

**THAI VISA APPLICATION**  
Consular Section | Royal Thai Embassy, Dhaka

---

**NON-IMMIGRANT VISA-“B”**  
(Business dealing, Work)  
Single Entry | Multiple Entry (1 Year)

This Type of visa will issue to the applicant who wishes to enter the Kingdom of Thailand with the following purposes:

1. To negotiate or conduct business or join training or seminar organized by a private company (*Single Entry or Multiple Entry*);
  2. To work (*Single Entry only*).
- 

**CHECKLIST**  
(For Single Entry)

**BASIC REQUIREMENTS**

- An application form completely filled out and signed by the applicant (**signature must match with the signature in the current passport**);
- A valid passport for travelling to Thailand with sufficient remaining validity (not less than 6 months);
- A photocopy of the last Thai visa page (if any);
- 1 colour passport-sized photos (3.5 x 4.5cm), taken against a white background and within the past 6 months;
- Visa request letter from the applicant *or* concerned authority;
- Original letter from applicant's company, stating the purpose to visit Thailand;
- Evidence of adequate finance e.g. current bank solvency and bank statement of the last 6 months with satisfactory transaction (*at least 20,000 Baht per person and 40,000 Baht per family or 60,000 Taka per person and 120,000 Taka per family*). Only original bank statement and bank solvency letter are acceptable. In case the applicant is sponsored by his/her company, the company's trade license, the company's bank statement and bank solvency letter must be submitted;
- Original trade license in Bengali and a photocopy of notarized English translation;
- A copy of air ticket or a booking confirmation or an itinerary;

## ADDITIONAL REQUIREMENTS

- Invitation letter from a company in Thailand indicating the purpose of visit;
- A copy of the company registration certificate (Form Por.Kor.0401)
- A copy of the business registration certificate issued by the Department of Business Development (DBD)
- A copy of the certificate of VAT registration *or* a copy of Income Tax Return for Companies or Juristic Partnerships (Form Por.Ngor.Dor.50)
- Where the petitioner claims to be an advisor to the company. A copy of the company's personal appointment letter must be submitted.
- **Only for those intending to become a business operator in Thailand:** Evidence showing financial status or project that will come into operation in Thailand;
- **Only for those who will work in Thailand:** Letter of Approval (Form WP3) *or* copy of Work Permit issued by the Ministry of Labour
  - Employment contract indicating rationale for employing, salary, position and qualifications (document must be signed by an authorized managing director and affixed the seal of the company);
  - A certified copy of educational records of the applicant;
  - **For Teacher in private educational institutions;** Letter of acceptance from educational institutions, Proof of educational background, Certificate of no criminal record

### NOTE:

Documents in languages other than English (*including Bangla*) must be translated into English and shall be certified by a credible translator and a notary public.

**\*\*\* Consular officers reserve the rights to request more additional documents as deemed necessary \*\*\***

## **CHECKLIST** **(For Multiple Entry 1 year *or* 3 years)**

Application for one-year Non-Immigrant Visa “B” is required prior approval from the Royal Thai Embassy before submission of visa fee.

For multiple entry 1 year visa, the applicant must have traveled to Thailand with Non Immigrant “B” single entry at least once before.

For multiple entry 3 year visa, the applicant must have traveled to Thailand with Non Immigrant “B” single entry at least 3 times before.

### **BASIC REQUIREMENTS**

- An application form completely filled out and signed by the applicant (**signature must match with the signature in the current passport**);
- A valid passport for travelling to Thailand with sufficient remaining validity (not less than 6 months);
- A photocopy of the last Thai visa page (if any);
- 1 colour passport-sized photos (3.5 x 4.5cm), taken against a white background and within the past 6 months;
- Visa request letter from the applicant *or* concerned authority;
- Original letter from applicant’s company, stating the purpose to visit Thailand;
- Evidence of adequate finance e.g. current bank solvency and bank statement of the last 6 months with satisfactory transaction (*at least 20,000 Baht per person and 40,000 Baht per family or 60,000 Taka per person and 120,000 Taka per family*). Only original bank statement and bank solvency letter are acceptable. In case the applicant is sponsored by his/her company, the company’s trade license, the company’s bank statement and bank solvency letter must be submitted;
- Original trade license in Bengali and a photocopy of notarized English translation;
- A copy of air ticket or a booking confirmation or an itinerary;

### **ADDITIONAL REQUIREMENTS**

- Only for those intending to become a business operator in Thailand:** Evidence showing financial status or project that will come into operation in Thailand;
- Invitation letter from a company in Thailand indicating the purpose of visit;
- A copy of the company registration certificate (Form Por.Kor.0401)
- A copy of the business registration certificate issued by the Department of Business Development (DBD)
- A copy of the certificate of VAT registration *or* a copy of Income Tax Return for Companies or Juristic Partnerships (Form Por.Ngor.Dor.50)
- Copy of the latest financial statements, e.g. balance sheets, profit & loss statement (**mandatory**)
- Where the petitioner claims to be an advisor to the company. A copy of the company’s personal appointment letter must be submitted.

**NOTE:**

1. All genuine businessmen, who travel to Thailand for buying Thai products or doing business with small and medium-sized Thai businesses, are allowed to apply for Non Immigrant “B” category without corporate documents of the companies in Thailand providing that they submit a letter explaining their business nature and evidence of past business transactions with small and medium- sized Thai businesses;
2. Documents in languages other than English (*including Bangla*) must be translated into English and shall be certified by a credible translator and a notary public.

**\*\*\* Consular officers reserve the rights to request more additional documents as deemed necessary \*\*\***