

**ROYAL THAI CONSULATE-GENERAL, CHENNAI**

Applicant's Name : \_\_\_\_\_

Applicant's Passport No : \_\_\_\_\_

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY O (FAMILY MEMBER/DEPENDANT)	Yes	No
<b>1</b>	<b>Travel Documents</b>		
1.1	Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES</b> . Two signed copies of front and last page of passport.		
1.2	One visa application form completely filled in and signed by applicant.		
1.3	Two color photographs of the applicant with the specification 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.		
1.4	Non-refundable visa fees of INR 5,000/- for single entry.		
1.5	A photocopy of confirmed one-way ticket from the airline.		
<b>2</b>	<b>Evidence of spouse's /child's resident in Thailand</b>		
2.1	Original invitation letter from company/organisation (must be typed in the company's letter head and signed by authorised person with a copy of his/her ID card or passport) where the spouse/parent/child is employed.		
2.2	Cover letter from the spouse/parent/child, residing/working in Thailand stating applicant's name, passport details, family relationship, purpose and duration of visit.		
2.3	Spouse's/ parent's/child's copy of work permit or equivalents (in case working with international organisation) certified by holder.		
2.4	Spouse's/ parent's/ child's copy of passport (first and last pages, visa page, and extension of stay permission page) <b>VISA AND WORK PERMIT MUST BE VALID FOR A MINIMUM OF 90 DAYS.</b>		
2.5	Certificate of marriage (Government issued) in English (spouse) attested by MEA.		
2.6	Birth certificate (Government issued) in English (child) attested by MEA.		
2.7	In case spouse is working with company under BOI promotion, original letter from BOI for grant of dependant visa.		
2.8	Thai company's registration papers with a list of shareholders issued no more than 6 months.		
2.9	Thai company's business & income tax papers (Por Ngor Dor 20 and/or Por Ngor Dor 50/30 of latest tax payment year).		
2.10	Thai company's registration papers and list of shareholders (DBD Papers & Por Ngor Dor 20).		
2.11	If the Thai company is newly established and does not have tax papers then require a letter from the Thai company stating the mentioned facts. The letter must be stamped and signed by executive level with attached copy of ID proof or passport.		
<b>3</b>	<b>Finances</b>		
3.1	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of USD 700 per person or USD 1,400 per family.		
3.2	In case the current bank balance is less than 700 USD, a cover letter, typed and signed by a family member who sponsors the trip, and whose name is on the above bank statement along with signed photocopy of passport of the sponsor (in case of submitting the financial proof of the applicant's sponsorship by a family member) and proof of the relationship (government issued) with MEA attestation.		
<b>4</b>	<b>Accommodation</b>		
4.1	Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name and/or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.		
4.2	If staying at the company's accommodation, must provide the company's letter mentioning the address and contact information of the mentioned accommodation.		
<p>* All documents must be in English, unless specified, and arranged in the order given above.            * If required, additional documents and/or an interview may be requested. Visa application fees are non-refundable.            * Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.</p>			
<b>Declaration :</b>			
<input type="checkbox"/> I confirm that I have read the guidance and I am aware that the normal visa process takes 3 working days for submission at centers in Chennai and 4 working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another 2 working days. <input type="checkbox"/> I am aware that the submission of visa application is advised to be made at least seven working days prior to the date of departure.			
Applicant's Signature : _____			
Submitted by Name : _____		Signature : _____	
Relation with applicant : _____			
<b>For Official Use Only</b>			
Submission Officer's Name : _____		Audit Officer's Name : _____	