

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

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY M (MEDIA)	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 return ticket from the airline.		
<b>2</b>	<b>Accommodation</b>		
2.1	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.		
2.2	If staying at organisation/agency accommodation, must provide the letter issued by such organisation/agency mentioning the address and contact information of the mentioned accommodation.		
<b>3</b>	<b>Evidence of Adequate Finances</b>		
3.1	Bank statement of six months (must be original and attested by the bank) with equivalent minimum current balance to USD 700 per person.		
3.2	Cover letter from both company and travel agency (typed with letter head) stating all names with passport numbers and its place of issue along with plan of travel and place(s) to stay for the group, as well as stating the financial guarantee for USD 700 per person/20,000 Thai baht for each individual traveler in the group.		
3.3	Company's bank statement attested by the bank and a photocopy of company's business registration attested by the Company.		
<b>4</b>	<b>Other Required Documents</b>		
4.1	<b>Film:</b> Original letter of permission-to-film from (1) the Thai Film Office and (2) Office of Tourism Development, under the Ministry of Tourism and Sports.		
4.2	<b>Film:</b> Crew list attached with every application.		
4.3	<b>Press:</b> Permission from press division, department of information, the Ministry of Foreign Affairs of Thailand. (In Case of media/journalist coverage)		
<p>* 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.</p>			
<p><b>Declaration :</b></p> <p><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 two 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.</p> <p align="right">Applicant's Signature : _____</p>			
<p>Submitted by Name : _____ Signature : _____ Relation with applicant : _____</p>			
<p><b><u>For Official Use Only</u></b></p>			
<p>Submission Officer's Name : _____ Audit Officer's Name : _____</p>			