

**Royal Thai Embassy, New Delhi**

**Name:**

**Passport No:**

**Date:**

S. No.	Checklist of documents required for Non-immigrant category B (Employment)	Yes	No
1	Passport or travel document with validity not less than 6 months with TWO OPPOSITE BLANK PAGES		
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 of 4000/- Rs for single entry		
5	Copy of Work Permit issued by the Ministry of Labor (if previously worked in the Kingdom)		
6	Statement of personal income tax (if previously worked in the Kingdom)		
7	Letters of recommendation from previous employers		
8	Confirmed inbound tickets		
	<b>From company in Thailand</b>		
9	Original WP. 3 or Thor Tor 3 from Department of Employment, Ministry of Labor or letter from Board of Investment (BOI)		
10	Original invitation letter from company which qualified to employ foreigners (must be typed in company's letter head and signed by authorized person with copy of his/her ID card or passport)		
11	Employment contract indicating rationale for hiring the applicant with terms of contract, e.g. position, salary, and duration of contract		
12	Certificate of business registration and business license issued no more than 6 months with list of shareholder		
13	Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) from past year		
14	Value-added tax registration (Por Por 20)		
15	Financial statement/ balance sheet from past year		
16	Company profile/ details of business operation		
	* 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. ** If required, additional documents and/or an interview may be requested. *** <b>Validity of visa</b> denotes time period during which a traveler can use the visa. <b>Period of stay</b> denotes amount of time the traveler can stay in Thailand.		
<b>Remarks:-</b>			