

JFCTT – BOI Consultative session 7 Feb 2019 – Work Permit and Visa Harmonisation / De-duplicating documentation analysis

Visa & Work Permit <small>control v 3.5a (24 September submission with minor adjustments Feb 2019 - Add Easy On Line, CUT for both Ref 29, Ref 30)</small>										
Ref	List of documents or other items	Work Permit (WP) Requirements	Visa (V) Requirements	Easy On-line	Cut	Combine	Cert*	Presently Submit Annually / for each renewal	Change to submit one time only	NOTES
4	Application form WP.1 -New application, WP 5 for renewal	x		x						
5	Application form TM.7, new application & renewal		x	x		X		X	x as combined form	
6	Application form TM.8 (re- entry form single & multiple)		x	x		x		x		
7	Three (3) photographs, size 3x4 cm of applicant	x							X	Electronic version - JPEG or other
8	Three (3) photographs, size 4x6 cm of applicant		x	x		X		X (Visa only)	X	
9	Copy of Passport data page + TM6	x	x	x		X		X	Use first submission unless new PP	
10	Copy of Work Permit		x	x				X (Visa only)	X	Note: currently must have WP to get a Visa
11	List of all other foreigners in the company with work permits	x	x		X			X (Visa only)		DoE would have this information; justification for requiring it not clear
12	Organization chart	x	x		X			X (Visa only)		
13	A letter explaining the reason for hiring foreign employees		x		X			X (Visa only)		Include as part of application form. If reason for letter is to demonstrate why a foreigner is required for the job, i.e. skill or other relevant criteria for the job not available in Thailand, this should be required first time only. Is this so?
14	Certificate of employment prepared in accordance with the form prescribed by the Immigration Bureau (Sor.Tor.Mor.1)		x	x				x	X	
15	Confirmation number of foreign employees form		x	x				X		Include as part of application form
16	Form of the employment certification	x			X			x (work permit only)	X	
17	Company registration (not more than 6months old)	x	x	x		X	*	X		Is there an on-line look up means (DBD MOC) which confirms incorporation status? Purpose? - to show whether more than 49% foreign owned?; replace with a company or applicant statement with check box options for Thailand-incorporated entity: eg (i) 49% or less foreign owned; (ii) more than 49% foreign owned; (iii) BOI promoted with FBC under FBA; (iv) holds FBL under FBA or other relevant licence,
18	List of Shareholders (not more than 6 months old)	x	x		X		*	X		
19	Fianacial Statement Submission (Sor Bor Chor 3)		x		X		*	X (visa only)		19, 20 for tax purposes now?
20	Copy of financial statements of the Company (the Company's balance sheet)	x	x		X		*	x latest version		
21	Corporate income tax returns (Form Phor. Ngor. Dor. 50)	x	x		X		*	X (visa only)		It is enough to show that the company exists; paid up capital should be removed as a criterion
22	Copies of 3 most recent Monthly withholding tax returns (Form Phor. Ngor. Dor. 1) + receipt of certification		x		X		*	X (visa only)		
23	Copies of the applicant's annual income tax return (Form Phor. Ngor. Dor. 91/90)	x	x		X		*	X		
24	Copies of 3 most recent monthly social security contributions return filed with the Social Security Office (Form Sor.Por.Sor. 1-10) & present original		x		X		*	X (visa only)		
25	Copies of 3 Most Recent Monthly VAT returns (Form Phor. Por. 30)		x		X		*	X (visa only)		
26	Special Business Tax submission (PhorThor 40), if any.		x		X		*			
27	Copy of VAT Registration (Phor.Por.01) and Tax Refactor Registration Added (Por Por 09)	x			X					Not relevant if not obliged to register for VAT
28	Copy of factory licens and/or license the business (if any)	x			X			X		
29	Copy of identity cards of the authorized signatory of the employer.	x	x		X			X		Recommend 'cut' as this kind of proof should not be necessary. If confirmation required in specific cases, details of authorized corporate signatory already available via DBD.
30	Copy of identity cards of the authorized signatory of the foreign employees	x			X			X (WP only)		
31	A local medical certificate or the applicant	x		x				X (WP)	X	Submit only first time?
32	Map showing the location of the Company		x		x			x (visa only)		
33	Photographs of the exterior of the business premises showing : office building, office desk, Thai staff .		x		X			x (visa only)		
34	Other supporting documents required by the competent authority (Sor.Tor.Mor.2)		x	X				x (visa only)		File on line by scanning?
35	Acknowledgment of Penalties for a Visa overstay.		x	x				x (visa only)		Should be part of standard terms; not a separate form
36	Copy of Educational certificate must be translated into English or Thai	x		x					X	Should only be required one time if no change
NOTES										
Rows 9,11,12,17,18, 20, 21,23,29 apply to both WP & V. Recommend 'combine' or 'cut' each - see notes.										
* Visa Requirements: Document no. 17, 18, 20, 21,22, 23, 25 must be certified true copy by authorized official of government unit concerned. See "Cert" column *, but most are recommended to be Cut										
Where an item is currently required annually (column L) but is recommended to be 'cut' (column F) ; the recommendation does not also propose that that document be done one time (column N)										
All documents are required to be stamped with Company stamp and signed by Managing Director (wet signature)										
Change to rely on PDF format; many documents should be on government records										
Age of documents: practice varies: OSOS seems to accept up to 6 months old - see rows 17 & 18, at Immigration, DoE 3 usually 3 months.										
Easy on line candidate means that at the very least a system of filing an editable PDF, photos etc could be done in the short term. Filing on line by completing on line fields may take some process re-engineering										

Visa & Work Permit <small>control v 3.7b CUT</small>				
Ref	List of documents or other items	Work Permit (WP) Requirements	Visa (V) Requirements	Cut
11	List of all other foreigners in the company with work permits	x	x	X
12	Organization chart	x	x	X
13	A letter explaining the reason for hiring foreign employees		x	X
16	Form of the employment certification	x		X
18	List of Shareholders (not more than 6 months old)	x	x	X
19	Fianacial Statement Submission (Sor Bor Chor 3)		x	X
20	Copy of financial statements of the Company (the Company's balance sheet)	x	x	X
21	Corporate income tax returns (Form Phor. Ngor. Dor. 50)	x	x	X
22	Copies of 3 most recent Monthly withholding tax returns (Form Phor. Ngor. Dor. 1) + receipt of certification		x	X
23	Copies of the applicant's annual income tax return (Form Phor. Ngor. Dor. 91/90)	x	x	X
24	Copies of 3 most recent monthly social security contributions return filed with the Social Security Office (Form Sor.Por.Sor. 1-10) & present original		x	X
25	Copies of 3 Most Recent Monthly VAT returns (Form Phor. Por. 30)		x	X
26	Special Business Tax submission (PhorThor 40), if any.		x	X
27	Copy of VAT Registration (Phor.Por.01) and Tax Refactor Registration Added (Por Por 09)	x		X
28	Copy of factory licens and/or license the business (if any)	x		X
29	Copy of identity cards of the authorized signatory of the employer.	x	x	X
30	Copy of identity cards of the [authorized signatory of the] foreign employees	x		X
32	Map showing the location of the Company		x	x
33	Photographs of the exterior of the business premises showing : office building, office desk, Thai staff .		x	X

Visa & Work Permit control v 3.7C COMBINE					
Ref	List of documents or other items	Work Permit (WP) Requirements	Visa (V) Requirements	Combine	
4	Application form WP.1 -New application, WP 5 for renewal	X		X	
5	Application form TM.7 , new application & renewal		X	X	
6	Application form TM.8 (re- entry form single & multiple)		X	X	
7	Three (3) photographs, size 3x4 cm of applicant	X		X	
8	Three (3) photographs, size 4x6 cm of applicant		X	X	
9	Copy of Passport data page + TM6	X	X	X	
17	Company registration (not more than 6months old)	X	X	X	

Visa & Work Permit <small>control v 3.7 D - EASY ON LINE means SEEMS EASY TO PUT ON LINE</small>				
Ref	List of documents or other items	Work Permit (WP) Requirements	Visa (V) Requirements	EASY ON-LINE
4	Application form WP.1 -New application, WP 5 for renewal	X		X
5	Application form TM.7 , new application & renewal		X	X
6	Application form TM.8 (re- entry form single & multiple)		X	X
7	Three (3) photographs, size 3x4 cm of applicant	X		X
8	Three (3) photographs, size 4x6 cm of applicant		X	X
9	Copy of Passport data page + TM6	X	X	X
10	Copy of Work Permit		X	X
14	Certificate of employment prepared in accordance with the form		X	X
15	Confirmation number of foreign employees form		X	X
17	Company registration (not more than 6months old)	X	X	X
31	A local medical certificate or the applicant	X		X
34	Other supporting documents required by the competent authority		X	X
35	Acknowledgment of Penalties for a Visa overstay.		X	X
36	Copy of Educational certificate must be translated into English or Thai	X		X

EASY ON LINE means SEEMS EASY TO PUT ON LINE AS A FILE UPLOAD -SCAN OF EDITABLE PDF, PHOTOS, OTHER DOCS