

Non-Immigration Visa category “B” (Business Visa)

1. Foreigners who wish to work in Thailand must provide the following documents:

- Passport or travel document (must be valid at least 6 months before the arrival date and must NOT be damaged)
- A completed visa application form.
(For non Swedish citizen please contact the embassy for information)
- Two recent passport- sized photograph (45 x 35 mm) of the applicant taken within the past 6 months.
- Evidence of adequate finance (20,000 Baht per person and 40,000 Baht per family)
- **Letter of approval from the Ministry of Labour (for the first time applicant).** To obtain this letter, the applicant’s prospective employer in Thailand is required to submit **Form WP3** at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour Tel. 02 245 2745, or at the Provincial Employment Office in his or her respective province. More information is available at www.doe.go.th/workpermit/index.html
- Copy of work permit (every pages) issued by the Ministry of Labour and alien income tax or Pho Ngor Dor 91 (only in the case where applicant has previously worked in Thailand)
- Letter of invitation from trading or associated partner/company in Thailand / Documents showing correspondence with business partners in Thailand
- Employment contract indicating position, salary, qualification and period of employment
- CV – education and employment records
- Corporate document of hiring company in Thailand such as:
 1. business registration and business licence
 2. lists of shareholders
 3. company profile
 4. details of business operation
 5. lists of foreign workers stating names, nationalities and positions
 6. map indicating location of the company
 7. balance sheet , statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30 of the latest year)
 8. value-added tax registration(Por Por 20)
 9. Document indicating the number of foreign tourists (for tourism business only), or document indicating export transactions issued by banks (for export business only)
- ***Copies of the company documents must be signed by the Board of Directors or authorised managing director and affix seal of company
- Fee 520 SEK (in cash) per person for single entry. First time applicant may be granted Single entry only. Extension must be done with Immigration Police.
- Fee 1300 SEK (in cash) per person for multiple entries. With the work permit indicated the period of employment upto 1 year, applicant may be granted Multiple entries (1 year).

An alien who receives a Non-Immigrant visa can work in Thailand once he or she has been granted a work permit. An alien in violation of the Immigration Act B.E. 2522 (1979) concerning taking up employment without work permit or the Royal Decree B.E. 2522 (1979) concerning holding employment in certain restricted occupations and professions shall be prosecuted and imprisoned or fined, or shall face both penalties.

Holder of this type of visa is entitled to stay in Thailand for a maximum period of 90 days. He or she may apply for an extension of stay at the Office of the Immigration Bureau and may be granted such extension.

It is recommended that the applicant apply for a visa at the Thai Embassy/ Consulate in the country where he/she has the residence

2. Foreigners who wish to conduct business in Thailand must provide the following documents:

- Passport or travel document (must be valid at least 6 months before the arrival date and must NOT be damaged)
 - A completed application form.
- (For non Swedish citizen please contact the embassy for information)**
- Two recent passport- sized photograph (45 x 35 mm) of the applicant taken within the past 6 months.
 - Evidence of adequate finance (20,000 Baht per person and 40,000 baht per family) for the duration of stay in Thailand. Evidence of financial status in the case where the applicant is self-employed
 - Letter from the applicant's company, indicating the applicant's position, length of employment, salary and purpose of visit(s) to Thailand and length of stay in Thailand
 - Letter of invitation from trading or associated partner/company in Thailand / Documents showing correspondence with business partners in Thailand
 - CV – education and employment records
 - Corporate document of hiring company in Thailand such as:
 1. business registration and business licence
 2. lists of shareholders
 3. company profile
 4. details of business operation
 5. lists of foreign workers stating names, nationalities and positions
 6. map indicating location of the company
 7. balance sheet , statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30 of the latest year)
 8. value-added tax registration(Por Por 20)
- ***Copies of the company documents must be signed by the Board of Directors or authorised managing director and affix seal of company**
- Fee 400 SEK per person for single entry
 - Fee 1000 SEK per person for multiple entries

Additional documents may be requested as and when necessary. In the absence of a required document, applicant must provide a letter explaining the unavailability of such document. Applicant must endorse on each and every page of the submitted copies of documentation. Documents in foreign languages must be translated into Thai and should be notarised by notary organs or by the applicants's diplomatic or consular mission. Holder of this type of visa is entitled to stay in Thailand for a maximum period of 90 days. He or she may apply for an extension of stay at the Office of the Immigration Bureau and may be granted such extension.

Note: The Embassy does not provide copying or printing service. Please always bring your own copies. All the supporting documents must be issued within the past 3 months. The Embassy reserves the right to keep some documents as reference after processing your visa application.

Attention : Application in person or by a representative at the Royal Thai Embassy.

The Embassy does not accept nor return visa application by post.

Process-time : High Season (September to February) at least 3 working days.

Low Season (March to August) at least 1 working day (not the same day)

Remarks

- ❖ The Embassy will not process a visa application if the application form is not completely filled-out.
- ❖ The Embassy reserves the right to request more documents or ask for an interview if necessary.
- ❖ The Embassy will not return the visa fee paid if your application has been declined.
- ❖ The Embassy will not return the documents that you have submitted.
- ❖ After collecting the passport with issued visa, the applicant should check the visa carefully to make sure it accords with your purposes and supposed visit to Thailand. If there are any doubts, you must raise it immediately with the staff. Otherwise the applicants will take all the consequences by themselves.

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