

W.P.3

THE APPLICANT HAS NOT YET ENTERED THAILAND. THE EMPLOYER IS RESPONSIBLE FOR APPLYING FOR A WORK PERMIT ON HIS OR HER BEHALF.

THE MAIN DOCUMENTS REQUIRED Please arrange documents in the following order:

1. Completed Form WP.3
2. FORM OF THE EMPLOYMENT CERTIFICATION duly filled out.
3. A copy of the first page of Passport.
4. Copy of the applicant's education certificate or the determination form duly filled out.
5. A copy of occupation or profession license, in case which is prescribed by the related law.
6. Power of Attorney made by the employer with 10 Baht duty stamp affixed a copy of employer's I.D. card and copy of grantee's I.D. card

Supported Documents as category of employer

1. Company

- 1.1 A copy of Thai Company Registration and a copy of recent shareholders' list (Updated within 6 months). Or foreign juristic person needs to submit a copy of the Business Operation of foreigners and documents about money import.
- 1.2 A copy of VAT Registration; Form Phor Por 01 identifying type of business and Form Phor Por 09 (if add/change).
- 1.3 In case of foreign employer, a copy of employer's work permit is needed. If the employer is not working in Thailand nor has no work permit, Power of Attorney certified by Notary Public and Thai Embassy is needed.
- 1.4 Company engaging any business which a license from the relevant Authority is needed, for example: Factory License, Restaurant License, Hotel License, Tourism License, Hospital License, Chemical Import License, etc.
- 1.5 A copy of Social Security Payment (1 month), Balance Sheet (last year) and VAT payment Phor Por 30 (1-3 months)

2. Private school / *Private University.*

- 2.1 A copy of letter of teacher or instructor assignment and employment contract / *Private University has to show the certificate letter from the organization of Ministry of Education.*
- 2.2 A copy of the license of the school establishment / *a copy of the license of the university establishment and a copy of the documents show the name of employer has the right for signing on the behalf of the university.*

3. Government organization / Teacher of government school

A certificate letter from the government organization / Ministry of Education and school, which shows applicants' name, position and work period.

4. Association/ organization/ foundation

License of association/ organization/ foundation establishment (plus the list of managing director)

5. Film making

- 5.1 A letter from Ministry of Tourism and Sport show the list of applicants' name, position and passport number and coordinator license.
- 5.2 A copy of Company Registration and a copy of recent shareholders' list (updated within six months).

Remark

- (1) All the Forms have to be filled in Thai. Any documents in foreign language other than English must be translated into Thai and certified by an academic Thai native speaker.
- (2) Every page of the documents needs to be certified by the authorized person or the appointee.

After the application is completed, the letter of consideration will be issued within 7 working days.