

## REQUIREMENTS (THAI VISA)

### **For Nationals of Bangladesh who are travelling to Thailand.**

1. Passport or travel document with validity not less than 190 days from the time of application.
2. One set of Passport photocopy.
3. One set Visa Application form completely filled in with original signature as in Passport.
4. Two recent Passports sized color Photograph (not exceeding 6 months old) of the applicant. (Frontal view without dark glasses & head gear except for religious purpose. (3.5X4.5 C.M.)
5. Visa request letter from the office if employed or travel letter from the Educational Institute or student ID card if student.
6. Trade License (Notarized Original English translation and Photocopy of the original) if applicant is first time traveler and proprietor and if company is covering travel expenses.
7. Updated and original Bank Statement of the last 6 months and Latest Bank Solvency Certificate with bank seal. (For all categories: bank closing balance for individual must be minimum **TK 60,000/-** and for family **120,000/-**; Only for 6 months Multiple entry Tourist visa: bank closing balance for each individual must be minimum Tk. 500,000/- ).
8. Ticket booking proof and hotel booking proof in Thailand.
9. In case of, **Medical Treatment**, a copy of appointment letter from the hospital in Thailand and a letter from the doctor is required.
10. Govt. officials would be required to furnish G.O. copy in full English.
11. Additional documents for **Non Immigrant Visa\***:
  - i) Original letter from applicant's company stating the purpose to visit Thailand
  - ii) Applicant's position, length of employment and salary. If the applicant is self-employed, he or she must provide documentation of his or her business undertaking such as business registration and details of business operation;
  - iii) Business license of the applicant's company;
  - iv) Visa request letter from the applicant & concerned authority;
  - v) Original document showing correspondence with trading partners in Thailand or letter of invitation from company in Thailand;

- vi) Credible copies of the following corporate documents of the companies in Thailand (a certified copy by Royal Thai government agencies concerned or a certified and signed copy by company's board of directors, whose identification provided, and affixed the seal of the company are preferred);
- vii) Business License (Por. Kor. 0401);
- viii) Certification of Company and Partnership Registration issued by Ministry of Commerce of Thailand (issued within 6 months to 1 year);
- ix) Corporate Income Tax (CIT 50 or Por. Ngor. Dor .50) and/or Value Added Tax Return (Por.Por. 30) and/or Value-added Tax Registration (Por. Por. 20) of the latest year;
- x) Balance sheet of the latest year.
- xi) A letter of recommendation from previous employer or business associations of which the applicant is a member.

12. Visa processing time **5-15** working days.

13. Visa fee (non refundable) : **4400/-** (Single entry Tourist visa), **16000** (6 months Multiple entry Tourist visa), **7300** (Single entry Non immigrant visa), **16000** (1 year Multiple entry Non immigrant visa).

*\*An applicant may apply for a Non-Immigrant Visa "B" single or multiple-entry if s/he wishes to visit Thailand for the purpose of conducting business or to join training or seminar organized by a private company .. It allows the applicant to visit Thailand as often as required and to stay in Thailand for a period of not exceeding 90 days during each visit for as long as the visa remains valid. Employment of any kind is strictly prohibited for holder of such visa.*

### **1.2.1 Basic Documents**

- An application form completely filled out and signed by the applicant
- A valid passport for travelling to Thailand with sufficient remaining validity (not less than six months).
- One set of passport photocopy page 1-5, correction page, last Thai visa

page & renewal page if any

- Two passport-sized photographs (3.5x4.5cm) taken within 6 months
- Evidence of adequate finance e.g. Current Bank Solvency and Bank

Statement of the last 6 months with satisfactory transaction (at least 20,000 Baht per person and 40,000 Baht per family or 60,000 Taka per person and 120,000 Taka per family). Only original Bank Statement and Bank Solvency Letter are acceptable.

- A copy of air ticket or a booking confirmation or an itinerary

### **1.2.2 Additional Documents Required for This Category of Visa**

- Original letter from applicant's company stating the purpose to visit Thailand
- Business license of the applicant's company
- Visa request letter from the applicant & concerned authority.
- Original document showing correspondence with trading partners in Thailand or letter of invitation from companies in Thailand
- Credible copies of the following corporate documents of the companies in Thailand (a certified copy by Royal Thai government agencies concerned or a certified and signed copy by company's board of directors, whose identification provided, and affixed the seal of the company are preferred)
- Business License (Por. Kor. 0401)
- Certification of Company and Partnership Registration issued by

Ministry of Commerce of Thailand (issued within 6 months to 1 year)

#### **Important Note:**

1. Any wrong application of visa category will result in the immediate rejection of visa application.
2. All genuine businessmen, who travel to Thailand for buying Thai products or doing business with small and medium-sized Thai businesses, are allowed to apply for Non Immigrant "B" category without corporate documents of the companies in Thailand providing that they submit a letter explaining their business nature and evidence of past business transactions with small and medium-sized Thai businesses.

#### **2. To work (single entry only)**

##### **Requirements:**

##### **2.1 Basic Documents**

- An application form completely filled out and signed by the applicant
- A valid passport for travelling to Thailand with sufficient remaining validity (not less than six months)
- One set of passport photocopy page 1-5, correction page, last Thai visa page & renewal page if any
- Two passport-sized photographs (3.5x4.5cm) taken within 6 months
- Evidence of adequate finance e.g. Current Bank Solvency and Bank Statement of

the last 6 months with satisfactory transaction (at least 20,000 Baht per person and 40,000 Baht per family or 60,000 Taka per person and 120,000 Taka per family). Only original Bank Statement and Bank Solvency Letter are acceptable.

- A copy of air ticket or a booking confirmation or an itinerary

As of 27th January 2015

**Checklist: Non-Immigrant Visa Page 3**

**Important Note:**

- Short Descriptions in English shall be provided for all Thai documents, e.g. Business License of Company A.
- For documents in other foreign languages (including Bangla) must be translated into English and shall be

certified by a credible translator and a notary public.

**\*\*\* Consular officers reserve the rights to request more additional documents as deemed necessary \*\*\***

**2.2 Additional Documents Required for This Category of Visa**

- Visa request letter from the applicant & concerned authority
- Employment contract indicating rationale for employing the applicant as well as

his/her salary, position and qualifications (document must be signed by an authorized managing director and affixed the seal of the company)

- A certified copy of educational records of the applicant
- Work permit of the applicant or the WP3 approved from Ministry of Labour of

Thailand As of 27th January 2015

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**Important Note:**

- Short Descriptions in English shall be provided
- for all Thai documents, e.g. Business License of Company A
- For documents in other foreign languages (including Bangla) must be translated into English and

shall be certified by a credible translator and a notary public.

**\*\*\* Consular officers reserve the rights to request more additional documents as deemed necessary \*\*\***

**Checklist****Non-Immigrant Visa****Category “B”****Multiple Entries (3 years)**

Foreign citizen who wishes to visit Thailand for business purpose may apply for a three-year Non-Immigrant Visa “B”. It allows holder to visit Thailand as often as required for as long as the visa remains valid and **allows holder to stay in Thailand for a period of not exceeding 90 days during each visit. Employment of any kind is strictly prohibited for holder of such visa. This three-year Non-Immigrant Visa “B” is required prior approval from the Royal Thai Embassy before submission of visa fee and the applicant must have at least traveled to Thailand with Non Immigrant “B” Multiple entry (1 year) before**

**Requirements: (1 + 2)****1. Basic Documents**

- An application form completely filled out and signed by the applicant
- A valid passport for travelling to Thailand with sufficient remaining validity (not

less six month). The validity of 18 months is required for one year visa application

- One set of passport photocopy page 1-5, correction page, last Thai visa page & renewal page if any
- Two passport-sized photographs (3.5x4.5cm) taken within 6 months
- Evidence of adequate finance e.g. Current Bank Solvency and Bank Statement of

the last 6 months with satisfactory transaction (at least 20,000 Baht per person and 40,000 Baht per family or 60,000 Taka per person and 120,000 Taka per family).

Only original Bank Statement and Bank Solvency Letter are acceptable.

- A copy of air ticket or a booking confirmation or an itinerary

**2.**