obrigatório

** = Preencher apenas uma das formas de identificar o prédio

Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»



Access key



Document



Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»

Required fields:

- Access Key



The screenshot shows the 'registo predial online' website. At the top, there is a banner with the logo 'registo predial online' and a city skyline. Below the banner, the title 'Acesso à Certidão Permanente' is displayed. A form field labeled 'Código da Certidão a Pesquisar *' contains the text 'PP-0004-22401-130201-002252'. To the right of the field is a 'Validar Código' button with a green checkmark icon. Below the form field, there is a link that says 'Clique aqui caso pretenda saber a situação das certidões requeridas'. At the bottom, there is a note '* = Campo de preenchimento obrigatório'. In the bottom right corner, there are two buttons: 'Sair' and 'Continuar' with a right arrow icon.

registo predial
online

Acesso à Certidão Permanente

Código da Certidão a Pesquisar * PP-0004-22401-130201-002252 Validar Código ✓

Clique [aqui](#) caso pretenda saber a situação das certidões requeridas

* = Campo de preenchimento obrigatório

Sair Continuar »

Getting Portuguese Land Registry Information

ONLINE «PERMANENT CERTIFICATE»



registo predial
online

Relatórios Associados à Certidão:

Para consultar a Descrição Genérica [clique aqui.](#)

[Voltar à Página Inicial](#) <<

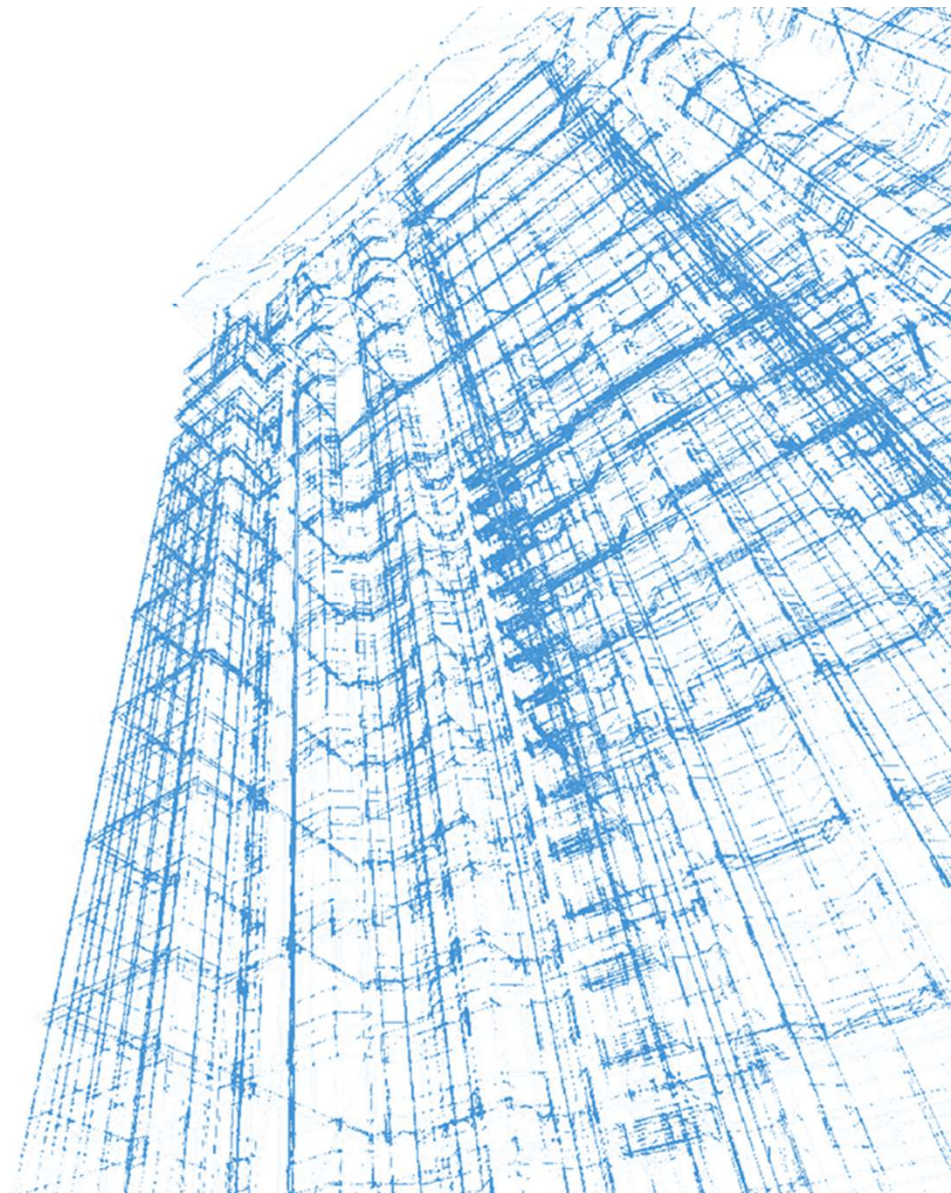


Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS



MINISTÉRIO DA JUSTIÇA





Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

Identification of parties

The patrimonial regime of the marriage must be stated, but it is not mandatory to attach it to the deed. Nevertheless, to attach the patrimonial regime agreement may be useful to fully understand its effects, as the patrimonial regime is ruled by the spouse's national law.

Example (natural person)

Mrs.,, born in (Netherlands, if possible with the municipality and parish when applicable)

She identifies herself with her identification card /or passport – no....., issued byon,, valid until.....

She has the portuguese tax administration number 000000000 and resides in(Netherlands),

She is married to Mr.,....., under the separate property system, as agreed under a nuptial agreement executed onbefore the Notary Public ..., and filed with the Civil Registry of



Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

Identification of parties

Example

Mrs.,, born in (Netherlands, if possible with the municipality and parish when applicable)

She identifies herself with her identification card /or passport – no....., issued byon ,....., valid until.....

or

She holds N.I.E. (Foreign Resident Id. No.), issued by..., valid until ...

She has the portuguese tax administration number 000000000 and resides in(Netherlands),

She is married to Mr.,....., under the separate property system, as agreed under a nuptial agreement executed onbefore the Notary Public ..., and filed with the Civil Registry of

Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

LR Id number

QLD-Conservatória do Registo
Predial de Baião

[Land registry
Property ID] Freguesia Anteda
2252/20090401

registo predial
online

Certidão Permanente

[Permanent Certificate
Access key]

Código de acesso: PF-0004-22401-130201-002352

DESCRIÇÕES - AVERBAMENTOS - ANOTAÇÕES

URBANO

SITUADO EM: Lugar do Rio


[Location]

In the Land Registries each plot has its own number, in each parish, which is unique within that local register.

Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

- Tax administration Number

 MINISTÉRIO DAS FINANÇAS DIRECÇÃO-GERAL DOS IMPOSTOS	CERTIDÃO DE TEOR PRÉDIO URBANO SERVIÇO DE FINANÇAS: 1112 - PORTIMAO
--	--

IDENTIFICAÇÃO DO PRÉDIO

DISTRITO: 08 - FARO CONCELHO: 11 - PORTIMÃO FREGUESIA: 01 - ALVOR

ARTIGO MATRICIAL: 5773 NIP:

TEVE ORIGEM NOS ARTIGOS

DISTRITO: 08 - FARO CONCELHO: 11 - PORTIMÃO FREGUESIA: 01 - ALVOR Tipo: URBANO

Artigo: 2670

LOCALIZAÇÃO DO PRÉDIO

Av./Rua/Praça: TAPADA DA PENINA Lote: 30 Lugar: ALVOR Código Postal: 8500-082 ALVOR

Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

Housing Buildings Permit

- Utilization permit

- must be **presented** to the notary
- which shall **mention it (number, date and issuing authority)** in the deed

- Or exemption situation



Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

Technical Document of the Building

- The notary must state in the deed the deliverance to the buyer of the document

	Projecto: Edifício Carleto Local: Rua de S. José, 12, Braga Promotor: Promoveste Fracção: 1º Esquerdo
Data: 15 de Novembro de 2004	

FICHA TÉCNICA DA HABITAÇÃO	
<input checked="" type="checkbox"/> provisória <input type="checkbox"/> definitiva	

1. Prédio urbano / fracção autónoma

Alameda	Rua de S. José, 12				
Código postal	4715 - 400 Braga				
Inscrição na matriz predial da requesta de	Matrículas	Art.º nº	P.º nº		
Registo na Conservatória do Registo Predial de	Braga	nº	00894		
Identificação fracção autónoma	1º Esquerdo	Uti.º de utilização nº	496	em.º em	2004/11/15
Alameda licença de construção nº	1804	em.º em	2004/11/15	Prazo previsto para conclusão das obras	22 meses

2. Promotor imobiliário

ou outro, nos termos do nº 3 do artigo 3º do D.L. 68/2004, de 25 de Março

Nome	Promoveste, Lda	NIF/NIPC	506405398
Alameda	Rua Manuel dos Santos, 24 - R/C	Código postal	4715 - 400 Braga

3. Autor do projecto de arquitectura

Nome	Arq.º Rui Pedro Tendinha	NIF/NIPC	134652798	nº	496	<input checked="" type="checkbox"/> OA <input type="checkbox"/>
Alameda	Rua dos Formos, nº 14, Arcos	4900 - 246	Utiana do Carleto			

4. Autores dos projectos de especialidades

EDUTRIBUÍDO	Nome	Eng.º Pedro Manuel dos Santos	nº	3241	<input checked="" type="checkbox"/> OE <input type="checkbox"/> ANET <input type="checkbox"/>
DISTRIBUIÇÃO E SPEKAGEM DE ÁGUA	Nome	Eng.º Pedro Manuel dos Santos	nº	3241	<input checked="" type="checkbox"/> OE <input type="checkbox"/> ANET <input type="checkbox"/>
DISTRIBUIÇÃO DE ENERGIA ELÉCTRICA	Nome	Eng.º Nelson Baltis Carvalho	nº	46123	<input type="checkbox"/> OE <input type="checkbox"/> ANET <input checked="" type="checkbox"/> DGE
DISTRIBUIÇÃO DE GÁS	Nome	Eng.º Pedro Manuel dos Santos	nº	3241	<input checked="" type="checkbox"/> OE <input type="checkbox"/> ANET <input type="checkbox"/>

Performing the deed

PORTUGUESE SPECIFIC REQUIREMENTS

The energy performance certificate for the building

- The notary must state in the deed the certificate number



The image shows a Portuguese Energy Performance Certificate (EPC) form. It includes a header with the logo of the Portuguese Republic and the text 'Certificado Energético de Edifícios'. The form contains several sections for data entry, including 'Dados do Edifício' (Building Data), 'Dados do Proprietário' (Owner Data), and 'Dados do Certificado' (Certificate Data). A prominent feature is the 'Escala de Classificação Energética' (Energy Classification Scale), which is a vertical bar with colors ranging from green (A) to red (F), indicating the energy efficiency of the building. The form also includes a table for 'Dados do Edifício' (Building Data) and a section for 'Dados do Certificado' (Certificate Data). The form is titled 'Certificado Energético de Edifícios' and is used to assess the energy performance of buildings in Portugal.

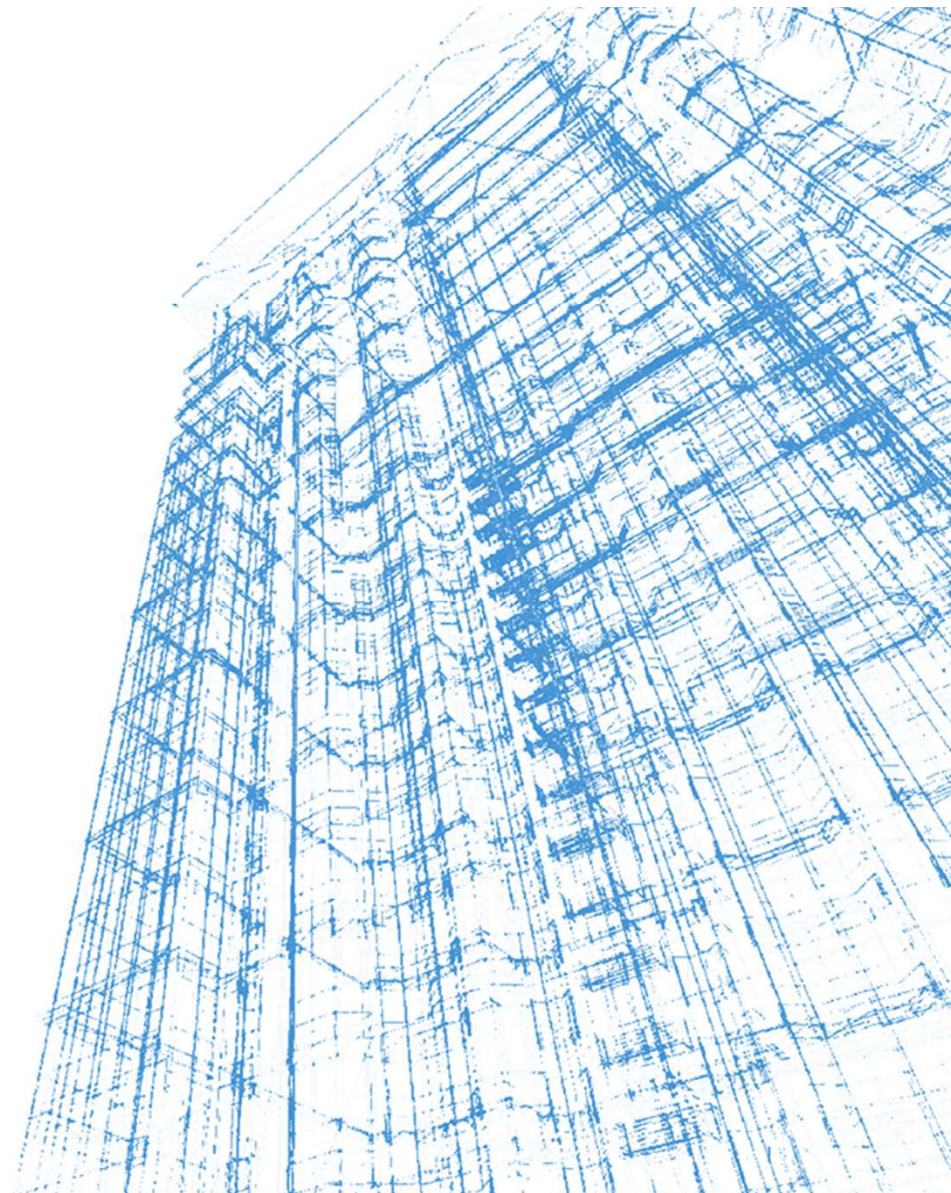


Paying Taxes

Immovable property tax and stamp duty



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Paying Taxes

Immovable property tax and stamp duty

Taxes

**Immovable
property
transmission tax;**

Stamp duty.

- The tax payment must be prior to the registry.
- This payment can be performed by a lawyer, a solicitor or a real estate agent.

Paying Taxes

Immovable property tax and stamp duty



According to article 62 n.º 2 of the Immovable transmission tax code, if the transmission operates by an act or contract abroad, the **tax payment must be made during the following month.**



The same rule applies to stamp duty.

Paying Taxes

Immovable property tax and stamp duty

- Obtain a Portuguese tax number (NIF).
- There is no need a tax representative



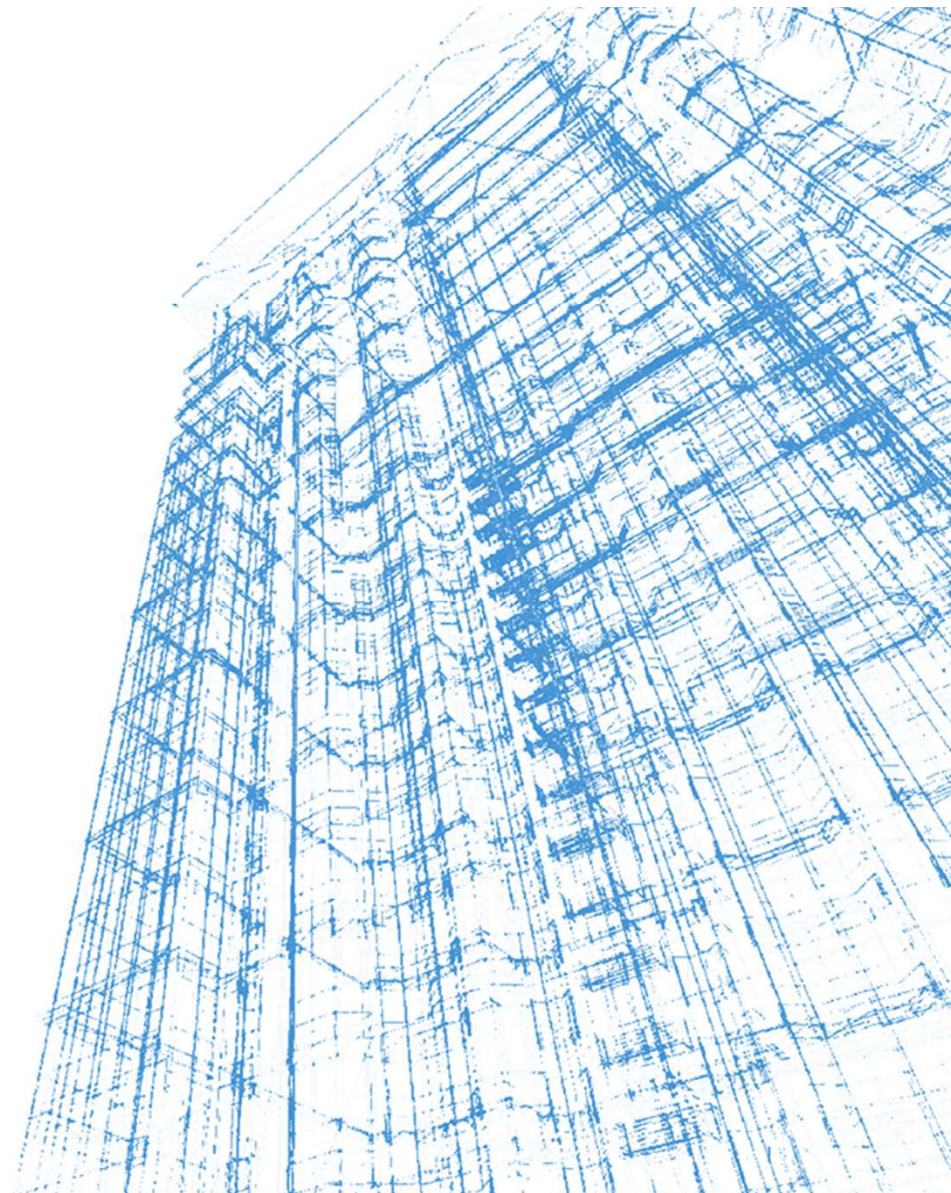


Requesting the registry

Step by Step



MINISTÉRIO DA JUSTIÇA





Requesting the registry

STEP BY STEP

- The Portuguese land registry request is available online.
- But in Portuguese only.



www.predialonline.mj.pt

- For the CROBECO project the request will be by e-mail with a digital certificate.



Requesting the registry

STEP BY STEP

- Portuguese land registry has no territorial jurisdiction.
- For the pilot we will have chosen just one land registry service



- **SIR – Integrated Registry Solutions** which is able to perform land registry acts throughout the Portuguese territory.

Requesting the registry

STEP BY STEP

Registry Request



SIR
SOLUÇÕES INTEGRADAS DE REGISTO

Proof of receipt
(with the presentation at
the Diary Book)



Requesting the registry

STEP BY STEP



Proof of registry
(LR certification)



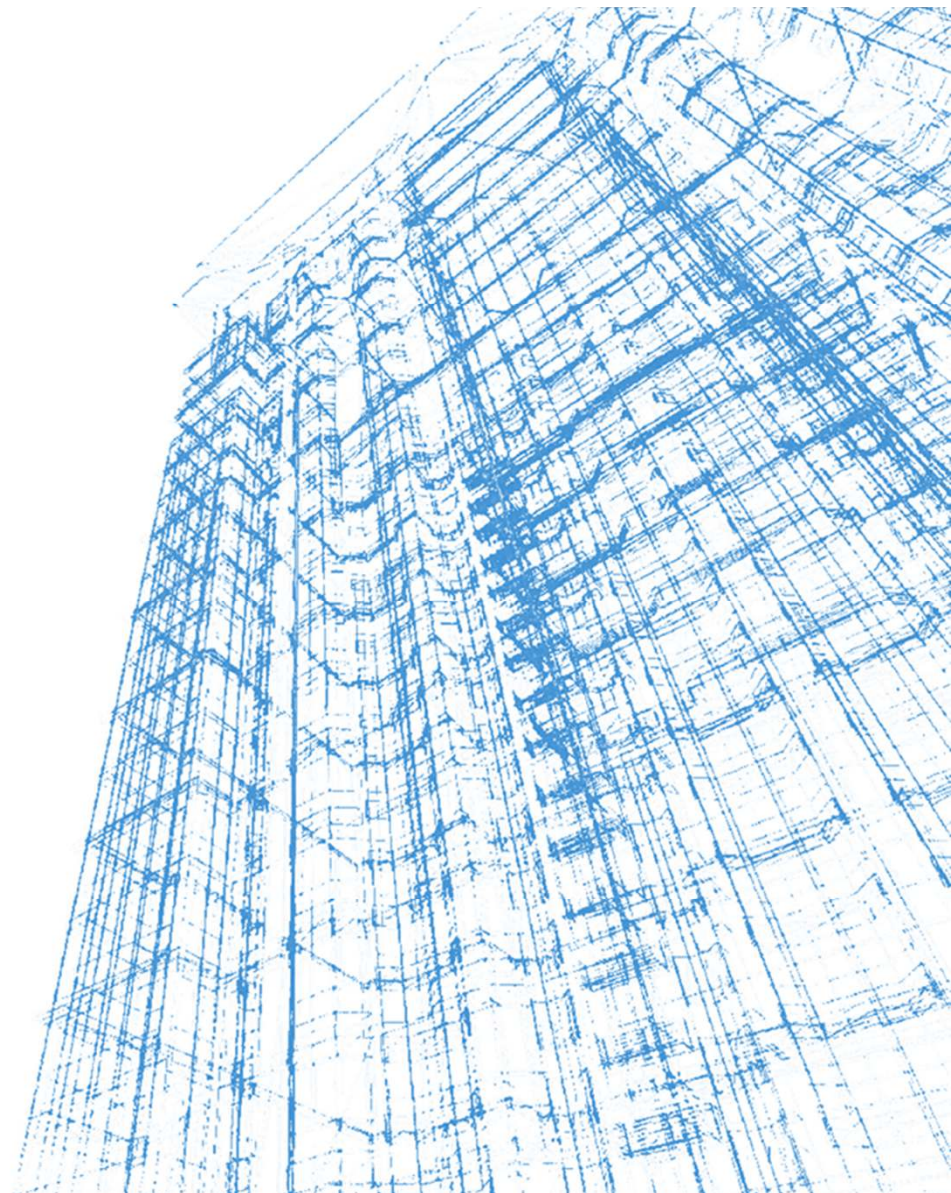


CROBECO Helpdesk in Portugal



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CROBECO Helpdesk in Portugal

- The Helpdesk designed for the Spanish reality will be adjusted
- Until the adaption of the NETPRO for PT requirements help can be requested by e-mail to crobeco.sir@dgrn.mj.pt

Thank you very much for you attention!

Filomena Gaspar Rosa
Portuguese Land Registrar
filomena.s.rosa@irn.mj.pt



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