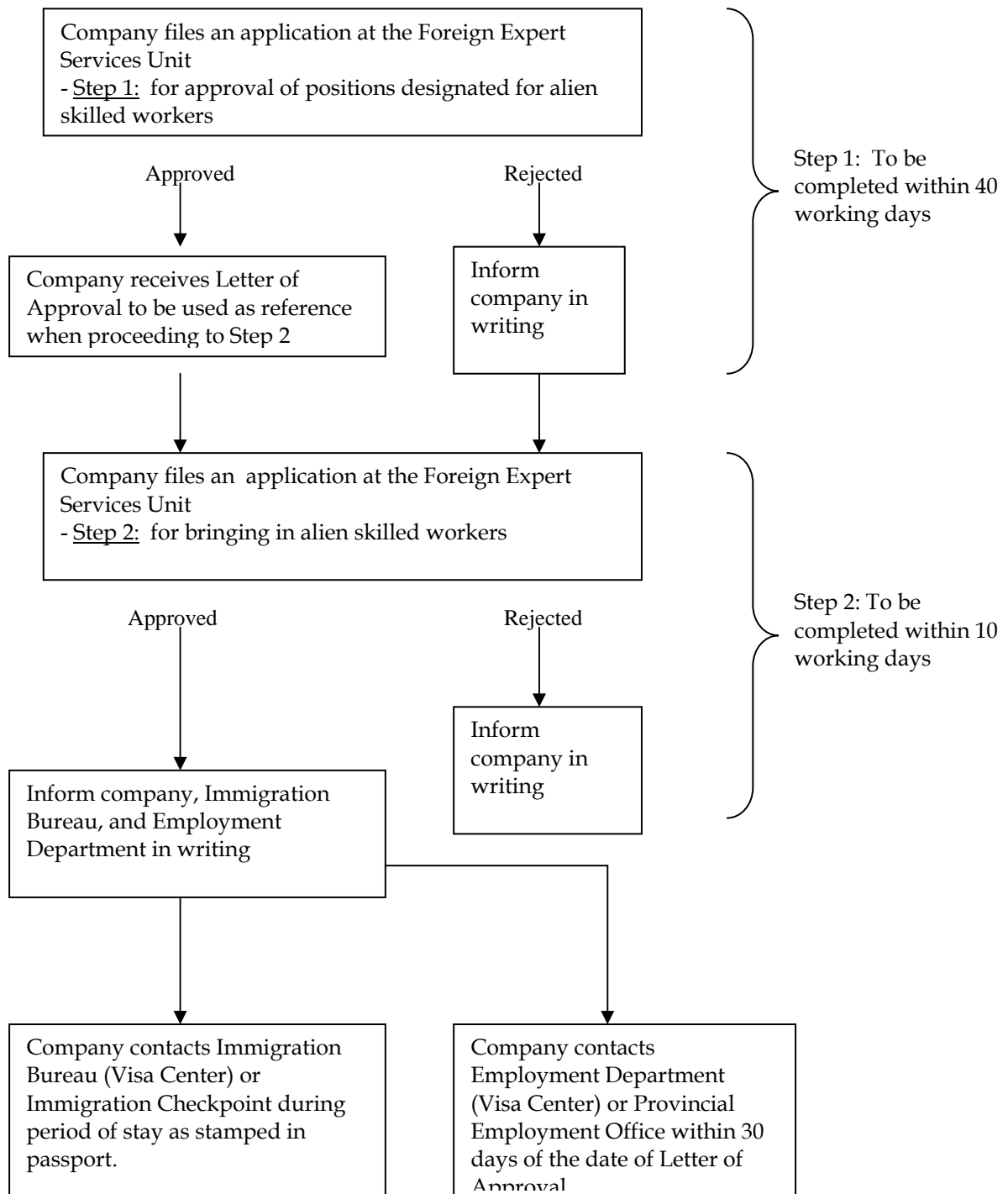


Application Procedure for Bringing in Alien Skilled Workers to Work in a BoI-promoted Business

The application procedure for bringing in alien skilled workers to work in a BoI-promoted business consists of the following two steps.



Step 1: Request for approval of the positions designated for alien skilled workers. In this step, information on the purposes and needs of the business to bring in aliens to work and their positions, together with a personnel employment plan, in which the number of such positions and the period of time for which alien skilled workers or experts are needed to work for the business shall be presented.

Documents required for Step 1:

1. Technology Transfer Plan
 - an explanation of the plan of the company calling for such aliens to train and coach Thai workers in order to upgrade their knowledge and skills, specifying training topics, methods, and durations.
2. The company's letter stating details and justifications
 - a statement of the reasons an alien skilled worker is required by the company, its current operations, and the justifications for such reasons.
3. A permission request form for bringing in skilled workers (F FR NI 01)
 - must be completely filled out.
4. Company Organization Chart
 - showing the division of labor within the company and indicating which divisions the requested positions will be attached to. Any such positions previously approved must also be specified in the chart.
5. Form Kor Kor Tor 41 (F FR NI 02)
 - the following details are to be provided:
 - a. Position titles in English.
 - b. Job description, which must cover their actual tasks.
 - c. Job requirements (select from items in the form as appropriate)
 - d. Duration – the duration in which the company needs to have such positions
6. Copy of Investment Promotion Certificate
 - must be a copy of the main investment certificate. In case of multiple certificates, only copies of those relevant to that particular application are to be attached.
7. Copy of License to Commence Operation

A condition exists in the Investment Promotion Certificate whereby the company is required to inform BoI in writing when it is ready to commence operation in order for BoI to perform a pre-operation inspection. If the inspection finds the company to have complied with all the specified conditions, it will issue a permit to the company. In case the company is unable to furnish said license, it must provide the reason and indicate which stage its current operation is in.

8. Copy of Company Registration Certificate

- not more than six months old on the application date.

9. List of Shareholders

- names of the shareholders and numbers of their shareholdings must be up to date. In case of a public company, the pages showing major shareholders and the ratio of Thai to foreign shareholders must be included.

10. Financial statements

- must be those most recently certified. If such documents have not yet been prepared, ones for the latest year available can be used instead. In case the company is newly established and has not yet had any financial statements, this must be indicated in writing.

11. All sets of documents (except those issued by BoI) must be affixed with the company seal and signed by an authorized director specified in the company registration certificate, or by a person authorized by the [board of] directors through a power of attorney clearly describing the designated powers and duties and affixed with a stamp duty of 30 baht.

Step 2: This step involves application for permission to fill the approved positions

- According to step 1, **an alien who enters the Kingdom must have applied for a non-immigrant "B" visa at the Thai embassy or consulate in a foreign country, stating employment as the objective of entry. On arrival, he/she will have his/her passport stamped non-immigrant B visa at an immigration checkpoint, after that he/she can apply to continue to stay in the Kingdom in order to work.**

Documents required in Step 2:

1) The company's letter stating details and justifications

- stating the company's reason for bringing in aliens into the Kingdom, their names and positions, and how such persons are qualified for the positions requested.

2) Bio-data Form, one set per person (affixed with a 2-inch photo)

- providing information about the aliens to be appointed to the approved positions. The form must be completely filled out, especially under the section concerning education record, which must include details on the highest level of education, or the fields of study related to the requested positions. On work experience, there must be a list of employment history in reverse chronological order.

3) Documentary evidence of educational qualifications, one set per person

- copies of degrees or certificates specifying fields of study in English or Thai. Those in other languages must be accompanied by their Thai/English translations provided by a language institute.

4) Employment Record, one set per person

- copies of certificates of previous employment. For a person assigned by the parent company or a subsidiary in a foreign country, a certificate issued by such a company, specifying the position and duration of employment, may be used. The certificates must be in English or Thai. Those in other languages must be accompanied by their Thai/English translations provided by a language institute.

5) Copy of passport, one set per person

- showing the page with a non-immigrant visa "B" stamped on it by a Thai embassy or consulate in a foreign country and a visa stamped by an immigration checkpoint.

6) Copy of a letter of position approval obtained from Step 1.

7) All sets of documents (except those issued by BoI) must be affixed with the company seal and signed by an authorized director specified in the company registration certificate, or by a person authorized by the [board of] directors through a power of attorney clearly describing the designated powers and duties and affixed with a stamp duty of 30 baht.
