

## Royal Thai Consulate-General, Chennai

Applicant's Name : \_\_\_\_\_ Date : \_\_\_\_\_

Applicant's Passport No : \_\_\_\_\_

No.	Checklist of documents required for Non Immigrant category B (Business Meeting / Training / Project / Secondment)	Yes	No
1	Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES</b> . Two signed copies of front and last page of passport.		
2	One Visa application forms completely filled in and signed by applicant		
3	Two color photographs of the applicant as per the specification*		
4	Non-refundable Visa fees of INR 5,000/- for single entry/INR 12,000/- for multiple entries (6 months or 1 year)/ INR 24,000 for multiple entries (3 years)		
<b>Employment</b>			
5	Original letter from employer/ company indicating intention for travelling with name of Thai company or organization (counterpart)		
6	Proof of residence in India (if not Indian national)		
7	Proof of membership in an Indian trade organization/ association (for multiple entries)		
8	Proof of regular business dealing with the said Thai company (for multiple entries)		
<b>Transportation</b>			
9	Confirmed tickets in and out of Thailand for single entry and confirmed inbound ticket for multiple entries		
<b>Accommodation</b>			
10	Confirmed hotel/accommodation reservation in Thailand under applicant's name		
<b>Evidence from Company in Thailand</b>			
11	Original invitation letter from company in Thailand (must be typed in company's letter head and signed by the authorized person)		
12	Original WP. 3 or Thor Tor 3 from Department of Employment, Ministry of Labour or Visa approval letter from Board of Investment (BOI); <b>if have</b>		
13	Project's / Assignment's contract indicating rationale and the terms of contract, e.g. position and duration of contract; <b>if the duration of stay exceeds 15 days.</b>		
14	Company Business License (document must be in Thai language.)		
15	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language.)		
<b>Additional information</b>			
16	Company Brochure		
<p>* 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.</p> <p>** All documents must be in English, unless specified, and arranged in the order given above.</p> <p>** If required, additional documents and/or an interview may be requested. <b>Visa application fees are non-refundable.</b></p>			
<b>Declaration : (Please Read Carefully)</b>			
I confirm that I have read the guidance and I am aware that the <b>normal visa process takes two working days for submission at centers in Chennai and three working days for centers outside of Chennai (not including submission date)</b> ; the <b>submission of additional documents takes another two working days</b>			
<input type="checkbox"/>			
I am aware that the submission of visa application is advised to be made <b>at least seven working days</b> prior to the date of departure.			
<input type="checkbox"/>			
Applicant's Signature : _____			
Submitted by Name : _____		Relation with applicant : _____	
Signature : _____			
<b><u>For Official Use Only</u></b>			
Submission Officer's Name : _____		Audit Officer's Name : _____	