

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.)

DOCUMENTS REQUIRED Please arrange documents in the following order:

1. Application Form (W.P.3)
2. A certificate signed by the employer showing the need to employ a foreigner (the form provided by Department of Employment).
3. Copy of the applicant's education certificate and job experience record. (Form provided by Department of Employment is accepted in case such foreigner cannot submit the copy when applying)
4. A copy of Passport.
5. W.P.10 Forms (Tor Thor 10) for notification of the commencement of work, a Power of Attorney made by the employer with 10 Baht duty stamp affixed and a copy of employer's I.D. card.

Supported Documents as category of employer

1. Company

1. A copy of Thai Company Registration and a copy of recent shareholders' list. (updated within six months). Or foreign juristic person needs to submit a copy of Business Operation License of such foreigner and document about money import.
2. Copy of VAT Registration; form Phor Por 01 or Form Phor Por 20 identifying type of business and Form Phor Por 09 if there is any change.
3. List of foreign workers who work at this company identifying work permit number.
4. A copy of employer's work permit in case of he/she is a foreigner. If the employer is not working in Thailand or has no work permit, Power of Attorney certified by Notary Public is needed.
5. Company engaging any business which a license from the relevant Authority is needed, for example: Factory License, Restaurant License, Liquor License, Cigarette License, Hotel License, Tourism License, Hospital License, Chemical Import License, etc.

2. Private school teacher / Private university

1. The certificate letter from the Office of the Private Education Commission (Sho-Cho) / The certificate letter from Ministry of university affairs.
2. A copy of teacher license (Sho-Cho 11) and a copy of teacher placement license (Sho-Cho 18)
3. A copy of the license of the school establishment, a copy license of head teacher and license of school manager / 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

1. A certificate letter from the government organization
2. A copy of a letter of position placement

4. Association/ organization/ foundation

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

5. Film making

1. A letter from Ministry of Tourism and Sport show the list of applicants' name, position and passport number and coordinator license
A copy of Company Registration (updated within six months).
2. A copy of Company Registration (updated within six months).

Remark

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