

**Required Documents to be Submitted for Qualification Endorsement for
SMART Visa “E” (Executive)**

1. Completed APPLICATION FORM FOR QUALIFICATION ENDORSEMENT FOR SMART VISA “E”
2. Copy of currently valid passport
3. Criminal record certificate issued by the country of which the applicant is a national and a permanent resident (not more than 3 months old)
4. Medical certificate issued from the country of which the applicant is a national or a permanent resident or where the application is submitted, showing no prohibited diseases (Leprosy, Tuberculosis, drug addiction, Elephantiasis, third phase of Syphilis) as indicated in the Ministerial Regulation No. 14 B.E. 2535
5. Police clearance certificate from the country of which the applicant is a national or from the Royal Thai Police in case that the applicant stays in Thailand
6. Copy of certificate of incorporation, memorandum of association and company registration certificate in Thailand (not more than 3 months old)
7. Copy of Employment contract with a company in Thailand or in a foreign country with an assignment to work in Thailand which includes details of employment e.g. position (holding a senior management), length of employment (the remaining period of employment contract must be at least 1 year), salary (not less than 200,000 Baht or equivalent per month, exclusive of other benefits and welfares)
8. Company’s annual report, brochures and catalogues (if any)
9. Corporate organization chart
10. Copy of latest audited corporate’s annual financial statement
11. Educational evidence (e.g. university certificate)
12. Evidence of previous employment (e.g. letter from previous company)
13. Power of attorney if the application is submitted by a representative

Notes:

All documents must be stamped or endorsed as being true copies of the originals with those in languages other than Thai or English being translated into either Thai or English and notarized by authorized organs or relevant diplomatic/consular missions.

The official reserves the right to reject any application with insufficient documents.