

## Required documents for Smart visa extension

	SUPPORTING DOCUMENTS SUBMITTED	Applying Type of Smart Visa				
		T	I	E	S (2Y)	O
1.	Completed application form for smart visa extension	○	○	○	○	○
2.	Copy of valid passport (first page and all pages with Thai visa stamps)	○	○	○	○	○
<b>EVIDENCE OF EMPLOYMENT AND CORPORATE</b>						
3.	Evidence of employment contract or service contract with entity in Thailand (and a letter signed by an authorized person) which include details of employment e.g., position, length of employment (the remaining period of employment contract must be at least 1 year), income or evidence of working for a government agency	○		○		△
4.	Shareholders list in Thailand (not more than 3 months old) or/and transfer slip		○		○	
5.	Certificate of incorporation which includes a company's objectives (not more than 3 months old)	△	△	△	○	△
6.	Company profile or annual report	○		○	○	
7.	Evidence of payment of annual income tax (e.g., PND 1 of every month and PND 1 kor of every year since receiving visa)	○		○		
8.	Latest audited corporate's annual financial statement or financial report	○			○	○
9.	Foreign Business License or Foreign Business Certificate *In case of a foreign majority company in restricted business activities under the Foreign Business Act				△	
<b>ADDITIONAL INFORMATION</b>						
10.	Financial evidence showing a deposit of no less than 600,000 Baht or equivalent in a bank account which has been held for at least 3 months. *In the case of a smart S visa holder being accompanied by spouses and children, an additional amount of fixed saving of at least 180,000 Baht per person or equivalence is required.				○	△
11.	Health insurance policy covering entire course of stay in Thailand, with coverage for hospitalization treatment of no less than 500,000 Baht. (For Smart "S" applicants and Smart "O" accompanying Smart "S" only)				○	△
12.	The latest version of applicant's CV	○				
13.	Latest PND 50 (Corporate Income Tax) with the receipt from the Revenue Dept.	○			△	
14.	The most up-to-date pitch deck				○	
15.	Business progress report (Please see Items to be in business progress report on the last page of extension application)				○	
16.	Evidence of family relationship (i.e., marriage certificate, birth certificate)					○
	Note: A letter of verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record, certificate of incorporation, memorandum of association in Thailand, may be requested on a case-by-case basis.	△	△	△	△	△

○ Mandatory      △ If applicable

- ☐ I confirm that I have read the guidance and there are no other documents to submit. For document are not in English, I have provided a certified translation.
- ☐ I hereby authorize One Stop Service Center for Visa and Work Permit and related governmental institutions to share this information provided among the agencies involved in this qualification endorsement process.
- ☐ I understand that a decision may be made on my application based on these documents only.
- ☐ I understand that I may be contacted or requested for additional documents or information from government offices or its representative.

\* All processes may take approximately 30 working days to process providing that you are able to provide all complete documents at the start, so please allow considerable time to begin the process before your immigration stamp expires.

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Registered Number: \_\_\_\_\_ Received Date: \_\_\_\_\_ Due date: \_\_\_\_\_

Submission Officer's Name \_\_\_\_\_ Signature \_\_\_\_\_

### **Items to be in business progress report (for Smart “S” only)**

Information can be provided in any forms, e.g., A4 report, PowerPoint presentation, video.

- 1. Product development progress** - (e.g., prototype designing or development of your product or service, demo, minimal viable product, mockup product)
- 2. Customer testimonial**
- 3. Company structural progress** - Provide evidence of your company's legal procedures (e.g., Certificate of incorporation, required licenses, permits)
- 4. Technical development progress** - (e.g., platform)
- 5. Agencies you developed a partnership with** - Provide evidence showing a partnership between your business and agency.
- 6. Human resources development progress** - Describe courses or training you provided, new employees hired, or any activities related.
- 7. Updated business timeline** - Including what milestones you have achieved, your present activity, and your future business plan.
- 8. Updated financial plan** (if any)
- 9. Updated marketing plan** (if any)
- 10. Difficulties** – Please describe problems encountered in doing business.