

## Checklist

Please complete and submit together with the application form.  
Application form **with incomplete documents shall not be accepted.**

### **NON-IMMIGRANT VISA (B) and (IB) FOR EMPLOYMENT PURPOSE**

**Purpose of visit:** - To be employed in Thailand

**Required Documents:**

1. Completed visa application form
2. Original Passport with at least 6-month validity and 2 blank visa pages.
3. A copy of passport. (ID page) and a copy of Malaysian Pass (If any).
4. A passport-size photos (white/blue background and taken within the past 6 months)
5. Any of the followings: 5.1 A copy of work permit in Thailand (if any) 5.2 Approval letter from the Ministry of Labour of Thailand or Form WP.32 (ปต.32) 5.3 Letter from the Board of Investment of Thailand (BOI)
6. Documents from counterpart in Thailand 6.1 A cover letter address to the Royal Thai Embassy mentioning the applicant's name, position, salary, employment period and visa type. 6.2 A copy of company's registration, business license with registered capital of at least THB 2 million. 6.3 A copy of company's list of shareholders. 6.4 A copy of company's latest balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) 6.5 A copy of the company's value-added tax (VAT) registration (Por Por 20)

**Visa Fee:** RM 320 for single entry visa.

Fee is exempted for national of Malaysia, Singapore, Republic of Korea and Tunisia

Non-immigrant visa (B) is valid for single entry into Thailand and must be used within 90 days from the issuance date.

Upon arrival, the holder of Non-immigrant visa (B) will be granted initial permit to stay in Thailand up to 90 days. Within 90 days after entry into Thailand, the holders of Non-immigrant visa (B) must obtain a work permit from the Department of Employment.

With the work permit, the holder of Non-immigrant visa (B) can apply for an extension of stay to 1-year multiple entries from the immigration Bureau.

**In submitting the application, I understand that:**

- Additional documents may be required as deemed necessary by the Royal Thai Embassy.
- The Royal Thai Embassy reserves the right to reject any visa application if the reasons given are not fully supported and the visa fee is non-refundable.