

## Royal Thai Embassy, New Delhi

Applicant's Name : \_\_\_\_\_ Date : \_\_\_\_\_

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

No.	Checklist of documents required for Non Immigrant category B (Business Meeting / Training / Project / Secondment)	Yes	No
1	Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES</b>		
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 4,000/- Rs for single entry/ 10,000/- Rs for multiple entries (6 months or 1 year)/ 20,000 Rs for multiple entries (3 years)		
<b>Employment</b>			
5	Original letter from employer/ company indicating intention for travelling with name of Thai company or organization (counterpart)		
6	Proof of residence in India (if not Indian national)		
7	Proof of membership in an Indian trade organization/ association (for multiple entries)		
8	Proof of regular business dealing with the said Thai company (for multiple entries)		
<b>Transportation</b>			
9	Confirmed tickets in and out of Thailand for single entry and confirmed inbound ticket for multiple entries		
<b>Accommodation</b>			
10	Confirmed hotel/accommodation reservation in Thailand under applicant's name		
<b>Evidence from Company in Thailand</b>			
11	Original invitation letter from company in Thailand (must be typed in company's letter head and signed by the authorized person)		
12	Original WP. 3 or Thor Tor 3 from Department of Employment, Ministry of Labor or Visa approval letter from Board of Investment (BOI); <b><u>if the duration of stay exceeds 15 days</u></b> (Document must be in Thai language.)		
13	Project's / Assignment's contract indicating rationale and the terms of contract, e.g. position and duration of contract; <b><u>if the duration of stay exceeds 15 days</u></b>		
14	Company Business License (document must be in Thai language.)		
15	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language.)		
16	Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) from past year (Document must be in Thai language.)		
17	Balance sheet from past year (Document must be in Thai language)		
<b>Additional information</b>			
18	Company Brochure		
<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, <b>the difference or the fee will not be refunded.</b></p> <p>**** <b>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.</b></p>			
<b>Declaration :</b>			
<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.			
<b>Applicant's Signature :</b> _____			
<b>Submitted by Name :</b> _____		<b>Relation with applicant :</b> _____	
<b>Signature :</b> _____			
<b><u>For Official Use Only</u></b>			
<b>Submission Officer's Name :</b> _____		<b>Audit Officer's Name :</b> _____	