

(Unofficial Translation)
based on
The Office of the Board of Investment Regulation
No. 1/2553
Time Frame for Investment Promotion Procedures

In order to make the work of Office of the Board of Investment (OBOI) faster and more efficient to facilitate the promoted persons, by virtue of section 13 of the Investment Promotion Act of B.E. 2520, the Office of the Board of Investment authorized by the Board of Investment hereby announces that the Office of the Board of Investment Regulation No. 1/2547 regarding time frame for investment promotion procedures dated September 22, 2004 and No. 1/2549 regarding amendment on the time frame for investment promotion procedures dated August 11, 2006 shall be repealed and replaced by the following:

Investment Promotion Approval

1. The OBOI will consider the investment promotion application of projects with investment size of not more than 80 million baht within **40 working days**. Projects with investment size of over 80 million baht and within the authority of the sub-committee will be considered within **60 working days** and while projects with investment size within the authority of the Board of Investment will be considered within **90 working days** from the date that the OBOI receives the complete application form and supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 **Two** complete application forms in one of the following categories:
 - 2.1.1 Investment Promotion Application Form (F PA PP 01)
 - 2.1.2 Factory Relocation Application Form (F PA PP 02)
 - 2.1.3 Category-Specific Investment Promotion Application Form (F PA PP 03, F PA PP 04)
 - 2.2 The projects with investment capital (excluding costs of land and working capital) of over 80 million baht but not over 500 million baht must submit a feasibility study according to the Office of the Board of Investment Announcement No. Por 1/2551 dated November 5, 2008.
 - 2.3 The projects with investment capital (excluding costs of land and working capital) of over 500 million baht must submit a feasibility study according to the Office of the Board of Investment Announcement No. 50/2534 dated November 1, 1991.
 - 2.4 The OBOI will inform applicants of additional documents or information for each investment promotion activity on a case by case basis.
3. Applicants shall submit the promotion application forms to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment, Regional Investment and Economic Center 1-6, BOI overseas offices or One Start One Stop Investment Center (OSOS).
4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Investment Promotion Notification

1. Within **7 working days** from the meeting resolution endorsement, applicants will be notified in writing by the OBOI of the investment promotion application outcome.
2. For further information, please contact Investment Promotion Bureau 1-4 at the Office of the Board of Investment

Extension of Promotion Acceptance and Submission of Documents For Promotion Certificate Issuance

1. The OBOI will consider the first and second extensions of promotion acceptance within **3 working days** and the third extension within **7 working days** from the date that the OBOI receives the extension application.
2. The OBOI will consider the first and second extensions of submission of documents for promotion certificate issuance within **3 working days** and the third extension within **7 working days** from the date that the OBOI receives the extension application.
3. Applicants shall submit the application for extension of promotion acceptance and submission of documents for promotion certificate issuance to Promotion Certificate Section, General Administration Bureau at the Office of the Board of Investment.
4. For further information, please contact Promotion Certificate Section, General Administration Bureau at the Office of the Board of Investment.

Promotion Certificate Issuance

1. The OBOI will issue promotion certificate within **10 working days** from the date that the OBOI receive complete promotion acceptance form and supporting documents.
2. The OBOI will issue amended promotion certificate within **5 working days** and will amend promotion certificate with attachment within 1 working day given that the supporting documents are complete.
3. The required documents to be submitted according to No. 1 are as follows:
 - 3.1 A complete form accompanying application for promotion certificate (F GA CT 08)
 - 3.2 Memorandum of Association
 - 3.3 Amended Memorandum of Association in case of capital increase
 - 3.4 Company's Registration Certificate
 - 3.5 Certification issued by the Office of the Company Limited and Partnership Registration
 - 3.6 List of shareholders and their nationalities certified by the Office of the Company Limited and Partnership Registration
 - 3.7 Document showing the transfer of funds from overseas (in case of foreign investment)

- 3.8 Joint venture agreement, licensing agreement or assistance agreement (if any)
- 3.9 Complete form of Utility and Manpower Requirement

4. Applicants shall submit the application and documents to Promotion Certificate Section, General Administration Bureau at the Office of the Board of Investment.

5. For further information, please contact Promotion Certificate Section, General Administration Bureau at the Office of the Board of Investment.

Project Amendment

1. Timeframe for project amendment consideration
 - 1.1 The OBOI will consider the following amendment within **5 working days**:
 - 1.1.1 Change/Increase in factory location
 - 1.1.2 Reduction of production capacity
 - 1.1.3 Change in company's registered capital
 - 1.1.4 Change in shareholders' proportion
 - 1.2 The OBOI will consider the following amendment within **30 working days**:
 - 1.2.1 Request for selling by-products and semi-finished products
 - 1.2.2 Environmental condition amendment
 - 1.2.3 Cancellation of product type
 - 1.2.4 Request for selling purchased parts and components
 - 1.2.5 Request for the BOI's additional rights and privileges
 - 1.2.6 Request for additional production capacity
 - 1.2.7 Product type amendment
 - 1.2.8 Production process amendment
 - 1.2.9 Export amendment
 - 1.2.10 Request for project transfer from promoted company
2. The required documents to be submitted depend on a case by case basis as follows:
 - 2.1 Complete project amendment request form (F PA PC 01)
 - 2.2 Complete project location amendment request form (F PA PC 03)
 - 2.3 Complete shareholders' proportion amendment request form (F PA PC 02)
 - 2.4 Complete registered capital amendment request form (F PA PC 09)
3. Applicants shall submit project amendment form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.
4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Approval for the Full Operation Startup

1. The OBOI will consider the operation startup application within **45 working days** from the date that the OBOI receives the complete application form and supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 Application for project operation (Form F PM OP 01)
 - 2.2 A copy of current shareholder list or current distribution of ordinary shares report
 - 2.3 A copy of current financial statement certified by certified public accountant
 - 2.4 A current company registration certificate

- 2.5 A copy of factory permit or permits from other related agencies regarding the promoted project
- 2.6 For the project with a cap on the amount of corporate income tax exempted which needs to adjust the investment value (excluding cost of land and working capital) as of the date of full operation start-up of the project, promoted companies must submit additional documents as follows:
 - 2.6.1 A copy of Company Income Tax Return (P.N.D. 50) in the year that the companies have already used the BOI privileges
 - 2.6.2 List of the project's assets according to the investment capital defined by the OBOI Announcement No. Por 1/2545
 - 2.6.3 Supporting documents of asset registration
3. Promoted companies shall submit the application to Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.
4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Approval for the Extension of Full Operation Startup

1. The OBOI will consider the extension of full operation startup within **36 working days** from the date that the OBOI receives the complete operation startup extension application form (F PM EX 06).
2. Applicants shall submit the operation startup extension application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.
3. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Extension of Machinery Importation Period

1. The OBOI will consider the extension of machinery importation period within **45 working days** and the extension of import of mould and die within **20 working days** from the date that the OBOI receives complete extension application form and supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 Retroactive extension of machinery importation period
 - 2.1.1 Company's letter requesting retroactive extension of machinery importation period
 - 2.1.2 A complete application form for extension of machinery importation period and full operation startup (F IN EM 02)
 - 2.1.3 A copy of import entry of the first machinery shipment
 - 2.2 Extension of importation period of general machinery, machinery used for production of electronic parts and electronic products or general mould and die and extension of operation startup
 - 2.2.1 Company's letter requesting extension of machinery importation period
 - 2.2.2 A complete application form for extension of machinery importation and

- full operation startup period (F IN EM 02)
- 2.3 Extension of importation period of machinery used for research and development or machinery for eliminating or preventing pollution
 - 2.3.1 Company's letter requesting extension of machinery importation period
 - 2.3.2 A complete application form for extension of machinery importation and full operation startup period (F IN EM 02)
 - 2.3.3 Detail of research and development or pollution elimination and prevention
 3. Applicants shall submit the extension of import of machinery application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.
 4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Import of Machinery and Equipment

1. Timeframe for consideration
 - 1.1 The OBOI will consider the application for the use of bank guarantee for machinery import duty within **3 working days**.
 - 1.2 The OBOI will consider the extension of the use of bank guarantee for machinery and equipment import duty within **3 working days**.
 - 1.3 The OBOI will consider the application for release of imported machinery and equipment or the withdrawal of bank guarantee for machinery and equipment within **7 working days**.
The aforementioned timeframe is from the date that the OBOI receives the complete application form and supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 Application for use of bank guarantee for machinery import duty
 - 2.1.1 Complete application form for use of bank guarantee for machinery import duty (F IN IM 02)
 - 2.1.2 Complete officer's consideration form for use of bank guarantee for machinery import duty (F IN IM 03)
 - 2.1.3 **Two** copies of machinery invoice
 - 2.1.4 **Two** copies of packing list (if any)
 - 2.1.5 A copy of promotion acceptance form
 - 2.2 Application for extension of the use of bank guarantee period
 - 2.2.1 Complete application form for machinery import duty's bank guarantee period extension (F IN IM 04)
 - 2.2.2 Complete officer's consideration form for machinery import duty's bank guarantee period extension (F IN IM 05)
 - 2.3 Application for release of imported machinery or withdrawal of machinery import duty's bank guarantee
 - 2.3.1 Complete application form for machinery import duty exemption/reduction (F IN IM 06) or application form for withdrawing machinery import duty's bank Guarantee (F IN IM 07)
 - 2.3.2 **Two** copies of machinery invoice
 - 2.3.3 **Two** copies of packing list (if any)

- 2.3.4 Complete application form for machinery import duty exemption/ reduction (F IN IM 08) (in case of application for exemption/reduction of machinery import duty)
- 2.3.5 Machinery performance certificate issued by a trusted institute in case of import of used machinery (if any)
- 2.3.6 A copy of OBOI's approval of use of bank guarantee for machinery import duty (if any)

3. Applicants shall submit the machinery and equipment import application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or the Regional Investment and Economic Center 1-6.

Use of Machinery for Other Purposes

1. The OBOI will consider the application for mortgaging, hire purchasing, leasing, selling, transferring, donating or using machinery used in BOI promoted project for any other purposes or allowing the machinery to be used by another company within **15 working days** from the date that the OBOI receives the complete application form and supporting documents.

2. The required documents to be submitted are as follows:

- 2.1 Application for mortgaging, hire-purchasing, leasing the machinery that receives the rights and privileges according to BOI promotion certificate
 - 2.1.1 Company's letter indicating their intention and detail
 - 2.1.2 Complete application form for permission to mortgage machinery (in case of request for mortgage) (F IN MC 02)
 - 2.1.3 Complete application form for permission to enter into a hire purchase/ lease contract (in case of request for leasing/hire purchasing) (F IN MC 03)
- 2.2 Application for selling/ transferring/ donating the machinery that receives the rights and privileges according to BOI promotion certificate
 - 2.2.1 Company's letter indicating their intention and detail
 - 2.2.2 Complete application form for permission to sell / transfer / donate machinery (F IN MC 04)
- 2.3 Application for allowing the machinery to be used for other purposes/ by other persons
 - 2.3.1 Company's letter indicating their intention and detail
 - 2.3.2 Complete application form for permission to transfer machinery/ moulds and dies imported under promotion privileges to be used for other purposes / by other persons (F IN MC 05)
- 2.4 Export of machinery that receives the rights and privileges according to BOI promotion certificate
 - 2.4.1 Company's letter indicating their intention and detail
 - 2.4.2 Complete application form for permission to export machinery that receives the rights and privileges according to BOI promotion certificate

3. Applicants shall submit the application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Use of Raw and Essential Materials Privileges

1. Timeframe for consideration

1.1 Section 30

1.1.1 The OBOI will consider the raw material list approval within **60 working days**.

1.1.2 The OBOI will consider the production formula and/or the maximum stock within **30 working days**.

1.1.3 The OBOI will consider the material balance adjustment within **30 working days**.

1.1.4 The OBOI will consider the production formula and/or the maximum stock amendment within **30 working days**.

1.2 Section 36

1.2.1 The OBOI will consider the production formula and/or the maximum stock approval within **30 working days**.

1.2.2 The OBOI will consider the production formula and/or the maximum stock amendment within **30 working days**.

1.2.3 The OBOI will consider the re-export of materials within **10 working days**.

1.2.4 The OBOI will consider the maximum stock balance adjustment within **15 working days**.

1.2.5 The OBOI will consider the transfer of material stock within **15 working days**.

1.2.6 The OBOI will consider the material loss balance adjustment and the material import duty payment within **45 working days**.

2. The required documents to be submitted are as follows:

2.1 Section 30

2.1.1 Material list

(1) Company's letter requesting the material list approval

(2) **Nine** complete reports of raw and essential materials imported under Section 30 for the year..... (F IN RM 02)

(3) Photo or sample of materials

Note: Every page of documents must be stamped with the company's seal and signed by authorized person.

2.1.2 Production formula/maximum stock approval

(1) Company's letter indicating their intention and detail

(2) **Two** copies of production formula and quantity for each type of product

(3) **Two** copies of approved list and quantity of material

(4) A copy of notification letter of material list approved under Section 30 (F IN RM 03)

Note: Every page of documents must be stamped with the company's

seal and signed by authorized person.

2.1.3 Material balance adjustment

- (1) Company's letter indicating their intention and detail
- (2) A copy of Value Added Tax Return under the Revenue Code (P.P.30)
- (3) Summary of total number of products
- (4) Detail of the use of each type of materials according to report of importation of raw material or essential material imported in under Section 30 (F IN ER 03)
- (5) Summary of remaining materials according to report of importation of raw material or essential material imported in under Section 30 (F IN ER 03)

Note: Every page of documents must be stamped with the company's seal and signed by authorized person.

2.1.4 Production formula and/or maximum stock amendment

- (1) Company's letter indicating their intention and detail
- (2) **Two** copies of each detailed production formula amendment
- (3) **Two** copies of list of amendment indicating (total) material list and maximum stock
- (4) A copy of letter notifying an approval of additional material list (if any)

Note: In case of production formula amendment only, document No. (3) is not requested.

Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2 Section 36

2.2.1 Production formula and/or maximum stock approval

- (1) Company's letter indicating their intention and detail
- (2) **Two** copies of production formula and quantity for each type of product
- (3) **Two** copies of material list and maximum stock
- (4) Product's photo, drawing or sample (if any)

Note: In case of production formula application only, document No. (3) is not requested.

Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2.2 Production formula and/or maximum stock amendment

- (1) Company's letter indicating their intention and detail
- (2) **Two** copies of each detailed production formula and/or maximum stock amendment
- (3) **Two** copies of amendment list indicating (total) material list and maximum stock
- (4) Product's photo, drawing or sample (if any)

Note: In case of production formula amendment only, document No. (3) is not requested.

Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2.3 Re-export of material

- (1) Company's letter indicating their intention and detail
- (2) A copy of letter releasing imported materials that will be re-exported and a copy of import invoice

Note: Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2.4 Maximum stock balance adjustment

- (1) Company's letter indicating their intention and detail
- (2) Any of the following export evidence
 - Export entry form or free zone entry form or domestic transfer export entry form printed from electronic system
 - Export information in electronic system
 - Export entry form with a copy
 - Certificate from person authorized by the OBOI
- (3) Invoice, Ocean Bill of Lading or Airway Bill of Lading
- (4) Quantity of materials used for each type of product
- (5) Summary of material quantity
- (6) Summary of transfer of material stock (if any)

Note: Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2.5 Material stock transfer (only in the case that both transferor and transferee use material release and stock adjustment services of the Investor Club Association: IC)

- (1) Complete application form for transferring ownership of imported raw material under Section 36(1) (F IN RM 39)
- (2) List of materials to be transferred under Section 36(1) (F IN RM 42)
- (3) Complete application form for accepting transferred imported raw material under Section 36(1) (F IN RM 40) and list of materials to be transferred under Section 36(1) (F IN RM 42)
- (4) A copy of transferee's promotion certificate
- (5) A copy of material release letter and a copy of invoice of materials to be transferred
- (6) A copy of the transferee's latest material release letter
- (7) Summary of the transferor's remaining material balance issued by IC
- (8) Summary of the transferee's remaining material balance issued by IC

Note: Every page of documents must be stamped with the company's seal and signed by authorized person.

2.2.6 Material loss balance adjustment

Follow the work manual on material loss under Section 30 and 36

2.2.7 Material import duty payment

2.2.7.1 Payment of import duty on remaining materials or materials that are not produced for export

- (1) Company's letter indicating their intention and detail
- (2) Complete forms of list of remaining materials under Section 36 (F IN RM 32) or list of materials that are not produced for export under Section 36 (F IN RM 35)
- (3) The OBOI's material release letter with invoice (if any)
- (4) Domestic sales invoice of material
- (5) Model production formula for domestic sale (if any)

2.2.7.2 Payment of duty on finished products that are made of imported raw and essential materials

- (1) Application form for promoted product duty payment under Section 36 (F IN RM 34)

(2) A copy of ex factory price document

3. Applicants shall submit the application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Import of Raw Materials under Section 30 and/or Section 36

1. Timeframe for consideration

1.1 Section 30

1.1.1 The OBOI will consider the application for using bank guarantee instead of raw material import duty payment within **3 working days**.

1.1.2 The OBOI will consider the extension of the use of bank guarantee instead of raw material import duty payment within **3 working days**.

1.1.3 The OBOI will consider the release or withdrawal of bank guarantee instead of raw material import duty payment within **3 working days**.

1.2 Section 36

1.2.1 The OBOI will consider the application for using bank guarantee instead of raw material import duty payment within **3 working days**.

1.2.2 The OBOI will consider the extension of the use of bank guarantee instead of raw material import duty payment within **3 working days**.

1.2.3 The OBOI will consider the release or withdrawal of bank guarantee instead of raw material import duty payment within **3 working days**.

2. The required documents to be submitted are as follows:

2.1 Section 30

2.1.1 Application for using bank guarantee instead of raw material import duty payment

(1) Complete application form for permission to make use of bank guarantee for importing raw or essential materials under Section 30 (F IN IR 02)

(2) **Two** copies of invoice with company's seal stamp and authorized signature

(3) **Two** copies of packing list with company's seal stamp and authorized signature (if any)

(4) A copy of promotion acceptance form (in case of pre-promotion certificate issuance)

2.1.2 Extension of the use of bank guarantee instead of raw material import duty payment

(1) Complete application form for the extension of the period for using a bank guarantee for the import of raw and essential material(s) under Section 30 (F IN IR 05)

(2) A copy of approval letter to use bank guarantee for the shipment that needs the extension

2.1.3 Application for the release or withdrawal of bank guarantee instead of raw material import duty payment

- (1) Complete application form for import duty reduction on raw or essential material under Section 30 (F IN IR 06) or
- (2) Complete application form for withdrawal of bank guarantee used for raw or essential materials imported under Section 30 (F IN IR 07)
- (3) **Two** copies of invoice with company's seal stamp and authorized signature
- (4) **Two** copies of packing list with company's seal stamp and authorized signature (if any)

2.2 Section 36

2.2.1 Application for using bank guarantee instead of raw material import duty

2.2.1.1 Prior to promotion certificate issuance

- (1) Complete application form for permission to make use of bank guarantee for importing raw or essential materials under Section 36 (F IN IR 03)
- (2) **Two** copies of invoice with company's seal stamp and authorized signature
- (3) **Two** copies of packing list with company's seal stamp and authorized signature (if any)
- (4) A copy of promotion acceptance form

2.2.1.2 After promotion certificate issuance

- (1) Complete application form for using a bank guarantee for importing raw and essential materials under Section 36 instead of import duty and VAT payment (F IN IR 04)
- (2) **Two** copies of invoice with company's seal stamp and authorized signature
- (3) **Two** copies of packing list with company's seal stamp and authorized signature (if any)

2.2.2 Extension of the use of bank guarantee instead of raw material import duty payment

- (1) Complete application form for the extension of the period for using a bank guarantee for the import of raw and essential material(s) under Section 36 (F IN IR 05)
- (2) A copy of approval letter to use bank guarantee for the shipment that needs the extension

2.2.3 Application for the release or withdrawal of bank guarantee instead of raw material import duty payment

- (1) Complete application form for raw material import duty exemption under Section 36 (F IN IR 08) or
- (2) Complete application form for withdrawal of bank guarantee used for raw and essential materials imported under Section 36 (F IN IR 09)
- (3) **Two** copies of invoice with company's seal stamp and authorized signature
- (4) **Two** copies of packing list with company's seal stamp and authorized signature (if any)

3. Applicants shall submit the raw material import application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or the Regional Investment and Economic Center 1-6.

Extension of Raw Material Importation Period

1. The OBOI will consider the extension of raw material importation period under Section 30 (for projects that are granted zone 3 privileges) within **30 working days** and the extension of raw material importation period under Section 36 within **20 working days** from the date the OBOI receives complete application form and supporting documents.

2. The required documents to be submitted are as follows:

2.1 Application for extension of raw material importation period under Section 30

2.1.1 Letter requesting extension of raw material importation period under Section 30

2.1.2 Complete request form for an extension of raw material importation period under Section 30 (F IN ER 02) (fill out the company's part only)

2.1.3 Complete report form of raw or essential materials imported in the previous year under Section 30 (F IN ER 03)

2.1.4 Complete summary report of quantity of raw or essential materials used under Section 30 (F IN ER 04)

2.1.5 Complete list of raw or essential materials expected to be imported in the following year (F IN ER 05)

2.1.6 A copy of the first promotion certificate

2.1.7 A copy of the last promotion certificate of Section 30 (in case of two extensions or more)

2.2 Extension of raw material importation period under Section 36

2.2.1 Letter requesting extension of raw material importation period under Section 36

2.2.2 Complete request form for an extension of raw material importation period under Section 36 (F IN ER 06) (fill out the company's part only)

2.2.3 Complete report form of raw and essential materials imported in the previous year and the remaining stock under Section 36 (F IN ER 10)

2.2.4 Material Master List (MML)

2.2.5 A copy of the latest material release letter (in case of the first extension only)

2.2.6 A copy of the first promotion certificate or the last promotion certificate of Section 36 (in case of two extensions or more)

3. Applicants shall submit the application form for raw material importation period extension to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Machinery List Approval

1. The OBOI will consider the machinery list application within **60 working days** from the date that the OBOI receives the complete application form and supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 Machinery list consideration form (F IN MS 02)
 - 2.2 Diskette containing machinery and equipment list
 - 2.3 **Two** copies of machinery and equipment list
 - 2.4 Process flowchart/ Catalog
 - 2.5 List of machinery already imported (if any)
 - 2.6 Machinery performance certificate for used machinery (in case project uses used machinery)
3. Applicants shall submit the machinery list application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.
4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or the Regional Investment and Economic Center 1-6.

Permission for foreign nationals to enter the Kingdom for studying investment opportunities or other actions that will benefit the investment or working in the project that is in the process of investment promotion application or promotion certificate issuance under Section 24

1. Timeframe for consideration
 - 1.1 The OBOI will consider the following applications within **15 working days**:
 - 1.1.1 Permission for foreign nationals to enter the Kingdom to study investment opportunities
 - 1.1.2 Permission for foreign nationals to enter the Kingdom for actions that will benefit the investment
 - 1.1.3 Permission for foreign nationals to enter the Kingdom for working in the project that is in the process of investment promotion application or promotion certificate issuance
 - 1.1.4 Permission to extend the period of stay in the Kingdom for studying investment opportunities or other actions that will benefit the investment or working in the project that is in the process of investment promotion application or promotion certificate issuance
 - 1.2 The OBOI will consider the following applications within **10 working days**:
 - 1.2.1 Visa stamp/change of visa type
 - 1.2.2 Permission to stay under the existing rightsThe timeframe is from the date that the OBOI receives the complete application form with supporting documents.
2. The required documents to be submitted are as follows:
 - 2.1 Permission for foreign nationals to enter the Kingdom for studying investment opportunities or other actions that will benefit the investment or working in the

project that is in the process of investment promotion application or promotion certificate issuance

2.1.1 Company's letter indicating their intention and detail

2.1.2 A copy of company registration certificate and list of shareholders (in case company is already established)

2.1.3 One complete form No. 02 and No. 03 (F FR TR 01) **per person**

2.1.4 One copy of academic and work experience documents **per person**

2.1.5 Additional documents (for each case)

(1) Permission for foreign nationals to enter the Kingdom to study investment opportunities

- Plan of project under opportunity study
- A copy of evidence of contact with foreign or domestic agency or institute

(2) Permission for foreign nationals to enter the Kingdom for actions that will benefit the investment

- Company's organization structure
- Company's financial statement
- In case of chamber of commerce, an evidence of chamber establishment and foreign national's assignment

(3) Permission for foreign nationals to enter the Kingdom for working in the project that is in the process of investment promotion application or promotion certificate issuance

- A copy of investment promotion application, letter of investment promotion notification, promotion acceptance form or letter of approval for extension of promotion acceptance or document submission

2.2 Permission to extend the period of stay in the Kingdom for studying investment opportunities or other actions that will benefit the investment or working in the project that is in the process of investment promotion application or promotion certificate issuance

2.2.1 Company's letter indicating their intention and detail

2.2.2 A copy of company registration certificate and list of shareholders

2.2.3 A copy of previous approval letter

2.2.4 Additional documents (for each case)

(1) Permission for foreign nationals to extend the period of stay in the Kingdom for studying investment opportunity

- Project's progress report

(2) Permission for foreign nationals to extend the period of stay in the Kingdom for actions that will benefit the investment

- Company's financial statement and performance report
- In case of chamber of commerce, an evidence of foreign national's continued assignment

(3) Permission for foreign nationals to extend the period of stay in the Kingdom for working in the project that is in the process of investment promotion application or promotion certificate issuance

- Additional document or evidence related to an approval for extension of period of stay of foreign nationals to work in the project that is in the process of investment promotion application or promotion certificate issuance (if any)

2.3 Request for cooperation for visa stamp or change of visa type

- 2.3.1 Company's letter indicating their intention and detail
- 2.3.2 A copy of company registration certificate and list of shareholders
- 2.3.3 One copy of academic and work experience documents **per person**
- 2.3.4 One copy of the applicant's passport **per person**
- 2.3.5 Additional documents (for each case)
 - (1) Permission for foreign nationals to enter the Kingdom to study investment opportunities
 - Plan of project under opportunity study
 - A copy of evidence of contact with foreign or domestic agency or institute
 - (2) Permission for foreign nationals to enter the Kingdom for actions that will benefit the investment
 - Company's organization chart
 - Company's financial statement
 - In case of chamber of commerce, an evidence of foreign national's continued assignment
 - (3) Permission for foreign nationals to enter the Kingdom for working in the project that is in the process of investment promotion application or promotion certificate issuance
 - A copy of investment promotion application, letter of investment promotion notification, promotion acceptance form or letter of approval for extension of promotion acceptance or document submission

3. Every page of documents must be stamped with the company's seal and signed by authorized person.

4. Applicants shall submit the application form to Foreign Experts Unit at the Office of the Board of Investment.

5. For further information, please contact Foreign Experts Unit at the Office of the Board of Investment.

Permission for Foreign Nationals to Enter the Kingdom under Section 25

1. Timeframe for consideration

1.1 Approval of position and additional position of foreign nationals

1.1.1 1-2 positions: the OBOI will consider the application within **5 working days**.

1.1.2 3-10 positions: the OBOI will consider the application within **15 working days**.

1.1.3 Over 10 positions: the OBOI will consider the application within **20 working days**.

1.2 The OBOI will consider the following application within **5 working days**:

1.2.1 Appointment of foreign national in the approved position

1.2.2 Permission to bring in foreign national's family

1.2.3 Permission to bring in foreign national to replace the previous one

1.3 The OBOI will consider the following application within **15 working days**:

1.3.1 Permission for foreign national's additional work in the company's affiliate

1.3.2 Extension of period of stay of foreign nationals and their family (renewal)

1.4 The OBOI will consider the following application within **10 working days**:

1.4.1 Permission for foreign nationals and their family to stay in the Kingdom

- under the existing rights
- 1.4.2 Permission for foreign nationals to enter for temporary work
- 1.4.3 Request for cooperation for visa stamp or change of visa type
- 1.4.4 Notification of change in nationality of foreign national
- 1.4.5 Permission for foreign nationals to add or change locality of work
- 1.4.6 Permission for foreign nationals and their family to bring personal belongings into the Kingdom
- 1.5 The OBOI will consider the following applications within **3 working hours**:
 - 1.5.1 Termination of foreign national employment
 - 1.5.2 Urgent permission for temporary stay and work permit of foreign national

The timeframe is from the date that the OBOI receives the complete application form with supporting documents.

- 2. The required documents to be submitted are as follows:
 - 2.1 First approval of the position of foreign national
 - 2.1.1 Complete application form for permission to bring in/extend period of stay for alien skilled workers or experts (F FR NI 01)*
 - 2.1.2 Company's organization chart*
 - 2.1.3 Complete Kor Kor Tor 41 form (F FR NI 02)*
 - 2.1.4 A copy of promotion certificate
 - 2.1.5 A copy of company's registration certificate and list of shareholders*
 - 2.2 Appointment of foreign national in the approved position
 - 2.2.1 Company's letter indicating detail and reason*
 - 2.2.2 A copy of letter of notification on previous related approval
 - 2.2.3 One complete BOI-DATA (F FR NI 03) **per person***
 - 2.2.4 One copy of academic and work experience documents **per person***
 - 2.2.5 One copy of the applicant's passport **per person**
 - 2.2.6 A copy of company's registration certificate for the position of Managing Director*
 - 2.3 Permission to bring in foreign national's family
 - 2.3.1 Company's letter indicating their intention, detail and reason*
 - 2.3.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.3.3 One complete BOI-DATA (F FR NI 03) **per person***
 - 2.3.4 One copy of the applicant's passport **per person**
 - 2.3.5 One copy of document showing family relation **per person ***
 - 2.4 Approval of additional position of foreign national
 - 2.4.1 Complete application form for permission to bring in/extend period of stay for alien skilled workers or experts (F FR NI 01)*
 - 2.4.2 Company's organization chart*
 - 2.4.3 Complete Kor Kor Tor 41 form (F FR NI 02)*
 - 2.4.4 A copy of promotion certificate
 - 2.4.5 A copy of company's registration certificate and list of shareholders*
 - 2.4.6 A copy of company's financial statement and income statement (if not yet available, a letter of explanation is required)*
 - 2.4.7 A copy of the OBOI's letter of notification on previous related approval
 - 2.5 Permission to bring in foreign national to replace the previous one
 - 2.5.1 Company's letter indicating their intention, detail and reason*
 - 2.5.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.5.3 One complete BOI-DATA (F FR NI 03) **per person***

- 2.5.4 One copy of academic and work experience documents **per person***
- 2.5.5 One copy of the applicant's passport **per person**
- 2.5.6 A copy of company's registration certificate for the position of Managing Director*
- 2.6 Permission for foreign nationals or their family to stay in the Kingdom under the existing rights
 - 2.6.1 Company's letter indicating their intention, detail and reason *
 - 2.6.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.6.3 One copy of the applicant's passport **per person**
- 2.7 Permission for foreign nationals to enter for temporary work
 - 2.7.1 Company's letter indicating their intention, detail and reason *
 - 2.7.2 One complete BOI-DATA (F FR NI 03) **per person***
 - 2.7.3 One copy of academic and work experience documents **per person***
 - 2.7.4 One copy of the applicant's passport **per person**
- 2.8 Request for cooperation for visa stamp or change of visa type
 - 2.8.1 Company's letter indicating their intention, detail and reason *
 - 2.8.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.8.3 One copy of academic and work experience documents **per person***
 - 2.8.4 One copy of the applicant's passport **per person**
 - 2.8.5 One copy of document showing family relation **per person** *
- 2.9 Notification of change in nationality of foreign national
 - 2.9.1 Company's letter indicating their intention, detail and reason *
 - 2.9.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.9.3 One copy of the applicant's passport **per person**
 - 2.9.4 One copy of the previous passport **per person**
- 2.10 Permission for foreign national's additional work in the company's affiliate
 - 2.10.1 Company's letter indicating their intention, detail and reason *
 - 2.10.2 A copy of promotion certificate
 - 2.10.3 A copy of company's registration certificate and list of shareholders*
 - 2.10.4 A copy of the OBOI's letter of notification on previous related approval
 - 2.10.5 One copy of the applicant's passport **per person**
 - 2.10.6 A copy of registration certificate, list of shareholders and, if any, promotion certificate of the company's affiliate*
- 2.11 Extension of period of stay of foreign nationals and their family (renewal)
 - 2.11.1 Complete application form for permission to bring in/extend period of stay for alien skilled workers or experts (F FR NI 01)*
 - 2.11.2 Company's organization chart*
 - 2.11.3 A copy of company's registration certificate and list of shareholders*
 - 2.11.4 A copy of company's financial statement and income statement (if not yet available, a letter of explanation is required)*
 - 2.11.5 A copy of the OBOI's letter of notification on previous related approval
 - 2.11.6 A copy of registration certificate, list of shareholders and, if any, promotion certificate of the company's affiliate*
 - 2.11.7 A copy of child's passport (if any)
 - 2.11.8 A copy of residence permit (if any)
- 2.12 Permission for foreign nationals to add or change locality of work
 - 2.12.1 Company's letter indicating their intention, detail and reason *
 - 2.12.2 A copy of promotion certificate
 - 2.12.3 A copy of company's registration certificate and list of shareholders*

- 2.12.4 A copy of the OBOI's letter of notification on previous related approval
 - 2.13 Permission for foreign nationals and their family to bring personal belongings into the Kingdom
 - 2.13.1 Company's letter indicating their intention, detail and reason *
 - 2.13.2 A copy of the OBOI's letter of notification on previous related approval
 - 2.13.3 One copy of invoice or packing list of imported items **per person**
 - 2.14 Termination of foreign national employment
 - 2.14.1 A copy of the OBOI's letter of notification on previous related approval
 - 2.14.2 **Five** complete foreign expert employment termination forms (F FR NI 22) **per person***
 - 2.14.3 Passport for contacting the Immigration Office
 - 2.15 Urgent permission for temporary stay and work permit of foreign national
 - 2.15.1 A copy of promotion certificate
 - 2.15.2 One copy of the applicant's passport **per person**
 - 2.15.3 **Three** application forms for urgent permission for temporary stay and work permit of alien skilled worker or expert (F FR NI 20) **per person***
3. All documents with * must be stamped with the company's seal and signed by authorized person.
 4. Applicants shall submit the application form to Foreign Experts Unit at the Office of the Board of Investment.
 5. For further information, please contact Foreign Experts Unit at the Office of the Board of Investment.

Exercise of Rights and Benefits of Land Ownership

1. Timeframe for consideration
 - 1.1 The OBOI will consider the land ownership application for the establishment of factory, office or residence within **15 working days**.
 - 1.2 The OBOI will consider the permission for affiliated company to use the approved land within **15 working days**.
 - 1.3 The OBOI will consider the permission to use the approved land to produce the non-BOI promoted products or the permission for another person to use the approved land to produce parts or support the production or manufacture or for public utility establishment within **15 working days**.
 - 1.4 The OBOI will consider the permission to mortgage or sell the land within **15 working days**.
 - 1.5 The OBOI will consider the certification of the foreign BOI-promoted juristic person/ foreign national for condominium ownership and the certification of the Thai BOI-promoted juristic person for land transfer within **5 working days**.
2. The required documents to be submitted are as follows:
 - 2.1 Application for land ownership/ additional land ownership for factory establishment
 - 2.1.1 Company's letter indicating their intention for permission application, detail and reason

- 2.1.2 Complete land ownership Kor Kor Tor 40 application form (F LD LO 01)
- 2.1.3 Land map
- 2.1.4 A copy of land title deed (both front and back sides)
- 2.1.5 Land use layout with the accurate scale and detailed calculation
- 2.1.6 **Two** copies of promotion certificate
- 2.1.7 List of company's shareholders
- 2.1.8 All OBOI's letters of approval for land ownership (in case of application for additional land ownership)
- 2.2 Application for land ownership/ additional land ownership for office and residence establishment
 - 2.2.1 Company's letter indicating their intention for permission application, detail and reason
 - 2.2.2 Complete land ownership Kor Kor Tor 40/1 application form (F LD LO 02)
 - 2.2.3 Land map
 - 2.2.4 A copy of land title deed (both front and back sides)
 - 2.2.5 **Two** copies of promotion certificate
 - 2.2.6 List of company's shareholders
 - 2.2.7 All OBOI's letters of approval for land ownership (in case of application for additional land ownership)
 - 2.2.8 Office/housing development/ residence layout
- 2.3 Application for affiliated company to use the approved land
 - 2.3.1 Company's letter indicating their intention for permission application, detail and reason
 - 2.3.2 List of company's shareholders
 - 2.3.3 List of shareholders of affiliated company that wishes to use the land
 - 2.3.4 Land use layout with accurate scale showing the area to be used
- 2.4 Application for using the approved land to produce the non-BOI promoted products or the permission for another person to use the approved land to produce parts or support the production or manufacture or for public utility establishment
 - 2.4.1 Company's letter indicating their intention for permission application, detail and reason
 - 2.4.2 The OBOI's letter of approval for the first or total land ownership
 - 2.4.3 Land use layout with accurate scale showing the area to be used
- 2.5 Application for land mortgage
 - 2.5.1 Company's letter indicating their intention for permission application, detail and reason
 - 2.5.2 The OBOI's letter of approval for the first or total land ownership
 - 2.5.3 Correspondence between the company and financial institution
- 2.6 Permission to sell the land
 - 2.6.1 Company's letter indicating their intention for permission application, detail and reason
 - 2.6.2 The OBOI's letter of approval for the first or total land ownership
- 2.7 Certification of the foreign BOI-promoted juristic person/ foreign national for condominium ownership
 - 2.7.1 Company's letter indicating their intention for certification application
 - 2.7.2 A copy of promotion certificate
 - 2.7.3 List of company's shareholders
 - 2.7.4 A copy of condominium title deed
 - 2.7.5 The OBOI's letter of approval to work in the promoted project (in case of

foreign national)

- 2.8 certification of the Thai BOI-promoted juristic person for land transfer
 - 2.8.1 Company's letter indicating their intention for certification application
 - 2.8.2 A copy of land title deed and cadastral map
 - 2.8.3 Land use layout with accurate scale and detailed calculation
 - 2.8.4 A copy of promotion certificate
 - 2.8.5 List of company's shareholders

3. Applicants shall submit the application form to the Investment Promotion Bureau 1-4 at the Office of the Board of Investment or to the Regional Investment and Economic Center 1-6.

4. For further information, please contact the Investment Promotion Bureau 1-4 at the Office of the Board of Investment.

Announced on March 17, 2010

(Atchaka Sibunruang)
Secretary General of the Board of Investment