

Non – Immigrant Visa type IB for a single entry : Checklist Form

(For an applicant intending to work in the company that registered with the BOI of Thailand Promotions scheme)

Please tick in the circle

- ☐ Application form, completely filled and signed by the applicant (All information must be correct, accurate, and legible.)
- ☐ Checklist form, completely filled and signed by the applicant
- ☐ Appointment confirmation of the applicant in A4 size (One appointment confirmation per one applicant)
- ☐ Original passport of the applicant, which must be valid for at least 6 months from the date of travel
- ☐ Two photocopies of a bio-data page of the applicant's passport in A4 size
- ☐ Two identical colour photographs, which must be:
 - of the size of 3.5 cm x 4.5 cm ; - taken within the last 6 months
 - taken in front of a plain white or off-white background; - taken in full-face view directly facing the camera without eye glasses
 - with a neutral facial expression, both eyes open, and clearly visible hairline and ears ; - unretouched with standard or high resolution
- ☐ Flight ticket reservation (The departure date must be after the date of passport collection.)
- ☐ Financial proof, which must be
 - 1) original 6-month updated bank statement(s)/EPF slip(s) AND the photocopy/ies (certified by the issuing bank), which must have
 - a final balance of at least **LKR 130,000** (per one person)
 - credit facility limit (in case of submitting bank statement(s) with debit amount)
 - OR**
 - 2) original unexpired fixed deposit certificate(s) for a period of at least 6 months with maturity date, which must have at least **LKR 130,000** per one person AND the photocopy/ies
- ☐ Original letter, signed by a person who sponsors the trip, and whose name is on the above financial proof (in case of submitting the financial proof of the applicant's parent(s)/spouse/children) AND a proof of the sponsor's signature such as a photocopy of a bio-data page of a sponsor's passport
- ☐ Original marriage certificate AND its certified English translation with photocopies of both documents (in case of submitting the financial proof of the applicant's spouse)
- ☐ Original birth certificate AND its certified English translation with photocopies of both documents (in case of submitting the financial proof of the applicant's parents)
- ☐ Original company registration certificate, showing that the applicant is an owner or director of the company AND its certified English translation with photocopies of both documents (in case of submitting company's 6-month bank statements as a financial proof)
- ☐ Invitation letter, issued by a company in Thailand, which has a signature, name and position of the signee and confirms the professional or business purpose(s) of the applicant's intended travel.
- ☐ Photocopy of a Thai national ID card/bio-data page of a passport of the signee of the above invitation letter (in the case that the signee is not a director of the inviting company in Thailand)
- ☐ Commercial Registration certificate of the inviting company, issued by the Ministry of Commerce of Thailand and dated within the last 6 months
- ☐ Income Tax Return for Companies or Juristic Partnerships (P.N.D.50) (ภ.จ.ด.50) of the latest year of the inviting company in Thailand
- ☐ Value Added Tax Return (P.P.30) (ภ.พ.30) of the latest month of the inviting company in Thailand
- ☐ Certificate of Value Added Tax Registration (P.P.20) (ภ.พ.20) of the inviting company in Thailand
- ☐ Photocopy of an employment contract (in the case that the applicant intends to work in Thailand)
- ☐ Photocopy of educational evidence of the applicant (in the case that the applicant intends to work in Thailand)
- ☐ Official letter, issued by the Board of Investment (BOI) of Thailand
- ☐ Original letter, signed by the applicant, explaining the reason why the previous Thai visa was not used.
- ☐ Evidence to verify the applicant's identity in the case that the applicant's name on the passport is different from the name on the financial proof or flight ticket reservation

I declare that I am not inadmissible to enter Thailand in accordance with Thai laws and regulations and that all information and documents submitted are true and genuine. If not, I acknowledge the right of the Embassy to take legal action against me.

(sign) Applicant

(.....)

Please note that:

- *1. The Embassy has the right not to issue a visa without stating any reason.
- *2. The Embassy has the right to reject an incomplete or damaged application form; or an application with incomplete or unclear or illegible documents.
- *3. The Embassy has the right to request (an) additional document(s) other than the documents stated in this form.
- *4. The Embassy shall not issue visas to applicants who provide untrue information or fake documents, and shall blacklist those who do so.
- *5. All photocopies submitted to the Embassy must be in A4 size.
- *6. One online appointment confirmation per one applicant
- *7. The Embassy has authority to issue visas to foreigners who wish to travel to Thailand. However, the authority to permit entry and stay in Thailand lies with the Immigration Officer.
- *8 Please note that, an applicant who applies for visa through a travel agent shall take full responsibility of his/her visa application. The Embassy therefore advises that the applicant be selective in choosing reliable travel agency to apply for visa on his/her behalf.

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