

Required Documents to be Submitted for Qualification Endorsement for Smart visa “E” (Executive)

This checklist is for you to identify which documents you are submitting with your application. Further guidance is available at <http://smart-visa.boi.go.th>

SUPPORTING DOCUMENTS SUBMITTED		Original	Copy
1.	Completed application form of APPLICATION FOR QUALIFICATION ENDORSEMENT FOR SMART VISA “E”	✓	
2.	Valid passport		✓
EVIDENCE OF EMPLOYMENT AND CORPORATE			
3.	Evidence of employment contract or service contract with entity in Thailand (and a letter signed by an authorized person) which include details of employment e.g. position, 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)		✓
4.	Certificate of incorporation, memorandum of association and company registration certificate in Thailand (not more than 3 months old)		✓
5.	Corporate organization chart	✓	
6.	Company’s annual report, brochures and catalogues. (if any)	✓	
7.	Latest audited corporate’s annual financial statement. (if any)		✓
ADDITIONAL INFORMATION			
8.	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	✓	
9.	Educational evidence (e.g. copy of university certificate)		✓
10.	Evidence of previous employment (e.g. copy of letter from previous company)		✓
11.	Power of attorney if the application is submitted by a representative	✓	
	Note: A letter of verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record may be requested on a case-by-case basis.	✓	

- I confirm that I have read the guidance and there are no other documents to submit. For document are not in English, I have provided a certified translation.
- I hereby authorize OSS and related governmental institutions to share this information provided among the agencies involved in this qualification endorsement process.
- I understand that a decision may be made on my application based on these documents only.
- I understand that I may be contacted or requested for additional documents or information from government offices or its representative.

* All processes may take approximately 30 working days to process providing that you are able to provide all complete documents at the start, so please allow considerable time to begin the process before your immigration stamp expires.

Applicant’s Name _____ Applicant or representative’s Signature _____

For Official Use Only

Date: _____ Submission Officer’s Name _____ Signature _____