

# Setting up Retail Business



# Setting up Retail Business

Office of the Public Sector Development Commission

# Preface

Government's role in setting up and operating business plays a key role in building up competitive advantage for the private sector and the country.

The Office of the Public Sector Development Commission (OPDC), with its mission to improve the operation of Thai public sector, recognizes the importance of public service on the country's economic activity. The "Setting up Retail Business" manual is one of OPDC's initiative to gather information on public service related to setting up and operate retail business in Thailand into a single source of information, which covers from the registering of the company to applying permits related to retail business which are scattered across various central government agencies and local authorities. The aim of this manual is for the business owner and those who are interested in setting up or related to retail business to have a correct information and a clear understanding on setting up and operating retail business.

OPDC has received a support and cooperation from various government agencies and representatives from private sector in drafting this manual and would like to express a deep appreciation for their kind support and cooperation.

OPDC wishes this manual will be beneficial to those who are interested in setting up retail business and would lead to an improvement in public service related to these processes in the future.

January 2017

# Important Note

As details about setting up and operating retail business is complex and depending on several factors such as the size of the business premise or the products sold, this manual will cover only the main permits/registration to setup and operate retail business. Business owners should consult with related government agencies for any business-specific issues such as construction of business building in specifically controlled area or the sale of a particular product.

In addition, business owners should check with local authorities where the business is located as the authority to issue some permits has been decentralized to local authorities. Details, procedures, or processing time may vary from each authority.

# Table of Content

	Page
<b>Registering the Company</b>	
Commercial registration	2
Setting up juristic person	
VAT registration	12
Use a cash register machine to generate abbreviated tax invoice (ABB)	
VAT refund for tourist	
<b>Dealing with Construction Permits</b>	
Land excavation and filling	19
Building construction and modification	
Building construction, modification, and moving	
Construction within air navigation safety zone	26
Connection	28
Drainage connection	
Installation of attraction guide sign	
Storage facility for liquefied petroleum gas	37

# Table of Content (Continued)

		Page
<b>Dealing with Construction Permits (Continued)</b>		
Water (Bangkok, Nonthaburi, and Samut Prakan area)	Metropolitan Waterworks Authority	45
Water (Outside Bangkok, Nonthaburi, and Samut Prakan area)	Provincial Waterworks Authority	49
Telephone	TOT Public Company Limited	52
Electricity (Bangkok, Nonthaburi, and Samut Prakan area)	Metropolitan Electricity Authority	54
Electricity (Outside Bangkok, Nonthaburi, and Samut Prakan area)	Provincial Electricity Authority	59
<b>Dealing with Sale and Operation Permits and Permit Renewal</b>		
Liquor, tobacco, and playing card	The Excise Department	63
Film and video	Film and Video Office, Department of Cultural Promotion	76
Fertilizer and controlled seeds	Department of Agriculture	80
Livestock and animal meat	Department of Livestock Development	86
Animal food	Department of Livestock Development	91
Lumber and goods made from restricted wood	The Royal Forest Department	96

# Table of Content (Continued)

	Page
<b>Dealing with Sale and Operation Permits and Permit Renewal (Continued)</b>	
Weighing and measuring instruments	Weighting and Measuring Bureau, Department of Internal Trade 103
Food production	Food and Drug Administration 107
Sale and storage of food	Local Authorities 116
Health-hazard activity	
Modern medicine	Food and Drug Administration 125
Selling product online	Office of the Consumer Protection Board 130
Radiocommunication equipment	Office of the National Broadcasting and Telecommunication Commission 137

# Overview of Setting up Retail Business

## Registering the Company



Commercial  
Registration



Setting up  
Juristic Person



VAT Registration



Use a cash register machine  
to generate abbreviated  
tax invoice (ABB)



VAT Refund for Tourist

## Dealing with Construction Permits



Land Excavation  
and Filling



Connection



Water



Building Construction  
and Modification



Drainage  
Connection



Telephone



Building Construction,  
Modification, and  
Moving



Installation of  
Attraction Guide Sign



Electricity



Construction within  
Air Navigation  
Safety Zone



Storage Facility for  
Liquefied Petroleum  
Gas

## Dealing with Sale and Operation Permits



Liquor



Livestock and  
Animal Meat



Sale and Storage  
of Food



Tobacco



Animal Food



Health-Hazard  
Activity



Playing Card



Lumber



Modern Medicine



Film and Video



Goods Made from  
Restricted Wood



Selling Product  
Online



Fertilizer



Weighing and  
Measuring Instruments



Radiocommunication  
Equipment



Controlled Seeds



Food





# Registering the Company



*Commercial Registration*



*Setting up Juristic Person*



# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Commercial registration under Commercial Registration Act B.E. 2499



## Business entities that require commercial registration

1. Ordinary Person (Sole Proprietorship)
2. Ordinary Partnership
3. Juristic Persons that established under international law and set up businesses in Thailand
4. Juristic Ordinary Partnership, Limited Partnership
5. Company Limited, Public Company Limited



## Period required to complete commercial registration

1. New commercial registration is required to complete within 30 days from the first day of business operation
2. Any alteration of any particulars is required to submit an application within 30 days from the date of such alteration
  - 1) Alteration of company name
  - 2) Cessations some parts of the business or business expansion
  - 3) Alteration of the amount of capital
  - 4) Relocation of headquarter
  - 5) Alteration of management
  - 6) Change in owner's or management's address
  - 7) Relocation, closure, or expansion of distribution centers or agents
  - 8) Alteration in numbers business partners (Increase/Decrease), share amount, the amount of capital regularly used in the operation of business
  - 9) The amount of capital, the number of shares, and the values of shares of a limited company as well as the number and value of shares held by person of each nationality
  - 10) Other items i.e., alteration of name of Website, roman letters
  - 11) Cessation of commercial business has to register within 30 days from the first day of business cessation
  - 12) Lost of commercial registration is required to register within 30 days from the first day of the loss

## Commercial business required to register commercial registration which relates to retail business

The applicants can access to details of commercial registration from commercial registration manual under commercial registration act B.E. 2499, Department of Business Development or at [www.dbd.go.th](http://www.dbd.go.th)

## Duties of person who conducts the businesses

1. Must submit the request for registration within the specified period, depending on each case
2. Must display the commercial registration certificate or the replacement at the office in a conspicuous place
3. Must provide the sign of the business's name in front of the principal office and branches in public place within 30 days from the commercial registration date. The sign must be in Thai, easy to read, may have foreign letters in the sign, and must be the same as the registered name. If it is the branch, it must have the word "branch" in the name
4. Submit a request for substitution of business registration certificate within 30 days from the date of loss or damage
5. The registrar of businesses shall have the power to give an order summoning an operator of a business for inquiries into facts related to the registration
6. Must facilitate the registrar and officers for auditing the business office

## Commercial Registration Fees



Commercial Registration under to Commercial Registration Act B.E. 2499 must pay the follow fees

1. New commercial registration 50 Baht
2. Registration of the alteration of particulars 20 Baht each
3. Registration of business liquidation 20 Baht each
4. Request for issuance of replacing license 30 Baht per copy
5. Request for verifying the documents of person who conducts commercial businesses 20 Baht each
6. Request for certified copies of documents related to business registration 30 Baht per copy (1 request is 1 copy)

# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Commercial registration under Commercial Registration Act B.E. 2499

Supporting Documents	Ordinary Person (Sole Proprietorship)	Ordinary Partnership, Group of Person, Joint Venture	Juristic Persons established under International Law	Limited Partnership Company Limited and Public Company that exercise commercial businesses in require compliance with laws and regulations
1. Commercial Registration Form (Form Tor Por.)	✓	✓	✓	✓
2. Copy of national ID card of the applicants/all partners/other stakeholders who are in charge of domestic operations/applicants	✓	✓	✓	✓
3. Copy of registered address of the applicants/all partners/other stakeholders who are in charge of domestic operations/applicants	✓	✓	✓	✓
4. Letter or contract of ordinary partnership or group of person establishment		✓		
5. Copy of company or partnership registration certificate				✓
6. Evidences that commercial operator is the owner or legally able to use the venue where the business is located, depending on cases such as, copy of house registration, copy of title deed, copy of contract, copy of the lease agreement, copy of approval letter of the use of place	✓	✓	✓	✓
7. Map of the company headquarter and with brief information about other important venues in the area	✓	✓	✓	✓
8. Copy of juristic persons registration with details of names, objectives, capital, address of office, names of directors, and directors power			✓	
9. Letter of appointment of domestic operators			✓	

**Remarks:** Document in 8 and 9 , if created abroad, require certification from Notary Public or authorized persons by law of that country to certify documents as well as certified letters from officers of Thai consulate in that country

# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Commercial registration under Commercial Registration Act B.E. 2499

Supporting Documents (Continued)	Ordinary Person (Sole Proprietorship)	Ordinary Partnership, Group of Person, Joint Venture	Juristic Persons established under International Law	Limited Partnership, Company Limited, and Public Company that exercise commercial businesses require compliance with laws and regulations
10. Work permit of employees who are in charge of domestic operations (for foreign applicants)			✓	
11. Business license for foreigners or certified letter according to treaty (if any)			✓	
12. Power of attorney letter and copy of national ID card of grantor and grantee (in case of submitting a commercial registration application on behalf of the grantor)	✓	✓	✓	✓
13. Sales or rental of CD, VDO, DVD, or digital VDO for entertainment purpose is required to submit copy of permit or certificate to sell or rent goods mentioned above from a copyright owner or tax invoices or evidences of selling and buying goods from abroad	✓	✓	✓	
14. Sales of jewelry or accessory decorated with jewelry is required to provide documents containing capital, the sources of capital or submit a letter with supporting evidences	✓			
15. Sales of jewelry or accessory decorated with jewelry is required to submit additional documents: 15.1 The Department may request the applicant to explain the fact about sources of fund in person or in writing with supporting documents 15.2 Evidences or letter to explain establishment of partner without limit or authorized director of partnership or company, depending on cases		✓	✓	
16. In case of joint venture, it is required to submit certificate of registration of registered partnership (juristic ordinary partnership, limited partnership) company limited or public company, depending on cases		✓		
17. Electronic commercial requires to submit additional documents including Electronic Commercial Registration (Form Attachment Tor Por.)	✓	✓	✓	✓



60 Mins ฿ 50

Fee per 1 request

฿ 30

Fee for a certified copy per document

#### Related Laws and Regulations

- Commercial Registration Act B.E. 2499



Prepare application and supporting documents



Submit application



Make payment



Receive a certificate of registration

#### • Submit an application at Registrar Office Bangkok:

- At the Office of Finance, Bangkok Metropolitan Administration or Bangkok District Office in the area that the business is located
- Administration at district office handling commercial registration in the area where the headquarter is located



#### Other provinces:

- At Municipality, Sub-district Administration Office or Office of Commercial Registration (Pattaya City) in the area where the headquarter is located
- For foreign companies not registered under Thai law but operating in Thailand, its office can register in the area where the office is located

- Register fee 50 Baht per 1 application
- Fee for a certified copy 30 Baht per 1 copy

#### Related Agency

- Department of Business Development Ministry of Commerce



Department of Business Development, Ministry of Commerce  
563 Nonthaburi Bangkasor Muang Nonthaburi 11000  
Tel: 1570 Website: [www.dbd.go.th](http://www.dbd.go.th)

# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Registering a commercial registration for electronic commerce



## Points to Note:

Electronic commerce is a type of commercial business that requires registration of businesses under Commercial Registration Act B.E. 2499 as per Ministry of Commerce's Announcement on commercial business required to register for commercial registration (No.11) B.E. 2553, dated 10 November B.E. 2553. Electronic commerce related to retail business, which is the selling of goods and services through electronics means via the internet, is required to register.

Therefore, a retail business through electronic means is required to register for a commercial registration under Commercial Registration Act B.E. 2499

## Remarks

Further information regarding details of requests, and supporting documents is referred to Commercial Registration under Commercial Registration Act B.E. 2499

# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Setting up juristic person - partnership



Setting up partnership is incorporated from at least 2 partner who are jointly and wholly liable for all obligation of partnerships



**Points to Note:** For related documents and further information on Juristic Company - Partnership registration, please visit [www.dbd.go.th](http://www.dbd.go.th)



## Information and documents used for the Registration of Partnership's Establishment

### Information used:

1. Name of partnership
2. Objectives of partnership
3. Location of headquarter/or branches
4. Name, address, age, nationality and items that are invested
5. Name of managing partner (must be partner without limit). In the case of Juristic Person Limited, all partners can be managing partners
6. Limitation of managing partner's power
7. partnership's seal
8. Other transactions that should be publicized

### Supporting Documents:

1. Request for Company Registration Form (Form Hor Sor. 1) , 1 copy
2. Form for certifying the company Registration, 1 copy
3. Memorandum of Association (Form Hor Sor 2)/partnership only use page 1 and 3, 1 copy
4. Form of Objective (Form Wor.), 1 copy
5. Form Sor Sor Chor. 1, 1 copy
6. Notification of Juristic Person name reservation (valid for 30 days from the day of reservation), 1 copy
7. Request for a legal entity in a foreign language (In case a foreign language is not English), 1 copy (if any)
8. Map of the company headquarter and with brief information about other important venues in the area, 1 copy
9. Copy of receipt of payment for share issued, 1 copy
10. Evidence issued by a bank certifying financial status of every Thai shareholders (if limited company has foreign shareholders owning less than 50% of the registered capita), 1 copy
11. Copy of national ID card of all partners, 1 copy
12. Copy of evidence certifying the authorized person's signature, 1 copy
13. Evidence of payment of fee (in case submitting an application that were applied online which already verified and submitted through mail), 1 copy
14. Power of attorney letter with 10 Baht of stamp duty and copy of national ID card of grantor and grantee (in case the applicant is unable to submit an application in person), 1 copy

### In case partnership has registered capital exceed 5 million Baht, following documents are required:

1. Documents issued by a bank to certify that managing partner make payment based on the number of shares already paid (if make payment with money), 1 copy; and
2. Documents issued by the bank to ensure that partnership received payment from management (if payment made with money of which the evidences need to be submitted within 15 days from the date of registration statement has been registered), 1 copy
3. Confirmation of the property owner to transfer ownership to partners (if make payment with asset which the partners transfer the ownership to the partnership), 1 copy
4. Confirmation to authorize partners to use assets (if make payment with asset which partner contribute to partnership instead of stocks), 1 copy
5. Evidence that partnership is the owner (if make payment with asset which are real estate or registered property, which need to be submitted within 90 days from the date of registration statement has been registered), 1 copy
6. Account details and value of invested assets (if make payment with assets other than real estate or registered property, which need to be submitted within 90 days from the date of registration statement has been noted), 1 copy
7. Contract to use property (if make payment with asset which partners contribute to partnership instead of stock, which contract need to be submitted within 90 days from the date of registration statement has been registered), 1 copy



## Setting up Juristic Person (Partnership)



## Registering the Company



90 Mins **฿ 1,000 – 5,000**  
Depending on capital

**฿ 100**  
Registration  
certificate

**฿ 200**  
Certificate

**฿ 50**  
Request for a registrar to  
certify a request for  
registration

### Related Laws and Regulations

- Civil and Commercial Code Chapter 3 part 22 Partnerships and Company
- Rules of Office of the Central Company and Partnership Registration for Partnership and Company Registration B.E. 2554



Form partnership



Reserve the  
juristic person  
name

Reserve the company  
name [www.dbd.go.th](http://www.dbd.go.th) in  
both Thai and English



Obtain corporate  
seal



Submit  
application

- Submit an online application  
[www.dbd.go.th](http://www.dbd.go.th)

Or

- Submit a manual  
application to Provincial  
Business Development  
Office (Provincial  
Business Development  
Office area 1-6 or  
“Business registration and  
commercial licensing  
facilitation provincial  
commercial offices” in  
every provinces



Make payment



Receive a  
certificate of  
registration

### Fee:

1. Registering the partnership for every amount of money of no more than 100,00 Baht of the specified capital, 100 Baht and the fraction of 100,000 Baht shall be counted as 100,00 Baht and such amount shall not be below 1,000 Baht and such amount shall not exceed 5,000 Baht
2. Certificate, 200 Baht each
3. Registration certificate, 100 Baht each
4. Request for a registrar to certify a request for registration, 50 Baht per page

### Related Agency

- Department of  
Business Development  
Ministry of Commerce



Department of Business Development, Ministry of Commerce  
563 Nonthaburi Bangkasor Muang Nonthaburi 11000  
Tel: 1570 Website: [www.dbd.go.th](http://www.dbd.go.th)

# Registering the Company



Registering the  
Company

Department of Business Development  
Ministry of Commerce



Setting up juristic person – company limited



**Points to Note:** For related documents and further information on Juristic Company - Company Limited registration, please visit [www.dbd.go.th](http://www.dbd.go.th)



## Information and documents required for the Registration of Partnership's Establishment

### Information:

1. Regulations (if any)
2. Paid-in capital paid at least 25% of registration fee
3. Name, Address, Age of Committee
4. Name, number of directors authorized to sign and bind with company (director's power)
5. Address of headquarter/ branch (name of provinces) and address code of office, e-mail and phone number of directors
6. Name, registration number of certified public accountant, and compensation
7. Name, address, nationality, and the numbers of share of each shareholders
8. Corporate Seal (The law does not require the company to obtain a corporate seal unless stated in the company's regulation that the authorization of directors require affixation of the company seal)

### Required Documents:

1. Request for Company Registration Form (Form Bor Aor Jor. 1), 1 copy
2. Form Regarding the Transaction for Registering the establishment (Form Bor Aor Jor. 3), 1 copy
3. Details of Directors (Form Gor.), 1 copy
4. Certificate of registration company, 1 copy
5. List of Shareholders' Names (Form Bor Aor Jor. 5), 1 copy
6. Meeting invitation of partnership establishment, 1 copy
7. Meeting report of partnership establishment, 1 copy
8. Copy of regulations (if any), 1 copy
9. Copy of receipt of payment for shares issued, 1 copy
10. Evidence issued by a bank certifying financial status of every Thai shareholders (if limited company has foreign shareholders owning less than 50% of the registered capita), 1 copy
11. Map of the company headquarter and with brief information about other important venues in the area, 1 copy
12. Copy of national ID card of all partners, 1 copy
13. Evidence certifying the authorized person's signature (if any), 1 copy (in case applicant is unable to sign in front of the registrar)
14. Evidence of payment of fee (in case submitting an application that were applied online which already verified and submitted through mail), 1 copy
15. Power of attorney letter with 10 Baht of stamp duty if proceeded by a representative), 1 copy
16. Descriptions of commercial business of company limited under notification by Ministry of Commerce Amendment No. 83 (B.E. 2515) Commercial Registration under Commercial Registration Act B.E. 2499 filed with partnership registrar (Form Sor Sor Chor.1), 1 copy
17. Request for a name of juristic company in foreign language, 1 copy (in case of using additional foreign name in a corporate seal) (if any)

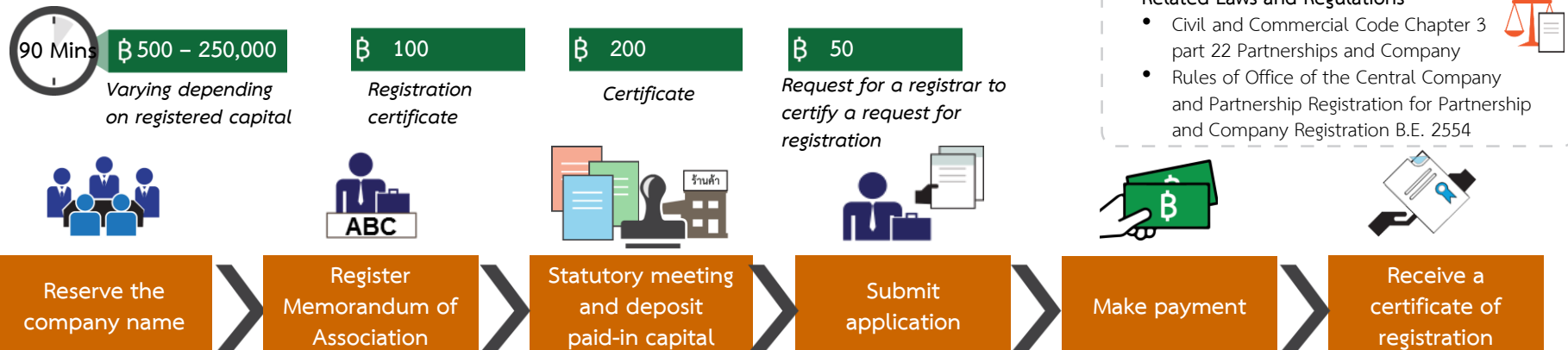
### In case the company has registered capital exceed 5 million Baht, following documents are required:

1. Documents issued by a bank to certify that one of authorized director makes payment based on the number of shares already paid (make payment with money), 1 copy
2. Documents issued by a bank to ensure that partnership received payment from management (if payment made with money, and registrar already certified the establishment, which the evidences need to be submitted within 15 days from the date of registration statement has been registered), 1 copy
3. Confirmation of the property owner to transfer ownership to partners (if make payment with asset which is real estate or registered property), 1 copy; and
4. Evidence that partnership is the owner (if make payment with asset which are real estate or registered property, which need to be submitted within 90 days from the date of registration statement has been registered), 1 copy
5. Account details and value of invested assets (if make payment with assets other than real estate or registered property, which need to be submitted within 90 days from the date of registration statement has been registered), 1 copy

## Setting up Juristic Person (Company Limited)



Registering the  
Company



### Related Laws and Regulations

- Civil and Commercial Code Chapter 3 part 22 Partnerships and Company
- Rules of Office of the Central Company and Partnership Registration for Partnership and Company Registration B.E. 2554



Reserve the company name online [www.dbd.go.th](http://www.dbd.go.th) in both Thai and English

- Submit an application within 30 days from the first day that registrar authorizes for name reservation
- Details of memorandum of association registration can be found [www.dbd.go.th](http://www.dbd.go.th)

- Arrange for share reservations
- Convene a statutory meeting
- Appoint directors
- The directors require every promoters and subscribers to pay at least 25% of the total share value

- Submit an online application [www.dbd.go.th](http://www.dbd.go.th)

Or

- Submit an application to Provincial Business Development Office (Provincial Business Development Office area 1-6 or “Business registration and commercial licensing facilitation provincial commercial offices” in every provinces



### Fee:

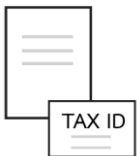
1. Based on registered capital with 500 Baht for each registered capital of 100,000 Baht (with minimum of 500 Baht and the maximum of 250,000 Baht)
2. Certificate, 200 Baht
3. Registration certificate 100 Baht per copy
4. Request for a registrar to certify a request for registration 50 Baht per page

### Related Agency

- Department of Business Development Ministry of Commerce



Department of Business Development, Ministry of Commerce  
563 Nonthaburi Bangkasor Muang Nonthaburi 11000  
Tel: 1570 Website: [www.dbd.go.th](http://www.dbd.go.th)



*VAT Registration*



*Request for a cash register machine to generate abbreviated tax invoice (ABB)*



*VAT Refund for Tourists Registration*

# Registering the Company



Registering the  
Company

## The Revenue Department Ministry of Finance



VAT registration



Use a cash register machine to  
generate abbreviated tax invoice  
(ABB)



VAT refund  
for tourist

Within  
fiscal year  
B.E. 2560

### Ongoing Improvement



- e-Tax Invoice system which generate the e-Tax invoice/ e-Receipt and filling of the documents. This system expects to launch within the 2016.

After  
fiscal year  
B.E. 2560

### Future Improvement (Require Changes in Laws)



- Requests related to permits for Retail business can be submitted online via the new Single Portal for retail business expect for permissions or requests which require site visit by officers.
- Permission for cash register machine to be submitted online via the Revenue Department's system.



### Points to Note:

- **Value Added Tax Registration:**
  - Value Added Tax registration and request for VAT Refund for Tourists registration can be applied at the same time at the Revenue Department's office.
  - The list of registered Value Added Tax entity/company and VAT Refund for Tourists entity/company can be looked up from the Revenue Department's website
  - Value Added Tax registration can be submitted online. Once the Value Added Tax registration is approved, the applicant can proceed for VAT Refund for Tourists registration via online request.
- **Cash Register Machine:**
  - In case that multiple cash register machines are to be used in one business branch, one set of application form and supporting evidences/documents for cash register machine permission should be submitted with an attachment of multiple cash register machine details and type of cash register machines.

# Registering the Company



Registering the  
Company



The Revenue Department  
Ministry of Finance



VAT registration



Use a cash register machine to  
generate abbreviated tax invoice  
(ABB)



VAT refund  
for tourist

VAT registered person or entity	Registration period
1. Any person or entity who regularly supplies goods or provides services in Thailand and has an annual turnover exceeding 1.8 million baht.	The registration to be VAT registered person or entity must be conducted within 30 days after its income reaches the threshold
2. Any person or entity selling goods or providing a service, which has a work plan that can prove that the conduct and preparation for operations require purchase goods or services that are subjected to VAT in Thailand, such as, construction of factory or office building, equipment/ machine installation	The registration to be VAT registered person or entity must be conducted within 6 month before operation of business with the exception of having contract or evidence of business construction within suitable timeframe
3. Any person or entity registered outside Thailand but sales goods or provide services inside Thailand as normal business, with agents or representatives in the kingdom. Such agent or representative will be responsible for VAT registration.	

- The applicant must display the VAT registration certificate in a conspicuous place at the business venue
- In case that the VAT registration certificate is loss or significantly damaged, the applicant must obtain a replacement document for the VAT registration certificate from the Revenue Department office which granted the original VAT registration certificate within 15 days from the loss or damage incident.

- The applicant which selling goods in the retail characteristics or providing a service to a person in the manner of retail lots including business with usage of cash register machine and issue tax invoice (ABB).
- The applicant is required to acquire a permission to use cash register machine and issue tax invoice (ABB) from the Revenue Department.
- Any person or entity to register as VAT Refund for Tourists must meet these criteria:
  - Entitled as company limited or juristic ordinary partnership according to Commercial Registration Act B.E.2499
  - Registered as VAT registered person or entity with the Revenue Department of Thailand (Being a registered trader according to Section 82/3 of the Revenue Code)



Online registration



Registration at the Provincial Area Revenue Office



Prepare application and supporting documents



Submit application



Receive P.P.20 via registered mail

#### Supporting documents:

- VAT Refund Application for Tourist Form (P.P.10 form) from the Provincial Area Revenue Office where the store is located, 3 copies
- Copy of business premise/property ownership such as house registration, 1 copy
- Copy of business location, 1 copy
- Copy of map showing the location of the establishment with photograph showing the house number, 1 copy
- Copy of rental or lease agreement affix with stamp duty (in case of rented property) or consent to the use of the place of business from owner (if use the property without compensation), 1 copy
- For owned property, copy of property owner's national ID card or certificate of the legal entity and house registration, 1 copy
- Copy of business owner's national ID card/ Authorized officer on behalf of the juristic person, 1 copy
- Copy of Commercial registration certificate (in case of ordinary person), 1 copy
- Copy of the company's or partnership's registration with Objective of company or partnership (in case of company and partnership), 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (in case of performing on behalf of grantor)

- Submit the application form through website <http://vsreg.rd.go.th/>
- Or
- Submit application form at the service counter of the Provincial Area Revenue Office as follows:
  - Bangkok area: submit the application form at the Provincial Area Revenue Office where the business is located
  - Outside Bangkok area: submit the application form at the Provincial Area Revenue Office where the business is located.
  - In case of the applicant has a headquarter and multiple branches, the applicant can submit the application form at the Provincial Area Revenue Office where the headquarter is located.
  - For the applicant under supervision of the Bureau of Large Business Tax Administration, the application form can to be submitted at the Bureau of Large Business Tax Administration or the Provincial Area Revenue Office where the headquarter is located.



#### Related law and regulations

- The Revenue Code section 77 , 81 and 85
- The Royal Decree on Tax Base for Small Business VAT Exemptions (No. 432), B.E. 2548



Officials issued the VAT registration certificate (form P.P.20) by registered mail, which will result in the business operation/entity registered according to law from the date specified in the VAT registration onwards.

#### Related Agency

- Provincial Area Revenue Office



The Revenue Department, Ministry of Finance  
Address: 90 Soi Phaholyothin7, Phaholyothin Road, Bangkok 10400  
Tel: 1161 Website: [www.rd.go.th](http://www.rd.go.th)

Use a cash register machine to generate abbreviated tax invoice (ABB)



Registering the Company



Prepare application and supporting documents



Submit application



Record serial code number to cash register machine and request for label (sticker)



Inspect the cash register machine and affix label (sticker) by the officer

#### Supporting documents:

##### Application form

- Application for cash register machine to generate abbreviated tax invoice (ABB) (P.P. 06)

##### Supporting documents

- Brief features of cash registration machine
- Serial Number of cash registration machine and number of the machine
- Lay out of location for cash register machine
- Lay out of integration between cash register machine and computer system or other machines
- Example of abbreviated tax invoice (ABB) and example of sales summary report generated by cash register machine
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (in case of submitting on behalf of business owner), copy of a certificate of registration (in case of juristic person)

#### • Submit application form at the service counter:



- At the Provincial Area Revenue Office where the headquarter of the business is located or at the Bureau of Large Business Tax Administration in case that the business is under supervision of the Bureau of Large Business Tax Administration

- The applicant will receive application approval (Kor.Gor. 2) with assigned serial code number for cash register machine
- The applicant records serial code number to the cash register machine
- The applicant contacts officer for physical inspection and to have label (sticker) affixed to cash register machine

- Officer inspects cash register machine and check with submitted brief features of cash registration machine, then affix label (sticker) to cash register machine

#### Related Agency

- Provincial Area Revenue Office and Bureau of Large Business Tax Administration



The Revenue Department, Ministry of Finance  
Address: 90 Soi Phaholyothin7, Phaholyothin Road, Bangkok 10400  
Tel: 1161 Website: [www.rd.go.th](http://www.rd.go.th)





### Related law and regulations

- The Revenue Code section 84/4
- Notification Of The Director-General Of Revenue Department related to Value Added Tax (number 90 and 91)



### Prepare application and supporting documents

#### Supporting documents:

- Application form for VAT refund for tourist registration (Form Kor Tor 1), 1 copy
- Additional information on branches form (if any), 1 copy
- Power of attorney letter with stamp duty, copy of national ID card of both grantor and grantee (in case that the registration perform on behalf of the business owner)



### Submit application

- Submit the application form through website [www.rd.go.th](http://www.rd.go.th) or [www.rd.go.th/vrt](http://www.rd.go.th/vrt)
- Or
- Submit application form at the service counter of the Provincial Area Revenue Office
  - At the Provincial Area Revenue Office where the head quarter of the business is located or at Bureau of Large Business Tax Administration in case that the business is under supervision of the Bureau of Large Business Tax Administration



### Business name added to the approved list

Once approved as a VAT Refund for Tourists shop (VRT shop), the Revenue Department adds the business name to the approved list which can be checked at the official website [www.rd.go.th](http://www.rd.go.th) or [www.rd.go.th/vrt](http://www.rd.go.th/vrt)

### Related Agency

- Provincial Area Revenue Office and Bureau of Large Business Tax Administration



The Revenue Department, Ministry of Finance  
Address: 90 Soi Phaholyothin7, Phaholyothin Road, Bangkok 10400  
Tel: 1161 Website: [www.rd.go.th](http://www.rd.go.th)



# Dealing with Construction Permits



*Land Excavation and Filling*



*Building Construction and Modification*



*Building Construction, Modification, and Moving*





## Points to Note

The operator shall notify before conducting land excavation or filling and comply to rules and procedure prescribed in the ministerial regulation

### Sorts of Area that required land excavation and filling notification

Land Filling Area	Land Excavation Area
<ul style="list-style-type: none"> <li>Area of land filling exceeding 2,000 square meters</li> </ul>	<ul style="list-style-type: none"> <li>The depth exceeding three meters from the ground level</li> <li>Area at the top of the soil pit exceeding 10,000 square meters</li> <li>Or the depth or area prescribed in the notification of the local officer</li> </ul>



### Supporting Documents:

- Land excavation / filling notification signed by the building or landowner or a grantee, 1 copy
- Map showing land boundaries, site plan and supporting documents prescribed in the ministerial or local regulation according to the land excavation and land filling law, 3 copies
- Certified copy of calculation details related to the method for preventing landslide, 1 copy
- Copy of house registration and copy of national ID card of the applicant (in case of a ordinary person), 1 copy
- Copy of house registration and copy of national ID card of a grantee, 1 copy
- Certified copy of company certificate (dated within 6 months) (in case of juristic person), 1 copy
- Power of attorney letter in the form specified by local authority, 1 copy
- Letter of consent of the landowner, 1 copy
- Notice of the professional engineer and certified copy of license for professional practice, 1 copy
- Notice of the superintendent and certified copy of license for professional practice, 1 copy
- Certified copy of land title deeds, 1 copy
- Other documents specified by local authority

## Land Excavation and Filling



## Acknowledgement of notification for land excavation and filling



### Dealing with Construction Permits



฿

\*Duration and service fees vary by each local authority where the business is located. The duration shall not exceed 45 working days.

#### Related Laws and Regulations

- Land Excavation and Land Filling Act, B.E. 2543



Prepare notification and supporting documents



Submit notification

Submit notification and supporting documents in person at the local agency where the business is located



Officer conducts on-site inspection

Officer shall make an appointment for on-site inspection



Make payment

Pay the fee in cash



Receive a notification acknowledgement

#### Related Agency

- Local authority (District Office, Municipality Office, or Office of Local Administrative Organization) where the business is located



Local authority where the business is located.



### Points to Note

The operator shall apply for the building construction or modification permit to the local officer before operating.



### Supporting Documents:

- Building construction permit application (Using the form specified by the local authority), 1 copy
- Layout plan, drawing plan, and supporting documents, 5 copies
- Structure calculation details (in case of public building, special building, and building constructed mainly of permanent and fireproof materials), 1 copy
- Copy of house registration and copy of national ID card of the applicant (in case of ordinary person. For the case of multiple applicants, need to submit for all applicants), 1 copy
- Copy of company registration with company's objective with the signature of authorized person (date within 6 months) and copy of national ID card and copy of house registration of authorized person (in case of juristic person), 1 copy
- Power of attorney letter with copy of national ID card and copy of house registration of a grantee (if proceed by a grantee), 1 copy
- Copy of land title deeds or equivalent (actual size that cover the layout plan submitted with the application), 1 copy
- Letter of consent allowing to build with copy of national ID card and copy of house registration of the landowner with a witness' signature on the documents (in case the applicant is not the landowner), 1 copy
- Copy of company registration with company's objective with the signature of authorized person (date within 6 months) and copy of national ID card and copy of house registration of authorized person (in case of juristic person is the landowner), 1 copy
- Certifying letter from the building architect or the building architect and engineer and copy of valid professional license of the architect and/or engineer. The architect and the engineer must not be on the list of professionals that violates the Building Act according to section 49 bis (in case the building size and characteristic are required to be controlled by professional architect and engineer), 1 copy
- Letter of consent from the construction supervisor who is a professional architect or engineer (Using the form specified by the local authority) and copy of valid professional license of the architect and/or engineer. The architect and the engineer must not be on the list of professionals that violates the Building Act according to section 49 bis (in case the building size and characteristic are required to be controlled by professional architect and engineer), 1 copy
- Notification letter for land utilization or change of land utilization (Using the form specified by the local authority), 1 copy
- Other documents specified by local authority

## Building Construction and Modification



## Building construction or modification permit



## Dealing with Construction Permits

45  
working  
days

฿

\*Service fees varies by each local authority where the business is located.

### Related Laws and Regulations

- Building Control Act, B.E. 2522
- Town Planning Act, B.E. 2518
- Enhancement and Conservation of National Environmental Quality Act B.E. 2535



Prepare application  
and supporting  
documents



Submit  
application

Submit application and  
supporting documents  
in person at  
the local authority  
where the business  
is located



Officer conducts  
on-site inspection

Officer shall make  
an appointment  
for on-site inspection



Make payment

Pay the fee in cash



Receive a permit

### Related Agency

- Local authority  
(District Office, Municipality Office, or Office of  
Local Administrative Organization) where the  
business is located



Local authority where the business is located.

## Building Construction, Modification, and Moving



## Certificate for building construction, modification, and moving



### Dealing with Construction Permits

15  
working  
days



When the operation completes, the building construction or modification permit holder shall notify the local competent official for building construction, modification or move certificate, prior to the opening of the building for use.

#### Related Laws and Regulations

- Building Control Act, B.E. 2522



\*Service fees vary by each local authority where the business is located.



Prepare notification  
and supporting  
documents



Submit notification

Submit notification and supporting documents in person at the local authority where the business is located



Officer conducts  
on-site inspection

Officer shall make an appointment for on-site inspection



Make payment

Pay the fee by cash



Receive  
a certificate

#### Supporting Documents:

- Notification letter to local authority requesting building inspection according to section 32 and 39 bis of Building Control Act, 1 copy
- Copy of building construction or modification permit or building moving permit or notification acknowledgement to construct, modify, or move the building according to section 39 bis of Building Control Act and copy of acknowledgement letter that the construction plan is in compliance with the law, 1 copy
- Copy of house registration and copy of national ID card of the permit holder (in case ordinary person. For multiple permit holders, all have to be submitted), 1 copy
- Copy of company registration with company's objective (date within 6 months) with copy of national ID card and copy of house registration of authorized person (in case juristic person is a permit holder), 1 copy
- Power of attorney letter, copy of national ID card, and copy of house registration of a grantee (if proceed by a grantee), 1 copy
- Copy of permit to modify pavement and road connection (in case of building with parking lots, U-turn, entrance and exit that require a permission to modify pavement and connect the road), 1 copy
- Copy of drainage or drainage connection permit (in case the building requires drainage connection), 1 copy

#### Related Agency

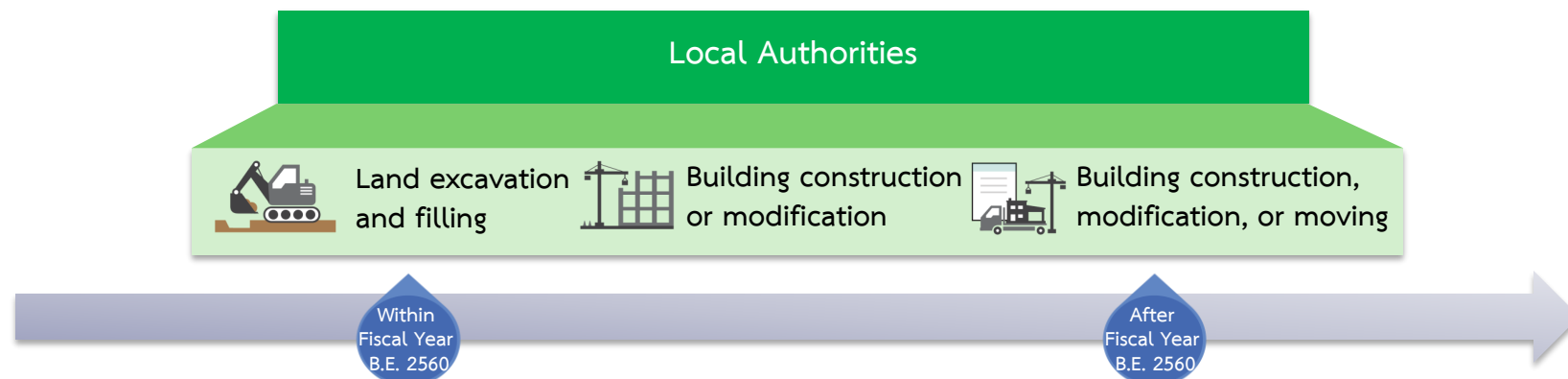
- Local authority (District Office, Municipality Office, or Office of Local Administrative Organization) where the business is located



Local authority where the business is located.



# Dealing with Construction Permits



## *Ongoing Improvement*

- In case of submitting land excavation and filling notification together with building construction or modification permit application, the applicant may submit only one set of similar supporting documents to reduce workload for preparing documents.



## *Future Improvement*

- The submission of permit application will be done through the new Single Portal for Retail Business
- To cancel the submission of company's identification documents, e.g. commercial registration, company certificate, and value added tax registration, etc., when the databases of the Department of Business Development and the Revenue Department are integrated for company data verification
- To provide additional payment channels such as bank transfer and credit card payment



## *Future Improvement (Require Changes in Laws)*

- To amend related laws and regulations to allow the applicant to submit documents in other formats, e.g. electronic files, in addition to hardcopies
- To amend related laws and regulations to prescribe local authorities to legislate municipal regulations for related permit application and release data to the public. Municipal regulations shall be consistent throughout the province.



*Construction within Air Navigation Safety Zone*

## Construction within Air Navigation Safety Zone



## Permit for construction within air navigation safety zone



### Dealing with Construction Permits



\*with complete supporting documents



Prepare forms, and supporting documents



Submit application



Officers Examine and Approves (Only in some cases)



Receive a permit

### Supporting Documents:

- Copy of application form for building construction/renovation or other types of construction or planting trees within navigation area or nearby (form 7-2-01), 1 copy
  - Copy of national ID card (for ordinary persons) or representatives on behalf of juristic persons (for juristic persons), 1 copy
  - Copy of house registration (for ordinary person) or representatives on behalf of juristic person (for juristic persons), 1 copy
  - Copy of juristic persons certificate including objectives and authorized signatory of within 6 month in case applicant is juristic person, 1 copy
  - Copy of certificate of land (deed/ Nor Sor. 3 Gor /Others), 1 copy
- In case of construction on others lands/buildings
- Copy of contract to verify that applicant has the right to construct/modify on others lands
  - Approval letter from land/building/other type of construction owner (form 7-1-02) with other relating documents
  - Copy of construction plan including location and details of construction regular picture and cross section picture, 1 copy
  - Power of attorney letter and a copy of national ID card of grantor and grantee, 1 copy

- Submit application for a permit with supporting documents at Civil Aviation Authority of Thailand, 3<sup>rd</sup> and 9<sup>th</sup> floor, IT Square Building, Tel: 02-568-8834
- Or submit application by post



Officers examine all documents and may inspect the site to confirm and verify the information ensuring compliance with laws and regulations

Pick up the permit in person or receive by post (depends on the applicant's choice)

### Related Laws and Regulations

- Aviation Act B.E. 2497

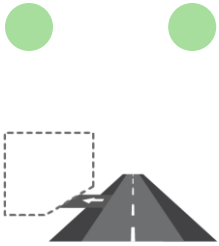


### Related Agency

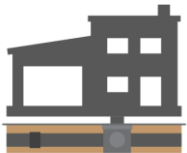
- Civil Aviation Authority of Thailand



Civil Aviation Authority of Thailand  
333/105 7 Floor Lak Si Plaza, Khmapheng Phet 6 Rd., Talat Bang Khen, Lak Si, Bangkok 10210  
Tel: 02-568-8800, 02-568-8826 Fax: 02-568-8844 Website: [www.caat.or.th](http://www.caat.or.th)



*Connection*



*Drainage Connection*



*Installation of Attraction Guide Sign*



## Connection to Highways



## Construction permit for all types of connections



## Dealing with Construction Permits

74  
working  
days

฿ No service fee



Prepare application  
and supporting  
documents



Submit  
application



Officer considers  
permit application



Receive a permit

### Supporting Documents:

- Permit application according to Section 37 of the Highway Act, 1 original copy and 4 certified copies
- Certified copy of national ID card of the applicant, 5 copies
- Certified copy of house registration of the applicant, 5 copies
- Certified copy of government official ID card (if any), 5 copies
- Certified copy of company certificate (in case the applicant is a company), 5 copies
- Power of attorney letter with stamp duties, certified copies of national ID cards of the grantor and grantee (in case of granting power of attorney to apply for the permit), 1 original copy and 4 certified copies
- Connection drawing according to the standard of the Department of Highways or in a special format, 1 original copy and 4 certified copies
- Location drawing, with the parking area details, signed by the applicant and related officer of the Department of Highways, 1 original copy and 4 certified copies
- Certified copy of land title deeds, 5 copies
- Letter of approval or power of attorney letter from the landlord (in case of land lease), 1 original copy and 4 certified copies
- Letter of approval from the mortgagee (in case of land mortgage), 1 original copy and 4 certified copies
- Letter of approval from the landlords of the nearby land (in case the turning radius overtakes the nearby land), 1 original copy and 4 certified copies
- Other documents required by the Department of Highways

Submit application and supporting documents in person at Highway Division, Highway District which is responsible for the related Highway



Related officer considers the granting of permit in accordance with the procedure and duration specified in the citizen manual under the Licensing Facilitation Act, B.E. 2558. Appointment for on-site inspection shall be made with applicant (if necessary).

Pick up the permit in person at Highway District in the area where the application is submitted

### Related Laws and Regulations



- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549

### Related Agency

- Highway Division, Highway District, Bureau of Highway, Bureau of Highway Safety, Department of Highways, Ministry of Transport



Department of Highways

Address: 2/486 Sri Ayutthaya Rd., Thung Phaya Thai, Ratchathewi, Bangkok 10400

Tel: 02-354-6530 Fax: 02-354-6738 Hotline: 1586

Website: [www.doh.go.th](http://www.doh.go.th)

## Drainage Connection



## Drainage connection permit



฿ No service fee



Prepare application  
and supporting  
documents

### Supporting Documents:

- Permit application according to Section 39/1 of the Highway Act, 1 original copy and 4 certified copies
- Certified copy of national ID card of the applicant, 5 copies
- Certified copy of house registration of the applicant, 5 copies
- Certified copy of government official ID card (if any), 5 copies
- Certified copy of company certificate (in case the applicant is a company), 5 copies
- Power of attorney letter with stamp duties, certified copies of national ID cards of the grantor and grantee (in case of granting power of attorney to apply for the permit), 1 original copy and 4 certified copies
- Location drawing, with the cross sections showing sewer connection from the land of the applicant to the highway, signed by the applicant and related officer of the Department of Highways, 1 original copy and 4 certified copies
- Calculation documents related to the permit application, 1 original copy and 4 certified copies
- License for professional practice of the engineer who performs the calculation, according to the types and levels prescribed by the Council of Engineers, 1 original copy and 4 certified copies
- Other documents required by the Department of Highways



Submit  
application

Submit application and supporting documents in person at Highway Division, Highway District which is responsible for the related Highway



Officer considers  
application

Related officer considers the granting of permit in accordance with the procedure and duration specified in the citizen manual under the Licensing Facilitation Act, B.E. 2558. Appointment for on-site inspection shall be made with applicant (if necessary).



Receive a permit

Pick up the permit in person at Highway District in the area where the application is submitted



Dealing with  
Construction Permits

### Related Laws and Regulations

- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549



### Related Agency

- Highway Division, Highway District, Bureau of Highway, Bureau of Highway Safety, Department of Highways, Ministry of Transport



Department of Highways

Address: 2/486 Sri Ayutthaya Rd., Thung Phaya Thai, Ratchathewi, Bangkok 10400

Tel: 02-354-6530 Fax: 02-354-6738 Hotline: 1586

Website: [www.doh.go.th](http://www.doh.go.th)

## Installation of Attraction Guide Sign



## Installation permit for attraction guide sign



## Dealing with Construction Permits

66  
working  
days

฿ At specified rate

\*Permit holder shall pay highway service fee at specified rate per annum.



Prepare application  
and supporting  
documents

### Supporting Documents:

- Permit application according to Section 47 of the Highway Act, 1 original copy and 4 certified copies
- Certified copy of national ID card of the applicant, (5 copies)
- Certified copy of house registration of the applicant, 5 copies
- Certified copy of government official ID card (if any), 5 copies
- Certified copy of company certificate (in case the applicant is a company), 5 copies
- Power of attorney letter with stamp duties, certified copies of national ID cards of the grantor and grantee (in case of granting power of attorney to apply for the permit), 1 original copy and 4 certified copies
- Construction drawing, with the format, size, message, and symbol of the guide sign, Location drawing, with the position to install the guide sign and the position of the attraction, and Cross sections showing details of the guide sign, signed by the applicant and related officer of the Department of Highways, 1 original copy and 4 certified copies
- Other documents required by the Department of Highways



Submit  
application

Submit application and supporting documents in person at

- Highway Division, Highway District which is responsible for the related Highway



Officer considers  
application

Related officer considers the granting of permit in accordance with the procedure and duration specified in the citizen manual under the Licensing Facilitation Act, B.E. 2558. Appointment for on-site inspection shall be made with applicant (if necessary).



Receive a permit

Pick up the permit in person at Highway District in the area where the application is submitted

### Related Laws and Regulations

- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549



### Related Agency

- Highway Division, Highway District, Bureau of Highway, Bureau of Highway Safety, Department of Highways, Ministry of Transport



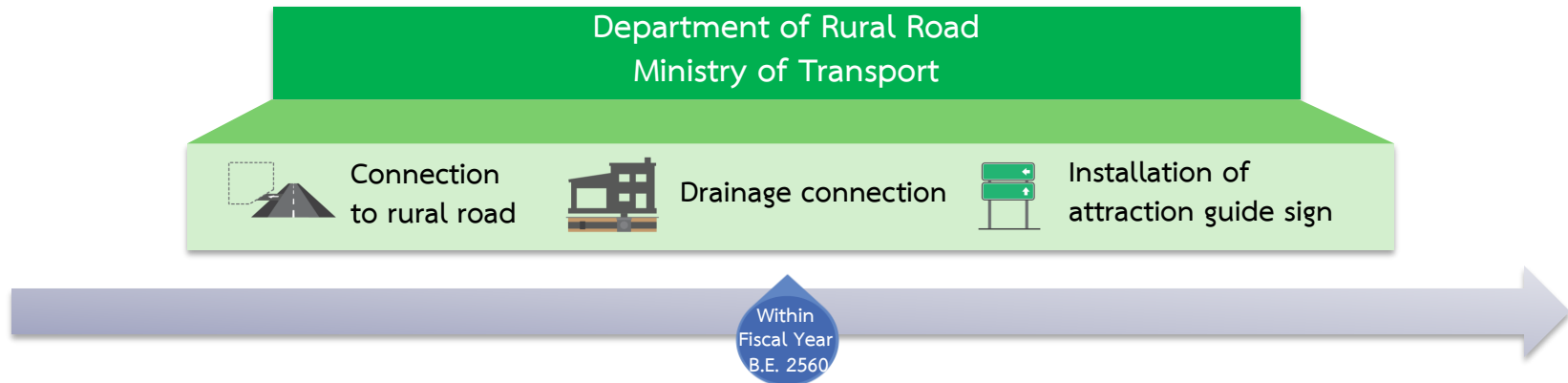
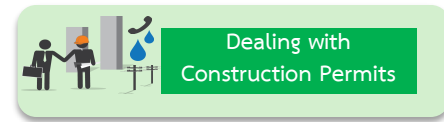
Department of Highways

Address: 2/486 Sri Ayutthaya Rd., Thung Phaya Thai, Ratchathewi, Bangkok 10400

Tel: 02-354-6530 Fax: 02-354-6738 Hotline: 1586

Website: [www.doh.go.th](http://www.doh.go.th)

# Dealing with Construction Permits



## *Future Improvement*

- To display contact information in the new Single Portal for Retail Business





฿ No service fee



Prepare application and supporting documents



Submit application



Officer conducts on-site inspection



Receive a permit

#### Supporting Documents:

- Permit/renewal application for any operations on the rural road according to Form Khor 1
- National ID card of the applicant, the original card and 2 certified copies
- House registration of the applicant, the original registration and 2 certified copies
- Government official ID card (if any), the original card and 2 certified copies
- Certificate of name change registration (if any), the original certificate and 2 certified copies
- Company certificate (in case the applicant is a company), the original certificate and 2 certified copies
- Related land title deeds, the original document and 2 certified copies
- Power of attorney with stamp duties of 10 baht or 30 baht (in case of granting power of attorney to apply for the permit), 1 original copy and 2 certified copies
- Location drawing, with related calculation details, 2 original copies and 1 certified copy
- Building construction permit and related drawing (in case of land), the original permit and 2 certified copies
- Traffic impact analysis document (in case of major projects), 1 copy
- License for professional practice and calculation details related to the type and size of controlled operation according to engineer laws and regulations, the original license and 2 certified copies
- Other documents required by the Department of Rural Roads

Submit application and supporting documents in person at

- Rural Road District
- Bureau of Rural Roads 1-18
- Rural Roads One Stop Service Center

Officer shall make an appointment for on-site inspection within 7 days from the submission date

Pick up the permit in person

#### Related Laws and Regulations

- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549



#### Related Agency

- Bureau of Rural Roads, Bureau of Highways Maintenance Management, Department of Rural Roads, Ministry of Transport



Department of Rural Roads  
9 Phaholyothin Road, Anusawaree, Bangkok, Bangkok  
Hotline 1146 Tel: 02-551-5000, 02-551-5174-5  
Website: [www.drr.go.th](http://www.drr.go.th)

## Drainage Connection



## Drainage connection permit



฿ No service fee

**\*\*The route permitted for rural road drainage shall have clear land ownership.**



Prepare application  
and supporting  
documents

### Supporting Documents:

- Permit application for drainage to the rural road (Form Khor 2) (the original application)
- National ID card of the applicant, the original card and 2 certified copies
- House registration of the applicant, the original registration and 2 certified copies
- Government official ID card (if any), the original card and 2 certified copies
- Certificate of name change registration (if any), the original certificate and 2 certified copies
- Company certificate (in case the applicant is a company), the original certificate and 2 certified copies
- Related land title deeds, the original document and 2 certified copies
- Power of attorney with stamp duties of 10 baht or 30 baht (in case of granting power of attorney to apply for the permit), 1 original copy and 2 certified copies
- Location drawing, 2 original copies and 1 certified copy
- Calculation details related to the quality and quantity of sewage in the rural road area (in case of sewage), 2 original copies
- License for professional practice and calculation details related to the type and size of controlled operation according to engineer laws and regulations (in case of sewage), the original license and 2 certified copies
- Other documents required by the Department of Rural Roads



Submit  
application

Submit application and supporting documents in person at

- Rural Road District
- Bureau of Rural Roads 1-18
- Rural Roads One Stop Service Center



Officer conducts  
on-site inspection

Officer shall make an appointment for on-site inspection



Receive a permit

Pick up the permit in person

### **Remark:** \*Cases of sewage:

1. From allocated land (Announcement of the Ministry of Natural Resources and Environment prescribing the standard to control sewerage from allocated land)
2. From industrial factory / industrial estate (Announcement of the Ministry of Science, Technology and Environment No. 3 (B.E. 2539) prescribing the standard to control sewerage from factory and industrial estate)
3. From building (Ministerial Regulation No. 44 (B.E. 2538) according to the Building Control Act, B.E. 2522)



Dealing with  
Construction Permits

### Related Laws and Regulations

- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549



### Related Agency

- Bureau of Rural Roads, Bureau of Highways Maintenance Management, Department of Rural Roads, Ministry of Transport



Department of Rural Roads  
9 Phaholyothin Road, Anusawaree, Bangkok, Bangkok  
Hotline 1146 Tel: 02-551-5000, 02-551-5174-5  
Website: [www.drr.go.th](http://www.drr.go.th)

## Installation of Attraction Guide Sign



## Installation permit for attraction guide sign



### Dealing with Construction Permits



21 days

฿ At specified rate

\*Permit holder shall Pay the fee at specified rate per annum.

#### Related Laws and Regulations



- Highway Act, B.E. 2535, revised by Highway Act (no. 2), B.E. 2549



Prepare application and supporting documents



Submit application



Officer conducts on-site inspection



Receive a permit

#### Supporting Documents:

- Permit application for attraction guide sign installation in the rural road area (Form Khor 2) (the original application)
- National ID card of the applicant, the original card and 2 certified copies
- House registration of the applicant, the original registration and 2 certified copies
- Government official ID card (if any), the original card and 2 certified copies
- Certificate of name change registration (if any), the original certificate and 2 certified copies
- Company certificate (in case the applicant is a company), the original certificate and 2 certified copies
- Related land title deeds, the original document and 2 certified copies
- Power of attorney letter with stamp duties of 10 baht or 30 baht (in case of granting power of attorney to apply for the permit), 1 original copy and 2 certified copies
- Location drawing\*, 2 original copies and 1 certified copy
- Traffic impact analysis document (in case of major projects), 1 copy
- License for professional practice and calculation details related to the type and size of controlled operation according to engineer laws and regulations (in case of building required to have vehicle entrance-exit according to No. 10 of the building and edifice control law that requires traffic impact analysis), the original license and 2 certified copies
- Other documents required by the Department of Rural Roads

Submit application and supporting documents in person at

- Rural Road District
- Bureau of Rural Roads 1-18
- Rural Roads One Stop Service Center



Officer shall make an appointment for on-site inspection within 7 days from the submission date

#### Remark: \*Drawing includes:

- Location drawing showing related rural road and the position to install the sign
- Sign drawing and text size to a scale of at least 1:20; The drawing shall comply with general rule, condition and standard form prescribed by the Department of Rural Roads, <http://www.drr.go.th/sites/default/files/09.pdf>

Pick up the permit in person

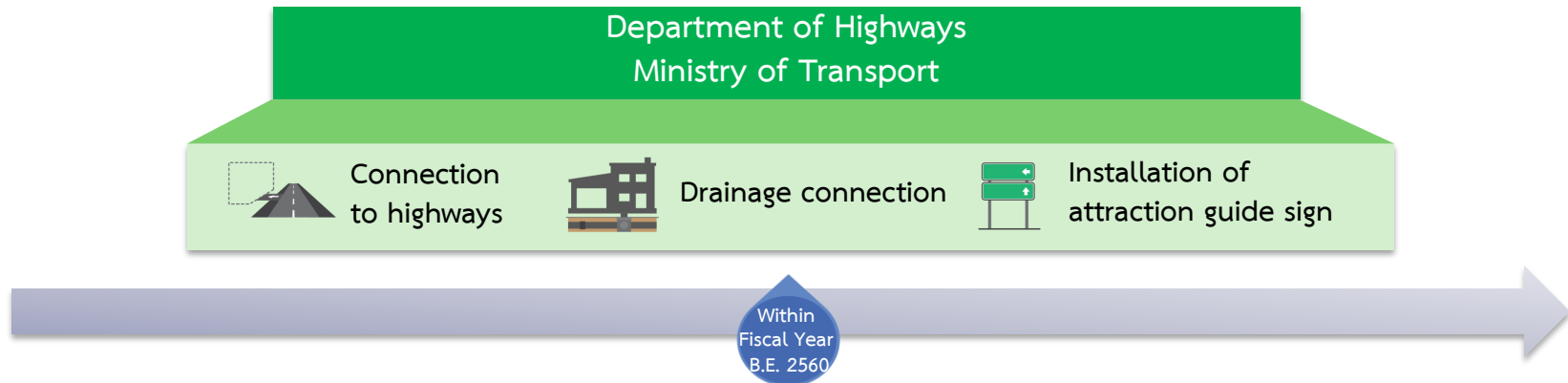
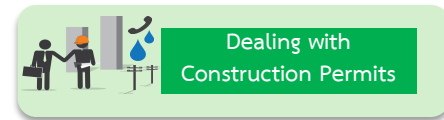
#### Related Agency

- Bureau of Rural Roads, Bureau of Highways Maintenance Management, Department of Rural Roads, Ministry of Transport



Department of Rural Roads  
9 Phaholyothin Road, Anusawaree, Bangkok, Bangkok  
Hotline 1146 Tel: 02-551-5000, 02-551-5174-5  
Website: [www.drr.go.th](http://www.drr.go.th)

# Dealing with Construction Permits



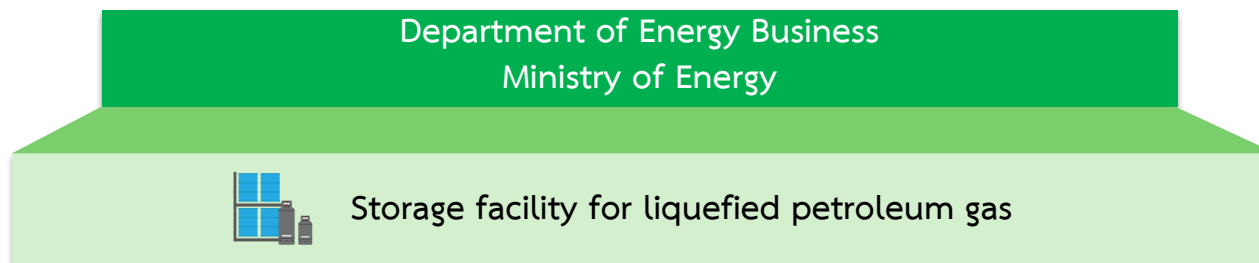
## *Ongoing Improvement*

- Department of Highways is conducting the review of related permit application forms




*Storage Facility for Liquefied Petroleum Gas*

# Dealing with Construction Permits



## Points to Note

**Type of fuel** covers crude petroleum oil, benzene (Gasoline), aviation fuel, paraffin, diesel oil, fuel oil, lubricant oil, liquefied petroleum gas (LPG) or natural gas.

Liquefied Petroleum Gas Facility		Instruction for the applicant
<b>Category 1:</b> Liquefied Petroleum Gas (LPG) facility with a tank volume exceeding 250 liters but not exceeds 500 liters.		No permission required, the applicant must comply with the law and regulations.
<b>Category 2:</b> Liquefied Petroleum Gas (LPG) facility with a tank volume exceeding 500 liters but not exceeds 1,000 liters.		The applicant is required to notify the officer and must comply with related laws and regulations. Notification process takes 1 working day and system testing must be conducted by the applicant and report the result of testing to the Department of Energy Business within 45 days from the notification date. Gas piping system and equipment must be inspected and tested every 5 years.
<b>Category 3:</b> Liquefied Petroleum Gas (LPG) facility with a tank volume exceeds 1,000 liters.		The applicant is required to submit a request and business operation must comply with related laws and regulations. For permit renewal, the renewal application must be submitted within 60 days prior to permit expiration.



## List of recommended inspectors:

The list of company who provide testing and inspection service for liquefied petroleum gas is available on the official website of Department of Energy Business [www.doeb.go.th](http://www.doeb.go.th)



**Facility for liquefied petroleum gas  
with volume 500 - 1,000 liters**

**Supporting document**

- Application for acknowledgment to operate the controlled business – category 2 (Tor Por. Por.1)
- Copy of applicant's national ID card and house registration (in case of ordinary person), 1 copy
- Copy of the company's or partnership's registration with Objective of company or partnership (in case of company and partnership), 1 copy
- A letter of appointment to be a representative of ordinary/juristic person (in case the representative is the one who files the application), 1 copy
- Copy of business premise/property ownership, rental/lease agreement or consent to the use of the place of business from owner, 1 copy
- Copy of map showing the location of the facility with surrounding area and nearby buildings within a radius of 50 meters, 1 copy
- Copy of facility layout, 1 copy
- Power of attorney letter, copy of national ID card of both grantor and grantee (if any)

**Facility for liquefied petroleum gas  
with volume more than 1,000 liters**

**Supporting document**

- Application for permission to operate the controlled business – category 3 (Tor Por. Gor.1)
- Copy of applicant's national ID card and house registration (in case of ordinary person), 1 copy
- Copy of the company's or partnership's registration with Objective of company or partnership (in case of company and partnership), 1 copy
- A letter of appointment to be a representative of ordinary/juristic person (in case the representative is the one who files the application), 1 copy
- Documents that demonstrate the right to use the land or premise such as deeds or other documents, 1 copy
- Documents confirming the result of land usage according to Town Planning laws, 1 copy
- Copy of facility layout showing security systems, gas piping system, fire safety devices, water piping system systems, electrical systems, lightning protection surrounding area and nearby buildings, 2 copies
- For storage tanks and gas dispensing, copy of construction blueprint and one copy of capacity calculation report for storage and gas dispensing, 2 copy (For liquefied petroleum gas storage tanks and dispensing, one copy of prove for stability calculation report of construction structure)
- Certification letter from an engineer together with an engineer's license of professional practice (for the case of storage tank and gas)
- Copy of the insurance policy for risk of damage caused by the controlled operation – category 3 (need to submit before the approval process starts)
- Copy of map showing the location of the facility with surrounding area and nearby buildings within a radius of 50 meters, 2 copies
- Certification letter for liquefied petroleum gas storage tanks and dispensing
- Power of attorney letter, copy of national ID card both grantor and grantee (if any)
- Certification letter from an architect together with an architect's license of professional practice (in case of sphere shape storage tanks or cool tanks)

Storage Facility for  
Liquefied Petroleum Gas  
with 500-1,000 liters



Acknowledgement of notification for storage  
facility for liquefied petroleum gas – Category 2



Dealing with  
Construction Permits



Prepare application  
and supporting  
documents



Submit application



Receive an  
acknowledgement



Testing of piping  
system



- Submit application form and supporting document at:

- **Bangkok:** Energy Business Service Center, Bureau of Natural Gas Business Safety
- **Other provinces:** Provincial Energy Office



Pick up the acknowledgement in person or by postal mail within 30 days

The applicant must complete the piping system testing within 45 days after submit the application. List of recommended testing and inspection service provider is available at the Department's website. Test result shall be provided to the Department of Energy Business by the applicant.

Related Agency

- Bureau of Liquefied Petroleum Gas Business Safety Department of Energy Business



Validity

- Valid for 5 years from issuance date



Renewal

- N/A



✉ Energy Business Service Center, Bureau of Natural Gas Business Safety, Department of Energy Business, Energy Complex Building B Floor 19th 555/2 Vibhavadi Rangsit Road, Chatuchak District, Bangkok 10900  
Tel: 02-794-4555 or 02-794-4812 Fax: 02-794-4300 Website: [www.doeb.go.th](http://www.doeb.go.th)



Storage Facility for  
Liquefied Petroleum Gas  
with 500-1,000 liters



Acknowledgement of notification for storage  
facility for liquefied petroleum gas – Category 2



Renewal



\*Gas piping system and equipment must be inspected and tested every 5 years.

#### Related law and regulations

- Fuel Oils Control Act B.E. 2542 and Amendment (No. 2), B.E. 2550



Request for piping  
system testing



Testing of piping  
system

Submit the request for piping system testing to the Department of Energy Business and conduct testing with the recommended testing and inspection service provider from the Department's website

Gas piping system and equipment must be inspected and tested every 5 years, the test result must be submitted to the Department of Energy Business for approval

#### Related Agency

- Bureau of Liquefied Petroleum Gas  
Business Safety Department of Energy Business



#### Validity

- Valid for 5 years from issuance date



#### Renewal

- N/A



Energy Business Service Center, Bureau of Natural Gas Business Safety,  
Department of Energy Business, Energy Complex Building B Floor 19th 555/2  
Vibhavadi Rangsit Road, Chatuchak District, Bangkok 10900  
Tel: 02-794-4555 or 02-794-4812 Fax: 02-794-4300 Website: [www.doeb.go.th](http://www.doeb.go.th)

Storage Facility for  
Liquefied Petroleum Gas  
more than 1,000 liters



Permit for storage facility for  
liquefied petroleum gas – Category 3



Dealing with  
Construction Permits

45  
working  
days

฿ 200

\* Piping system testing result is a prerequisite for the officer to proceed the approval process

Related law and regulations

- Fuel Oils Control Act B.E. 2542 and Amendment (No. 2), B.E. 2550



- Submit application form and supporting document at:

- Bangkok:** Energy Business Service Center, Bureau of Natural Gas Business Safety
- Other province:** Provincial Energy Office



The officer will make appointment for site/facility visit and for testing and inspection service provider to conduct the test

- Notify the result of application via postal mail within 7 days from the completion of approval process by the Department (Required an envelope which addressed to applicant and affixed postal stamp to submit with the application)
- Receive the permit at the authority office or by postal mail within 30 days

Related Agency

- Bureau of Liquefied Petroleum Gas Business Safety Department of Energy Business



Validity

- Valid for 1 year and expired at 31 December of each year



Renewal

- Renewal application can be submitted during 1 November – 31 December



Energy Business Service Center, Bureau of Natural Gas Business Safety,  
Department of Energy Business, Energy Complex Building B Floor 19th 555/2  
Vibhavadi Rangsit Road, Chatuchak District, Bangkok 10900  
Tel: 02-794-4555 or 02-794-4812 Fax: 02-794-4300 Website: [www.doeb.go.th](http://www.doeb.go.th)

Storage Facility for  
Liquefied Petroleum Gas  
more than 1,000 liters



Permit for storage facility for  
liquefied petroleum gas – Category 3



Renewal

42  
working  
days

Renewal process in November

72  
working  
days

Renewal process in December



Testing of piping  
system

Gas piping system and equipment must be inspected and tested every year, the test result must be submitted to the Department of Energy Business



Prepare application  
and supporting  
documents

**Supporting document:**

- Application for permission to operate the controlled business – category 3 (Tor Por. Gor.1)
- Latest permit document
- Copy of applicant's national ID card and house registration (in case of ordinary person), 1 copy
- Copy of the company's or partnership's registration with Objective of company or partnership (in case of company and partnership), 1 copy
- Copy of the insurance policy for risk of damage caused by the controlled business – category 3, 1 copy
- Power of attorney letter, copy of national ID card both grantor and grantee (if any)



Submit application

- Submit application form and supporting document at:
  - **Bangkok:** Energy Business Service Center, Bureau of Natural Gas Business Safety
  - **Other provinces:** Provincial Energy Office

*\*Once the renewal application is submitted, the original license will be in effect until the application is rejected.*



**Related law and regulations**

- Fuel Oils Control Act B.E. 2542 and Amendment (No. 2), B.E. 2550



**Related Agency**

- Bureau of Liquefied Petroleum Gas Business Safety Department of Energy Business



**Validity**

- Valid for 1 year and expired at 31 December of each year



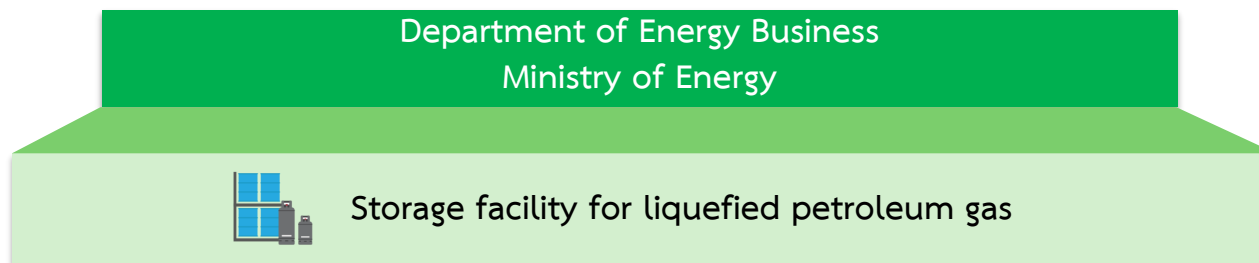
**Renewal**

- Renewal application can be submitted within 60 days prior to the expiry date



Energy Business Service Center, Bureau of Natural Gas Business Safety,  
Department of Energy Business, Energy Complex Building B Floor 19th 555/2  
Vibhavadi Rangsit Road, Chatuchak District, Bangkok 10900  
Tel: 02-794-4555 or 02-794-4812 Fax: 02-794-4300 Website: [www.doeb.go.th](http://www.doeb.go.th)

# Dealing with Construction Permits



After  
Fiscal Year  
B.E. 2560



## *Future Improvements (Require Changes in Laws)*

- Requests related to licenses for Retail business can be submitted online via the new Single Portal for retail business
- Once the law and regulation allow the use of documents in electronic format, the applicant can submit technical documentation such as design and construction plan of storage tanks with gas piping and equipment and calculation report on stability and strength of the tank and gas supply in electronic format or in CD-ROM.
- Eliminate the submission of identification document such as national ID card or house registration upon completion of information integration to the database of the Department of Provincial Administration.
- Eliminate the submission of commercial registration certificate, partnership's registration, and VAT registration certificate upon completion of information integration to the database of the Department of Business Development and the Revenue Department for verification of juristic person/company information.



## *Ongoing Improvements (Under the Process of Changes in Laws)*

- Drafting a new Ministerial Regulations for liquefied petroleum gas facility that allows business with gas storage more than 1,000 liters to apply for liquefied petroleum gas facility license/permit (according to Form Tor Phor Gor 1) which can install LPG tanks not exceed total capacity of 2,000 liters per location. For LPG tank installed in cluster, each cluster cannot exceed total capacity of 2,000 liters, pipe system must be separated in each cluster and the distance between cluster must not less than 20 meters from each tank cluster.



*Water*

*(Bangkok, Nonthaburi, and Samut Prakan Area)*



### Supporting Documents

#### Related Law and Regulations

- Metropolitan Waterworks Authority Act B.E. 2510 (1967)



Request for a Permanent Water Connection (For juristic person)	Request for a Temporary Water Connection (For juristic person)	Request for a Permanent Water Connection (For ordinary person)
<ol style="list-style-type: none"> <li>1. Copy of company registration</li> <li>2. Copy of national ID card or passport of the authorized director</li> <li>3. Copy of house registration of the requested location</li> <li>4. Evidence of title</li> <li>5. Power of attorney (if proceeded by a representative)</li> <li>6. Copy of national ID card of the representative</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of company registration</li> <li>2. Copy of national ID card or passport the authorized director</li> <li>3. Copy of temporary house registration of the requested location or evidence of title</li> <li>4. Power of attorney (if proceeded by a representative)</li> <li>5. Copy of national ID card of the representative</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of national ID card or passport with visa or other identification documents</li> <li>2. Copy house registration of the requested location</li> <li>3. Documents that show the ownership or the right to use the location</li> <li>4. Power of attorney (if proceeded by a grantee and copy of national ID card of a grantee)</li> </ol>

Remark: All supporting documents must be signed to certify the copy.

#### Related Agency

- Metropolitan Waterworks Authority



Metropolitan Waterworks Authority

400 Prachacheun Road, Tungsonghong, Laksi, Bangkok 10210

Tel: 02-504-0123 Call Center: 1125 Website: [www.mwa.go.th](http://www.mwa.go.th)

E-mail: [mwa1125@mwa.co.th](mailto:mwa1125@mwa.co.th)

## Tap Water



### Connect water

(In the area of Bangkok, Nonthaburi, and Samut Prakan)



### Dealing with Construction Permits

#### Related Law and Regulations

- Metropolitan Waterworks Authority Act B.E. 2510 (1967)



## Time to Complete

For new connection with meter diameter between ½ - 8 inches and no water supply pipe

#### Case 1:

Water meter with diameter between ½ - 1 inch with the main pipe passes through the requested location or the location is less than 20 meters from the main supply



#### Case 2:

Water meter with diameter between ½ - 1 inch but not in case 1  
From receiving the application to notifying the expense – 1 working day; from payment date to installation date – 3 working days



#### Case 3:

Water meter with diameter between 1 ½ - 8 inches  
From receiving the application to notifying the expense – 4 working days; from payment date to installation complete – 15 working days



For new connection with water supply pipe of less than 2,000,000 Baht

#### Case 1:

Connection with water supply pipe of less than 1,000,000 Baht  
From receiving the application to notifying the expense – 10 working days; from payment date to installation complete – 70 working days



#### Case 2:

Connection with water supply pipe between 1,000,000 – 2,000,000 Baht  
From receiving the application to notifying the expense – 10 working days; from payment date to installation complete – 85 working days



For new connection with water supply pipe of more than 2,000,000 Baht

#### Case 1:

Connection with water supply pipe of more than 2,000,000 Baht  
From receiving the application to notifying the expense – 15 working days; from payment date to contract signing date – 72 working days



#### Remark

- The duration indicated starts when all supporting documents submitted are complete.
- The duration indicated assumes that the rights to use the land is granted.

#### Related Agency

- Metropolitan Waterworks Authority



Metropolitan Waterworks Authority

400 Prachacheun Road, Tungsohong, Laksi, Bangkok 10210

Tel: 02-504-0123 Call Center: 1125 Website: [www.mwa.go.th](http://www.mwa.go.th)

E-mail: [mwa1125@mwa.co.th](mailto:mwa1125@mwa.co.th)

## Tap Water



### Connect water

(In the area of Bangkok, Nonthaburi, and Samut Prakan)



### Dealing with Construction Permits

#### Related Law and Regulations

- Metropolitan Waterworks Authority Act B.E. 2510 (1967)



Prepare application  
and supporting  
documents



Submit application



Make payment



Officer installs  
water meter

Submit application and  
required document

- via [www.mwa.co.th](http://www.mwa.co.th)  
(Only meter size ½"-1")
- At MWA offices  
(Meter size ½"-8")



Pay for the fee

Officer sets appointment for  
meter installation

Remakr: For more information, please visit website [www.mwa.co.th](http://www.mwa.co.th),  
contact Call Center at 1125, or visit any of the 18 MWA offices

#### Related Agency

- Metropolitan Waterworks Authority



Metropolitan Waterworks Authority

400 Prachacheun Road, Tungsonghong, Laksi, Bangkok 10210

Tel: 02-504-0123 Call Center: 1125 Website: [www.mwa.go.th](http://www.mwa.go.th)

E-mail: [mwa1125@mwa.co.th](mailto:mwa1125@mwa.co.th)





*Water*  
*(Area Outside Bangkok, Nonthaburi, and*  
*Samut Prakan)*

## Tap Water



## Connect water

(In the area outside Bangkok, Nonthaburi, and Samut Prakan)



## Dealing with Construction Permits

There are two types of water connection: 1. permanent and 2. temporary

Details of these two connections can be found in the Provincial Waterworks Authority's regulation on criteria and procedure of water connection B.E. 2557, item number 5.

### Related Law and Regulations

- Provincial Waterworks Authority Act B.E. 2522 (1979)



## Supporting Documents

Request for a Permanent Water Connection (For ordinary person)	Request for a Permanent Water Connection (For juristic person)	Request for a Temporary Water Connection (For ordinary and juristic person)
<p><b>Thai citizens</b></p> <ol style="list-style-type: none"> <li>Copy of national ID card</li> <li>Copy of house registration of the requested location</li> <li>If the requester is not registered in the house registration of the requested location, the letter of consent by the owner, along with the owner's copy of national ID card and house registration except the requester is parents, child at legal age, or spouse of the owner or the owner himself</li> <li>Evidence of title</li> <li>Evidence of qualification e.g. contract for rent</li> </ol> <p><b>Foreigners</b></p> <ol style="list-style-type: none"> <li>Copy of passport</li> <li>Copy of house registration of the requested location</li> <li>Evidence of title</li> </ol>	<ol style="list-style-type: none"> <li>Company registration</li> <li>Copy of national ID card of the authorized director</li> <li>Copy of house registration of the requested location</li> <li>Evidence of title</li> </ol>	<ol style="list-style-type: none"> <li>Evidence for the water usage similar to a permanent water connection</li> <li>Copy of house ID number</li> <li>Copy of construction permit (or request for permit)</li> <li>Document of title e.g. deed</li> </ol>

### Related Agency

- Provincial Waterworks Authority



Provincial Waterworks Authority)

72 Changwatana Road. Laksi Bangkok 10210

Call Center: 1662 Website: [www.pwa.go.th](http://www.pwa.go.th) E-mail: [pr@pwa.co.th](mailto:pr@pwa.co.th)

## Tap Water



### Connect water

(In the area outside Bangkok, Nonthaburi, and Samut Prakan)



### Dealing with Construction Permits

For connection less than 10 meters  
and meter with diameter less than ¾"



From receiving the application to notifying  
the expense – 3 working days  
From payment date to installation  
completion – 3 working days



Prepare application  
and supporting  
documents

For connection of 10-100 meters  
and meter with diameter less than 2"



From receiving the application to notifying  
the expense – 7 working days  
From payment date to installation  
completion – 15 working days



Submit application

Submit application and  
required document at PWA  
offices or service centers



For temporary connection



From receiving the application to notifying  
the expense – 3 working days  
From payment date to installation  
completion – 5 working days



Make payment

- Fee as stated by PWA
- Pay in cash at PWA offices – for the payment more than 10,000 Baht, either pay with bill of exchange, cheque, or cash
- Fee for water meter with diameter less than 1 inch is to be paid after estimation
- For water meter with diameter more than 1 inch, advanced payment is required



Officer installs  
water meter

Officer sets appointment for  
meter installation

#### Related Law and Regulations

- Provincial Waterworks Authority Act B.E. 2522 (1979)



#### Related Agency

- Provincial Waterworks Authority



Remark: The processing and installation time are according to Provincial Waterworks Authority's regulation on procedure and processing and installation time for citizen service work (issue no. 3) B.E. 2559



Provincial Waterworks Authority)  
72 Changwatana Road. Laksi Bangkok 10210  
Call Center: 1662 Website: [www.pwa.go.th](http://www.pwa.go.th) E-mail: [pr@pwa.co.th](mailto:pr@pwa.co.th)



*Telephone*



## Telephone



## Connect a fixed telephone line



## Dealing with Construction Permits



\*Process time depends on the appointment made with the officer

### Related Law and Regulations

- Telephone Organisation of Thailand Act B.E. 2497 (1954)



Prepare application and supporting documents



Submit application at TOT service center



Officer sets up the fixed telephone line

### Supporting Documents:

#### For ordinary person

- Copy of national ID card

#### For juristic person

- Copy of company certificate (dated within 180 days) with signature and company seal affixed
- Copy of national ID card of the authorized director with signature
- Copy of VAT registration certificate (if any)
- Power of attorney letter with stamp duty (if proceeded by a grantee)
- Copy of national ID card of a grantee

### Related Agency

- TOT Public Company Limited



Remark: There are other fixed-line telephone operators. The requirement and process may vary for other providers.



TOT Public Company Limited

89/2 Moo 3, Chaeng Watthana Road, Thungsong-Hong, Laksi, Bangkok 10210

TOT Contact Center Call : 1100 E-mail: [toteservice@tot.co.th](mailto:toteservice@tot.co.th) Website: [www.tot.co.th](http://www.tot.co.th)



## *Electricity*

*(Bangkok, Nonthaburi, and Samut Prakan Area)*

## Electricity



### Connect electricity 30-50 amperes

(1-phase 2-wire and 3-phase 4-wire with no external connection work)



Dealing with  
Construction Permits



(In the areas of Bangkok, Nonthaburi, and Samut Prakan)

#### Related Law and Regulations

- Metropolitan Electricity Authority Act B.E. 2501 (1958)



#### Supporting Documents:

- Application form for electricity
- Copy of national ID or other government issued ID document with national ID number (for ordinary person), 1 copy
- Copy of national ID card of the authorized director and copy of company registration (dated within 6 months) (for juristic person), 1 copy
- Copy of house registration (for ordinary person), 1 copy
- Evidences that show relationship between the applicant and the location such as copy of house registration with the applicant's name as the owner or purchase or lease contract of the land and building, 1 copy
- Layout of the requested location and connection diagram
- Power of attorney letter with stamp duty and copy of national ID card of a grantee (if proceeded by a grantee)
- Other documents (if any)

Submit the application and supporting documents at MEA office to make payment



Officer sets appointment for site inspection and approval

Officer sets appointment for connection works

#### Related Agency

- Metropolitan Electricity Authority



Metropolitan Electricity Authority

30 Soi Chit Lom, Phloen Chit Road, Lumpini, Pathumwan, Bangkok 10330

Call Center: 1130 Website: [www.mea.go.th](http://www.mea.go.th)

# Electricity



## Connect electricity less than 50 amperes (1-phase 2-wire and 3-phase 4-wire with no external connection work)



## Dealing with Construction Permits



(In the areas of Bangkok, Nonthaburi, and Samut Prakan)

### Related Law and Regulations

- Metropolitan Electricity Authority Act B.E. 2501 (1958)



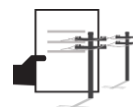
Prepare application  
and supporting  
documents



Submit application  
and make payment



Officer examines  
internal wiring



Officer inspects site  
and issues  
instruction



Officer conducts  
external connection  
works



Officer installs  
electricity meter

### Supporting Documents:

- Application form for electricity
- Copy of national ID or other government issued ID document with national ID number (for ordinary person), 1 copy
- Copy of national ID card of the authorized director and copy of company registration (dated within 6 months) (for juristic person), 1 copy
- Copy of house registration (for ordinary person)
- Evidences that show relationship between the applicant and the location such as copy of house registration with the applicant's name as the owner or purchase or lease contract of the land and building, 1 copy
- Layout of the requested location and connection diagram

Submit the application  
and supporting  
documents at MEA  
office to make  
payment



### Supporting Documents (Con't):

- Power of attorney letter with stamp duty and copy of national ID card of a grantee (if proceeded by a grantee)
- Letter of consent for installation and copy of land deeds (for private location)
- Letter of consent for external connection works (for public location)
- Other documents (if any)

Officer sets  
appointment to  
examine internal  
connection works  
wired by the  
customer

Officer inspects site and  
issues external connection  
works instructions

Officer sets  
appointment for  
external connection  
works

Officer sets  
appointment for  
meter installation

**Remark:** Applies to the connection works of less than 4 tonnes and less than 140 metres.

### Related Agency

- Metropolitan Electricity Authority



Metropolitan Electricity Authority  
30 Soi Chit Lom, Phloen Chit Road, Lumpini, Pathumwan, Bangkok 10330  
Call Center: 1130 Website: [www.mea.go.th](http://www.mea.go.th)



# Electricity



## Connect electricity less than 200 amperes (3-phase 4-wire with no external connection work)



## Dealing with Construction Permits



(In the areas of Bangkok, Nonthaburi, and Samut Prakan)

### Related Law and Regulations

- Metropolitan Electricity Authority Act B.E. 2501 (1958)



Prepare application  
and supporting  
documents



Submit application  
and make payment



Officer examines  
internal wiring



Officer installs  
electricity meter

### Supporting Documents:

- Application form for electricity
- Copy of national ID or other government issued ID document with national ID number (for ordinary person), 1 copy
- Copy of national ID card of the authorized director and copy of company registration (dated within 6 months) (for juristic person), 1 copy
- Copy of house registration (for ordinary person)
- Evidences that show relationship between the applicant and the location such as copy of house registration with the applicant's name as the owner or purchase or lease contract of the land and building, 1 copy
- Layout of the requested location and connection diagram
- Power of attorney letter with stamp duty and copy of national ID card of a grantee (if proceeded by a grantee)
- Other documents (if any)

Submit the application  
and supporting  
documents at MEA  
office to make  
payment



Officer sets appointment  
to examine internal  
connection works wired

Officer sets  
appointment for  
meter installation

### Related Agency

- Metropolitan Electricity Authority



Metropolitan Electricity Authority

30 Soi Chit Lom, Phloen Chit Road, Lumpini, Pathumwan, Bangkok 10330

Call Center: 1130 Website: [www.mea.go.th](http://www.mea.go.th)

# Electricity



## Connect electricity less than 200 amperes (3-phase 4-wire with external connection work)



## Dealing with Construction Permits



(In the areas of Bangkok, Nonthaburi, and Samut Prakan)

### Related Law and Regulations

- Metropolitan Electricity Authority Act B.E. 2501 (1958)



Prepare application  
and supporting  
documents



Submit application  
and make payment



Officer examines  
internal wiring



Officer installs  
external wiring and  
electricity meter

### Supporting Documents:

- Application form for electricity
- Copy of national ID or other government issued ID document with national ID number (for ordinary person), 1 copy
- Copy of national ID card of the authorized director and copy of company registration (dated within 6 months) (for juristic person), 1 copy
- Copy of house registration (for ordinary person)
- Evidences that show relationship between the applicant and the location such as copy of house registration with the applicant's name as the owner or purchase or lease contract of the land and building, 1 copy
- Layout of the requested location and connection diagram
- Power of attorney letter with stamp duty (if proceeded by a grantee)
- Letter of consent for installation and copy of land deeds (for private location)
- Letter of consent for external connection works (for public location)
- Other documents (if any)

Submit the application  
and supporting  
documents at MEA  
office to make  
payment



Officer sets appointment  
to examine internal and  
external connection  
works wired

Officer installs electric  
pole, external wiring,  
and meter

### Related Agency

- Metropolitan Electricity Authority



Metropolitan Electricity Authority  
30 Soi Chit Lom, Phloen Chit Road, Lumpini, Pathumwan, Bangkok 10330  
Call Center: 1130 Website: [www.mea.go.th](http://www.mea.go.th)



## *Electricity*

*(Area Outside Bangkok, Nonthaburi, and  
Samut Prakan)*

# Electricity



## Connect electricity less than 30 amperes (Case of making payment before the inspection)



## Dealing with Construction Permits



(In the areas outside of Bangkok, Nonthaburi, and Samut Prakan)

### Related Law and Regulations

- Provincial Electricity Authority Act B.E. 2503 (1960)



Prepare application  
and supporting  
documents



Submit  
application



Make payment



Officer examines  
internal wiring



Officer conducts  
connection works

### Supporting Documents:

- Application form for electricity
- Copy of national ID or copy of government-issued ID documents or copy of national ID of authorized director (in case of juristic person), 1 copy
- Copy of house registration of the applicant, 1 copy
- Copy of house registration of the requested location or evidence of ownership or the right to use the location, 1 copy
- Layout of the requested location, 1 copy
- Copy of company registration (dated within 3 months), 1 copy
- Copy of VAT registration, 1 copy
- Power of attorney letter with stamp duty and copy of national ID card and house registration of both grantor and grantee (if proceeded by a grantee), 1 copy
- If the total number of connection points (including both the existing and the requested points) will exceed 20 points or will consume more than 5 Kilowatt of electricity, 2 copies of the internal wiring diagram (scale of 1:100) must also be submitted or the applicant can hire the Provincial Electricity Authority to prepare this diagram

Submit the application and  
supporting documents at  
PEA office



Make payment for the fee  
and sign the contract at PEA  
office

If the wiring is not approved,  
the officer will provide  
instruction for correction

Officer sets appointment  
for connection works

### Related Agency

- Provincial Electricity Authority



Provincial Electricity Authority  
200 Ngamwongwan Road, Ladyao, Jatujak, Bangkok 10900  
Tel: 02-589-0100-1 Call Center: 1129 Website: [www.pea.go.th](http://www.pea.go.th)

# Electricity



## Connect electricity less than 30 amperes (Case of making payment after the inspection)



## Dealing with Construction Permits



(In the areas outside of Bangkok, Nonthaburi, and Samut Prakan)

### Related Law and Regulations

- Provincial Electricity Authority Act B.E. 2503 (1960)



Prepare application  
and supporting  
documents



Submit  
application



Officer examines  
internal wiring



Make payment



Officer conducts  
connection works

### Supporting Documents:

- Application form for electricity
- Copy of national ID or copy of government-issued ID documents or copy of national ID of authorized director (in case of juristic person), 1 copy
- Copy of house registration of the applicant, 1 copy
- Copy of house registration of the requested location or evidence of ownership or the right to use the location, 1 copy
- Layout of the requested location, 1 copy
- Copy of company registration (dated within 3 months), 1 copy
- Copy of VAT registration, 1 copy
- Power of attorney letter with stamp duty and copy of national ID card and house registration of both grantor and grantee (if proceeded by a grantee), 1 copy
- If the total number of connection points (including both the existing and the requested points) will exceed 20 points or will consume more than 5 Kilowatt of electricity, 2 copies of the internal wiring diagram (scale of 1:100) must also be submitted or the applicant can hire the Provincial Electricity Authority to prepare this diagram

Submit the application and supporting documents at PEA office



If the wiring is not approved, the officer will provide instruction for correction

Make payment for the fee and sign the contract at PEA office

Officer sets appointment for connection works

### Related Agency

- Provincial Electricity Authority



Provincial Electricity Authority  
200 Ngamwongwan Road, Ladyao, Jatujak, Bangkok 10900  
Tel: 02-589-0100-1 Call Center: 1129 Website: [www.pea.go.th](http://www.pea.go.th)



# Dealing with Sale and Operation Permits



*Liquor*



*Tobacco*



*Playing Card*



**Points to Note:****Location of business operation****For all types of licenses**

- The premise must not locate at or in the vicinity of the following
  - The premise that is used to open for a similar business which got the license revoked or was ordered to close down according to National Council for Peace and Order's order no. 22/2558 within the last 5 years
  - In the vicinity of education institution or dormitory near education institution according to National Council for Peace and Order's order no. 22/2558

**For the license type 3-7**

- Never get a license revoked within the last 5 years. In case the applicant is a partnership or juristic person, the manager or authorized person must not possess prohibited qualifications or be a managing partner, manager, or authorized person of juristic person with prohibited qualification.
- The premise must not locate at or in the vicinity of the following
  - Education institution according to related laws and regulations and its vicinity
  - Temple or religious ritual area according to related laws and regulation and its vicinity
  - Fuel station according to related laws and regulations and its vicinity
  - Location that has the license revoked within the last 5 years

**Conditions for the Applicant****For all types of license**

- The applicant must display the license in a conspicuous place at the business premise
- The applicant must not sell alcohol to those who are under the age of 20
- The applicant must comply to the conditions specified by the Department

**For the license type 3-7**

- The applicant must not sell alcohol outside the permitted time period with the exception of selling in international airports and other business premises allowed by related laws and regulations. The time permitted to sell alcohol are 11.00-14.00 and 17.00-24.00.
- The applicant must comply to the conditions specified by the Department

**Related law and regulations**

- The Liquor Act B.E. 2493







Processing time for business premise inspection

Processing time once the premise meets the requirement

**Points to Note:****Related law and regulations**

- The Liquor Act B.E. 2493



Type of liquor selling license*	License fee*
<b>1. Liquor selling license type 1</b> for all types of liquor with minimum quantity per bill not less than 10 liters	8,250
<b>2. Liquor selling license type 2</b> for liquor types which produced in Thailand (local liquor) with minimum quantity per bill not less than 10 liters	
2.1 For producers of fermented liquor made from agricultural products containing alcohol content less than 15 degrees which uses total machine capacity less than 5 horsepower and/or using less than 7 employees with minimum quantity per bill is not less than 10 liters	550
2.2 For producer of rice whisky containing alcohol content more than 15 degrees but not exceed 40 degree using total machine capacity less than 5 horsepower and/or using less than 7 employees with minimum quantity per bill is not less than 10 liters	1,100
2.3 For liquor with quantity per bill not exceed 6,000 liters per year	1,100
2.4 For liquor with quantity per bill more than 6,000 liters but not exceed 20,000 liters per year	3,300
2.5 For liquor with quantity per bill more than 20,000 liters but not exceed 32,000 liters per year	4,400
2.6 For liquor with quantity per bill more than 32,000 liters per year	5,500
<b>3. Liquor selling license type 3</b> for all type of liquor with quantity per bill less than 10 liters	
3.1 In Bangkok Metropolitan, city municipality, and Pattaya City Municipality.	1,650
3.2 Areas other than the above	1,100
<b>4. Liquor selling license type 4</b> for liquor which produced in Thailand with quantity per bill less than 10 liters	
4.1 In Bangkok Metropolitan, city municipality, and Pattaya City Municipality.	220
4.2 Municipal area	220
4.3 Areas other than the above	220
<b>5. Liquor selling license type 5</b> for all types of liquor with minimum quality per bill less than 10 liters for drinking in a temporary selling place (within 10 days)	330
<b>6. Liquor selling license type 6</b> for liquor which produced in Thailand with quantity per bill less than 10 liters for drinking in a temporary selling place (within 10 days)	
6.1 In Bangkok Metropolitan, city municipality, and Pattaya City Municipality.	110
6.2 Municipal area	110
6.3 Areas other than the above	110
<b>7. Liquor selling license type 7</b> for liquor with quantity per bill less than 10 liters for drinking in club or association	
7.1 For all types of liquor	330
7.2 For liquor produced in Thailand	330

\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



## Related law and regulations

- The Liquor Act B.E. 2493

Supporting documents\*:

- Application form for license to sell liquor (Sor 2/64)
- Copy of the company's or partnership's registration with objective of company or partnership (in case of company and partnership), 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of house registration of the business premise, 1 copy
- Copy of rental or lease agreement with stamp duty (in case of rented property) or letter of consent to use the place of business from owner (if use the property without compensation), 1 copy
- Copy of map showing the location of business premise, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Submit the application and supporting documents at the Area Excise Office where the store is located.



The officer make appointment to inspect business premise with the applicant within 7 working days

Pay the license fee

Pick up the license

## Related Agency

- The Excise Department, Ministry of Finance



## Validity\*

- Valid for 1 year and expire on 31 December of each year



## Renewal\*

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



The Excise Department, Ministry of Finance  
1488 Nakorn chai si Road, Dusit, Bangkok. 10300  
Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)



## Related law and regulations

- The Liquor Act B.E. 2493



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive license from  
the Excise  
Department

Supporting documents\*:

- Form Sor Yor Por 1 or latest liquor selling license
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Proceed with one of the following channel:

- Submit the application and supporting documents at the Area Excise Office where the store is located
- Bring the form sent by the Department to pay the fee at one of the following
  - 7-11 stores
  - Counter Service
  - Krungthai Bank
- Sent the form sent by the Department with money order back to the Area Excise Office where the store is located by mail



Pay the license fee in accordance with the selected channel

Pick up the license, depending on the selected channel

## Related Agency

- The Excise Department, Ministry of Finance



## Validity\*

- Valid for 1 year and expire on 31 December of each year



## Renewal\*

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



The Excise Department, Ministry of Finance

1488 Nakorn chai si Road, Dusit, Bangkok. 10300

Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)

*Points to Note:*

## Location of business operation

- The business premise must not locate in the area of education institution or religious places, including the adjacent area
- The business premise must not be the place where the license gets revoked within the last 5 years
- The applicant cannot reapply within a year after he/she gets a license revoked



## Conditions for the Applicant

**For the cigarette license**

- Obtain the product only from sellers with valid permit
- Destroy the tobacco stamp if cigarette is sell individually and keep the remaining cigarettes in the package
- Do not sell cigarette via the machine
- Sell the product only in permitted premise
- Follow any condition set by the Department

**For the tobacco license**

- Obtain the product only from sellers with valid permit
- Sell only in the whole package, not individually

## Related law and regulations

- The Tobacco Act B.E. 2509



**Points to Note:**

Processing time for business premise inspection

Processing time once the premise  
meets the requirement**Related law and regulations**

- The Tobacco Act B.E. 2509



Type of tobacco selling license*	License fee*
1. <b>Cigarette tobacco selling license type 1</b> for selling of cigarette without sales limit	1,000
2. <b>Cigarette tobacco selling license type 2</b> for selling of cigarette with quantity per bill not more than 20,000 rolls or for tobacco or flavored tobacco per bill not more than 10 kilograms	500
3. <b>Cigarette tobacco selling license type 3</b> for selling of cigarette with quantity per bill not more than 1,000 rolls or for tobacco or flavored tobacco per bill not more than 200 grams	40
4. <b>Pipe tobacco selling license type 1</b> for selling of pipe tobacco without sales quantity limit	100
5. <b>Pipe tobacco selling license type 2</b> for selling of pipe tobacco with quantity per bill not more than 2 kilograms	10
6. <b>Pipe tobacco selling license type 3</b> for selling of tobacco grown by tobacco farmer	10

Tobacco covers cigarette, cigar, other type of cigarette, flavored tobacco, and chewing tobacco.

For the license for pipe tobacco type 3, please refer to supporting documents required from the Excise Department's citizen manual.

Remark: The applicant for tobacco selling license – type 3 from home grown tobacco trees is required to check with citizen manual published by the Excise Department for further information.



## Related law and regulations

- The Tobacco Act B.E. 2509

**Supporting documents\*:**

- Form Yor Sor 01-01
- Copy of the company's or partnership's registration with objective of company or partnership (in case of company and partnership), 1 copy
- Copy of VAT registration certificate (if any), 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person. 1 copy
- Copy of house registration of the business premise, 1 copy
- Copy of rental or lease agreement with stamp duty (in case of rented property) or letter of consent to use the place of business from the owner, 1 copy
- Copy of map showing the location of business premise, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Submit the application and supporting documents at the Area Excise Office where the store is located.

**Supporting documents (Cont'):**

- For license to sell cigarette tobacco type 1:
  - 1.1 Copy tobacco manufacturing permit
  - 1.2 Evidence of authorized distributor for cigarette tobacco by the manufacturer of imported cigarette brand
  - 1.3 Evidence of authorized wholesaler for cigarette tobacco by the manufacturer or the sole authorized distributor
- For license to sell cigarette tobacco type 2:
  - 2.1 Evidence from 1.1 and 1.2 as mentioned above to be a distributor
  - 2.2 Evidence from 1.3 as mentioned above to be a distributor

The officer make appointment to inspect business premise with the applicant within 7 working days

Pay the license fee

Pick up the license

**Related Agency**

- The Excise Department, Ministry of Finance

**Validity\***

- Valid for 1 year and expire on 31 December of each year

**Renewal\***

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



The Excise Department, Ministry of Finance

1488 Nakorn chai si Road, Dusit, Bangkok. 10300

Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)



## Related law and regulations

- The Liquor Act B.E. 2493



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive a license

Supporting documents\*:

- Form Sor Yor Por 1 or Latest tobacco selling license
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Proceed with one of the following channel:

- Submit the application and supporting documents at the Area Excise Office where the store is located
- Bring the form sent by the Department to pay the fee at one of the following
  - 7-11 stores
  - Counter Service
  - Krungthai Bank
- Sent the form sent by the Department with money order back to the Area Excise Office where the store is located by mail



Pay the license fee in accordance with the selected channel

Pick up the license, depending on the selected channel

## Related Agency

- The Excise Department, Ministry of Finance



## Validity\*

- Valid for 1 year and expire on 31 December of each year



## Renewal\*

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



The Excise Department, Ministry of Finance

1488 Nakorn chai si Road, Dusit, Bangkok. 10300

Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)



**i** *Points to Note:*

**Related law and regulations**

- The Playing Card Act B.E. 2486



Type of license to sell playing card*	License fee*	Process time
1. License to sell playing card as wholesaler for selling of playing card without sales limit	100	
2. License to sell playing card as retailer for selling of playing card less than 40 sets per bill	20	

\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.





#### Related law and regulations

- The Playing Card Act B.E. 2486



Prepare application and supporting documents



Submit application



Make payment



Receive a license

#### Supporting documents\*:

- Application form for selling playing card
- Copy of the company's or partnership's registration with objective of company or partnership, 1 copy
- Copy of VAT registration certificate (if any), 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of house registration of the business premise, 1 copy
- Copy of rental or lease agreement with stamp duty (in case of rented property) or letter of consent to use the place of business from owner, 1 copy
- Copy of map showing the location of the business premise, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Submit the application and supporting documents at the Area Excise Office where the store is located.



Pay the license fee

Pick up the license

#### Related Agency

- The Excise Department, Ministry of Finance



#### Validity\*

- Valid for 1 year and expire on 31 December of each year



#### Renewal\*

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.



The Excise Department, Ministry of Finance  
1488 Nakorn chai si Road, Dusit, Bangkok. 10300  
Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)



#### Related law and regulations

- The Playing Card Act B.E. 2486



Prepare application and supporting documents



Submit application



Make payment



Receive a license

#### Supporting documents\*:

- Form Sor Yor Por 1 or latest playing card selling license
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

Proceed with one of the following channel:

- Submit the application and supporting documents at the Area Excise Office where the store is located
- Bring the form sent by the Department to pay the fee at one of the following
  - 7-11 stores
  - Counter Service
  - Krungthai Bank
- Sent the form sent by the Department with money order back to the Area Excise Office where the store is located by mail



Pay the license fee in accordance with the selected channel

Pick up the license, depending on the selected channel

#### Related Agency

- The Excise Department, Ministry of Finance



#### Validity\*

- Valid for 1 year and expire on 31 December of each year



#### Renewal\*

- Renewal must proceed during 1 October to 31 December



\*The Excise Department is currently proposing changes in related laws and regulations. Once the amendment process completes, it will affect the type of license, supporting documents, fees, license validity period, and renewal. Please check with the Excise Department before filing the application.

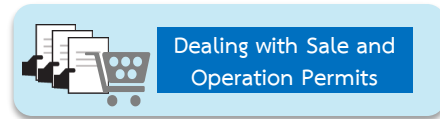


The Excise Department, Ministry of Finance

1488 Nakorn chai si Road, Dusit, Bangkok. 10300

Tel: 02-273-9021 Fax: 02-273-9408 Website: [www.excise.go.th](http://www.excise.go.th)

# Dealing with Sale and Operation Permits



## *Future Improvement*

- To develop a system to identify the location with integration to the database of the Department of Provincial Administration in order to verify the location and the surrounding area of the establishment to reduce examination procedures and reduce time for application processing.



## *Future Improvement (Require Changes in Laws)*

- Requests related to licenses for Retail business can be submitted online via the new Single Portal for retail business which covers the elimination of personal identification documents such as copy national ID card and copy of house registration and the elimination of juristic person identification documents such as company registration certificate or VAT registration certificate when the database is linked with the Department of Provincial Administration, Department of Business Development, and the Revenue Department.





*Film and Video*





฿ 500 – 3,000

Service fee is based on the size of the area.

The operator shall apply for the license before operating the business and display the license in a conspicuous place at the operating location.

#### Related Laws and Regulations

- Film and Video Act, B.E. 2551



Prepare application and supporting documents



Submit license application



Make payment



Receive a license

#### Supporting Documents:

- Film:** Application/renewal application for license to operate a film rental, exchange, or distribution business (Form Por Phor 1) and names and locations of film rental, exchange or distribution businesses (Por Phor 1 Attachment) (in case of more than one application or renewal application)
- Video:** Application/renewal application for license to operate a video rental, exchange, or distribution as a business (Form Por Wor 1) and names and locations of video rental, exchange or distribution businesses (Por Wor 1 Attachment) (in case of more than one application or renewal application)
- Certified copy of national ID card / certified copy of certificate of alien registration or passport and certified copy of certificate of residence in the kingdom or permission document for temporary stay in the kingdom of the business owner, director, or authorized officer on behalf of the company, 1 copy
- Certified copy of valid company certificate (not exceeding 6 months) (in case of company), 1 copy
- Valid 4 x 6 cm<sup>2</sup> straight-face headshots, without a hat or cap, of the business owner, director, or authorized officer on behalf of the company (not exceeding 6 months), 2 photos
- Certified copy of commercial registration
- Map showing the boundaries of business location and office (3 photos) consisting of
  - 1<sup>st</sup> photo: A long shot outside of the building showing the business location
  - 2<sup>nd</sup> photo: A close up in the front of the business office
  - 3<sup>rd</sup> photo: A shot inside the business office showing the business operation or service

Submit application and supporting documents in person at the Department of Cultural Promotion or the Provincial Culture Office where the business is located



Pay the fee of 500 – 3,000 baht per 5 years for each license, based on the size of the area of business premise

Pick up the license in person

#### Related Agency

- Registration and Licensing Group, Film and Video Office, Department of Cultural Promotion, Ministry of Culture



#### Validity

- Valid for 5 years from the date of issuance



#### Renewal

- Within 90 days before the expiration date



✉ Registration and Licensing Group, Film and Video Office, Department of Cultural Promotion 14 Thiam Ruam Mit Road, Huai Khwang, Huai Khwang, Bangkok 10310 Tel: 02-645-4600 Ext. 5227, 5228, 5232, 5233, 5240  
Website: <http://www.culture.go.th/moviehtml/>



฿ 500 – 3,000

Service fee is based on the size of the area.

The operator shall proceed license renewal before the expiration of the current license and display the license to operate a film and video rental, exchange or distribution as a business in an conspicuous place at the operating location.

#### Related Laws and Regulations

- Film and Video Act, B.E. 2551



Prepare application and supporting documents



Submit application



Make payment



Receive a license

#### Supporting Documents:

- Film:** Application/renewal application for license to operate a film rental, exchange, or distribution business (Form Por Phor 1) and names and locations of film rental, exchange, or distribution businesses (Por Phor 1 Attachment) (in case of more than one application or renewal application), 1 copy
- Video:** Application/renewal application for license to operate a video rental, exchange, or distribution business (Form Por Wor 1) and names and locations of video rental, exchange, or distribution businesses (Por Wor 1 Attachment) (in case of more than one application or renewal application), 1 copy
- Certified copy of current license or substitute of license
- Certified copy of national ID card / certified copy of certificate of alien registration or passport and certified copy of certificate of residence in the kingdom or permission document for temporary stay in the kingdom of the business owner, director, or authorized officer on behalf of the company, 1 copy
- Certified copy of valid company certificate (not exceeding 6 months) (in case of company), 1 copy
- Valid 4 x 6 cm<sup>2</sup> straight-face headshots, without a hat or cap, of the business owner, director, or authorized officer on behalf of the company (not exceeding 6 months), 2 photos
- Certified copy of commercial registration
- Map showing the boundaries of business location and office (3 photos) consisting of
  - 1<sup>st</sup> photo: A long shot outside of the building showing the business location
  - 2<sup>nd</sup> photo: A close up in the front of the business office
  - 3<sup>rd</sup> photo: A shot inside the business office showing the business operation or service

Submit application and supporting documents in person at the Department of Cultural Promotion or the Provincial Culture Office where the business is located



Pay the fee of 500 Baht per 5 years

Pick up the license in person

#### Related Agency

- Registration and Licensing Group, Film and Video Office, Department of Cultural Promotion, Ministry of Culture



#### Validity

- Valid for 5 years from the date of issuance



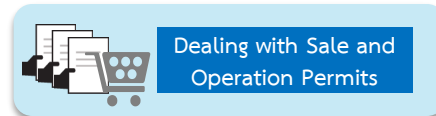
#### Renewal

- Within 90 days before the expiration date



✉ Registration and Licensing Group, Film and Video Office, Department of Cultural Promotion 14 Thiam Ruam Mit Road, Huai Khwang, Huai Khwang, Bangkok 10310 Tel: 02-645-4600 Ext. 5227, 5228, 5232, 5233, 5240  
Website: <http://www.culture.go.th/moviehtml/>

# Dealing with Sale and Operation Permits



Film and Video Office, Department of Cultural Promotion  
Ministry of Culture



Film and video

Within  
Fiscal Year  
B.E. 2560

After  
Fiscal Year  
B.E. 2560

## Ongoing Improvement



- Film and Video Office is developing a system to integrate license information and for online license application, expected to go live in B.E. 2560. The applicant should be able to record the application and submit the supporting documents through the system. When the application is approved, the operator shall contact the Department of Cultural Promotion or the Provincial Culture Office where the business is located, to present the national ID card for identification of the applicant, make payment and receive the original license.

## Future Improvement



- To provide additional payment channels such as bank transfer and credit card payment

## Future Improvement (Require Changes in Laws)



- The submission of license application is proceeded through the new Single Portal for retail business
- The license is valid until 31 December of the 3<sup>rd</sup> year from the year of issue.
- To reduce the duration of license consideration from 60 days to 30 days
- To combine film and video license applications into a single form
- Able to submit only renewal application; Other supporting documents are not required in case information does not change.
- To cancel the submission of personal identification documents, e.g. national ID card and house registration, etc., since the database of the Film and Video Office is integrated with that of the Department of Provincial Administration for personal data verification
- To cancel the submission of company's identification documents, e.g. commercial registration, company certificate, and value added tax registration, etc., when the databases of the Department of Business Development and the Revenue Department are integrated for company data verification



## Ongoing Improvements (Under the Process of Changes in Laws)

- Reduce the validity of license from 5 years to 2 years
- Cancel the submission of certain supporting documents, i.e. photos and photos of business location



*Fertilizer*



*Controlled Seeds*





## Fertilizer



## Permit to sell fertilizer



### Dealing with Sale and Operation Permits



฿ 200

The permit must be granted before the business starts to operate and the permit document must be displayed in a conspicuous place at the business premise.

### Related law and regulations



- Fertilizer Act B.E. 2518
- Additional Amendment Fertilizer Act (number 2) B.E. 2550



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

### Supporting documents:

- Application for permit to sell fertilizer (Aor. Por. 1 form)
- Copy of the company's or partnership's registration with objective of company or partnership (in case of company and partnership), 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of business establishment's identification, such as commercial registration certificate, community enterprise registration certificate, cooperatives registration certificate, 1 copy
- Copy of business premise/property ownership such as house registration, rental/lease agreement, or letter of consent to use the place of business from owner, 1 copy
- Copy of map showing the location of the fertilizer storage, 1 copy
- Copy of business manager's national ID card and house registration, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

- Submit application and supporting documents via web portal



<http://e-service.doa.go.th/>

Or

- Submit application and supporting documents at the service counter:



- Bangkok:** Department of Agriculture, Ministry of Agriculture and Cooperatives
- Other provinces:** Bureau or Center of research and development, Provincial Agriculture Office.

Permit fee is 200 baht per year for each permit

Pick up the permit in person

### Related Agency



- Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives

### Validity

- Valid for 1 year and expire at 31 December of each year



### Renewal

- Should proceed before the expiration date



Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives  
50 Phaholyothin Road, Ladyao, Chatuchak, Bangkok 10900  
Tel: 02-579-5536-7 Fax: 02-579-7987 Website: [www.doa.go.th](http://www.doa.go.th)

## Fertilizer



## Permit to sell fertilizer



### Dealing with Renewal



฿ 200

The permit must be granted before the business starts to operate and the permit document must be displayed in a conspicuous place at the business premise.

### Related law and regulations



- Fertilizer Act B.E. 2518  
Additional Amendment Fertilizer Act (number 2) B.E. 2550



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

### Supporting Documents:

- Application for permit to sell fertilizer (Aor. Por. 1 form)
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

- Submit application and supporting documents via web portal



<http://e-service.doa.go.th/>

Or

- Submit application and supporting documents at the service counter:



- Bangkok:** Department of Agriculture, Ministry of Agriculture and Cooperatives
- Other provinces:** Bureau or Center of research and development, Provincial Agriculture Office.

Permit fee is 200 baht per year for each permit

Pick up the permit in person

### Related Agency



- Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives

### Validity

- Valid for 1 year and expire at 31 December of each year



### Renewal

- Should proceed before the expiration date



Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives  
50 Phaholyothin Road, Ladyao, Chatuchak, Bangkok 10900  
Tel: 02-579-5536-7 Fax: 02-579-7987 Website: [www.doa.go.th](http://www.doa.go.th)



฿ 100

The permit must be granted before the business starts to operate and the permit document must be displayed in a conspicuous place at the business premise.



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

#### Supporting document:

- Application for permit to sell, import – export and storage of controlled seeds for commercial purposes (Por. Por. 1 form)
- Copy of the applicant's national ID card. In case that the registration perform by a grantee on behalf of the business owner, a copy of a grantee's national ID card is also required, 1 copy
- Copy of commercial registration certificate or VAT registration certificate (Form P.P.20), 1 copy
- Copy of the certificate of company or partnership registration not older than 6 months with objective of company or partnership, 1 copy
- Appointment letter to be a juristic person's authorized officer (in case of juristic person), 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)
- Other documents such as copy of lease contract

- Submit application and supporting documents via web portal  
<http://e-service.doa.go.th/>



Permit fee is 100 baht per year for each permit

Or

- Submit application and supporting documents at the service counter:
  - **Bangkok:** Department of Agriculture, Ministry of Agriculture and Cooperatives
  - **Other provinces:** Bureau or Center of research and development, Provincial Agriculture Office.



#### Related law and regulations

- Plant varieties Act B.E. 2518 and the amendments



#### Related Agency

- Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives



#### Validity

- Valid for 1 year and expire at 31 December of each year



#### Renewal

- Should proceed before the expiration date



Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives  
50 Phaholyothin Road, Ladyao, Chatuchak, Bangkok 10900  
Tel: 02-579-5536-7 Fax: 02-579-7987 Website: [www.doa.go.th](http://www.doa.go.th)



฿ 100

The permit must be granted before the business starts to operate and the permit document must be displayed in a conspicuous place at the business premise.

## Related law and regulations

- Plant varieties Act B.E. 2518 and the amendments



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive a permit

## Supporting document:

- Application for Renewal to sell, import – export and storage of controlled seeds for commercial purposes (Por. Por. 10 form)
- Latest permit document
- Copy of the applicant's national ID card. In case that the registration perform by a grantee on, a copy of a grantee's national ID card is also required
- Other documents such as copy of lease contract
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

- Submit application and supporting documents via web portal



<http://e-service.doa.go.th/>

Or

- Submit application and supporting documents at the service counter:

- Bangkok:** Department of Agriculture, Ministry of Agriculture and Cooperatives



- Other provinces:** Bureau or Center of research and development, Provincial Agriculture Office.

Permit fee is 100 baht per year for each permit

Pick up the permit in person

## Related Agency

- Agricultural Regulatory Office, Department of Agriculture, Ministry of Agriculture and Cooperatives



## Validity

- Valid for 1 year and expire at 31 December of each year



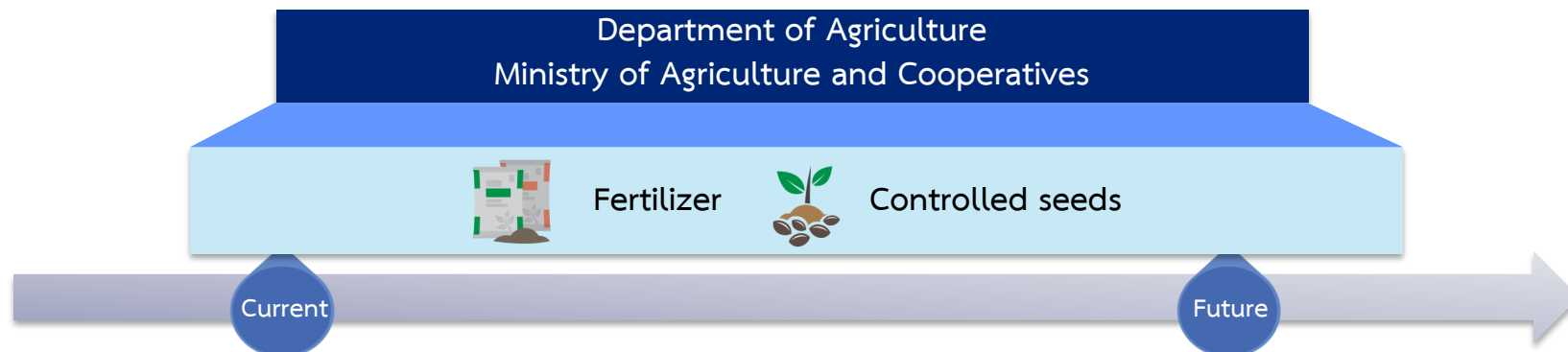
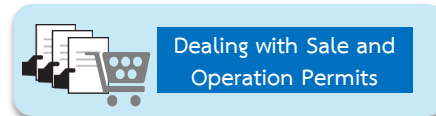
## Renewal

- Should proceed before the expiration date



Agricultural Regulatory Office, Department of Agriculture,  
Ministry of Agriculture and Cooperatives  
50 Phaholyothin Road, Ladyao, Chatuchak, Bangkok 10900  
Tel: 02-579-5536-7 Fax: 02-579-7987 Website: [www.doa.go.th](http://www.doa.go.th)

# Dealing with Sales and Operation Permit



## Ongoing Improvement

- Permit application process via Department of Agriculture's portal <http://e-service.doa.go.th/>
- Submit permit application with supporting documents via web portal
- The system will automatically select a specific Area Agriculture Department Office which is most convenient to process and issue the permit for the applicant



## Future Improvement

- Improvement for payment channel such as bank transfer, credit card payment, etc.
- Develop a new permit application portal
- Improvement for information integration to the database of the Department of Provincial Administration to be used with the new permit application portal

## Future Improvement (Require Changes in Laws)

- Requests related to licenses for retail business can be submitted online via the new Single Portal for retail business
- For renewal application to submit only the application and selected supporting documents only
- Consider to eliminate the submission of juristic person identification documents once the linkage of data with Department of Business Development and the Revenue Department are complete





## *Livestock and Animal Meat*





### Points to Note

#### Related law and regulations

- Animal Epidemics Act B.E. 2558



#### Procedure

- The permit must be granted before the business operation starts, the permit is not required to be displayed but should be able to promptly shown upon officer's request
- Permit holders must comply with Animal Epidemics Act B.E. 2558, ministerial regulations, departmental regulations, departmental announcement and the Department of Livestock Development's policy and procedure

#### Type of livestock and animal meat which are required to obtain permission

- Elephants, horses, sheep, goats, pigs, cattle, deer, wild boar, dogs, and cats
- Goose, duck, chicken, birds, including eggs for breeding purpose
- The carcasses of the animals according to (1) or (2) (including egg for consumption)
- Another type of animal carcasses or animal, according to the Ministerial announcement
- Sperm, embryos, or commercial breeders

Type of permit		Fee
Permit for commercial/trading of livestock (R.10 form)	1. For import of livestock, apply for permit with a registrar in any area	5,000
	2. For export of livestock, apply for permit with a registrar in any area	5,000
	3. For import – export of livestock, apply for permit with a registrar in any area	7,500
	4. For country-wide trade of livestock, apply for permit with a registrar in any area	1,000
	5. For specific provincial trade of livestock, apply for permit with a registrar in the province	250
Permit for commercial/trading of animal meat (R.10/1 form)	1. For import of livestock, apply for permit with a registrar in any area	1,000
	2. For export of livestock, apply for permit with a registrar in any area	1,000
	3. For import – export of livestock, apply for permit with a registrar in any area	1,250
	4. For country trade of livestock, apply for permit with a registrar in any area	240
	5. For specific provincial trade of livestock, apply for permit with a registrar in the province	50



฿ Depend on permit type

#### Related law and regulations

- Animal Epidemics Act B.E. 2558



Prepare application and supporting documents



Submit application



Business premise inspection



Make payment



Receive a permit

#### Application form:

##### Livestock

- Application form for livestock sale (R. 2 form)

##### Animal meat

- Application form for animal meat sale (R. 2/1 form)

##### Sperm, Embryos, Commercial Breeders

- R. 2/3 form)

#### Supporting documents:

##### For ordinary person:

- Copy of business owner's national ID card or other identification issued by the government, 1 copy
- Copy of house registration, 1 copy

##### For company and partnership

- Copy of the company's or partnership's registration with objective of company or partnership, 1 copy
- Copy of house registration of authorized officer on behalf of the juristic person, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

- Submit the application form via E-movement website <http://emovereq.dld.go.th/req>  
Once the application is approved, supporting document must be submitted to the Livestock department office as specified in the website

The officer visits and inspects the business premise

Make payment in cash at Livestock department office

Pick up the permit in person

Or

- Submit the application and supporting documents as follows:
  - Bangkok: Bangkok livestock office
  - Other provinces: Provincial livestock office

#### Related Agency

- Bangkok/Provincial livestock office

#### Validity

- Valid for 1 year from the issuance date

#### Renewal

- Renewal application must be submitted within 60 days before the expiration date



Division of Veterinary Inspection and Quarantine, Department of Livestock Development, Ministry of Agriculture and Cooperatives  
Number 91, Moo 4, Tiwanon Road, Bangkadi District, Amphur Muang, Pathum Thani 12000, Tel: 02-501-3473-5 Ext. 102 Fax: 02-501-3473-5 Ext. 104  
Website: <http://aqi.dld.go.th> E-mail: [aqi1@dld.go.th](mailto:aqi1@dld.go.th)





฿ Depend on permit type

#### Related law and regulations

- Animal Epidemics Act B.E. 2558



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

Application form: (Please put the remark "Renewal" at the top right corner)

#### Livestock

- Application form for livestock sale (R. 2 form)

#### Animal meat

- Application form for animal meat sale (R. 2/1 form)

#### Supporting documents:

##### For ordinary person:

- Copy of business owner's national ID card or other identification issued by the government, 1 copy
- Copy of house registration, 1 copy

##### For company and partnership

- Copy of the company's or partnership's registration with objective of company or partnership, 1 copy
- Copy of house registration of authorized officer on behalf of the juristic person, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

- Submit the application form via E-Service website <http://ict.dld.go.th/service/> Once the application is approved, supporting document must be submitted to the Livestock department office as specified in the website



Make payment in cash at Livestock department office

Or

- Submit the application and supporting documents as follows:
  - Bangkok: Division of Veterinary Inspection and Quarantine
  - Other provinces: Provincial livestock office where the business is located



Pick up the permit in person

#### Related Agency

- Division of Veterinary Inspection and Quarantine



#### Validity

- Valid for 1 year from the issuance date



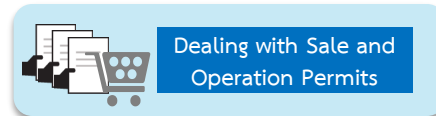
#### Renewal

- Renewal application must be submitted within 60 days before the expiration date



Division of Veterinary Inspection and Quarantine, Department of Livestock Development, Ministry of Agriculture and Cooperatives  
Number 91, Moo 4, Tiwanon Road, Bangkadi District, Amphur Muang, Pathum Thani 12000, Tel: 02-501-3473-5 Ext. 102 Fax: 02-501-3473-5 Ext. 104  
Website: <http://aqi.dld.go.th> E-mail: [aqi1@dld.go.th](mailto:aqi1@dld.go.th)

# Dealing with Sales and Operation Permit



## *Ongoing Improvement*



- Permit application form submission via Department of Livestock Development's E-movement system. After filing the application in the system, the applicant must submit supporting documents, make fee payment, and pick up permit in person. The Department is reviewing the application form in the E-Service system.

## *Future Improvement*



- The E-movement process for permit application will be completed and then launch for operation in February 2017:
  - Payment can be made via bank transfer or at counter service
  - Integrate the system with the Department of Provincial Administration and eliminate the submission of a copy of national ID card
  - Reduce the submission of some supporting documents

## *Future Improvement (Require Changes in Laws)*

- To accommodate the electronic signature
- To reduce the need to submit certain supporting documents such as a copy of national ID card



*Animal Food*





### Points to Note

Type of Permit	Fee
Wholesales and Retail	300
Retail	100

The permit must be granted before the business starts its operation and the permit must be displayed in a conspicuous place at the business premise.

#### Qualifications of the applicant

- Be a business owner
- At least 20 years of age
- Has a resident in Thailand
- Not adjudged bankrupt
- Have never been sentenced to imprisonment as a result of corruption or offence under Feed Quality Control Act B.E. 2558
- Is not a person of unsound mind, incompetent, or quasi-incompetent person
- Have a place for a sale or storage of controlled animal food that meets the specification prescribed by the ministerial regulation



#### Supporting documents:

- Application form for permit to sell animal food (Kor Sor 1)
- Copy of business owner's national ID card or other identification document of the applicant, a grantor, and a grantee (if any), 1 copy
- Latest permit (in case of renewal)
- Copy of passport (for foreigner), 1 copy
- Copy of work permit (for foreigner), 1 copy
- Copy of the commercial registration certificate or VAT registration, 1 copy
- Copy of the certificate of the company's objectives (document date less than six months) with authorized person's signature, 1 copy
- Map of the business location, 1 copy
- Copy of rental or lease agreement with stamp duty (in case of rented property) or letter of consent to use the place of business from owner, 1 copy
- Photograph of the business premise, 1 copy
- Letter of appointment to act on behalf of the business
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)

#### Related law and regulations

- Feed Quality Control Act B.E. 2558





฿ Depend on permit type

#### Related law and regulations

- Feed Quality Control Act B.E. 2558



Prepare application and supporting documents



Submit application



Make payment



Receive a permit



Business premise inspection

- Submit the application via E-Service website <http://ict.dld.go.th/service/> However, supporting document must be submitted to the Livestock department office as specified in the website



Make payment by cash or cashier cheque at Livestock department office

Pick up the permit in person

The officer visits and inspects business premise and can order the applicant to resolve any non-compliance issue (if any)

Or

- Submit the application and supporting documents at:
  - Bangkok: Division of Veterinary Inspection and Quarantine
  - Other provinces: Provincial livestock office where the business is located



#### Related Agency

- Division of Animal Feed and Veterinary Products Control
- Provincial Livestock Office



#### Validity

- Valid for 1 year and expire at 31 December of each year



#### Renewal

- Renewal application must be submitted before the expiration date
- Renewal within 30 days after expiration date is allowed with penalty applied



Division of Animal Feed and Veterinary Products Control,  
Department of Livestock Development, Ministry of Agriculture and Cooperatives  
Number 91, Moo 4, Tiwanon Road, Bangkadi District, Amphur Muang, Pathum Thani 12000, Tel: 02-501-3473-5 Ext. 102 Fax: 02-501-3473-5 Ext. 104,  
Website: <http://aqi.dld.go.th> E-mail: [aqi1@dld.go.th](mailto:aqi1@dld.go.th)



฿ Depend on  
permit type

## Related law and regulations

- Feed Quality Control Act B.E. 2558



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive a permit

- Submit the application via E-Service website <http://ict.dld.go.th/service/> However, supporting document must be submitted to the Livestock department office as specified in the website



Make payment in cash or cashier cheque at Livestock department office

Pick up the permit in person

Or

- Submit the application and supporting documents at:
  - Bangkok: Division of Veterinary Inspection and Quarantine
  - Other provinces: Provincial livestock office where the business is located



## Related Agency

- Division of Animal Feed and Veterinary Products Control
- Provincial Livestock Office



## Validity

- Valid for 1 year and expire at 31 December of each year



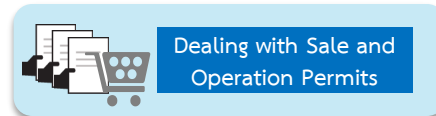
## Renewal

- Renewal application must be submitted before the expiration date
- Renewal within 30 days after expiration date is allowed with penalty applied



Division of Animal Feed and Veterinary Products Control,  
Department of Livestock Development, Ministry of Agriculture and Cooperatives  
Number 91, Moo 4, Tiwanon Road, Bangkadi District, Amphur Muang, Pathum Thani 12000, Tel: 02-501-3473-5 Ext. 102 Fax: 02-501-3473-5 Ext. 104,  
Website: <http://aqi.dld.go.th> E-mail: [aqi1@dld.go.th](mailto:aqi1@dld.go.th)

# Dealing with Sales and Operation Permit



Department of Livestock Development  
Ministry of Agriculture and Cooperatives



Animal food

Within  
fiscal year  
B.E. 2560

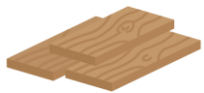


## *Ongoing Improvement*

- Currently, the applicant can submit the application via Department of Livestock Development's E-Service system but need to submit supporting documents, make fee payment, and pick up permit in person
- The E-service for permit application will be completed March B.E. 2561 which covers:
  - Payment via bank transfer and counter service
  - Self-printing of permit by the applicant
  - Eliminate the submission of identification document such as national ID card, house registration, etc. upon completion of information integration to the database of the Department of Provincial Administration.

## *Future Improvement (Require Changes in Laws)*

- To accommodate the use of electronic signature
- To reduce the need to submit certain supporting documents such as a copy of national ID card



*Lumber*

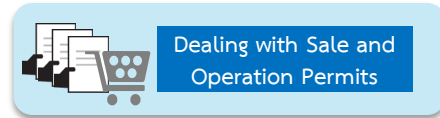


*Goods Made from Restricted Wood*

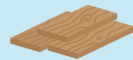




# Dealing with Sales and Operation Permit



## The Royal Forest Department Ministry of Natural Resources and Environment



Lumber



Goods made from restricted wood



### Points to Note

- The Royal Forest Department oversees timber business in accordance with the Forest Act B.E. 2484 section 48<sup>1</sup> – the law prohibits unauthorized person to conduct manufacturing activity related to restricted woods including ownership of lumber more than 0.20 cubic meter within controlled area without permission. Business owner must comply with related law, ministerial regulations, departmental regulations, departmental announcement and the Royal Forest Department's policy. (note 1: Restricted woods as specified in the Forest Act B.E. 2484 section 48 - are such as, Teak wood, Burma Blackwood, Rubberwood/Parawood)
- According to the Royal Decree for Restricted Woods B.E. 2530, to operate a timber business and to possess and trade restricted wood, lumber, furniture, crafts, or any other product made from restricted wood, requires a permit. Once the permit was granted, the permit document must be displayed in a conspicuous place at the business premise.
- According to the Forest Act B.E. 2484 section 53 Tri, which prohibits unauthorized person to conduct manufacturing activity related to restricted woods including ownership of lumber with wooden type, size or quantity exceeds that that was announced by the minister. Business owner must comply with related law, ministerial regulations, departmental regulations, departmental announcement and the Royal Forest Department's policy. Moreover, the Royal Forest Department is responsible for governing, supervision and ensure that the operation of the authorized operators are in compliance.
- List of restricted wood can be found in the Royal Decree for Restricted Woods B.E. 2530.

For permit renewal, the applicant must submit the renewal application before expiration date of the permit. In case that the renewal application is made within 1 year after the expiration date, the applicant must provide an explanation together with the application. In the subsequent year, a late renewal will not be allowed and the application will not be granted. Moreover, if the permit expires for more than 1 year, the application will be rejected.

# Lumber



## Permit for lumber manufacturing and trading



### Dealing with Sale and Operation Permits

1<sup>16</sup>  
working  
days

฿ 1,000

\*Bangkok

9<sup>2</sup>  
working  
days

฿ 1,000

\* Other provinces

฿ 1

\*Manual worker or contractor

### Related law and regulations

- the Forest Act B.E. 2484 section 48



Prepare application  
and supporting  
documents



Submit application



Business premise  
inspection



Make payment



Receive a permit

### Supporting documents:

- Application for permit for lumber manufacturing and trading as in the appendix of Ministerial Regulations number 25 (B.E. 2519)
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of business owner's house registration/authorized officer on behalf of the juristic person, 1 copy
- Copy of map showing the location of the establishment with layout of nearby area/ surrounding area, 1 copy
- Copy of business premise/property ownership such as house registration, rental/lease agreement, or letter of consent to use the place of business from owner and copy of house registration and copy of national ID card and house registration of the property owner, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)
- Inventory report of lumber/wood (if any) and evidence/legal document that proves they are acquired in legitimate transaction
- Application for manual workers or contractors

- Submit application and supporting documents in person at:

- Bangkok:** Permission for Lumber Industry Section, Permission Bureau, The Royal Forest Department
- Other provinces:** District/sub-district



### For juristic person

- Copy of the certificate of company registration dated within 6 months with objective of company or partnership, 1 copy
- For company limited, copy of the memorandum of association and the list of shareholders' name, 1 copy
- Letter of appointment of the managing director or managing partner of that entity
- Copy of certificate document for juristic person registration

- Permit fee is 1,000 baht per year
- Manual worker or contractor 1 baht per person

Pick up the permit in person

### Related Agency

- Permission Bureau, The Royal Forest Department



### Validity

- Valid for 1 year from issuance date



### Renewal

- Renewal application must be submitted before the expiration date



Permission for lumber industry Section, Permission Bureau, The Royal Forest Department, Thiem Komgris Building - first floor, 61 Phaholyothin Road, Chatuchak, Bangkok 10900. Tel: 02-579-4852, 02-561-4292-3 Ext. 5202, 5203 Fax: 02-579-6533 Website: [www.forest.go.th](http://www.forest.go.th)

# Lumber



## Permit for lumber manufacturing and trading



Dealing with  
Renewal



฿ 1,000

\*Bangkok



฿ 1,000

\* Other provinces

฿ 1

\*Manual worker or contractor

### Related law and regulations

- the Forest Act B.E. 2484 section 48



Prepare application  
and supporting  
documents



Submit application



Exam  
inventory report



Make payment



Receive a permit

### Supporting documents:

- Application for permit for lumber manufacturing and trading as in the appendix of Ministerial Regulations number 25 (B.E. 2519)
- Latest Permit document
- Summary report for annual business operation in the past 12 months, 1 copy
- Inventory report of lumber/wood of the past 12 months, 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of business owner's house registration/authorized officer on behalf of the juristic person, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)
- Application for manual workers or contractors

- Submit application and supporting documents in person at:



- Bangkok:** Permission for Lumber Industry Section, Permission Bureau, The Royal Forest Department
- Other provinces:** District/sub-district

### For juristic person

- Copy of certificate document for juristic person registration
- Copy of the certificate of company registration dated within 6 months with objective of company or partnership, 1 copy
- For company limited, copy of the memorandum of association and the list of shareholders' name, 1 copy
- Letter of appointment of the managing director or managing partner of that entity

- Permit fee is 1,000 baht per year
- Manual worker or contractor 1 baht per person

Pick up the permit in person

### Related Agency

- Permission Bureau, The Royal Forest Department



### Validity

- Valid for 1 year from issuance date



### Renewal

- Renewal application must be submitted before the expiration date



Permission for lumber industry Section, Permission Bureau, The Royal Forest Department, Thiem Komgris Building - first floor, 61 Phaholyothin Road, Chatuchak, Bangkok 10900. Tel: 02-579-4852, 02-561-4292-3 Ext. 5202, 5203 Fax: 02-579-6533 Website: [www.forest.go.th](http://www.forest.go.th)

## Goods Made from Restricted Wood



## Permit to trade or possess products made from restricted wood



### Dealing with Sale and Operation Permits

16 working days

฿ 1,000

\*Bangkok

92 working days

฿ 1,000

\* Other provinces

฿ 1

\*Manual worker or contractor

### Related law and regulations



- The Forest Act B.E. 2484 section 53 Tri
- The Royal Decree for Restricted Woods B.E. 2530.



Prepare application and supporting documents



Submit application



Business premise inspection



Make payment



Receive a permit

### Supporting documents:

- Application for permit to trade or possess products made from restricted wood as in the appendix of Ministerial Regulations number 27 (B.E. 2530)
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of business owner's house registration/authorized officer on behalf of the juristic person, 1 copy
- Copy of map showing the location of the establishment with layout of nearby area/ surrounding area, 1 copy
- Copy of business premise/property ownership such as house registration, rental/lease agreement, or letter of consent to use the place of business from owner and copy of house registration and copy of national ID card and house registration of the property owner, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)
- Inventory report of products and evidence/legal document that proves they are acquired in legitimate transaction
- Application for manual workers or contractors

- Submit application and supporting documents in person at:



- **Bangkok:** Permission for Lumber Industry Section, Permission Bureau, The Royal Forest Department
- **Other provinces:** District/sub-district

### For juristic person

- Copy of certificate document for juristic person registration
- Copy of the certificate of company registration dated within 6 months with objective of company or partnership, 1 copy
- For company limited, copy of the memorandum of association and the list of shareholders' name, 1 copy
- Letter of appointment of the managing director or managing partner of that entity

- Permit fee is 2,000 baht per year
- Manual worker or contractor 1 baht per person

Pick up the permit in person

### Related Agency

- Permission Bureau, The Royal Forest Department

### Validity

- Valid for 1 year from issuance date



### Renewal

- Renewal application must be submitted before the expiration date



Permission for lumber industry Section, Permission Bureau, The Royal Forest Department, Thiem Komgris Building - first floor, 61 Phaholyothin Road, Chatuchak, Bangkok 10900. Tel: 02-579-4852, 02-561-4292-3 Ext. 5202, 5203 Fax: 02-579-6533 Website: [www.forest.go.th](http://www.forest.go.th)

## Goods Made from Restricted Wood



## Permit to trade or possess products made from restricted wood



### Dealing with Renewal



฿ 1,000

\*Bangkok



฿ 1,000

\* Other provinces

฿ 1

\*Manual worker or contractor

### Related law and regulations



- The Forest Act B.E. 2484 section 53 Tri
- The Royal Decree for Restricted Woods B.E. 2530.



Prepare application and supporting documents



Submit application



Exam inventory report



Make payment



Receive a permit

### Supporting documents:

- Application for permit to trade or possess products made from restricted wood as in the appendix of Ministerial Regulations number 27 (B.E. 2530)
- Latest permit document
- Summary report for annual business operation in the past 12 months, 1 copy
- Inventory report of products in the past 12 months, 1 copy
- Copy of business owner's national ID card/authorized officer on behalf of the juristic person, 1 copy
- Copy of business owner's house registration/authorized officer on behalf of the juristic person, 1 copy
- Power of attorney letter with stamp duty, copy of national ID card both grantor and grantee (if proceed by a grantee)
- Application for manual workers or contractors

- Submit application and supporting documents in person:



- **Bangkok:** Permission for lumber industry Section, Permission Bureau, The Royal Forest Department
- **Other provinces:** District/sub-district

### For juristic person

- Copy of certificate document for juristic person registration
- Copy of the certificate of company registration dated within 6 months with objective of company or partnership, 1 copy
- For company limited, copy of the memorandum of association and the list of shareholders' name, 1 copy
- Letter of appointment of the managing director or managing partner of that entity

- Permit fee is 2,000 baht per year
- Manual worker or contractor 1 baht per person

Pick up the permit in person

### Related Agency

- Permission Bureau, The Royal Forest Department



### Validity

- Valid for 1 year from issuance date



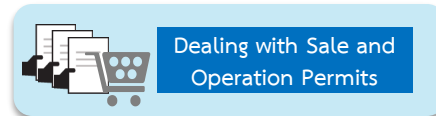
### Renewal

- Renewal application must be submitted before the expiration date

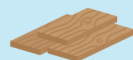


Permission for lumber industry Section, Permission Bureau, The Royal Forest Department, Thiem Komgris Building - first floor, 61 Phaholyothin Road, Chatuchak, Bangkok 10900. Tel: 02-579-4852, 02-561-4292-3 Ext. 5202, 5203 Fax: 02-579-6533 Website: [www.forest.go.th](http://www.forest.go.th)

# Dealing with Sales and Operation Permit



The Royal Forest Department  
Ministry of Natural Resources and Environment



Lumber



Goods made from restricted wood

After  
fiscal year  
B.E. 2560



## *Future Improvement*

- To receive inventory report of wood or product made from wood in electronic format or CD-ROM
- To integrate with the National Single Window (NSW) and extend to cover permit for lumber manufacturing and trading and permit for trading of goods made from restricted wood



## *Future Improvement (Require Changes in Laws)*

- Requests related to permit for retail business can be submitted online via the new Single Portal for retail business and will consider process standardization between Bangkok and other provinces
- Issue permit and receipt directly from the system instead of writing
- Eliminate the submission of identification document such as national ID card or house registration upon completion of system integration with the Department of Provincial Administration.
- Eliminate the submission of commercial registration certificate, partnership's registration, and VAT registration certificate upon completion of system integration with the Department of Business Development and the Revenue Department for verification of juristic person/company information.
- Increase payment channel to bank transfer and credit card payment





## *Weighing and Measuring Instruments*





### Points to Note

Any person who intends to carry on the business of selling weighing and measuring instruments shall comply to the following rules for the benefits from trading or exchanging such goods:

1. Shall submit notification to competent officer at the Central Bureau of Weights and Measures, the Weights and Measures Center or the Branch Office of the Central Bureau of Weights and Measures
2. Shall be domiciled or resident in the Kingdom of Thailand; and in case of company, shall be registered or incorporated under Thai laws and have (an) office(s) in the Kingdom of Thailand
3. Shall have ownership in or rights to use the property where the business operates, with a secure condition and useful space for the business
4. Any person who carries on the business of selling weighing and measuring instruments without having previously obtained the license to carry on the business shall be liable to imprisonment of not exceeding 1 year, or a fine of not exceeding 40,000 baht, or both

### Related Laws and Regulations



- Weights and Measures Act, B.E. 2542
- Ministerial Regulation Prescribing Rules for the Person to Operate the Business Related to Weights and Measures, B.E. 2544 and (No. 2) B.E. 2549



Prepare notification and supporting documents



Submit notification



Receive an acknowledgement

### Supporting Documents:

- Notification to operate the business of manufacturing, importing, selling, and repairing weighing and measuring instruments according to Weights and Measures Act, B.E. 2542 (Form Chor Wor 001), 1 copy
  - In case the director in the company certificate is the authorized officer, company/limited partnership seal stamped on Form Chor Wor 001 is required.
  - In case a grantee is the authorized officer, company/limited partnership seal stamped on Form Chor Wor 001 is not required.
- Identification documents
  - Ordinary person: Certified copy of house registration of the business, 1 copy, certified copy of commercial registration, 1 copy, and certified copy of national ID card of the applicant, 1 copy
  - Juristic person: Certified copy of valid company certificate (not exceeding 1 year) with the objective, signed with company/limited partnership seal stamped on the certificate, 1 copy
- Power of attorney letter with stamp duty (10 baht for 1 time or 30 baht for 1 year) if authorizes a grantee to sign the notification form, certified copies of national ID cards of both grantor and grantee, 1 copy

- Submit notification and supporting documents in person at
  - **Bangkok:** Central Bureau of Weights and Measures, Department of Internal Trade, Ministry of Commerce
  - **Other provinces:** Weights and Measures Center (4 centers) or Branch Office of the Central Bureau of Weights and Measures (28 offices) where the business is located



Pick up the acknowledgement in person

### Related Agency

- Weights and Measures Promotion and Development Division, Bureau of Weights and Measures, Ministry of Commerce



### Validity

- Valid for 1 year from the date of approval. If the new Ministerial Regulation comes into effect, the acknowledgement will have no expiration date.



### Renewal

- Renewal application must be submitted before the expiration date. If the new Ministerial Regulation comes into effect, the notification must be done before it expires.



*\*The new Ministerial Regulation on the criteria about operating business related to weights and measures and registering private mark may be announced and come into effect in early B.E. 2560. Therefore, the procedures for notification to operate the business and business registration may be different from this manual.*



Weights and Measures Promotion and Development Division,  
Bureau of Weights and Measures, Ministry of Commerce  
563 Nonthaburi Road, Bangkrasor, Mueang, Nonthaburi  
Tel: 02-547-4354 Fax: 02-547-4352 Website: [www.cbwmthai.org](http://www.cbwmthai.org)





Prepare notification and supporting documents



Submit notification



Receive an acknowledgement

### Supporting Documents:

- Notification to operate the business of manufacturing, importing, selling, and repairing weighing and measuring instruments according to Weights and Measures Act, B.E. 2542 (Form Chor Wor 001), 1 copy
  - In case the director in the company certificate is the authorized officer, company/limited partnership seal stamped on Form Chor Wor 001 is required.
  - In case a grantee is the authorized officer, company/limited partnership seal stamped on Form Chor Wor 001 is not required.
- Certified copy of the latest acknowledgement of notification, 1 copy
- Identification documents
  - Ordinary person: Certified copy of house registration of the business, 1 copy, certified copy of commercial registration, 1 copy, and certified copy of national ID card of the applicant, 1 copy
  - Juristic person: Certified copy of valid company certificate (not exceeding 1 year) with the objective, signed with company/limited partnership seal stamped on the certificate, 1 copy
- Power of attorney letter with stamp duty (10 baht for 1 time or 30 baht for 1 year) if authorizes a grantee to sign the notification form, certified copies of national ID cards of both grantor and grantee, 1 copy

- Submit notification and supporting documents in person at
  - **Bangkok:** Central Bureau of Weights and Measures, Department of Internal Trade, Ministry of Commerce
  - **Other provinces:** Weights and Measures Center (4 centers) or Branch Office of the Central Bureau of Weights and Measures (28 offices) where the business is located



Pick up the acknowledgement in person

### Related Laws and Regulations



- Weights and Measures Act, B.E. 2542
- Ministerial Regulation Prescribing Rules for the Person to Operate the Business Related to Weights and Measures, B.E. 2544 and (No. 2) B.E. 2549

### Related Agency



- Weights and Measures Promotion and Development Division, Bureau of Weights and Measures, Ministry of Commerce

### Validity

- Valid for 1 year from the date of approval. If the new Ministerial Regulation comes into effect, the acknowledgement will have no expiration date.



### Renewal

- Renewal application must be submitted before the expiration date. If the new Ministerial Regulation comes into effect, the notification must be done before it expires.

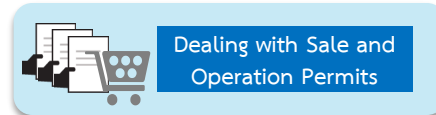


*\*The new Ministerial Regulation on the criteria about operating business related to weights and measures and registering private mark may be announced and come into effect in early B.E. 2560. Therefore, the procedures for notification to operate the business and business registration may be different from this manual.*



Weights and Measures Promotion and Development Division,  
Bureau of Weights and Measures, Ministry of Commerce  
563 Nonthaburi Road, Bangkrasor, Mueang, Nonthaburi  
Tel: 02-547-4354 Fax: 02-547-4352 Website: [www.cbwmthai.org](http://www.cbwmthai.org)

# Dealing with Sale and Operation Permits



Bureau of Weights and Measures, Department of Internal Trade  
Ministry of Commerce



Weighing and measuring instruments

After  
Fiscal Year  
B.E. 2560



## *Future Improvement (Start in B.E. 2560)*

- To submit the notification to operate weighting and measuring instrument (selling) through an online system
- To provide additional payment channels such as bank transfer



## *Future Improvement (Require Changes in Laws)*

- An online system for submission of the notification to operate the business is under development and the amendment of related ministerial regulation is in progress.
- To develop a new Single Portal for retail business for submission of the notification to operate weighting and measuring instrument business which will be in compliance with the soon-to-be-announced ministerial regulation.
- Able to proceed together with the business registration process. The Department is coordinating with the Department of Business Development on this improvement.
- To eliminate the submission of location identification documents such as house registration, when the system is integrated with that of the Department of Provincial Administration for personal data verification.
- To eliminate the submission of company's identification documents such as commercial registration, company certificate, and value added tax registration, etc., when the databases of the Department of Business Development and the Revenue Department are integrated for company data verification



## *Ongoing Improvements (Under the Process of Changes in Laws)*

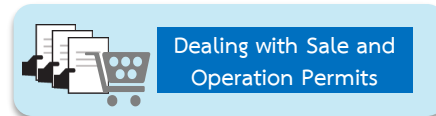
- The draft of the new ministerial regulation prescribing rules for the person operating the business related to weights and measures and registration for private mark registration is under consideration by the Office of the Council of State.



*Food Production*



# Dealing with Sale and Operation Permits



## Points to Note

- Food production facility that is under Factory Act B.E. 2535

 *< 5 horsepower* AND  *< 7 persons*

Need to request for a serial number for food premise

 *≥ 5 horsepower* AND/OR  *≥ 7 persons*

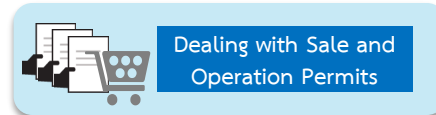
Need to apply for a food production license.

- Section 14 of Food Act B.E. 2522 prohibited the establishment of food production facilities for sale unless permitted from authority. The applicant must comply with related ministerial regulations (Chapter 1 and Chapter 12)
- In case the business operation involves several branches in several area, the applicant must apply for license for each branches at Provincial Health Office in the province that the business has a branch for the authorized officers to inspect production site in each branches before issuing the license.

- License fees
  - In case of non-factory, free of charge
  - In case of factory, see table below:

Details	Fees
1. Factory that employs at least 7 but less than 20 employees or uses production machinery less than 5 horsepower	3,000 Baht
2. Factory that employs 20 employees or above or uses production machinery less than 5 horsepower	5,000 Baht
3. Factory that uses production machinery from 5 but less than 10 horsepower	6,000 Baht
4. Factory that uses production machinery from 10 but less than 25 horsepower	7,000 Baht
5. Factory that uses production machinery from 25 but less than 50 horsepower	8,000 Baht
6. Factory that uses production machinery from 50 horsepower	10,000 Baht

# Dealing with Sale and Operation Permits



Food and Drug Administration  
Ministry of Public Health



Food Production



## Requirements for the applicant

1. Must be a business operator or an authorized director of juristic persons or representatives
2. Must be able to provide assessment of the business product and able to provide product details
3. Must prepare an application and supporting documents under the guideline and ensure the accuracy of all documents according to the checklist. The application form requires the applicant or an authorized director signature according to juristic persons certificate.



## Food factory must comply to the following laws

1. In case of factory of beverages in sealed containers, comply with the Notification of Ministry of Public Health (No. 220) B.E. 2544 regarding beverage in sealed containers (No. 3) (GMP for beverage)
2. In case of factory of pasteurized milk, comply with the Notification of Ministry of Public Health (No. 298) B.E. 2549 regarding production process, machines used in production and storage of pasteurized milk (GMP for pasteurized milk)
3. In case of the factory of food in sealed containers containing low-acid and acidified food, comply with the Notification of Ministry of Public Health (No. 349) B.E.2556 regarding production process, equipment used in production and storage of food in sealed containers that are low in acid and acidified food (GMP for low-acid food and acidified food)
4. In case of factory of irradiated food, comply with the Notification of Ministry of Public Health regarding irradiated food announced on 14 September B.E. 2553
5. In case of factory of processed food in ready to eat containers, comply with the Notification of Ministry of Public Health (No. 342) B.E. 2555 regarding production process, machines used in production and storage of processed food in ready to eat containers (GMP for processed food in ready to eat container)
6. In case of factory of salt, comply with the Ministerial regulation No.1 according to Food Act B.E. 2522 under a record of salt production facility inspection
7. In case of factory of general food, comply with the Ministerial regulations No.1 under Food Act B.E. 2522
8. In case of factory of other food mentioned in 1-7 above according to the Notification of Ministry of Public Health (No. 193) B.E. 2543, Notification of Ministry of Public Health (No. 239) B.E. 2544, and Notification of Ministry of Public Health regarding additional revision of Ministry of Public Health (No. 193) B.E. 2543 (No. 2) the applicant must comply with the Notification of Ministry of Public Health (No. 193) B.E. 2543 regarding food production, equipment used in production and food storage (General GMP).

**Application Form:****Factory:**

- **Application form for food production license (Form Aor.1)**, 1 copy (the applicant or authorized director of juristic persons must sign the form)

**Non-Factory:**

- Request form for serial number for food premise that is not a factory (Form Sor Bor.1), 1 copy (the applicant or authorized director of juristic persons must sign a request form and a form must be printed)

**Supporting Documents**

- Document checklist form, 1 copy
- Copy of house registration. A foreign applicant must submit work permit issued by Ministry of Labor or provincial governor, 1 copy
- Copy of national ID card. A foreign applicant must submit a copy of passport (if any), 1 copy
- Copy or photo of commercial registration (for ordinary persons)
- Copy of juristic persons certificate with objectives and signature of an authorized person (for Juristic persons), 1 copy
- Certificate of juristic persons issued by Ministry of Commerce, 1 copy (a list of shareholders) (only juristic person-company) from Ministry of Commerce within 6 months. A foreign applicant who is juristic persons must submit certificate of juristic persons issued by Ministry of Commerce which comply with Business of the Aliens Act B.E.2542 according to the type of food requesting for license or evidences that the business is promoted to invest according to type of food businesses
- Copy of house registration of the premise for food production and food storage, 1 copy
- Approval letter for the use of the premise (original copy) or a copy of lease contract of the premise for food production and food storage, 1 copy
- Appointment letter to be a business management of juristic person (for juristic persons) with 30 Baht stamp duty (per one 1 person) and affixed with company seal if specified in certificate of juristic person, 1 copy
- Power of attorney letter with 30 Baht stamp duty (per 1 grantee) (in case the applicant is unable submit the application and supporting documents in person)

**Supporting Documents (Continue)**

- Layout of buildings within factory area according to the standard scale, 1 copy (production site in provincial area require 2 copies)
  - Map of factory and other buildings in the area
  - Map of building in factory area as well as drainage system and artesian well (if any)
  - Production plant layout and storage building displaying the right proportion of the front, side, cross section, and every floor plans as well as the position of production equipment and other production details
- Other documents such as a list of machinery, details of production, sources of water used in productions, raw materials , types of food, containers, consumption guideline, machine cleansing procedure, garbage disposal procedure, and numbers of employees, 1 copy (production site in provincial area require 2 Sets)
- In case equipment or machinery are used in different types of food production, it requires procedures to prevent food contamination, 1 copy (production site in provincial area require 2 copies)
- In case of the production of low-acid food and acidified food in sealed containers, the applicant must submit following additional documents; training record of Retort Supervisor, education certificate, training records, and experiences of Process Authority, 1 copy (production site in provincial area require 2 copies)

***Supporting Documents (continue)***

- In case of the production of low-acid food and acidified food in sealed containers, operators must submit following additional documents: Retort Supervisor training, certificate of education, training and experiences of Process Authority, 1 copy (production site in provincial area requires 2 copies)
- In case of low-acid food, the applicant must submit following additional documents: training about temperature distribution, training about heat penetration, and training about heat sterilization process under the condition in which spores of bacteria are the targets, 1 copy (production site in provincial area requires 2 copies)
  - a) A study of temperature distribution which conforms with current standard and to be done at the production premise prior to business operation or in case of changes in equipment and layout that impact to the operation of disinfection machines. The documents must be certified by the Process Authority. A comprehensive study must be executed for every machines of overpressure retorts and every containers but not necessary for every machines of steam reports
  - b) A study on heat penetration which conforms with current standard practice and must be done under similar conditions of productions. A study is required when there are new products or when there are changes in products requirements or when there are changes in containers. The documents must be certified by the Process Authority.
  - c) Setting up pasteurization process, a study of the spores of targeted microorganism such as *Clostridium botulinum* is required. In case of using other indicators, it requires academic evidences indicating that heat resistant value is equal or higher than that of spores of *Clostridium botulinum* (copy of documents must be certified).

***Supporting Documents (Continue)***

- In case of acidified food, require following additional documents, 1 copy (production sites in provincial area requires 2 copies)
  - a) Documents regarding a study of temperature and time required to disinfect each product and each container with pH values. In case a product contains fleshes/pulps in liquid, information regarding the longest duration and temperature that required for the adjustment to be acid in which the pH balance of products needs to be equal or less than 4.6 under the specified time and production procedure after disinfection by heat.
  - b) Disinfections procedure requires a study under the controlled pH condition as well as indication of critical factors that impact disinfection process to ensure that food is not contaminated and cause health damages. The information is required in food processing section. (in case documents are not original copy, a certified signature is required).
- In case of beverages in sealed containers, the applicant must submit additional documents: 1 copy of analysis of water (if any) (production site in provincial area requires 2 copies)
- In case of ready-to-drink pasteurized milk, must submit additional document about production controller (production site in provincial area requires 2 copies)

## Food Production



## Food production license or serial number for food premise



## Dealing with Sale and Operation Permits

### Food Production License in case of factory



\*Applicable only for Bangkok



\*In case production premise is in provincial area and produce food that is not under the supervision of provincial office



\*In case food is under the supervision of provincial office, the duration depends on information stated in citizen manual issued by provincial health office



Prepare application and supporting documents



Submit registration application



Business premise inspection



Make payment



Receive a license

- Submit an application with supporting documents
  - **Bangkok:** Food Control Division, Food and Drug Administration
  - **Other provinces:** Provincial Health Office



Pay the fee

Pick up the license in person

Remarks: Duration for license processing (working days) does not include the period that the applicant needs to make necessary adjustment to the production premise.

### Related Laws and Regulations

- Food Act B.E. 2522



### Related Agency

- Food Control Division, Food and Drug Administration



### Validity

- Valid for 3 year and until 31 December of the 3<sup>rd</sup> year



### Renewal

- Renewal application must be submitted before the expiration date. When application has been filed, business may continue until the application is rejected



✉ Food and Drug Administration One Stop Service Center : OSSC Floor 1 Building  
Food and Drug Administration 88/24 Ministry of Public Health Thiwanon Road,  
Nonthaburi 11000 Tel: 02-590-7443, 02-590-7320  
Website: [www.fda.moph.go.th](http://www.fda.moph.go.th)



**Supporting Documents of License Renewal:**

- **Application form of license extension (Form Aor.3)**, 1 copy (the applicant or an authorized director who is authorized to sign certificate of juristic persons must sign an application form)
- Original copy of food production license (Form Aor.2)
- Documents checklist form and defect record, 1 copy
- Copy of house registration of the applicant. A foreign applicant must submit work permit issued by Ministry of Labor or a provincial governor, 1 copy
- Copy of national ID card. A foreign applicant must submit copy of passport (if any), 1 copy
- Copy or photocopy of commercial registration, 1 copy (for ordinary person)
- Copy of certificate of juristic persons with objectives and signature of authorized person, 1 copy (for juristic persons)
- Appointment letter to be a business management of juristic person (for juristic persons) with 30 Baht stamp duty (per one 1 person) and affixed with company seal if specified in certificate of juristic person, 1 copy
- Power of attorney letter with 30 Baht stamp duty (per 1 grantee) (in case the applicant is unable submit the application and supporting documents in person)
- Record of testimony regarding license extension in case there is no copy of certificate GMP/HACCP/ISO22000 certificate according to international standard or copy of certificate of GMP covering food products that are not expired, 1 copy
- Copy of certificate or copy of inspection results of food products, 1 copy. Also, the following document is required
  - Copy of certificate of GMP/ HACCP/ ISO22000 comply with international standards or copy of certificate of GMP comply with standards issued by Food and Drug Administration or issued by the assessment unit registered with Food and Drug Administration covering food products that have not already expired; or
  - Copy of site inspection results certified by officials or the assessment unit registered with Food and Drug Administration

## Food Production



## Food production license or serial number for food premise



Dealing with  
Renewal



\*applicable only in Bangkok. For other provinces, the period of completing registration process depends on Provincial Health Office at each locations

### Related Laws and Regulations

- Food Act B.E., 2522



Submit an application with supporting documents

- Bangkok:** Food Control Division, Food and Drug Administration
- Regional**
  - Provincial Health Office



Pay registration fee

### Related Agency

- Food Control Division, Food and Drug Administration



### Validity

- Valid for 3 year and until 31 December of the 3<sup>rd</sup> year



### Renewal

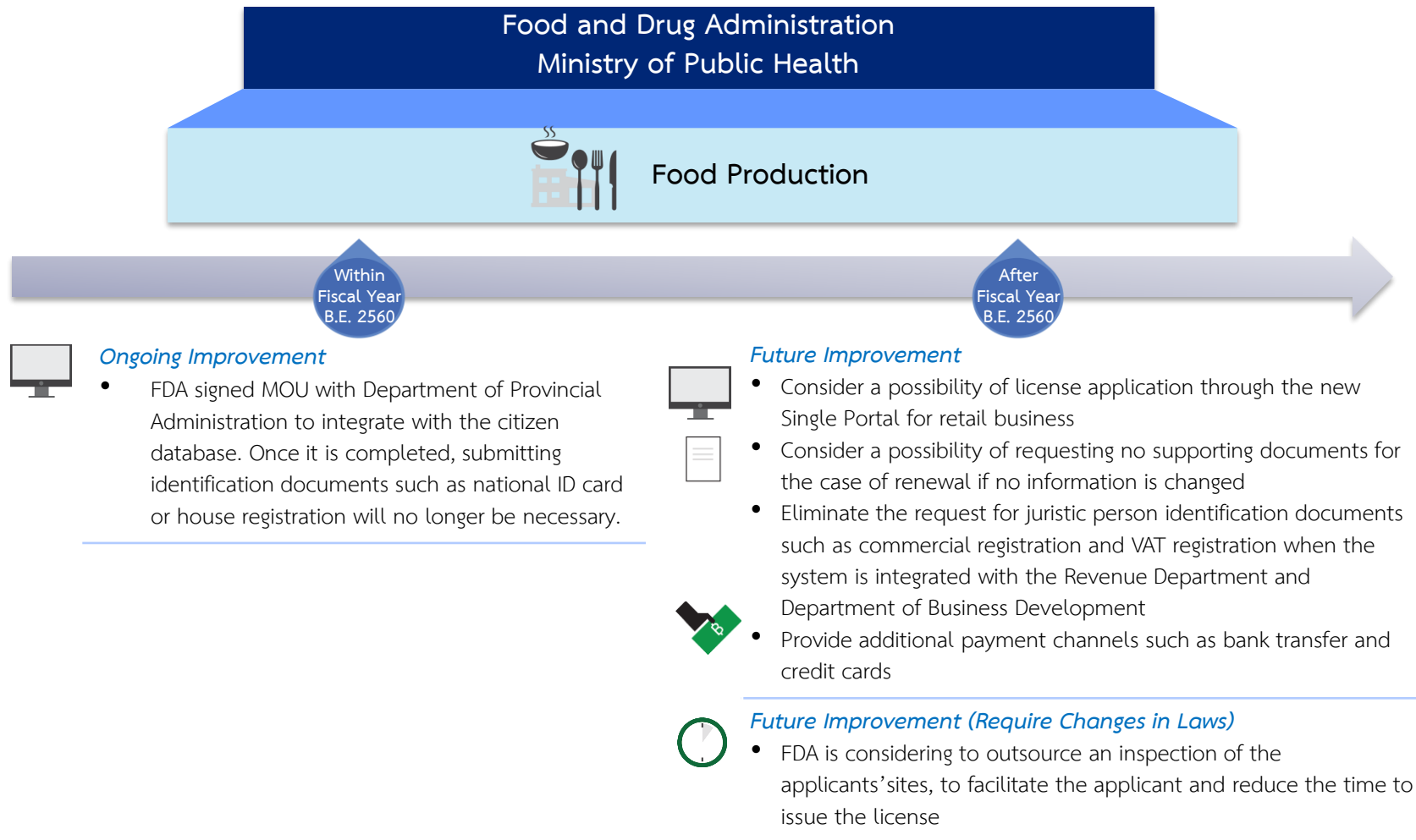
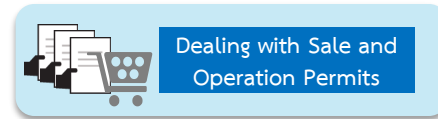
- Renewal application must be submitted before the expiration date. When application has been filed, business may continue until the application is rejected



Remarks: Duration for license processing (working days) does not include the period that the applicant needs to make necessary adjustment to the production premise.

✉ Food and Drug Administration One Stop Service Center : OSSC Floor 1 Building  
Food and Drug Administration 88/24 Ministry of Public Health Thiwanon Road,  
Nonthaburi 11000 Tel: 02-590-7443, 02-590-7320  
Website: [www.fda.moph.go.th](http://www.fda.moph.go.th)

# Dealing with Sale and Operation Permits





*Sale and Storage of Food*



*Health-hazard Activity*





A **place selling food** refers to a building, venue, or any other areas, that is not a public area, which is dedicated to food preparation or cooking and selling of ready-to-eat foods to customers regardless of dining-in or take-home purpose.

**Food storage place** means a house/building or any other areas, that is not a public area, that is dedicated to storage of fresh or cooked food ingredients regardless of other types of goods including space for goods display area for selling activities either temporary or specific period.

### Points to Note



Size	Type of Permit
Less than 200 square meters	Acknowledgement of notification for food selling place or acknowledgement of notification for food storage
More than 200 square meters	Permit for food selling place or permit for food storage



### Criteria for permit application

#### 1. Checklist before starting construction:

- ✓ Check with town planning law to ensure the use of land or any restriction that may applied
- ✓ Check with law related to building control to ensure compliance of the building usage

#### 2. Supporting documents must be correct and complete upon the application submission

#### 3. Criteria for approval of permit application will consider for any potential impact on effected party in accordance with the law of administrative procedure

#### 4. The hygiene conditions of the business place must meet the criteria as specified by the law



working days\*

₪

\*Fee is based on the premise's size and the processing time varies by each local authorities.

Fee must be paid on yearly basis.

Business establishment smaller than 200 square meters



### Supporting documents:

- Application for acknowledgement of notification or permit for food selling place or food storage (Using the form specified by the local authority)
  - Copy of the company's or partnership's registration with objective of company or partnership (in case of juristic person), 1 copy
  - Copy of national ID card and copy of house registration of authorized director (in case of juristic person), 1 copy
  - Copy of national ID card and copy of house registration (in case of ordinary person), 1 copy
  - Copy of house registration of the business premise, 1 copy
  - Documents that show the right to use the building or premise for business such as deeds or letter of consent, 1 copy
  - Documents that permit the use of land under town planning laws, 1 copy
  - Documents that permit the use of building under building control laws, 1 copy
  - Map of the premise that shows the location, 1 copy
  - Power of attorney letter with copy of national ID card of both grantor and grantee (if proceed by a grantee), 1 copy
  - Other documents as specified by local authorities such as medical certificate.
- Note that each local authority has the power to request additional documents and they are varies by each authority. Please check with the local authority where the business is located for further information.

### Related law and regulations

- Public Health Act, B.E. 2535
- Food Act, B.E. 2522
- Building Control Act B.E. 2522
- Town and Country Planning Act B.E. 2518 amendment (No. 3) B.E. 2535
- National Environment Quality Act B.E. 2535
- Service Facility Act B.E. 2509



\*Business premise inspection process depends on each local authority.

\*\*Note that some local authorities may also accepts cashier cheque.

### Related Agency

- Local authority where the business is located



### Validity

- No expiration date for the acknowledgement of notification but the annual fee must be paid



### Renewal

- Renewal not required but need to make annual fee payment



Local authority where the business is located.



*Business establishment larger than 200 square meters*



₪

\*Fee is based on the premise's size and the processing time varies by each local authorities.



### Related law and regulations

- Public Health Act, B.E. 2535
- Food Act, B.E. 2522
- Building Control Act B.E. 2522
- Town and Country Planning Act B.E. 2518 amendment (No. 3) B.E. 2535
- National Environment Quality Act B.E. 2535
- Service Facility Act B.E. 2509



### Supporting documents:

- Application for acknowledgement of notification or permit for food selling place or food storage (Using the form specified by the local authority)
- Copy of the company's or partnership's registration with objective of company or partnership (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration of authorized director (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration (in case of ordinary person), 1 copy
- Copy of house registration of the business premise, 1 copy
- Documents that show the right to use the building or premise for business such as deeds or letter of consent, 1 copy
- Documents that permit the use of land under town planning laws, 1 copy
- Documents that permit the use of building under building control laws, 1 copy
- Map of the premise that shows the location, 1 copy
- Power of attorney letter with copy of national ID card of both grantor and grantee (if proceed by a grantee), 1 copy
- Other documents as specified by local authorities such as medical certificate. Note that each local authority has the power to request additional documents and they are varies by each authority. Please check with the local authority where the business is located for further information.



\*Note that some local authorities may also accepts cashier cheque.

### Related Agency

- Local authority where the business is located



### Validity

- Valid for 1 year from the issuance date



### Renewal

- Renewal application must be submitted before the expiration date



Local authority where the business is located.



*Business establishment larger than 200 square meters*

15  
working  
days



\*Fee is based on the premise's size and the processing time varies by each local authorities.



Prepare application  
and supporting  
documents



Submit  
application form

Submit application and  
supporting documents  
at the local authority  
where the business is  
located



Officer verifies  
supporting document  
and inspects business  
premise

Officer verifies supporting  
documents to ensure  
correctness and  
completeness before  
making site inspection



Make payment

Once the business  
premise passes the  
inspection, the  
applicant makes fee  
payment in cash\*



Receive a  
permit

### Related law and regulations

- Public Health Act, B.E. 2535
- Food Act, B.E. 2522
- Building Control Act B.E. 2522
- Town and Country Planning Act B.E. 2518 amendment (No. 3) B.E. 2535
- National Environment Quality Act B.E. 2535
- Service Facility Act B.E. 2509



### Supporting documents:

- Application to renew permit for food selling place or food storage (Using the form specified by the local authority)
- Latest permit document
- Copy of the company's or partnership's registration with objective of company or partnership (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration of authorized director (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration (in case of ordinary person), 1 copy
- Documents that show the right to use the building or premise for business such as deeds or letter of consent, 1 copy
- Power of attorney letter with copy of national ID card of both grantor and grantee (if proceed by a grantee), 1 copy
- Other documents as specified by local authorities such as medical certificate. Note that each local authority has the power to request additional documents and they are varies by each authority. Please check with the local authority where the business is located for further information.



\*Note that some local authorities may also accepts cashier cheque.

### Related Agency

- Local authority where the business is located



### Validity

- Valid for 1 year from the issuance date



### Renewal

- Renewal application must be submitted before the expiration date



Local authority where the business is located.





### Points to Note

#### Type of health-hazard activity

- The Ministry of Public Health has issued the Ministerial Announcement on health-hazard activities dated 3 June B.E. 2558 which covers 141 activities (under Article 31 of Public Health Act B.E. 2535)
- Local authorities are empowered to issue its own regulation to determine which of or all of these 141 activities to be activities that must be regulated within their jurisdiction (under Article 32 of Public Health Act B.E. 2535)
- The applicant should contact the local authority where the business is located to verify whether the business is required a permit to operate

#### Criteria for permit application

##### 1. Checklist before starting construction:

- ✓ Check with town planning laws to ensure the use of land or any restriction that may applied
- ✓ Check with law related to building control to ensure compliance of the building usage

2. Business activity that is considered health-hazard must not be located in close proximity to temple, community, religious places, schools, ancient monuments, educational institutions/schools, hospital, or other places according to related laws and regulations. In the case of the business is not considered as a factory under related laws, the business facility must comply to the conditions set by local authority on the advice of public health officials.

3. Businesses activity that may create vibration, noise pollution, air pollution, water pollution, hazardous waste or chemicals, or hazardous materials must be responsible for the control and prevention of the nuisance or harm to the health of workers and nearby residents.

4. In issuing a permit, local authority may determine additional conditions to prevent health-hazard impact to the public.

5. In considering the application, the impact to the rights of other parties according to Administrative Process laws will be taken into account.

6. Hygiene and sanitary conditions must comply with related laws and regulations.

7. The applicant must display the permit in a conspicuous place at the business premise.



30 working days\*



\*Fee is based on the premise's size and the processing time varies by each local authorities.



## Related law and regulations

- Public Health Act, B.E. 2535
- Food Act, B.E. 2522
- Building Control Act B.E. 2522
- Town and Country Planning Act B.E. 2518 amendment (No. 3) B.E. 2535
- National Environment Quality Act B.E. 2535
- Service Facility Act B.E. 2509
- Fuel Control Act B.E. 2542
- the Act to perform administrative B.E. 2539 and Amendment (No. 2) Act B.E. 2557

## Related Agency

- Local authority where the business is located

## Validity

- Valid for 1 year from the issuance date

## Renewal

- Renewal application must be submitted before the expiration date

## Supporting Document:

- Application for permit for health-hazard activity (Using the form specified by the local authority)
- Copy of the company's or partnership's registration with objective of company or partnership (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration of the business owner (in case of ordinary person), 1 copy
- Copy of national ID card and copy of house registration of authorized director (in case of juristic person), 1 copy
- Documents that show the right to use the building or premise for business such as deeds or letter of consent, 1 copy
- Documents that permit the use of land under town planning laws, 1 copy
- Documents that permit the use of building under building control laws, 1 copy
- Power of attorney letter with copy of national ID card of both grantor and grantee (if proceed by a grantee), 1 copy
- Other documents as specified by local authorities. Note that each local authority has the power to request additional documents and they are varies by each authority. Please check with the local authority where the business is located for further information.





15 working days\*



\*Fee is based on the premise's size and the processing time varies by each local authorities.



## Related law and regulations

- Public Health Act, B.E. 2535
- Food Act, B.E. 2522
- Building Control Act B.E. 2522
- The Town and Country Planning Act B.E. 2518 amendment (No. 3) B.E. 2535
- National Environment Quality Act B.E. 2535
- Service Facility Act B.E. 2509
- Fuel Control Act B.E. 2542
- the Act to perform administrative B.E. 2539 and Amendment (No. 2) Act B.E. 2557

## Related Agency

- Local authority where the business is located

## Validity

- Valid for 1 year from the issuance date

## Renewal

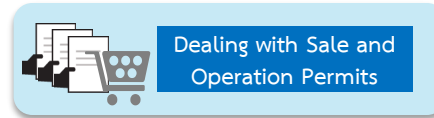
- Renewal application must be submitted before the expiration date

## Supporting Document:

- Application for permit for health-hazard activity (Using the form specified by the local authority)
- Latest permit document
- Copy of the company's or partnership's registration with objective of company or partnership (in case of juristic person), 1 copy
- Copy of national ID card and copy of house registration of the business owner (in case of ordinary person), 1 copy
- Copy of national ID card and copy of house registration of authorized director (in case of juristic person), 1 copy
- Documents that show the right to use the building or premise for business such as deeds or letter of consent, 1 copy
- Power of attorney letter with copy of national ID card of both grantor and grantee (if proceed by a grantee), 1 copy
- Other documents as specified by local authorities. Note that each local authority has the power to request additional documents and they are varies by each authority. Please check with the local authority where the business is located for further information.



# Dealing with Sales and Operation Permit





*Modern Medicine*





### Requirement for the applicant



Prepare facility and comply with Ministerial Regulation on license to sell modern medicine B.E. 2556 and Ministerial Announcement on facility, equipment, and operation of community pharmacy on modern medicine's selling place B.E. 2557 and the inspected pharmacy. The business premise is required to be inspected. The pharmacist, who is a person in charge of business operation, must appear in person in front of the authority on the date of application submission.



Applicant must be at least 20 years of age, a resident of Thailand except, being permitted to operate business in Thailand

### Related Laws and Regulation



- Drugs Act B.E. 2510
- Pharmaceutical Profession Act B.E. 2537



### Supporting Documents

1. Application form for license to sell modern medicine (Form Kor Yor. 1), 1 copy
2. Color photo with clear background, straight and clear posture, no smiling, no cap or sunglasses of applicant size 3x4 c.m. The photo needs to be no more than 6 months (The photo is required a photo paper and not printed from color printer), 3 original copies
3. Copy of national ID card and copy of house registration, 1 copy for
  - Applicant (for ordinary persons)
  - Person appointed by juristic persons to operate the business (for juristic persons)
  - Authorized person who appoint a person to operate the business (for juristic persons)
  - Grantor (if proceed by a grantee)
  - Grantee (if proceed by a grantee)
  - Person who authorizes or gives consent to use the premise
  - Person in charge of business operation, in case a person in charge is a foreigner, it requires the following documents. 1. certified copy of passport, 2 copies 2. certified copy of work permit issued by Ministry of Labor
4. Medical certificate of applicant/business operator (for juristic persons) and person in charge of business operation (1 original copy) specifying diagnosis of the following prohibited diseases: leprosy, critical stage of tuberculosis, critical stage of lymphatic filariasis, narcotic drug addict, and alcoholism. The certificate must be within 3 months of the submission date.
5. Financial statement (for ordinary persons), 1 copy
6. Copy of document regarding the right/ownership of the premise
  1. Copy of house registration of the premise that indicates the applicant's name as the house owner or the person who registered the house address; or
  2. Approval letter of the use of the premise with the following documents 2.1 evidences of relationship that shows the owner and the lessee are relative or having the same last name (please indicate the relationship) 2.2 documents that indicates ownership of the premise 2.3 copy of house registration of the owner of the premise 2.4 copy of national ID card of the owner of premise; or
  3. Lease contract containing 3.1 copy of lease contract (indicating complete information of address of the place) 3.2 documents that indicates the lessor's ownership of the premise 3.3 copy of house registration of the lessor 3.4 copy of national ID card of the lessor
7. Testimonials of the person in charge of business operation (Form Kor. Yor. 14 page 1-3), 1 copy. The person in charge of business operation must appear in person in front of the authority on the date of application submission.
8. Certified professional license of pharmacy, original and certified copy, 1 copy
9. Evidences indicate that a pharmacist is knowledgeable and posses skills to provide community pharmacy services and information regarding drug laws, 1 copy
10. Copy of certificate of juristic persons (for juristic persons) indicating the location number of the headquarter or the branch of the business. The document needs to be within 6 months of the date of application submission.
11. Appointment letter of a person to operate the business with 30 Baht stamp duty (for juristic person), 1 copy
12. Power of attorney letter with 10 Baht stamp duty 10 Baht (if proceed by a grantee)
13. Photo and layout of the premise with standard scale, 1 copy



10  
working  
days

฿ 2,000



### Points to Note

- License to sell modern medicine also covers the sale of traditional medicine
- Alcohol and tobacco are prohibited from selling in the premise
- A pharmacist must be at work during business operation

### Related Laws and Regulations



- Drug Act B.E.2510
- Pharmaceutical Professional Act B.E. 2537



Prepare  
application and  
documents



Submit registration  
application



Officer verifies  
supporting  
documents



Make payment



Receive a license

- Submit an application with supporting document
- **Bangkok:** Drug Control Division, Food and Drug Administration
- **Other provinces:** Provincial Health Office



Pay license fee

Pick up a license in person

### Related Agency



- Drug Control Division, Food and Drug Administration

### Validity

- Maximum of 1 year and will expire on 31 December of that year



### Renewal

- Renewal application must be submitted before 31 December. After an application has been filed, business may continue until an application is rejected.



✉ Food and Drug Administration One Stop Service Center : OSSC Floor 1 Building  
Food and Drug Administration 88/24 Ministry of Public Health Thiwanon Road,  
Nonthaburi 11000 Tel: 02-590-7443, 02-590-7320  
Website: [www.fda.moph.go.th](http://www.fda.moph.go.th)



฿ 2,000



Prepare application and supporting documents



Submit application



Officer verifies supporting documents



Make payment



Receive a license

#### Supporting Documents:

- Application form for license renewal (Form Kor. Yor. 15)
- Medical certificate to certify that a licensee or a person who operates the business does not have any medical condition as specified under Ministerial Announcement No. 2 (B.E. 2522) on prohibited medical condition for licensee related to medicine, dated 27 July B.E. 2522. The certificate must be dated within 3 months before the application date, 1 copy
- Medical certificate to certify that a person in charge is fit for the operation, 1 copy
- Latest license or substitute document
- Appointment letter to be a person to operate the business or juristic person manager (in case of juristic person), 1 copy
- Form Kor. Yor. 14 with supporting documents, 1 copy
- Assessment result on the practice of community pharmacy practice, 1 copy
- Other documents (if any)

Submit application with supporting documents via post based on documents sent by FDA or at provincial Health Office



Pay license fee

Pick up a license in person

#### Related Laws, Rules, and Regulations



- Drug Act B.E. 2510
- Pharmaceutical Profession Act B.E. 2537

#### Related Agency



- Drug Control Division, Food and Drug Administration

#### Validity



- Maximum of 1 year and will expire on 31 December of that year

#### Renewal

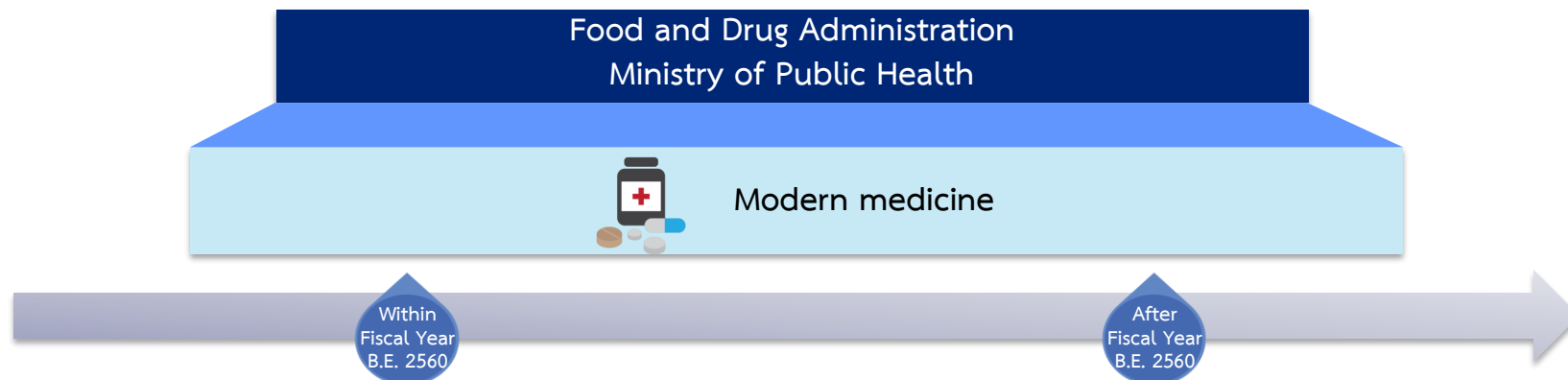
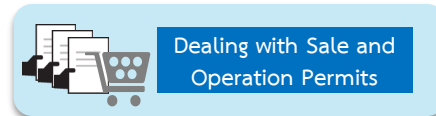


- Renewal application must be submitted before 31 December. After an application has been filed, business may continue until an application is rejected.

✉ Food and Drug Administration One Stop Service Center : OSSC Floor 1 Building  
Food and Drug Administration 88/24 Ministry of Public Health Thiwanon Road,  
Nonthaburi 11000 Tel: 02-590-7443, 02-590-7320  
Website: [www.fda.moph.go.th](http://www.fda.moph.go.th)



# Dealing with Sale and Operation Permits



## *Ongoing Improvement*

- FDA signed MOU with Department of Provincial Administration to integrate with the citizen database. Once it is completed, submitting identification documents such as national ID card or house registration will no longer be necessary.



## *Future Improvement*

- Consider a possibility of license application through the new Single Portal for retail business
- Consider a possibility of requesting no supporting documents for the case of renewal if no information is changed
- Eliminate the request for juristic person identification documents such as commercial registration and VAT registration when the system is integrated with the Revenue Department and Department of Business Development
- Provide additional payment channels such as bank transfer and credit cards



## *Future Improvement (Require Changes in Laws)*

- FDA is considering to outsource an inspection of the applicants' sites, to facilitate the applicant and reduce the time to issue the license



*Selling Product Online*



**Supporting Documents:**

- Form Kor Tor. 2 and supporting registration forms of direct marketing (Kor Tor. 2), 1 copy
- Copy of national ID card of authorized directors on behalf of the juristic persons (for juristic persons) or of applicant (for ordinary persons), 1 copy
- Copy of house registration of authorized directors on behalf of the juristic persons (for juristic persons) or of applicant (for ordinary persons) 1 copy
- Copy of certificate of juristic persons and copy of memorandum of associate (within the last 3 months of the date of registration) and copy of a list of shareholders (within the last 3 months of the date of registration), 1 copy
- Copy of electronic commercial registration for direct marketing business through Internet, 1 copy
- Copy of passport (in case national ID card is not applicable or applicant is a foreigner), 1 copy
- Copy of business operating license under the law on alien business/certificate of employment of the foreigner (in case of a foreigner), 1 copy
- Power of attorney letter and copy of national ID card and house registration of both grantor and grantee (if proceed by a grantee), 1 copy
- Copy of lease contract and letter of consent to use the premise including documents indicated the ownership/right to use of the premise with copy of national ID card and house registration of the lessor or the owner, 1 copy
- Map of the company's headquarter and photo of the headquarter with details of inside and outside of the building with a clear office numbers. All must be signed and affixed with company seals of juristic persons on every pages, 1 copy
- List of goods to be sold with details and price, 1 copy
- Sample document on buying and selling to be issued to consumers, 1 copy
- Products and business conduct certification documents issued by the Office of the Consumer Protection Board to the applicant to self-certify, 1 copy

**Supporting Documents (Continue)**

- Additional documents related to products by category

<b>Food products</b>	1) License of imported foods (Form Aor.7) (in case of imported food), 1 copy 2) License of food production (Form Aor.2) (if any), 1 copy 3) Certificate of registration of original recipes (Form Aor 18), 1 copy 4) Request for permission to use food labels (Form Sor Bor.3) 5) Food registration/details of food (Form Sor Bor.5) 1 copy 6) License for food advertising (Form Kor Aor.) 7) Photos and label of products, 1 copy 8) Contracts with details of sources of products
<b>Cosmetics</b>	1) Notification form for manufacturing for sales or imported for sales of controlled cosmetics (Form Jor. Kor.), 1 copy 2) Photo and labels of products, 1 copy 3) Contracts with details of sources of products
<b>Other types of goods</b>	If the product is controlled or regulated by any government agency, documents regarding the permission from such government agency is required (1 copy) as well as a photo and label (1 copy) and other contracts containing information regarding the sources of products such as a letter of agent assignment or a contract of manufacturing products



#### Related Laws and Regulations

- Direct Selling and Direct Marketing Act B.E. 2545



Prepare application and supporting documents



Submit application



Receive a certification of registration

Submit application and supporting documents

- in person at Office of the Consumer Protection Board
- through mail



#### Related Agency

- Division of Consumer Protection of Direct Selling and Direct Marketing Office of The Consumer Protection Board



Office of the Consumer Protection Board

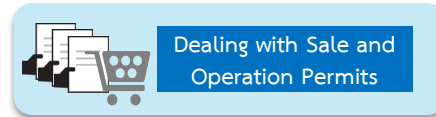
Address: The Government Complex Commemorating His Majesty the King's 80<sup>th</sup> Birthday Anniversary, Building B, Floor 5

Chaengwattana, Thung Song Hong, Laksi, Bangkok 10210.

Tel: 02-143-0366-67 and 02-141-3422. Hotline 1166

Website: [www.ocpb.go.th](http://www.ocpb.go.th)

# Dealing with Sales and Operation Permit



Office of the Consumer Protection Board  
Office of the Prime Minister



Direct selling business

## Goods that are prohibited in direct selling

1. Drug under Drug Act B..E 2510
2. Medical equipment under Medical Equipment Act B.E. 2531
3. Alcohol under Alcohol Act B.E. 2493
4. Fertilizer under Fertilizer Act B.E. 2518

and other goods that are prohibited in selling outside specified premise of which the quality of goods are not appropriate for direct selling and direct marketing. However, there are some goods that are not appropriate for direct selling and direct marketing since they can be used for funding or investment in pyramid schemes and may be in conflict with laws that regulate the sale of such products such as gold bar, gold jewelry, diamonds, pebbles, lottery, alcohol, cigarette, or mobile phone sim card.

## Compensation Plan for Direct Selling Business shall be in the following manners

1. The primary income of independent distributor shall not come by means of recruiting any person or referring any independent distributor or self-employed direct sales representative to join the direct sales network
2. The primary income of independent distributor or direct selling member shall come from the sales of goods or services to the consumer, including the purchase for personal consumption
3. It shall not require the independent distributor to purchase goods
4. It shall not encourage the independent distributor to purchase goods in unreasonably large amounts
5. It shall clearly demonstrate the actual or possible calculation of the payment of remuneration
6. Remuneration cycle is encouraged to be every 15 days



## Supporting Documents:

- Form Kor Tor. 1 and supporting registration form of direct selling (Kor Tor.1), 1 copy
- Copy of national ID card of authorized directors on behalf of juristic persons (for juristic persons) or of applicant (for ordinary persons), 1 copy
- Copy of house registration of authorized directors on behalf of juristic persons (for juristic persons) or of applicant (for ordinary persons), 1 copy
- Copy of certificate of juristic persons and copy of memorandum of associate (certified within the last 3 months of the date of registration) and copy of a list of shareholders (certified within the last 3 months of the date of registration), 1 copy
- Copy of passport (in case national ID card is not applicable or foreigners), 1 copy
- Copy of business operating license under the law on alien business/certificate of employment of the foreigner (in case of a foreigner), 1 copy
- Power of attorney letter and copy of national ID card and house registration of both grantor and grantee (if proceed by a grantee), 1 copy
- Copy of lease contract and letter of consent to use the premise including documents indicated the ownership/right to use of the premise with copy of national ID card and house registration of the lessor or the owner, 1 copy
- Map of the company's headquarter and photo of the headquarter with details of inside and outside of the building with a clear office numbers. All must be signed and affixed with company seals of juristic persons on every pages, 1 copy
- Sample membership application form 1 original and certified copy
- Sample business contract between an independent distributor and direct selling business, 1 original and 1 certified copy
- Sample membership cards, 1 original and 1 certified copy
- Sample document on buying and selling to be issued to consumers, 1 original and 1 certified copy
- Sample document on selling and buying to be issued to an independent distributor, 1 original and 1 certified copy
- Manual for business operation, 1 original and 1 certified copy
- Compensation plan, 1 original and 1 certified copy
- Products and business conduct certification documents. The applicant must self-certify the product and the business conduct according to a form specified by the Office of the Consumer Protection Board, 1 original copy

## Supporting Documents (Continue)

- Additional documents related to products by category

<b>Food products</b>	1) License of imported foods (Form Aor.7) (in case of imported food), 1 copy 2) License of food production (Form Aor.2) (if any), 1 copy 3) Certificate of registration of original recipes (Form Aor 18), 1 copy 4) Request for permission to use food labels (Form Sor Bor.3) 5) Food registration/details of food (Form Sor Bor.5) 1 copy 6) Photos and label of products, 1 copy 7) Contracts with details of sources of products
<b>Cosmetics</b>	1) Notification form for manufacturing for sales or imported for sales of controlled cosmetics (Form Jor. Kor.), 1 copy 2) Photo and labels of products, 1 copy 3) Contracts with details of sources of products
<b>Other types of goods</b>	If the product is controlled or regulated by any government agency, documents regarding the permission from such government agency is required (1 copy) as well as a photo and label (1 copy) and other contracts containing information regarding the sources of products such as a letter of agent assignment or a contract of manufacturing products



#### Related Laws and Regulations



- Direct Selling and Direct Marketing Act B.E. 2545



Prepare application and supporting documents



Submit application



Receive a certification of registration

Submit application and supporting documents

- in person at Office of the Consumer Protection Board
- through mail



#### Related Agency



- Division of Consumer Protection of Direct Selling and Direct Marketing Office of The Consumer Protection Board



Office of the Consumer Protection Board

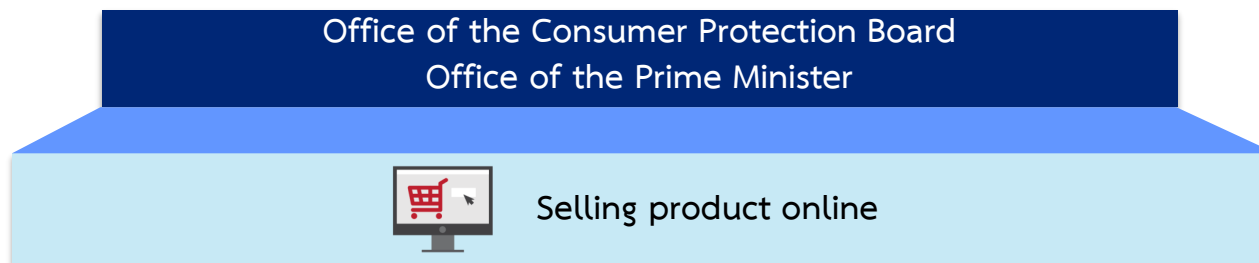
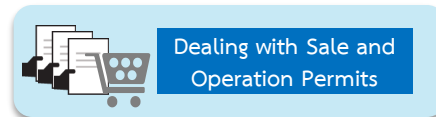
Address: The Government Complex Commemorating His Majesty the King's 80<sup>th</sup> Birthday Anniversary, Building B, Floor 5

Chaengwattana, Thung Song Hong, Laksi, Bangkok 10210.

Tel: 02-143-0366-67 and 02-141-3422. Hotline 1166

Website: [www.ocpb.go.th](http://www.ocpb.go.th)

# Dealing with Sales and Operation Permit



A business that sells goods via the internet, whether they are ordinary or juristic persons is required to register with the Office of the Consumer Protection Board under Direct Selling and Direct Marketing Act B.E. 2545 prior to the start of business.

**“Direct Marketing”** refers to the marketing of goods and services by way of communicating information for the purpose of offering sales of goods and services directly to the consumer who is in the distance with an aim to have each consumer to respond and to purchase of goods or services from the business.

## Goods that are prohibited in direct selling and direct marketing

1. Drug under Drug Act B.E. 2510
2. Medical equipment under Medical Equipment Act B.E. 2531
3. Alcohol under Alcohol Act B.E.2493
4. Fertilizer under Fertilizer Act B.E. 2518

and other goods that are prohibited in selling outside specified premise of which the quality of goods are not appropriate for direct selling and direct marketing. However, there are some goods that are not appropriate for direct selling and direct marketing since they can be used for funding or investment in pyramid schemes and may be in conflict with laws that regulate the sale of such products such as gold bar, gold jewelry, diamonds, pebbles, lottery, alcohol, cigarette, or mobile phone sim card.





## *Radiocommunication Equipment*

## Radiocommunication Equipment



### Permit to trade radiocommunication equipment



### Dealing with Sale and Operation Permits



฿ 1,000+VAT

For the permit to trade



฿ 500+VAT

For the permit to repair



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive a permit

#### Supporting Documents:

- Request to trade, repair, manufacture, import or export of a radiocommunication equipment form (Kor Tor 1)
- Copy of national ID card
- Copy of commercial registration (if any)
- Copy of company registration (for juristic person)
- Map of the trading location
- Copy of VAT registration certificate (if any)
- Power of attorney letter with stamp duty and copy of national ID card both grantor and grantee (if proceeded by a grantee)

Submit application and  
supporting document

1. At NBTC office, or
2. By mail



Pay the permit fee by cash or  
credit card at NBTC office or  
bank transfer

Pick-up the permit in person or  
by post

#### Related Law and Regulations

- Radiocommunications Act B.E. 2498 (1955), its amendment, and related acts of legislation



#### Related Agency

- Office of the National Broadcasting and Telecommunications Commission



#### Validity

- Permit for trading is valid for 1 year from the date of issuance
- Permit for repairing is valid for 5 years from the date of issuance



#### Renewal

- Before permit expiration date



Office of the National Broadcasting and Telecommunications Commission  
87 Phaholythin 8 (Soi Sailom), Samsen Nai, Phayathai, Bangkok 10400  
Tel: 02-670-8888 ext. 7457  
Website: <http://www.nbt.go.th>

## Radiocommunication Equipment



### Permit to trade radiocommunication equipment



### Dealing with Renewal



฿ 1,000+VAT

For the permit to trade



฿ 500+VAT

For the permit to repair



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

#### Supporting Documents:

- Request to trade, repair, manufacture, import or export of a radiocommunication equipment form (Kor Tor 1)
- Latest permit document
- Copy of commercial registration (if any)
- Copy of company registration (for juristic person)
- Power of attorney letter with stamp duty and copy of national ID card both grantor and grantee (if proceeded by a grantee)

Submit application and supporting documents

1. At NBTC office, or
2. By mail



Pay the permit fee by cash or credit card at NBTC office or bank transfer

Pick up a permit in person or by post

#### Related Law and Regulations

- Radiocommunications Act B.E. 2498 (1955), its amendment, and related acts of legislation



#### Related Agency

- Office of the National Broadcasting and Telecommunications Commission



#### Validity

- Permit for trading is valid for 1 year from the date of issuance
- Permit for repairing is valid for 5 years from the date of issuance



#### Renewal

- Before permit expiration date



Office of The National Broadcasting and Telecommunications Commission  
87 Phaholythin 8 (Soi Sailom), Samsen Nai, Phayathai, Bangkok 10400

Tel: 02-670-8888 ext. 7457

Website: <http://www.nbt.go.th>

## Subscription-Based Receiving Device



Permit to sell, offer for sale, or install receiver apparatus or device to receive program from the subscription broadcasting business



Dealing with Sale and Operation Permits

15  
working  
days

฿ 5,000+VAT

For the permit to sell

฿ 1,000+VAT

For the permit to offer for sale or install

### Related Law and Regulations

- Broadcasting Business Act B.E. 2551 (2008) and related acts of legislation



Prepare application  
and supporting  
documents



Submit application



Make payment



Receive a permit

### Supporting Documents:

- Request to sell, offer for sale, or install receiver, apparatus, or Device to receive programs of the subscription broadcasting business form
- Copy of national ID card, 1 copy
- Copy of house registration, 1 copy
- Copy of commercial registration (if any), 1 copy
- Copy of company registration (for juristic person), 1 copy
- Copy of VAT registration certificate (if any), 1 copy
- Map of the trading and/or storage location
- Copy of permit to trade a radio communication equipment (if the receiver, apparatus or device is a radiocommunication equipment under the Radiocommunications Act B.E. 2498)
- List of items and quantity of the receiver, apparatus, or device, 1 copy
- Power of attorney letter with stamp duty and copy of national ID card both grantor and grantee (if proceeded by a grantee)

Submit application and required document

- At NBTC office, EXIM BANK tower, 20<sup>th</sup> Floor 1193 Phaholyothin road, Samsen Nai, Phayathai, Bangkok 10400 Tel. 02-271-7600 ext. 5190 – 5192 and 5200-5206, or
- Via mail (submit the payment slip with contact information to NBTC office)



Pay the permit fee in cash or credit card at NBTC office or bank transfer

Pick up a permit in person or receive by mail

### Related Agency

- Office of the National Broadcasting and Telecommunications Commission



### Validity

- Valid for 1 year from the date of issuance



### Renewal

- Before permit expiration date



Office of the National Broadcasting and Telecommunications Commission  
EXIM BANK tower, 20<sup>th</sup> Floor 1193 Phaholyothin road, Samsen Nai, Phayathai, Bangkok 10400 Tel. 02-271-7600 ext. 5190 – 5192 and 5200-5206  
Website: <http://www.nbtc.go.th>

## Subscription-Based Receiving Device



Permit to sell, offer for sale, or install receiver apparatus or device to receive program from the subscription broadcasting business



Dealing with Renewal

15  
working  
days

฿ 5,000+VAT

For the permit to sell

฿ 1,000+VAT

For the permit to offer for sale or install

### Related Law and Regulations

- Broadcasting Business Act B.E. 2551 (2008) and related acts of legislation



Prepare application and supporting documents



Submit application



Make payment



Receive a permit

### Supporting Documents:

- Request to sell, offer for sale, or install receiver, apparatus, or Device to receive programs of the subscription broadcasting business form
- Latest permit document
- Copy of commercial registration (if any), 1 copy
- Copy of company registration (for juristic person), 1 copy
- Copy of VAT registration certificate (if any), 1 copy
- Map of the trading and/or storage location
- Power of attorney letter with stamp duty and copy of national ID card both grantor and grantee (if proceeded by a grantee)

Submit application and required document

- EXIM BANK tower, 20<sup>th</sup> Floor  
1193 Phaholyothin road,  
Samsen Nai, Phayathai,  
Bangkok 10400  
Tel. 02-271-7600 ext. 5190 –  
5192 and 5200-5206, or
- Via mail (submit the payment  
slip with contact information  
to NBTC office)



Pay the permit fee in cash or credit card at NBTC office or bank transfer

Pick up a permit in person or receive by mail

### Related Agency

- Office of the National Broadcasting and Telecommunications Commission



### Validity

- Valid for 1 year from the date of issuance



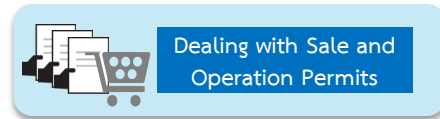
### Renewal

- Before permit expiration date



Office of the National Broadcasting and Telecommunications Commission  
EXIM BANK tower, 20<sup>th</sup> Floor 1193 Phaholyothin road, Samsen Nai, Phayathai,  
Bangkok 10400 Tel. 02-271-7600 ext. 5190 – 5192 and 5200-5206  
Website: <http://www.nbt.go.th>

# Dealing with Sales and Operation Permit



Office of the National Broadcasting  
and Telecommunication Commission



Radiocommunication equipment

Within  
Fiscal Year  
B.E. 2560

After  
Fiscal Year  
B.E. 2560

## *Ongoing Improvement*

- Signing the MOU with Department of Provincial Administration to access information of applicants with reference to the national ID
- Link the system with Department of Business Development to verify company registration information
- Link the system with the National Single Window (NSW) of the Customs Department to verify import product information

## *Future Improvement*

- Introduce payment channels in additions to electronic transfer payment and credit card

## *Future Improvement (Require Changes in Laws)*

- Introduce the new Single Port for retail business
- Extend validity of permit to 3 years
- Reduce the duplicated supporting documents when the applicant applies for both 1) the permit to sell, offer for sale, or install receiver, apparatus, or device to receive programs from the subscription broadcasting business and 2) the permit to trade radiocommunication equipment and allow to submit both applications at the same time
- Eliminate the submission of the proof of identity for ordinary person such as national ID card and house registration through the system integration with Department of Provincial Administration
- Eliminate the submission of the proof of identity for juristic person such as commercial registration and company registration through the system integration with Department of Business Development



Office of the Public Sector Development Commission

59/1 Pitsanulok Road, Dusit, Bangkok, 10300 Thailand

Tel. 02 356 9999 Fax. 02 281 7882

Hotline 1785 e-mail: [administrator@opdc.go.th](mailto:administrator@opdc.go.th)

<http://www.opdc.go.th>