

Royal Thai Embassy, New Delhi

Applicant's Name : _____ **Date :** _____

Applicant's Passport No : _____

No.	Checklist of documents required for Non Immigrant category B (Employment)	Yes	No
1	Passport or travel document with validity not less than 6 months with TWO BLANK PAGES		
2	Visa application form completely filled in and signed by applicant		
3	Two color photographs of the applicant as per the specification*		
4	Visa fees paid in demand draft of 5,000.- Rs for single entry / 12,000.- Rs for multiple entries		
Employment			
5	Copy of Work Permit issued by the Ministry of Labor (if previously worked in the Kingdom)		
6	Statement of personal income tax (Por Ngor Dor 91) (if previously worked in the Kingdom)		
7	Letter of recommendation from previous employer		
8	Work experiences / Educational background		
Transportation			
9	Confirmed inbound tickets		
Evidence from Company in Thailand			
10	Original WP. 3 or Thor Tor 3 from Department of Employment, Ministry of Labor or Visa approval letter from Board of Investment (BOI) (Document must be in Thai language.)		
11	Original invitation letter from company which is qualified to employ foreigners (must be typed in company's letter head and signed by authorized person with a copy of his/her ID card or passport)		
12	Employment contract SIGNED by both employer and employee indicating rationale for hiring the applicant with terms of contract, e.g. position, salary, and duration of contract		
13	Company Business License (document must be in Thai language.)		
14	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language.)		
15	Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) from past year		
16	Value-added tax registration (Por Por 20)		
17	Financial statement / Balance sheet from past year		
18	Company brochure		
Additional information			
19	Evidence of Accommodation. Such as confirmed hotel reservation/rental agreement in Thailand under applicant's name		
<p>* 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.</p> <p>** All documents must be in English, unless specified, and arranged in the order given above.</p> <p>*** If required, additional documents and/or an interview may be requested. In case, the visa is not granted, the difference or the fee will not be refunded.</p> <p>**** Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.</p> <p>***** An issuance of visa from the Embassy does not guarantee an entry into the Kingdom of Thailand. The Immigration Bureau will have sole discretion to allow entry into the Kingdom of Thailand subject to Thai laws and regulations.</p>			
Declaration :			
<input type="checkbox"/> I confirm that I have read the guidance and I am aware that the <u>normal visa process takes three working days</u> ; the submission of <u>additional documents takes another three working days</u> and; the <u>withdrawal request takes two working days</u> (plus additional two working days for the centers outside Delhi).			
<input type="checkbox"/> I am aware that the submission of visa application is advised to be made <u>at least seven working days</u> prior to the date of departure.			
Applicant's Signature : _____			
Submitted by Name : _____		Relation with applicant : _____	
Signature : _____			
<u>For Official Use Only</u>			
Submission Officer's Name : _____		Audit Officer's Name : _____	