

# 1. VISA EXTENSION – IN THE CASE OF BUSINESS NECESSITY, FOR EXAMPLE, THE APPLICANT MUST STAY TO CARRY OUT WORK FOR A COMPANY OR PARTNERSHIP

## Criteria for Consideration

The alien must have been granted a non-immigrant visa (NON-IM).

The alien must earn an income per the attached Table of Income (Annex A).

The business must have a paid-up registered capital of no less than Baht 2 million.

Said business must have submitted its financial statements as at the end of its fiscal year for the past 1 accounting year which have duly been audited and certified by a certified public accountant or a tax auditor, to prove that the business is sufficiently secure with actual and continuous operation, according to the guidelines for consideration of business status concerning the actual and continuous operation attached hereto (Annex B).

Said business must have a ratio of one alien employee per four permanent Thai employees.

The following businesses shall be exempted from the Criteria (3), (4) and the ratio of Thai employees specified under Criteria (6), shall be reduced to one alien employee per one permanent Thai employee:

(a) International trade business (representative office)

(b) Regional office

(c) Overseas company (branch office)

Documents to be submitted

Application form TM.7 (Attach 1 photo size 4\*6 cm., fee 1,900 baht) Copy of applicant's passport (copy of passport with; photo and information page, last arrival stamp page, Re-entry Permit stamp page, Departure card (TM.6) and last extend visa) and the applicant must certify his/her signature on every sheet. A copy of work permit. In case the applicant is accompanied by the family, their vital statistics e.g. marriage certificate, birth certificate of their child/children must be provided. If these documents were issued by a foreign government, they must be certified by such foreign embassy. Certificate of employment prepared in accordance with the form prescribed by the Immigration Bureau (Sor.Tor.Mor.1) The Acknowledgement of Penalties for a visa Overstay. Other supporting documents required by the competent authority (Sor.Tor.Mor.2) Proof of corporate formation e.g. certificate of incorporation of company or partnership certified by the Registrar within the previous 6 months. Certified list of shareholders (Bor.Aor.Jor.5) certified by the Registrar within the previous 6 months and it must be certified by The Department of Business Development. A copy of passport and a copy of the Director's work permit. Power of Attorney duty stamp neat and attach a copy of the identity card and delegate. Form submission SOP 3. Balance sheet and statement of income and income tax a company/partnership (P.N.D. 50) last year with receipts, they must be certified by The Revenue Department or by The Department of Business Development. Form for filing income tax withholding (P.N.D. 1) that has the name of Thailand employees and name of applicant-alien 3 months last receipt. To pass the authentication from The Revenue Department. Copy of latest personal income tax return of the applicant (P.N.D.91), together with receipt. It must be certified by The Revenue Department.

Business License Location map of Applicant's Workplace Photos of Applicant and Workplace

- Outside the building : must appears number and the establishment sign clearly.
- Inside the establishment : Applicants must appear together with the directors and Thai employees while working.

Remark : Documents other than certified by government agencies, must be signed and affixed with the company's seal on every sheet by the authorized director according to the registration letter specified.

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