

Permission for Foreign Nationals to Enter the Kingdom under Section 25

Type of Applications	List of shareholders	List of shareholders of subsidiary company	Company's Affidavit	Balance sheet and income statement	Company Organization chart	Technology transfer plan / The result	Passport	Resident alien (if any)	Education Certificate / training Certificate	Employment record	Other Related documents	Proof of relationship	Photo
1.1 Approval of position and additional position	√		√	√	√	√							
1.2 Cancellation of approval of position and additional position	√		√										
2. Changing of approval of position and additional position	√		√				√	√	√	√			
3.1 Permission for foreign national's additional for job description	√		√				√						
3.2 Cancellation of approval of additional for job description	√		√				√						
4.1 Permission to bring in foreign national and family to be posted in the approved position	√		√				√	√	√	√	√		√
4.2 Permission to bring in foreign national's family							√					√	√
4.3 Permission to bring in foreign national and family (Pilot and related position)	√		√				√	√	√	√	√		√
4.4 Permission to bring in foreign national and family (Operator and related position)	√		√				√	√	√	√			√
5.1 Permission for foreign national and family to stay under the existing rights							√						
5.2 Permission for foreign national's family to stay under the existing rights							√						
6.1 Urgent permission for temporary stay and work permit not longer than 30 days							√	√					
6.2 Permission for temporary stay and work permit not longer than 6 months	√		√				√	√	√	√			√
7.1 Request for cooperation for visa stamp at Royal Thai Embassy/Thai Consulate foreign national & family							√					√	
7.2 Request for cooperation for visa stamp at Royal Thai Embassy/Thai Consulate for foreign national's family							√					√	
8.1 Request for cooperation for visa stamp at Immigration Bureau for foreign national	√		√				√					√	
8.2 Request for cooperation for visa stamp at Immigration Bureau for foreign national's family	√		√				√					√	
8.3 Request for cooperation for change of visa type for foreign national and family							√					√	
8.4 Request for cooperation for change of visa type for foreign national's family							√					√	

9.1 Notification of change in nationality of foreign national	√		√				√						
9.2 Notification of change in nationality of foreign national's family	√		√				√					√	
10.1 Permission for foreign national's additional work in the company's affiliate	√	√	√				√						
10.2 Permission for foreign national's additional work in the Foreign Chamber of Commerce							√					√	
10.3 Cancellation of permission for foreign national's additional work	√		√				√						
11.1 Extension of approved position	√		√	√	√	√							
11.2 Extension of period of stay of foreign national and family (renewal)	√		√				√						
11.3 Extension of period of stay of foreign national's family (renewal)							√						
12.1 Permission for foreign national's to add locality of work	√		√				√						
12.2 Permission for foreign national's to change locality of work	√		√				√						
12.3 Cancellation of permission for foreign national to add locality of work	√		√				√						
13 Request for cooperation for foreign national and family to bring in personal belongings							√					√	
14.1 Termination of foreign national's employment							√						
14.2 Termination of foreign national's family							√						
15.1 Notification of change in name and/or last name of foreign national							√						
15.2 Notification of change in name and/or last name of foreign national's family							√						
16 Notification of change in name of company (with the same company registration number)													

**Remark:**

1. To get User ID and Password for e-Expert system, Please contact Foreign Expert Unit at 18th Floor, Chamchuri Square Building, Bangkok, or at BOI regional offices (Chonburi, Chiangmai, Phitsanulok, Nakhon Ratchasima, Khonkaen, SongKhla, Surat Thani). Required documents are as following:
  - 1) Signing the agreement to use e-Expert system by authorized director of the company
  - 2) Use a power of attorney form to receive a User ID and Password with a tax stamp (10 Baht)
  - 3) Copy of Authorized Director's ID card or passport
  - 4) Copy of attorney's ID card or passport and company's staff card
  - 5) Copy of The Company's Affidavit issued not more than 6 months (first page only)
2. To submit online application via e-Expert system, all supported documents need to be uploaded in PDF file or PNG format and not larger than 5 MB each file. If each document has many pages, please scan it to a single file. For example, the passport file must contain of the first page that shows photo and personal information, a page that has a sticker of stamp of Non-B visa, the first and the latest entry stamp from immigration. In addition a photo must be in JPEG or GIF file, sizes 160 X 240 pixels, not larger than 2 MB.