

ROYAL THAI CONSULATE-GENERAL, CHENNAI

Applicant's Name : _____

Applicant's Passport No : _____

| No. | CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY B MULTIPLE (BUSINESS MEETING / TRAINING / PROJECT / SECONDMENT) | Yes | No |
|--|--|-------------------------------------|----|
| 1 | Travel Documents and Pictures | | |
| 1.1 | Passport or travel document with validity not less than 18 months with TWO BLANK PAGES . 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 12,000/- for 1 year multiple entry and Rs. 24,000/- for 3 years multiple entry. | | |
| 1.5 | Proof of residence in India (if not Indian national). | | |
| 1.6 | A photocopy of confirmed return ticket from the airline. | | |
| 2 | Business Documents | | |
| 2.1 | Original invitation letter from the Thai company specifying the name of the applicant, the purpose of travel, complete travel plan for 1-3 years, and the period of the meeting / conference. The letter must have the company's letter head indicating applicant's name, passport details with valid date and signed by authorised person with a copy of his/her ID card or passport. | | |
| 2.2 | Original letter from the Indian company with company's profile, confirming the applicant's current designation in the company, purpose of travel and period of travel. The letter must be on the company's letter head indicating applicant's name, passport details with valid date. company indicating intention for travelling with name of Thai company or organisation (counterpart). | | |
| 2.3 | Thai company profile. | | |
| 2.4 | Certificate of business registration with list of shareholders; issued no more than 6 months (document must be in Thai language). | | |
| 2.5 | Thai company's business & income tax papers (Por Ngor Dor 20 and/or Por Ngor Dor 50/30 of latest tax payment year). | | |
| 2.6 | Thai company's balance sheet from the past year (document must be in Thai). | | |
| 2.7 | 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. | | |
| 2.8 | If the applicant is self-employed, he or she must provide documentation of his or her business undertaking and income in India including business license/registration and detail of business operation, VAT/services tax registration certificate, and evidence of income tax payment in India where applicable. | | |
| 2.9 | Corporate documents of associated partners /companies in Thailand and in India (if applicable). | | |
| 3 | Accommodation | | |
| 3.1 | Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name. | | |
| 3.2 | If staying at company's accommodation, must provide the company's letter mentioning the address and contact information of the mentioned accommodation. | | |
| * 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 : | | | |
| <input type="checkbox"/> 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. | | | |
| <input type="checkbox"/> 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 : _____ | | | |
| <u>For Official Use Only</u> | | | |
| Submission Officer's Name : _____ | | Audit Officer's Name : _____ | |