

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.1 In the case of business necessity, for example, an applicant must stay to carry out work for a company or partnership, etc.

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the company or partnership that the alien carries out work for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

<p>Place of Service (Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.</p>	<p>Service time Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)</p>
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Procedures, Time, and Responsible Section

Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	<p>Inspection of documents</p> <ol style="list-style-type: none"> 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. <p>(Remark: -)</p>	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	<p>Consideration</p> <p>Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration.</p> <p>(Remark: -)</p>	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	<p>Sign for approval / Committee's Resolutions</p> <ol style="list-style-type: none"> 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. <p>(Remark: -)</p>	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	Passport Original 1 copy Copy 1 copy Remark -	-
2)	Working Permit Original 1 copy Copy 1 copy Remark -	Department of Employment
3)	Application Form (TM.7) Original 1 copy Copy 0 Remark: (Photo Attached)	Immigration Bureau
4)	The Acknowledgement of Penalties for a Visa Overstay Original 1 copy Copy 0 Remark -	Immigration Bureau
5)	<ol style="list-style-type: none"> 1) Copy of evidence proving company registration, such as a certificate of company or partnership registration, certified by the registrar within the previous six months 2) Copy of list of shareholders certified by the registrar within the previous six months 3) Copy of balance sheet and profit and loss statement for the latest year, together with the income tax return for companies or juristic partnerships and payment receipt, and the financial statement submission form (SorBorChor.3 or SorBorChor.3/1) 4) Copy of the latest monthly withholding income tax return specifying the name of employees and of an alien applicant together with a copy of the payment receipt (Phor.Ngor.Dor.1) 5) Copy of individual income tax return of an alien applicant for the latest year together with a copy of the payment receipt (If any) (Phor.Ngor.Dor.90 or Phor.Ngor.Dor.1) 6) A value-added tax return form for the latest month (PhorPhor.30 or PhorPhor.36) together with a copy of the payment receipt 7) A specific business tax return form for the latest month (Phor.Thor.40) together with a copy of the payment receipt 8) Copy of social security contribution return for the latest month submitted to the Social Security Office (SorPorSor. 1-10) together with a copy of payment receipt 9) Document or evidence proving the necessity of the business to hire an alien, for example, in case a job opening was posted for Thai candidates but there were no applicants, etc 10) Location map showing an applicant's workplace and photographs of the interior and exterior of the workplace during business hours 11) Documents or other evidence as prescribed by the committee monitoring the work operations of competent officials of the Immigration Bureau <ol style="list-style-type: none"> A. Certification of an alien employment as prescribed by the Immigration Bureau (STM.1) B. Acknowledgement of Terms and Conditions for Permit of Temporary Stay in the Kingdom of Thailand (STM.2) 	

No.	Documents and Details	Authority
	<p>12) A license for business operations, in case the said business must have a license as prescribed by the law such as a hotel, factory, sightseeing business, restaurant, antique shop, nursery, etc.</p> <p>13) <u>Remark</u> For an international trade business (representative office), regional office, and overseas company (branch office), documents no. 2, 3, and 9 are not required</p>	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	Fee (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-