

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. Original Passport with at least 6-month validity and 2 blank visa pages.
2. Three (3) copies of complete visa application form with three (3) passport size photos.
3. A copy of passport (ID page) and Malaysian pass with multiple entries which minimum validity of 3 months. For e-pass, a photocopy must be certified by Ministry of Foreign Affairs (Wisma Putra) before submit to the embassy.
4. Any of the followings: 4.1 A copy of work permit in Thailand (if any) 4.2 Letter of approval from the Ministry of Labour of Thailand or Form WP.32 (ปต.32) 4.3 Letter from the Board of Investment of Thailand (BOI)
5. Documents from counterpart in Thailand 5.1 A cover letter address to the Royal Thai Embassy mentioning the applicant's name, position, salary, employment period and visa type. 5.2 A copy of company's registration, business license with registered capital of at least THB 2 million. 5.3 A copy of company's list of shareholders. 5.4 A copy of company's latest balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) 5.5 A copy of the company's value-added tax (VAT) registration (Por Por 20)
6. Employment letter mentioning the applicant's name, position, purpose and dates of visit to Thailand. For self-employed, business license/registration under the applicant's name must be submitted.
7. The applicant's original bank statement or bank book showing the account's name and number, balance and history of transaction last 3 months.
8. For Nigerian citizens must attach the original Clearance Certificate issued by Nigeria's National Drug Law Enforcement Agency (NDLEA) or a certificate of Good Conduct issued by Ministry of Foreign Affairs of Malaysia.

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.