

**ROYAL THAI CONSULATE-GENERAL, CHENNAI**

as of 04082022

**Applicant's Name :** \_\_\_\_\_ **Applicant's Passport No :** \_\_\_\_\_

| No.      | CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY B (EMPLOYMENT)  | Yes | No |
|----------|--|-----|----|
| <b>1</b> | <b>Travel Documents</b>  |     |    |
| 1.1      | Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES</b> . Two signed copies of front and last page of passport.   |     |    |
| 1.2      | One visa application form completely filled in and signed by applicant.  |     |    |
| 1.3      | Two color photographs of the applicant with the specification 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. |     |    |
| 1.4      | Non-refundable visa fees of INR 5,000/- for single entry.  |     |    |
| 1.5      | A photocopy of confirmed one-way ticket from the airline.  |     |    |
| <b>2</b> | <b>Employment</b>  |     |    |
| 2.1      | Copy of work permit issued by the Ministry of Labour (if previously worked in the Kingdom).  |     |    |
| 2.2      | Statement of personal income tax (Por Ngor Dor 91) (if previously worked in the Kingdom).  |     |    |
| 2.3      | Letter of recommendation from previous employer.   |     |    |
| 2.4      | Work experiences / Educational background.   |     |    |
| <b>3</b> | <b>Evidence from Company in Thailand</b>   |     |    |
| 3.1      | BOI Letter / Ministry of Labour letter – Thor Tor 3 (Permit letter more than 30 days from the day of issue will not be accepted).  |     |    |
| 3.2      | Original invitation letter from the company which is qualified to employ foreigners (must be typed in the company's letter head and signed by authorised person with a copy of his/her ID card or passport).   |     |    |
| 3.3      | Employment contract signed by both employer and employee indicating rationale for hiring the applicant with terms of contract including position, salary and duration of contract.   |     |    |
| 3.4      | Company Business License (document must be in Thai language).  |     |    |
| 3.5      | Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language).  |     |    |
| 3.6      | Thai company's business & income tax papers (Por Ngor Dor 20 and/or Por Ngor Dor 50/30 of latest tax payment year).  |     |    |
| 3.7      | Value-added tax registration (Por Por 20) & Thai company's balance sheet from the past year. (Document must be in Thai).   |     |    |
| 3.8      | Company brochure (if applicable)/Thai company's profile.   |     |    |
| 3.9      | If the Thai company is newly established and does not have Tax papers then require a letter from the Thai company stating the mentioned facts. The letter must be stamped and signed by executive level with attached copy of ID proof or passport.  |     |    |
| <b>4</b> | <b>Accommodation</b>   |     |    |
| 4.1      | Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name and/or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.   |     |    |
| 4.2      | If staying at the company's accommodation, must provide the company's letter mentioning the address and contact information of the mentioned accommodation.  |     |    |
| <b>5</b> | <b>For Teacher Employment in Thai Schools or Universities</b><br>Following documents are required if the applicant has joined a Government School or University  |     |    |
| 5.1      | Certificate of employment from Thai school/university along with employment contract stating the reason for hiring the application, job profile, and term of contract including position, salary and duration of contract.   |     |    |
| 5.2      | Certificate of employment issued by the Ministry of Education.   |     |    |
| 5.3      | Registration paper of school/university issued by the Ministry of Education.   |     |    |
| 5.4      | Employment history and CV of the applicant along with original criminal record check/proof by local police in India.   |     |    |

\* All documents must be in English, unless specified, and arranged in the order given above.

\* If required, additional documents and/or an interview may be requested. Visa application fees are non-refundable.

\* 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.

**Declaration :**

- I confirm that I have read the guidance and I am aware that the normal visa process takes 3 working days for submission at centers in Chennai and 4 working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another 2 working days.
- I am aware that the submission of visa application is advised to be made at least seven working days prior to the date of departure.

**Applicant's Signature :** \_\_\_\_\_

**Submitted by Name :** \_\_\_\_\_ **Signature :** \_\_\_\_\_ **Relation with applicant :** \_\_\_\_\_

**For Official Use Only**

**Submission Officer's Name :** \_\_\_\_\_

**Audit Officer's Name :** \_\_\_\_\_