



**Announcement of the Office of the Board of Investment
No. Por 13/2544
Procedures for the Machinery Tracking System**

In order to ensure that the machinery list approval procedures are consistent with Office of the Board of Investment Announcement No. Por 8/2001, dated November 1, 2001, regarding the criteria and procedures of machinery tracking system (MCST),

By virtue of sections 11 and 13 of the Investment Promotion Act of B.E. 2520, the Office of the Board of Investment as authorized by the Board of Investment, hereby announces the procedures for machinery list approval as follows:

1. All promoted persons that have accepted, in writing, the terms and conditions of their investment promotion status, and that wish to bring in imported machinery under sections 28 and 29 of the Investment Promotion Act are required to request machinery list approval by submitting the form attached to this announcement. Approval from the Office of the Board of Investment must be obtained prior to the importation of machinery.

2. Machinery list approval

2.1 Promoted persons wishing to use the machinery tracking system shall take the following steps:

2.1.1 Promoted persons must enroll in and complete the training session on the machinery tracking system (MCTS).

2.1.2 Applications for approval of the machinery list must be filed at the Office of the Board of Investment, or its regional offices where the MCTS is available, along with the following supporting documents:

- Company letter requesting approval of the machinery list (F IN MS-01)
- Diskette containing the machinery list
- List of machinery and equipment
- Process flowchart
- Machinery catalogue (if any)

2.2 Promoted persons wishing to receive the authorization for the release of machinery from regional offices where the MCST is not available shall submit an application for the machinery list approval at those regional offices along with the following supporting documents:

2.2.1 Company's letter requesting for an approval for the machinery list (F IN MS-01)

2.2.2 List of machinery and equipment

2.2.3 Process flowchart

2.2.4 Machinery catalogue (if any)

- 2.3 In cases in which promoted persons have accepted the terms and conditions of investment promotion status but have not been granted an approved machinery list and wish to bring in machinery, the Office of the Board of Investment may allow the promoted persons to use a bank guarantee. After having been granted an approved machinery list, the promoted persons shall revoke the bank guarantee within 1 year of bank guarantee approval.
3. Release of machinery
 - 3.1 Promoted persons wishing to have machinery released according to 2.1 shall submit an application as well as the following documents:
 - 3.1.1 Application for the release of machinery or bank guarantee revocation (F IN IM-01 or F IN IM 07)
 - 3.1.2 Documents detailing the request for exemption or reduction of import duties on machinery (F IN IM 08)
 - 3.1.3 Diskette containing the list of machinery to be released
 - 3.1.4 Two copies of invoice
 - 3.1.5 Two copies of packing list (if any)
 - 3.1.6 Certification of machinery efficiency (in case of used machinery)
 - 3.2 If promoted persons wish to have their machinery released according to 2.2, the regional offices shall authorize the release of the machinery according to what appears on the approved machinery list.
4. In case of problems of implementing according to the guidelines specified above, the Secretary-General shall give the final decision.

Announced on December 7, 2001

(Chakramon Phasukavanich)
Secretary-General