

Royal Thai Embassy, New Delhi

Applicant's Name: _____ Date: _____

Applicant's Passport No: _____

No.	Checklist of documents required for Non-Immigrant Category B (Business Meeting / Training / Project / Secondment)	Yes	No
1	Passport or travel document with validity not less than 6 months with TWO BLANK PAGES		
2	A complete visa application form filled in and signed by applicant		
3	Two color photographs of the applicant as per the specification*		
4	Visa fees paid in demand draft of 5,000.- Rs. for single entry or 12,000.- Rs for multiple entries.		
Employment			
5	Original letter from employer/ company indicating an intention to travel with the name of Thai company or organization (counterpart)		
6	Proof of residence in India (if not Indian national)		
7	Proof of membership in an Indian trade organization/ association (for multiple entries)		
8	Proof of regular business dealing with the said Thai company (for multiple entries)		
Transportation			
9	Confirmed tickets in and out of Thailand		
Accommodation			
10	Confirmed hotel/accommodation reservation in Thailand under the applicant's name		
Evidence from Company in Thailand			
11	Original invitation letter from a company in Thailand (must be typed on the company's letterhead and signed by the authorized person)		
12	Project's / Assignment's contract indicating rationale and the terms of a contract, e.g. position and duration of the contract; <u>if the duration of stay exceeds 15 days</u>		
13	Company Business License (document must be in Thai language.)		
14	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language.)		
15	Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) from the past year (Document must be in Thai language.)		
16	Balance sheet from the past year (Document must be in Thai language)		
Additional information			
18	Company Brochure		
19	Applicant's bank statement with funds not less than 500,000 THB (1.3 million Rs.) maintained <u>THROUGHOUT</u> 6 months, <u>OR</u> a letter of guarantee from the applicant's employer, accompanied by the company's Bank Statement showing funds not less than 500,000 THB (1.3 million Rs.) maintained <u>THROUGHOUT</u> 6 months		
<p>* 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.</p> <p>** All documents must be in English, unless specified, and arranged in the order given above.</p> <p>*** If required, additional documents and/or an interview may be requested. In case, the visa is not granted, the difference or the fee will not be refunded.</p> <p>**** Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.</p> <p>***** An issuance of visa from the Embassy does not guarantee an entry into the Kingdom of Thailand. The Immigration Bureau will have sole discretion to allow entry into the Kingdom of Thailand subject to Thai laws and regulations.</p>			
Declaration:			
<input type="checkbox"/> I confirm that I have read the guidance and I am aware that the <u>normal visa process takes three working days</u> ; the submission of <u>additional documents takes another three working days</u> and; the <u>withdrawal request takes two working days</u> (plus additional two working days for the centers outside Delhi).			
<input type="checkbox"/> I am aware that the submission of visa application is advised to be made <u>at least seven working days</u> prior to the date of departure.			
Applicant's Signature: _____			
Submitted by Name: _____		Relation with applicant: _____	
Signature: _____			
<u>For Official Use Only</u>			
Submission Officer's Name: _____		Audit Officer's Name: _____	