



# Relocation Package **Thailand**



# International Relocation Package

## Visa & Work Permit

Agoda will support the employee's visa and work permit application and renewal expenses for the duration of employment.

- Visa & Work permit application and renewal expense

*\*Excluding: passport application and renewal expense*



## Travel & Travel Insurance

Employees should book in Economy class, preferably a non-stop flight operated by a full-service airline.

- The flight cost must be pre-approved by the Global Mobility team. A flexible flight ticket is strongly recommended.
- Agoda will cover and purchase travel insurance for you.

## Moving Support

Employees can **only select one** of the following options:

- 46 kg extra check-in baggage (or two extra baggage) per one airfare ticket; OR
- Household Goods (HHG) Shipment
  - Route: From the location where the employee or dependent currently resides to the city where Agoda office is located. Additional costs from multiple pick-ups and drop-offs are not covered and will be at the Employee's own cost if requested.
  - Size of shipment: Employee who relocates alone (without dependents) can ship his/her belongings up to 15 cubic meters (CBM). Employees with dependents can utilize up to the full volume of approximately 30 CBM in total.

## Temporary Accommodation

Agoda will provide temporary accommodation for employees for **up to 30 days**, to be utilized immediately when an employee arrives.

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## Ground Transportation & Pet Transportation



Employees can reimburse transportation costs from home to the airport and from the airport to the hotel, which includes taxi and/or ridesharing services (e.g., UberX, Grab Car).

- Limousine and other transfer services are permitted at the employee's expense and will not be reimbursed by Agoda.
- Employee can reimburse any expenses related to pet transportation up to 2000 USD in total per employee.

## Dependent(s) Support

Agoda will only cover qualified dependents. Qualified dependents are domestic partner/spouse and children. The dependent support does not include parents, in-law parents, siblings, or relatives. Dependent support includes:

### Dependents Visa:

- For qualified dependents: Agoda will cover the application and renewal expenses of each dependent's visa as well as any other required permits to establish a right to reside as a dependent in a country. Agoda will cover dependent visa application expenses for the first time only. However, Agoda cannot cover the following cases:
  - *Passport application and renewal.*
  - *Dependent visa for domestic partner/ spouse who is not legally recognized in the host country. However, Agoda will work with the employee to the best of its ability to provide alternative recommendations that can accommodate partners.*
  - *Children if their age is no longer qualified to get a dependent visa (e.g., above 20 years in Thailand).*
  - *Work visa/ work authorization documents (if a standard dependent visa does not allow a dependent to work).*
- For unqualified dependents (e.g., parents), Agoda will provide document support for dependent visa applications. They are, however, responsible for associated relocation expenses, including flight and visa application fees.

### Dependents Travel and Travel Insurance:

- Same conditions as an employee; please see more details in Travel and Travel insurance
- Dependents must utilize air travel within the first 6 months after the employee's hire date. An upfront agreement is required if the employee is planning to fly their dependents in after 6 months.

### Moving Support & Temporary accommodation:

- Moving support depends on the employee's selection.