

Order of the Immigration Bureau  
no. 104/2563

Subject: Amendment of supporting documents for consideration of  
an alien's application for a temporary stay in the Kingdom

Pursuant to the order no.138/2557 dated July 7, 2014 issued by the Immigration Bureau concerning the supporting documents for consideration of an alien's application for a temporary stay in the Kingdom as amended by the order no.100/2562 dated March 11, 2019 and order no.300/2562 dated September 27, 2019 issued by the Immigration Bureau concerning the amendment of supporting documents for consideration of an alien's application for a temporary stay in the Kingdom;

It is deemed expedient to amend the supporting documents for consideration of an alien's application for a temporary stay in the Kingdom in order to suit the current situation.

By virtue of article 2 of the order no.327/2557 dated June 30, 2014 issued by the Royal Thai Police concerning the criteria and conditions for consideration of an alien's application for a temporary stay in the Kingdom, the article 2.1 and 2.20 of supporting documents for consideration of an alien's application for a temporary stay in the Kingdom attached to the order no.138/2557 dated July 7, 2014 issued by the Immigration Bureau concerning the supporting documents for consideration of an alien's application for a temporary stay in the Kingdom shall be repealed and superseded by the article attached to this order.

This order is effective as of April 30, 2020.

Given on March 30, 2020  
Police Lieutenant General Sompong Chingduang  
Commissioner of the Immigration Bureau

Supporting documents for consideration of an alien's application  
for a temporary stay in the Kingdom,  
Attachment to order no.104/2563 of the Immigration Bureau dated March 30, 2020

Reasons of necessity	List of documents
<p>2.1 In case of business necessity, for example, the applicant must stay to carry out work for a company or partnership: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> <li>1. An application form</li> <li>2. A copy of applicant's passport</li> <li>3. A certificate of alien's employment in the format prescribed by the Immigration Bureau</li> <li>4. A copy of work permit or in case of changing workplace, the receipt of new work permit application and the unexpired previous work permit may be used, except for the case prescribed by the law that work permit is not required.</li> <li>5. A copy of evidence proving company registration, such as a certificate of company or partnership registration certified by the registrar within the previous six months</li> <li>6. A copy of list of shareholders certified by the registrar within the previous six months</li> <li>7. A copy of balance sheet and profit and loss statement for the latest year, together with income tax return for companies or juristic partnerships and its payment receipt</li> <li>8. A copy of the latest monthly withholding income tax return specifying the name of employees and the alien applicant, together with a copy of payment receipt</li> <li>9. A copy of individual income tax return for the latest year and its payment receipt (if any)</li> <li>10. A copy of social security contribution return for the latest month, as filed with the Social Security Office (Form Sor Por Sor.1-10) and a copy of payment receipt</li> <li>11. Documents or evidence proving the necessity of business to hire the alien, for example, in case a job opening was posted for Thai candidates but there were no applicants</li> <li>12. A location map showing the applicant's workplace and photographs of interior and exterior of the workplace during business hours</li> <li>13. Documents or other evidence requested by the committee monitoring the work operations of competent officials of the Immigration Bureau</li> <li>14. For an international trade business (a representation office), a regional office and overseas company (a branch office), documents specified in the criteria 6, 7 and 11 are not required.</li> </ol>

	<p>15. A license for business operations, in case that the said business must have a license as prescribed by the law such as a hotel, factory, sightseeing business, restaurant, junk trade, nursery</p>
<p>2.20 In case of being a family member of alien permitted to temporarily stay in the Kingdom under the criteria 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.10, 2.12, 2.13, 2.14, 2.15, 2.16, 2.17, 2.21, 2.22, 2.26, 2.27, 2.29, 2.32 hereof or section 34 (1) (2) and (7) of the Immigration Act, including a family member of alien granted a non-immigrant visa which contains the “A” letter at the end of visa code (applicable only to father, mother, spouse (male-female), child, adopted child, or spouse’s child), except for the non-immigrant visa code L-A: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> <li>1. An application form</li> <li>2. A copy of applicant’s passport</li> <li>3. A copy of passport of alien who has been permitted to stay in the Kingdom</li> <li>4. A copy of documents proving relationship, such as a marriage certificate, copy of birth certificate, registration of child legitimization, copy of household registration certificate, child adoption registration certificate, or other evidence from a government or relevant agency</li> <li>5. In case a child, adopted child or spouse’s child is over 20 years of age and unable to live alone because of illness or disability and in need of father or mother’s support, a letter of confirmation and request for visa extension issued by a physician from hospital or relevant state medical institute is required.</li> <li>6. In case of being a family member of alien permitted to temporarily stay under the criterion 2.27, a letter of confirmation and request for a temporary stay issued by a government agency of departmental level or equivalent or the head of state enterprise or the head of other relevant state agencies or a police official whose level is equivalent to or higher than divisional level or a military official of command unit under the Ministry of Defense, Royal Thai Armed Forces Headquarters, Royal Thai Army, Royal Thai Navy or Royal Thai Air Force who is a Major General, Rear Admiral, Air Force Marshal or a relevant official with higher rank or issued by an embassy or consulate or international organization is required.</li> <li>7. In case of being a family member of alien permitted to temporarily stay under the criterion 2.32, a letter of confirmation and request for a temporary stay issued by the head of organization who is the employer of alien permitted to temporarily stay under the criterion 2.32 and a letter of confirmation issued by the Sport Authority of Thailand are required.</li> </ol>