



Royal Thai Consulate - General Dubai

No.	Documents require for Non-Immigration Visa - Business meeting or Work	Yes
1	One (1) <b>typed</b> and signed application form with complete and accurate details. *Handwritten application form will not be accepted.	
2	Two (2) photograph of passport size with <b>WHITE BACKGROUND</b> , taken within the past six months.	
3	Original passport and Photocopy of passport *Minimum of <b>6(six) months validity</b> from the date you start from your journey, with a blank visa page to affix the visa sticker. *Pages showing the applicant's photograph, details, date of issue and expiry.	
4	Photocopy of UAE Residence Visa *Every applicants must have U.A.E. valid residence visa, a minimum of <b>6(six) months validity</b> . *GCC citizens submit a copy of their valid Emirates ID.	
5	<b>Original Guarantee or No objection letter</b> *Sponsor by company - The company letter issue on a proper Company's letterhead in original, duly stamped and with the name of the signatory (Only english version) *The sponsor name as mentioned on the UAE Residence visa must match with letter. *Investor/Owner/Partner of the company must provide the letter and a valid copy of trade license. *Handwritten letters, Electronic letters AND Scanned letters will not be accepted.	
6	<b>Itinerary ticket</b> - Copy of confirmed roundtrip airline reservation *The ticket from the airline must show an outbound trip from Dubai. *Ticket Airline PNR number must be accessible on the airline system. *Agency booking or E-mail bookings with no PNR number will not be accepted.	
7	<b>Copy of confirmed hotel reservation</b> * The hotel reservation must start from the date of arrival into Thailand and covering at least half of the trip with a complete information.  * The name of the person (including family members with children or accompanying person names) applying for visa must appear on the hotel reservation. In case where the accommodation is booked under a different name, A letter by typed and signed from the person whose name appears on the booking must be provided along with a copy of his/her passport. * E-mail correspondence without hotel confirmation will not be accepted. ** In case - staying with friends or relative or family members who have accomodation in Thailand,** <b>Additional documents:-</b> - Invitation letter from the owner of the accommodation mentioning a full address of accommodation with contract number and time period to stay in Thailand. <b>- If the person you're staying with is a Thai Nationality, the following documents are required</b> * Copy of Thai identity card * Copy of passport * Copy of Thai house registration <b>- If the Person you're staying with is a Foreigner living in Thailand, the following documents are required</b> * Copy of passport * Copy of Thai work permit * Copy of accomodation ownership documents or valid of a rental agreement	
8	Letter of approval from the Ministry of Labour, <b>WP3</b> issued by the office of Foreign wokers Administration. Applicants travelling for <b>(business meeting or conference are not required to submit this document)</b>	
9	<b>Invitation Letter</b> - Letter from a company stating the purpose of visit to Thailand * Invitation Letter from Thai company, Organization in Thailand address to the consulate and state the purpose of employment and the need to apply for Non- Immigrant visa and signature from person who have authority to sign on letter and Thai ID Card or Copy passport and work permit in Thailand.	
10	A full CV of applicant (s) <b>(business meeting or conference are not required to submit this document)</b>	
11	<b>Employment contract</b> * Indicating rationale for employing 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) Applicants travelling for <b>(business meeting or conference are not required to submit this document)</b>	
12	<b>Copy of corporate documents; namely</b> 1) Company Affidavit of Thai Company - require a validity of the documents not less than 6 months from the date issue 2) Trade license Obtained from Department of Business Development, Ministry of Commerce	
13	Value-added tax registration <b>(Por Por 20)</b> - acquired from The Revenue Development	
14	If the applicant's <b>spouse/child</b> will be accompanying him or her, the following documents are required * A copy of the Marriage certificate and Birth certificate in English version and attested by Ministry of Foreign Affair, Dubai) *Original stamped Bank Statement balance of the personal account for previous consecutive 2 months not less than <b>AED45,000/Bath400,000</b> - or an income certificate with a monthly salary not less than AED4,500/Bath45,000	(Only
15	Visa Fee: 280 AED Single Entry	
16	Validity of a Visa: 3 months (single entry)	

**Additional Information:**

-Once the applicant arrives Thailand the company have to apply for a work permit at the office of Foreign Worker Administration, Department of Employment, Ministry of Labor **(Not apply for applicant travelling for business meeting and conference in Thailand)**

**\* Important**

All copies aboved must be attested as "**CERTIFIED TRUE COPY**" and signed in and sealed by the signatory