

**Applicant's Name :** \_\_\_\_\_

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

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR NON IMMIGRANT CATEGORY - B SINGLE ENTRY (BUSINESS MEETING / TRAINING / PROJECT / SECONDMENT)	Yes	No
<b>1</b>	<b>Travel Documents and Pictures</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	Proof of residence in India (if not Indian national).		
<b>2</b>	<b>Business Documents</b>		
2.1	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 have the company's letter head indicating applicant's name, passport details with valid date, indicating the intention for travel and name of the Thai company or organisation (counterpart).		
2.2	Visa recommendation letter from Board of Investment (BOI) if the company is registered under BOI.		
2.3	Invitation letter from the Thai company specifying the name of the applicant, the purpose of travel 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).		
2.4	Project's / Assignment's contract indicating rationale and the terms of contract, e.g. position and duration of contract; if the duration of stay exceeds 15 days.		
2.5	Company Business License (document must be in Thai language).		
2.6	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language).		
2.7	Thai company's business & income tax papers (Por Ngor Dor 20 and/or Por Ngor Dor 50/30 of latest tax payment year).		
2.8	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.		
2.9	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.		
2.10	Thai company profile.		
<b>3</b>	<b>Proof of Adequate Finance</b>		
3.1	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of USD 700 per person.		
<b>4</b>	<b>Accommodation</b>		
4.1	Proof of hotel / accommodation reservation in Thailand with contact number and address.		
4.2	If staying at company's accommodation, must provide the Company's letter mentioning the address and contact information of the mentioned accommodation.		
<b>5</b>	<b>Additional Document (Optional Supplementary)</b>		
5.1	Thai company's balance sheet from past year (document must be in Thai).		

\* 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 :**

- ☐ 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.
- ☐ 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 :** \_\_\_\_\_

**For Official Use Only**

**Submission Officer's Name :** \_\_\_\_\_

**Audit Officer's Name :** \_\_\_\_\_