



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## THAILAND N/A STANDARD VISA FOR UNITED KINGDOM NATIONALS

- To conduct business, to work, to study teaching course, to work as an English teacher, to take scuba diving or boxing lessons, to work as a sport coach, to do an internship, to work as a film-producer, journalist or reporter for a short period
- Visa form completed online. Print and sign. [View Form](#)
  - First you must create an account to fill out the visa form.
  - You must also pay for the visa online.
  - You must book an appointment at the time of completing the visa form.
  - Regent Visas can complete the visa form on your behalf, and also pay for the visa too.
- Passport:
  - Also supply a photo copy of the photo details page.
  - With more than 6 months validity on.
- Photos: 2 photo booth quality photos taken within the last 6 months.
- 2 photo copy of the original ACPO criminal records certificate.
  - These must be certified by a public notary or solicitor.
- Letter from a company stating the objective of the visit to Thailand
- Document showing correspondence with trading partners in Thailand.
- Letter of invitation from companies qualified to employ foreigners.
- Employment contract indicating rationale for hiring the applicant as well as his/her salary, position and qualifications (document must be signed by authorized managing director and affixed the seal of the company)
- Copy of Work Permit issued by the Ministry of Labour and Social Welfare (only in case the applicant has previously worked in the Kingdom)
- Copy of corporate documents; namely:
  - 9) Value-added tax registration (Por Ngor Dor 20), etc.
  - 8) Alien income tax return (Por Ngor Dor 91) and
  - 7) Balance sheet, statement of Income Tax and BusinessTax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year
  - 6) map indicating the location of the company
  - 5) list of foreign workers stating names, nationalities and positions
  - 4) details of business operation
  - 3) company profile
  - 2) business registration and business license
  - 1) list of shareholders
- Copy of educational records of the applicant and letters of recommendation from the prior employers, identifying job description and length of service time.
- Document indicating the number of foreign tourists (for tourism business only), or document indicating export transactions issued by banks (for export business only)
- Complete Declaration form.
  - You will find one in our downloadable pack.
- Important Visa Information
  - For those foreigners who wish to work in Thailand, their employer in Thailand should submit Form WP3 (Application for applying a work permit on behalf of alien) at the Ministry of Labour and Social Welfare.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

|          |                      |
|----------|----------------------|
| Line 1   | <input type="text"/> |
| Line 2   | <input type="text"/> |
| City     | <input type="text"/> |
| Country  | <input type="text"/> |
| Postcode | <input type="text"/> |

## EMAIL ADDRESS

## ONLY COMPANY

|                    |                      |
|--------------------|----------------------|
| Company name       | <input type="text"/> |
| VAT NO.            | <input type="text"/> |
| Purchase order No. | <input type="text"/> |

## APPLICANT DETAILS:

| No. | Name and Surname     | Nationality          | Passport number      |
|-----|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## VISA DETAILS:

| No. | Visa type                                 | Visa service type                     | Date of travel       | Documents required by |
|-----|---|---------------------------------------|----------------------|-----------------------|
| 1.  | <input type="text" value="Thailand N/A"/> | <input type="text" value="Standard"/> | <input type="text"/> | <input type="text"/>  |

## DISPATCH METHOD

|                               |                                  |
|-------------------------------|----------------------------------|
| In Person                     | <input type="radio"/>            |
| Special Delivery              | <input type="radio"/>            |
| To Be Confirm                 | <input type="radio"/>            |
| Pre-paid RMSD Enclosed        | <input type="radio"/>            |
| Pre 9am Special Delivery      | <input type="radio"/>            |
| Saturday Special Delivery     | <input type="radio"/>            |
| Saturday 9am Special Delivery | <input type="radio"/>            |
| Courier                       | <input checked="" type="radio"/> |

## PAYMENT METHOD

|   |                       |
|---|-----------------------|
| Cash (in person upon collection)            | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal                                      | <input type="radio"/> |
| BACS  | <input type="radio"/> |
| Card  | <input type="radio"/> |

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE