

### Checklist of Document Required in Foreign Experts Services

		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
		Letter stating details and justifications	Application form for bringing in foreign expert (F FR NI 01)	Company organization chart	Form Kor-Kor-Tor-41 (F FR NI 02)	Copy of Investment Promotion Certificate	Copy of company registration certificate and list of shareholders	Copy of balance sheet and income statement	Copy of a letter of related approval	Bio-DATA form (F FR NI 03) (1 set per person)	Copy of evidence of educational qualifications and employment record (1 set per person)	Copy of applicant's passport	Copy of proof of relationship in the family (1 set per person)	Resignation form for alien working in the approved position (F FR NI 22) (5 sets per person)	Copy of invoice or packing list of imported household effects (1 set per person)	Form Shor-Kor-30 (F FR NI 20) (3 sets per person)		Other documents
1.1	First - time position approval		✓	✓	✓	✓	✓		✓	✓	✓	✓						
1.2	Bringing in foreign expert to work in the approved position	✓							✓	✓	✓	✓						
1.3	Bringing in family of foreign expert	✓							✓	✓		✓	✓					
1.4	Application for more foreign experts position		✓	✓	✓	✓	✓	✓	✓									
1.5	Bringing in new foreign expert after the former alien in the position has left the country	✓							✓	✓	✓	✓						
1.6	Application for alien or his/her family to continue to stay in the Kingdom as previously permitted	✓							✓			✓						
1.7	Bringing in foreign expert to work temporarily	✓							✓	✓	✓	✓						
1.8	Request for visa stamp and changing type of visa	✓							✓		✓	✓	✓					
1.9	Declaration of change of nationality	✓							✓			✓						Copy of applicant's old passport (1 set per person)
1.10	Permission for designation of foreign expert to perform additional duties in a subsidiary	✓				✓	✓		✓			✓						Copy of company registration certificate, balance sheet, list of shareholders, Investment
1.11	Extension of period of time for an alien to stay in the Kingdom		✓	✓		✓	✓	✓	✓									
1.12	Permission for aliens to move to a new workplace or perform the duty in different place	✓				✓	✓		✓									
1.13	Permission for bringing in aliens' household effects into the Kingdom	✓							✓					✓				
1.14	Declaration of aliens to be no longer in the position								✓					✓				Applicant's passport to contact Immigration Bureau
1.15	Urgent permission for aliens to work temporarily					✓						✓				✓		
1.16	Others																	

Please circle the type of application the company plan to make and documents that are missing

All documents are received

Received by..... Date.....

NOT all documents are received

Received by..... Date.....

Others.....

\* - All documents must be affixed with a company seal and signed by an authorized person

- Letter stating reasons must be submitted in case a copy of financial statement cannot be presented

- In case of 1.11 the child's copy of passport (if any) and a copy of proof of current address of (if any)

- In case of 1.2 and 1.5 for a managing director position, a copy of company registration certificate must also be submitted \*

Officer in charge.....