



กรมการจัดหางาน  
Department Of Employment

# Foreign Work Permit

“Working of Alien Act, B.E. 2551” has stipulated that Alien shall engage in any work when being granted permit from registrar which means the Director-General of the Department of Employment and the competent official appoint by the Minister upon recommendation of the Director-General

**Alien**      **A natural person who is not of Thai nationality**

**Work**      engaging in work by exerting energy or using knowledge whether or not in consideration of wages or other benefits

**Permit**      **A work permit**

# Foreign Classification

## Section 9 and 11 (Skilled and profession)

- An alien who has residence in the Kingdom
- An alien who has permission to stay in the Kingdom temporarily (Non-Immigrant B), not a tourist/transit.

# Qualification of an alien

1. Having residence in the Kingdom or having permission to stay in the Kingdom temporarily (Non-Immigrant B), not being tourist/transit
2. Having the knowledge and/or skills to perform the work as stated in the application for a work permit
3. Not being insane or mentally sick, suffering from Leprosy, Tuberculosis, Drug Addiction, Alcoholism, Elephantitis and Tertiary Syphilis.
4. Have never been imprisoned for violation of the Immigration Law or the Working of Alien Act at least one year prior to the date of application.

# Criteria for Granting Work Permit

## 1. (International Headquarters: IHQ)

A company incorporated under Thai laws that provide services to its associated enterprises or branches, whether located in Thailand or overseas. The work permit will be granted to a maximum 10 workers.

In case, an IHQ needs to employ more foreigners than the stipulated ratio (10 workers), in which the IHQ have paid corporate income tax of not less than 3 million baht during the previous year, work permits will be granted as deemed necessary and appropriate.

# Criteria for Granting Work Permit

## 2. International Trading Centers: ITC

A company incorporated under Thai laws that purchases and sells goods, raw materials and parts or that provide international trading-related to juristic persons under foreign laws. The work permit will be granted to 10 workers for maximum.

In case, an ITC needs to employ more aliens than the stipulated ratio (10 workers). An ITC have paid corporate income tax of not less than 3 million baht during the previous year, work permit will be granted as deemed necessary and

# Applying for Work Permit

1. Alien has entered the Kingdom by obtaining the permit to enter to the Kingdom temporarily (Non-Immigrant) must **WP.1** Application Form

**Work Process will take 1 working day**

2. Alien has not entered the Kingdom

1) Contact the Royal Thai Embassy or Royal Thai Consulate of your country to apply for temporary permit into the Kingdom (Non-Immigrant Visa)

2) An employer who wishes to employ a foreigner must submit **WP.3** application form

3) A foreigner must use the notification letter informing the consideration result to apply for Non-Immigrant Visa and enter the Kingdom within 30 days (counting from the date in which the employer receives the letter) to receive the work permit

**Work Process will take 1 working day**

# Duration of the Work Permit

- As necessary and appropriate
- According to the employment certified letter or employment contract
- Not exceeding 2 years/time



# Contacts

Applications must be submitted to the local authority where the applicant's office is located



## Bangkok

- Office of Foreign Workers Administration,  
Department of Employment, Ministry of Labor  
Mit-Maitree Road, Dindaeng Bangkok 10400



## Other provinces

- Provincial Department of Employment

# FAQ

- Legal term and procedure on Work Permit for foreign experts and skilled personnel to work in the IHQ and ITC in case of non-BO

As explained earlier

- 90 days report online

is a law/regulation/condition under the responsibility of Immigration Bureau

- Contact point for more information

[wp.doe.go.th](http://wp.doe.go.th)

Tel: 0 2245 2745, 0 2248 7202