



**DOCUMENT CHECKLIST FOR VISA APPLICATION
ROYAL THAI CONSULATE-GENERAL, HONG KONG**

B_(W)/IB

Non-Immigrant Visa — Working in Thailand (Single-entry)

I have thoroughly read and clearly understood the **Notes and Declaration for Visa Application** submitted as part of my visa application, as well as **Visa Information and Requirements** — including **Additional Requirements for Selected Nationalities and Travel Documents** — published on the Royal Thai Consulate-General’s website (<https://hongkong.thaiembassy.org/>).

I declare that I have submitted and, where applicable, presented the below documents as marked. I further declare that no counterfeit or forged document has been submitted. I fully understand that, if at any time it is found that a counterfeit or forged document was used or a false statement was given, my visa application will be rejected or the visa granted to me will be voided, and the concerned parties and I will be liable under applicable laws. I fully understand that, in such case, the incident will be reported to the relevant authorities for appropriate action, including future prohibition of entry into the Kingdom of Thailand.

FOR OFFICIAL USE
Appointment No.
Date

Signature _____

Date _____

	Required documents	Mark ✓ if submitted	For Official Use
1	Original current passport with at least 6-month validity from date of arrival in Thailand		
2	Visa Application Form, Declaration and Notes for Visa Application, and Document Checklist for Visa Application , completely filled and signed by the applicant, with 3.5cm × 4.5cm white background photo taken within 6 months of the date of application		
3	Copy of passport page containing passport holder’s information		
4	Copy of Hong Kong/Macao Identity Card*		
5	<i>[For non-permanent residents of the HKSAR/Macao SAR only]</i> Copy of the passport page(s) containing proof of permitted stay in the HKSAR , including but not limited to entry stamp, visa issued by HKSAR Immigration, and stay permit sticker/slip (please also submit HKSAR Immigration’s notification slip for conditions of stay print-out, where applicable)		
6	Proof of financial ability demonstrating possession or availability of sufficient liquid financial resources which can be utilized during the applicant’s stay in Thailand e.g. - recent bank statements showing up to 3 months account activities, with the relevant bank branch’s contact details - original letter of guarantee issued by parent/guardian/spouse, along with his/her proof of identity*, proof of relationship*, and proof of financial ability		
7	Proof of past/current working experience or education e.g. - original letter of guarantee from past/current employer in HKSAR or Macao SAR with authorized signature and seal, providing details on the relevant employment, including but not limited to position, job description, salary, employment duration, and employer’s contact details and address; certified true copy of signatory’s identification document ; and documents to verify his/her authority to sign on behalf of the entity (e.g. power of attorney and/or documents filed/registered with the HKSAR or Macao SAR authorities with details on authorized director(s)); and certified true copy of the entity’s incorporation/registration documents		



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8	<p>Proof of employment</p> <p>i.e. - original certification/endorsement/guarantee letter issued by employer or intended employer in Thailand with authorized signature and seal, providing details on the relevant employment, including but not limited to position, job description, salary, employment duration, proposed duration of stay, and employer’s contact details and address in Thailand; certified true copy of signatory’s identification document [<i>if signatory is not Thai national, proof of signatory’s Thai work permit is additionally required</i>]; and documents to verify his/her authority to sign on behalf of the employer (e.g. power of attorney and/or certificate of business registration issued within 6 months of date of application with details on authorized signature and seal)</p> <ul style="list-style-type: none"> - certified true copy of employing company/business entity’s incorporation/ registration documents (e.g. certificate of business registration issued within 6 months of date of application) - proof of employing company/business entity’s ongoing operations (e.g. tax payment documents, value-added tax registration certificate, or proof of financial activities) - Copy of Thai work permit* of applicant; or original letter from Thai labour authorities notifying the approval to work; or copy of letter of endorsement issued by Thai Board of Investment Office to employer, with details on approved employment of applicant 		
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* Original document to be presented
