



การนิคมอุตสาหกรรมแห่งประเทศไทย (กนอ.)
Industrial Estate Authority of Thailand



HANDBOOK

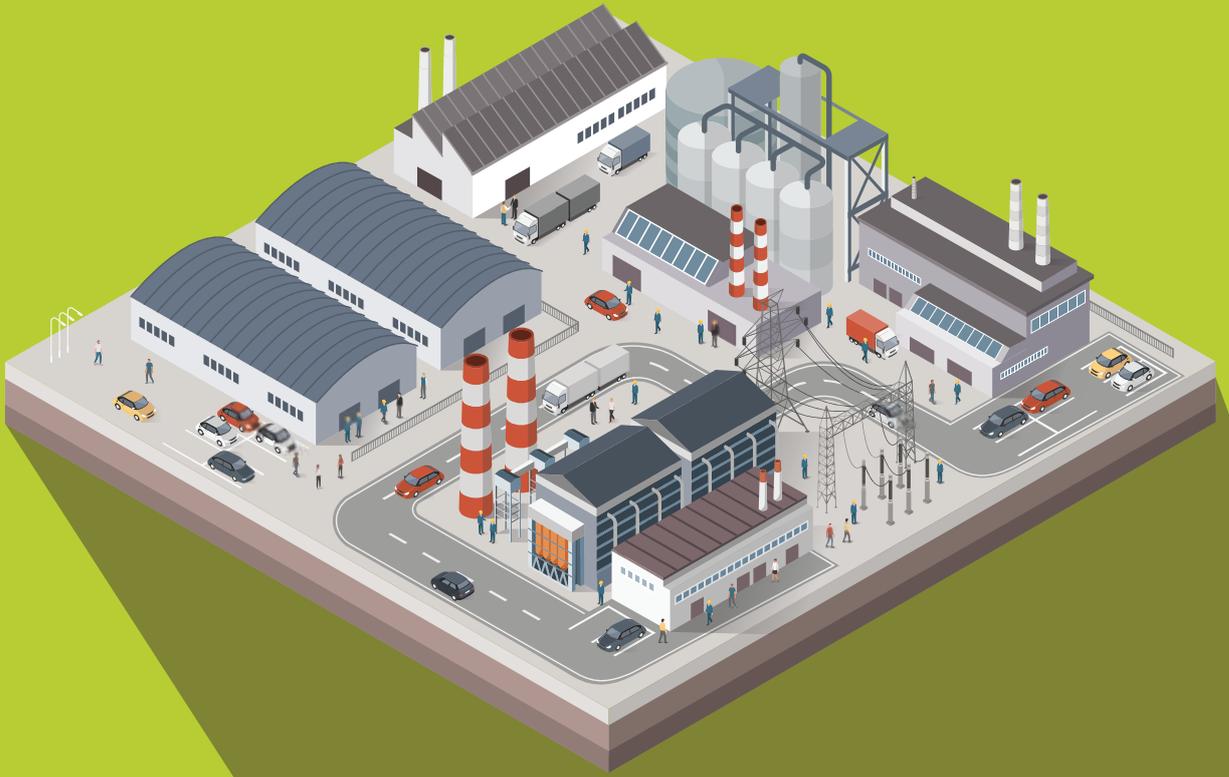
Business Operator's Handbook for
Applying for Business Operations and
Privileges in Thailand's Industrial Estates

May 2018



Application Procedures for Business Operations and Application for Privileges in Thailand's Industrial Estates





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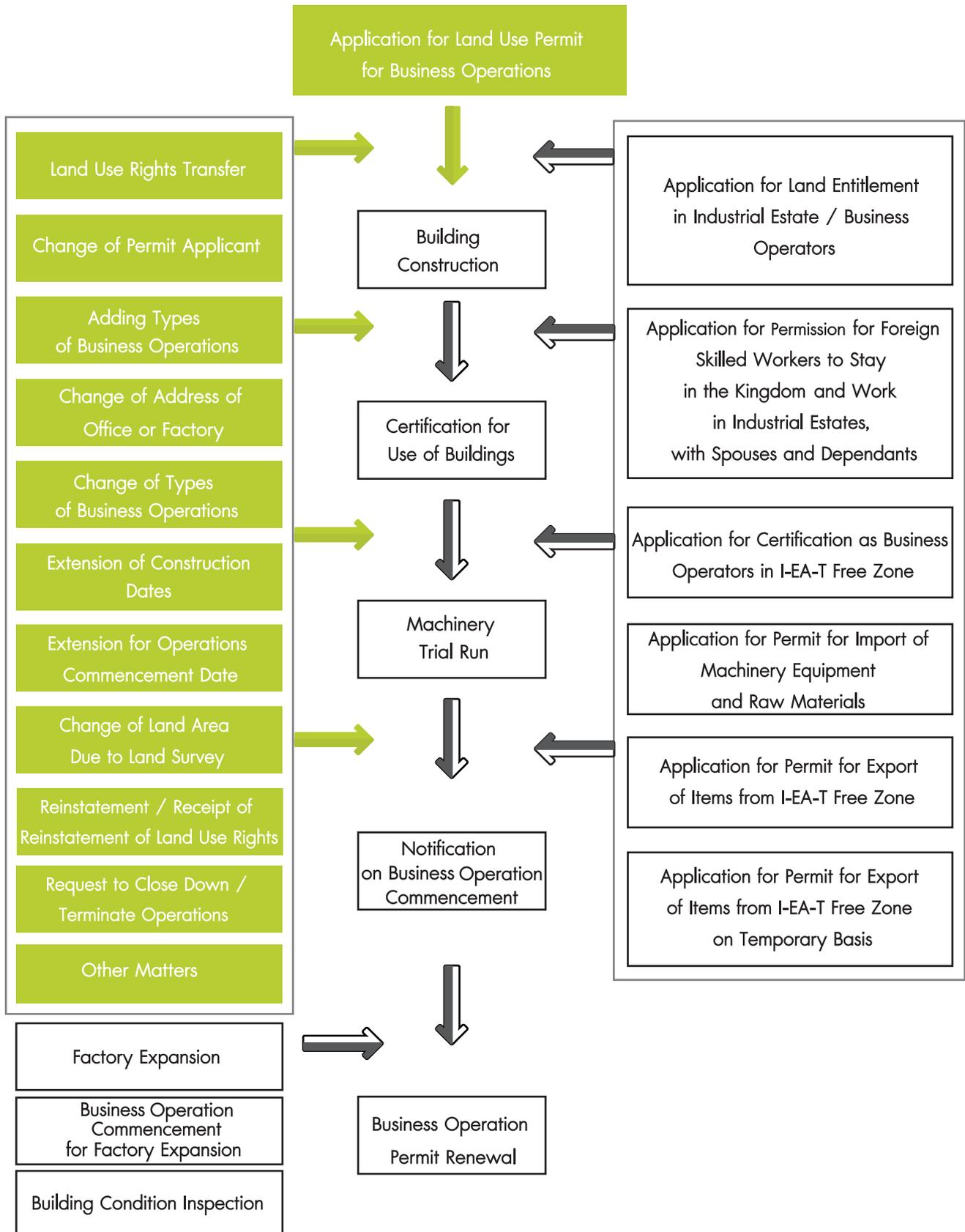


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Chapter 1



Application for Land Use Permit for Business Operations



Application for Land Use Permit for Business Operations (I-EA-T.01/1)

Application Approval Process by I-EA-T

Land Use for Business Operations Approval (I-EA-T.01/2)

Application for General Purposes (I-EA-T.01/3)

Land Use Rights Transfer

Change of Permit Applicant

Adding Types
of Business Operations

Change of Address of
Office or Factory

Change of Types
of Business Operations

Extension of
Construction Date

Extension for Operations
Commencement Date

Change of Land Area
Due to Land Survey

Reinstatement / Receipt of
Reinstatement of
Land Use Rights

Request to Close Down /
Terminate Operations

Other Matters

1.1 Application for Land Use Permit for Business Operations

Application for Land Use Permit for Business Operations (I-EA-T. 01/1)

Every business operator wishing to run a business in the industrial estates must follow the following procedures:

Business Operators

1. Submit the Land Use Permit for Business Operations form (I-EA-T.01/1) through the e-Permission & Privilege system (<http://e-pp.ieat.go.th>) together with scanned supporting documents containing the signatures of authorized company directors or their proxies where appropriate.
2. If you are unable to submit the application form via e-Permission & Privilege system, download the application form from www.ieat.go.th Then, complete the form and submit it in person at the TSC (Total Solutions Center) at the I-EA-T Headquarters, or the One Stop Service Center, at the Office of Industrial Estate where the business is located.

I-EA-T Officials

1. After the I-EA-T approval has been granted and notified to the business operator, the business operator will be required to pay the applicable permit fees or service fees for system use and data entry (depending on each case). A Land Use Permit for Business Operations (I-EA-T.01/2) will be issued accordingly.
2. If the Industrial Estate is the one in which the I-EA-T manages the public utility system, business operators must make an appointment to write a contract for land use/ land rent on the same day on which they come to receive the land use and Business Operations Permit (I-EA-T. 01/2) and pay land rental fee In the case whereby the I-EA-T manages the industrial estate and the concerned public utilities, an appointment date/time must be made to sign the land use/leasing contract on the same day as the date of receiving the Land Use Permit for Business Operations (I-EA-T.01/2) document, together with the payments for the land rent, contract guarantee (in the case of renting I-EA-T land), maintenance and facility fees, and permit service fees, etc.

Relevant Laws & Regulations

- Industrial Estate Authority of Thailand Act B.E. 2522 (1979) and its amendment.
- Factory Act B.E. 2535 (1992).
- The Environmental Impact Assessment (EIA) of the Industrial Estate where the business wishes to operate, in compliance with Promotion and Conservation of National Environmental Quality Act, B.E. 2535 (1992) and Promotion and Conservation of National Environmental Quality Act (2), B.E. 2561 (2018)
- The policies and notifications of the Ministry of Industry.
- Ministerial regulations on city planning of the province where the business wishes to operate.
- Regulations of the Board of Directors of I-EA-T on rules, methods, and conditions in operating business in the Industrial Estate B.E. 2551 (2008) and its amendment.
- Other relevant laws such as food and drug laws, hazardous material laws, and energy business act, etc.

Necessary Documents for Applying for the Land Use Permit for Business Operations (I-EA-T.01/1)

Required Documents	Note
National identification card	(For personal applicants) a national identification card must be produced.
Juristic person registration certificate	(For a juristic applicant) the Juristic person registration certificate must be produced (valid not more than 6 months from the date of issuance), detailing the objectives of the businesses and is in line with the business operations. The certificate must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
List of shareholders (Bor Or Chor 5)	(Valid not more than 6 months from the date of issuance) affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Authorization letter with a copy of the authorizer's and proxy's national identification card, or passport	<ol style="list-style-type: none"> 1. Applicable in the event whereby a director with signing authority cannot be present in person. 2. Affixed with the appropriate duty stamps in accordance to the Revenue Code. 3. Affixed with the company's seal (as shown in the juristic person registration certificate). 4. Authorizing clauses match the objective of the submission of the application. 5. If the authorization letter involves sub-authorization, the related authorization letters along with other required documents must also be produced. 6. All copies must be certified.
Documents related to production process	<ol style="list-style-type: none"> 1. Sources, types, volume and characteristics of each raw material must be identified. 2. A process flowchart must explain procedures in details and pollution sources, the amount of pollution and mass balance. 3. Types, volume, product characteristics and destinations or countries to which products are delivered. 4. In case where raw material (waste) from overseas is used, a contract or documents must be attached to certify that waste incurred in the final step can be shipped back to the country of origin to prevent garbage or waste from getting into Thailand. 5. If chemicals are used in the production process, please attach MSDS (Material Safety Data Sheet). 6. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Pollution control measures for business operations	<ol style="list-style-type: none"> 1. Measures and methods in managing pollution from business operations (water / air / industrial waste and soil contamination) which shows standard waste treatment and disposal including a waste treatment plan, waste system calculation and a copy of license for Professional Practice. 2. Control measures to prevent danger and environmental problems associated with factories (Prevention of public annoyance and disturbance). 3. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Master Plan, indicating the specific plot of land to be used	The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
A copy of land title deeds or a copy of documents showing the right to use the land such as a land sale and purchase agreement, land rent contract, etc	The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Environmental Impact Assessment Report EIA/EHIA/IEE (if required)	Business operations which are required by law to submit EIA* or EHIA**, or the Initial Environmental Examination Report (IEE), in accordance with the regulations of the Industrial Estate in which the factory is located, or in accordance with the I-EA-T Thailand policies.

Required Documents	Note
A record of opinions from the Department of Industrial Work in the case where the factory falls into the categories of factory types 101, 105, 106	In the case of land use permit to operate factories in the categories or types 101, 105, 106 in accordance with the Factory Act B.E 2535 (1992).
A confirmation letter to possess the rights, duties and legal responsibilities including environmental regulations	(In the case of business operation transfers in accordance with EIA/EHIA/IEE reports) The letter must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Certification ensuring ability to cater for public utilities	(In the case public utilities are used exceeding the limits indicated in the EIA report of the industrial estate) The Industrial Estate developer certifies the document with an authorized signature. The document is affixed with the company's seal as shown in the certificate or a signature of an authorized proxy in accordance with an authorization letter.

**Notification of Ministry of Natural Resources and Environment on Identifying Type and Size of Project or Activity requires business operators to submit environmental impact assessment report; and criteria, procedure, regulation and guideline to prepare Environmental Impact Assessment Report B.E. 2555 (2012).*

***Notification of Ministry of Natural Resources and Environment on Identifying Type and Size of Project or Activity requires business operators that for any activity that may cause severe impact to community in terms of environmental quality, natural resource and public health, and to properties of government agencies, state enterprises and the private sector must conduct the environmental impact assessment report B.E. 2553 (2010) and its amendment.*

Guidelines on Filling Application for Land Use Permit for Business Operations (I-EA-T.01/1)

1. Submit the application form through e-Permission & Privilege system via <http://e-pp.ieat.go.th> or download the application form via www.ieat.go.th and submit it in person.
2. Complete all the details requested on the form.
 - 2.1 Indicate public utilities needed for operation. If operators have a higher demand of public utilities than those specified in the Environment Impact Assessment (EIA) of the industrial estate where the operation will be located, a letter from a utility manager or a co-operator of the industrial estate is needed to assure that the demand for public utilities can be met.
 - 2.2 Indicate sources of environmental pollution that may occur from the manufacturing process, for example:
 - For manufacturing processes involving the use of water and chemicals that can cause water pollution, operators need to install an effective preliminary wastewater treatment system that meets the standards set by the law. The wastewater must be treated prior to being released into the industrial estate's central wastewater treatment system.
 - For manufacturing processes that cause air pollution, such as odor, dust and volatile organic compounds, operators need to indicate types of air pollution and estimate air pollution release. An effective air pollution treatment system that meets the standards set by the law must be installed.
3. The information rechecked by I-EA-T with other organizations will appear on the permits issued via the e-Permission & Privilege system.

Preliminary Screening Criteria

Laws on Environment Impact Assessment (EIA) of Industrial Estate:

1. To ensure that the business operations do not fall into categories forbidden for operation in the industrial estates by the law and comply with the EIA report.
2. To ensure that the business operation's public utility and facility demands are under the criteria set by the EIA report.
3. To examine whether or not an Environment Impact Assessment (EIA) report/ Initial Environmental Examination (IEE) is needed prior to the commencement of business operations. Special regulations will be attached to the land use permits for business operations that might cause severe impacts on the environment and natural resources, and on the health of communities. Approvals from involved organizations are needed prior to construction or business operations, to be in compliance with the law.

City Planning Laws:

To examine whether or not the business operations are against the city planning laws of relevant provinces.

Ministry of Commerce's Laws:

1. Details of objectives of business operations as an addendum to the juristic person business registration certificate must include types of businesses for which permission is being sought.
2. For foreign individuals or juristic person operations, permission must be in line with the Foreign Business Act B.E. 2542 (1999) and not among the forbidden classifications specified by the Act.

Other Regulations on Business Operations:

1. Business operations must not affect existing operation and surrounding areas. The distance between manufacturing plants and state organizations, schools, temples, hospitals, or other important places. Business Operation must be in compliance with the ministerial regulations of the Factory Act, B.E. 2535 (1992).
2. Business Operations must be compatible with the space for which permission is requested, for example:
 - Automotive industry must occupy an area of no less than 1 rai.
 - Warehouse industry must occupy an area of no less than 3 rais.
 - Specific types of businesses operations that will be actually operated, need to be identified.
 - For trading businesses, types of trading goods must be clearly identified.
 - In an event that your area is below the minimum required by I-EA-T, you must specify how you will use your space namely storage space, operating space, as well as the time cycle of raw materials and products so as to prevent any encroachment on industrial estates' common area.

Applicable Fee for Land Usage

Expenses	Permit Fee *(baht)	e-PP** System	
		Service Fee for using the e-PP System (applicable to business operators entering the data/ information themselves)	Service Fee for using the e-PP System (applicable to business operators who submit a hard copy of the document, and the data/ information in entered by I-EA-T staff)
Application for Land Use for Business Operations (I-EA-T.01/1)	10,000	200	200

Note: Service fees are exclusive of value added tax.

**Notification I-EA-T 10/2549 dated February 15, B.E.2549 (2006) Re: Determining rates of service fee for various permits for business operations in the industrial estates.*

***Notification I-EA-T 94/2559 dated July 25, B.E.2559 (2016) Re: Determining rates of service fee for e-permission for business operations in the industrial estates.*

Processing Time

1. The processing time is 1 day after the date of receipt of a completed application.
2. If additional documents are required, or factories are ordered to undergo renovations within a specified period of time, and the applicants do not act accordingly within the specified period of time, the I-EA-T will return the documents or cancel the applications.



Note

1. During November and December, the period for consideration of industrial operation permit renewals, the processing time is no longer than 30 days following the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
2. Where permits are sought for Map Ta Phut Industrial Estate Complex and nearby industrial estates, including Map Ta Phut Industrial Estate, Hemaraj Eastern Seaboard Industrial Estate, Asia Industrial Estate, R.I.I Industrial Estate and Padaeng Industrial Estate, the processing time is no longer than 30 days from the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
3. Where applications exceed the capabilities of processing staff, such staff must inform applicants of the reason for the delay and clearly state the processing time. However, in all cases the processing time must not be no later than 30 days from the date of receipt of a complete application, according to No. 11 of Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.

1.2 Application for Other Requests

Application For General Purposes (I-EA-T.01/3)

Business operators can submit the Application For General Purposes (I-EA-T.01/3) (after receiving I-EA-T.01/2 or I-EA-T.03/6 permits), for the following objectives:

1. To add types of business operations.
2. To change types of business operations.
3. To amend a permit document (due to the business operator's requirements), such as:
 - 3.1 To change the name of the permit holder.
 - 3.2 To change the address of the office or address of the work place.
 - 3.3 To adjust the amount of land (due to land survey for title deed issuance).
4. To transfer the land use rights.
5. To seek to reinstate rights and to receive reinstatement of land use rights.
6. To seek permission for extension of the commencement of factory construction.
7. To seek permission for the extension for operations commencement date.
8. To seek permission to Close down / Terminate operations.
9. Other matters.

Business Operators

1. Submit the Application For General Purpose (I-EA-T.01/3) through e-Permission & Privilege system (<http://e-pp.ieat.go.th>). Scan documents with the signatures of directors with signing authority or their proxies as required. Then, download these documents into the platform as e-files and submit them together with the application form.
2. If you are unable to submit the application form via e-Permission & Privilege system, download the application form from www.ieat.go.th Then, complete the form and submit it in person at the TSC (Total Solutions Center) at the I-EA-T Headquarters, or the One Stop Service Center, at the Office of Industrial Estate where the business is located.

I-EA-T Officials

1. I-EA-T will consider the application and gives its approval/permission, and notify the results accordingly. Business operators must pay the service fee for the permit, the e-PP system service fee, the data entry service fee (depending on each case), and receive the Land Use Permit for Business Operations (I-EA-T. 01/2), or the Permit to Operate Business in the industrial estate in the case of termextension (I-EA-T. 03/6). The new permit will replace the original permit which will be revoked and later returned to the I-EA-T.
2. For any change affecting the land use contract/land rent contract in the industrial estate in which the I-EA-T manages public utilities, business operators must make an appointment to draw up a memorandum of agreement to be attached as a land use contract addendum/land rent memorandum of agreement as a contract addendum on the same day the operator comes to receive the permit and pay the service fee for the permit and other service fees as notified by the I-EA-T.
3. In case of adding and changing types of business operation, the I-EA-T will examine the businesses and details of business operations in the same way of giving permission to use land.

Preparing Application For General Purposes I-EA-T.01/3:

Required Documents	Explanation	Add Types of Business Operations	Change of Types of Business Operations	Change of Permit Applicant
National identification card	(For personal applicants) a national identification card must be produced.	/	/	/
Juristic person registration certificate	(For a juristic applicant) the Juristic person registration certificate must be produced (valid not more than 6 months from the date of issuance), detailing the objectives of the businesses and is in line with the business operations. The certificate must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.	/	/	/
List of shareholders (Bor Or Chor 5)	(Valid not more than 6 months from the date of issuance) affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.	/	/	/
Authorization letter with a copy of the authorizer's and proxy's national identification card, or passport	1. Applicable in the event whereby a director with signing authority cannot be present in person. 2. Affixed with the appropriate duty stamps in accordance to the Revenue Code. 3. Affixed with the company's seal (as shown in the juristic person registration certificate). 4. Authorizing clauses match the objective of the submission of the application. 5. If the authorization letter involves sub-authorization, the related authorization letters along with other required documents must also be produced. 6. All copies must be certified.	/	/	/
Documents related to production process (only when adding and changing business types)	1. Sources, types, volume and characteristics of each raw material must be identified.. 2. A process flowchart must explain procedures in details and pollution sources, the amount of pollution and mass balance. 3. Types, volume, product characteristics and destination or countries to which products are delivered. 4. In case raw material (waste) from overseas is used, attach a contract or documents to certify that waste incurred in the final step can be shipped back to the country of origin to prevent garbage or waste from getting into Thailand. 5. If chemicals are used in the production process, please attach MSDS. 6. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.	/	/	
Pollution control measures (only when adding and changing business types)	1. Measures and methods in managing pollution from business operations (water/air/ industrial waste and soil contamination) which shows standard waste treatment and disposal including a waste treatment plan, waste system calculation and a copy of license for Professional Practice. 2. Control measures to prevent danger and environmental problems associated with factories (How to prevent public annoyance and disturbance). 3. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.	/	/	
Environmental Impact Assessment Report EIA/EHIA/IEE (if required) (only when adding and changing business types)	Business operations which are required by law to submit EIA ¹ or EHIA ² or the Initial Environmental Examination Report (IEE) in accordance with the Industrial Estate where the factory is located or in accordance with the Industrial Estate Authority of Thailand policies.	/	/	
Records of opinions from Department Industrial Works (for factory types 101, 105 106) (only when adding and changing business types)	In the case of land use permit to operate factories in the types 101, 105, 106 in accordance with the Factory Act B.E 2535 (1992).	/	/	
Letter of confirmation of ability to cater for utilities (only when adding and changing business types)	(In the case where public utilities are used exceeding the limits indicated in the EIA report of the industrial estate) The Industrial Estate developer certifies the document with an authorized signature. The document is affixed with the company's seal as shown in the certificate or a signature of an authorized proxy in accordance with an authorization letter.	/	/	
Master plan	The documents must be certified and affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.			
Copies of land sale and purchase contract, rent contract	The documents must be certified as true copies and affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.			
Clarification letter	1. Explain connection and synergies of joint business operations. 2. Explain business relations (stake holding). 3. Explain necessity in transfer of rights to use land.			
Building plan	Boundaries with correct ratio must be identified. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.	/	/	
Land title deed copies	The copies must be certified as true copies by an authorized person as and is affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.			
Copy of housing registration of the factory	The copy must be certified by an authorized person as and is affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.			
Clarification letter and operation plan	The documents must be certified by an authorized person as and is affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.			

¹Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operators to submit environmental impact assessment report; and criteria, procedure, regulation and guideline to prepare Environmental Impact Assessment Report B.E. 2555 (2012).

²Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operators that for any activity that may cause severe impact to community in terms of environmental quality, natural resource and public health, and to properties of government agencies, state enterprises and the private sector must conduct the environmental impact assessment report B.E. 2553 (2010) and its amendment.

Note: *Transfer of rights to use land: Receivers of transferred rights to use land is the applicant who must submit I-EA-T 01/1 form.

Change of Address of Office or Factory	Change of Land Area Due to Land Survey	Land Use Rights Transfer*	Reinstatement/Receipt of Reinstatement of Land Use Rights**	Extension of Construction Dates	Extension for Operations Commencement Date	Close Down / Terminate Operations	Other Matters ***	Note
/	/	/	/	/	/	/	/	
/	/	/	/	/	/	/	/	
/	/	/	/	/	/	/	/	
/	/	/	/	/	/	/	/	
							/	Other cases such as application to alter conditions in addendum of permit in the case of alteration in EIA, EHIA, IEE report and approval from concerned agencies needed.
	/	/	/				/	Other cases, such as seeking to change the land reference number
		/						
		/						
		/	/					
	/							
/								
				/	/	/		

**Reinstatement-Receipt of Reinstatement of Land Use Rights needs submission of IEA-T 01/3 form.

***For other cases, related documents must be submitted.

Guidelines on Filling Application for General Purposes (I-EA-T.01/3)

1. Submit the application form through e-Permission & Privilege system via <http://e-pp.ieat.go.th> or download the application form at www.ieat.go.th complete the form and submit it in person.
2. Fill in the details in the form.
3. If changing type of business, please refer to guidelines on application for Land Use Permits for Business Operations in Industrial Estates.
4. Any information that has been recorded in the system will be automatically retrieved.
5. Any information that has been cross-checked with other organizations will appear on the application form via the e-Permission & Privileges system.

Preliminary Screening Criteria

Objectives of Applicants	Note
Adding or change of types of operations	<ul style="list-style-type: none"> - The screening process will be the same as that of the I-EA-T. 01/1 form. - In light of adding additional types of operations which requires the installation of machinery, which is classified as a factory expansion, operators must submit the I-EA-T. 03/3 form.
Land use rights transfer	<ul style="list-style-type: none"> - In case of the I-EA-T managing public utilities, operators' unpaid debts will be examined. - For partial land use right transfer, the size of the land area must be appropriate, separated from business operations, a clearly defined entrance and exit, and a mutual agreement for the land use. The land area must also not be land locked. - Transfer by land sub-lease is not permitted. - In the case of land lease right transfer, foreign corporate business operators are entitled to transfer the partial lease rights not exceeding three years at a time, under the condition that the lessor is still operating. However, if the lessor has already ceased business operations, the lease period must not exceed 3 years, and must comply with Section 44 of the Industrial Estate Authority of Thailand Act. - Partial Building Lease Right Transfer, The operation area must not be less than 400 square meters. For gems and jewelry businesses or supporting businesses, the size of the leasing area, must not be less than 100 sq.m. - Operators must follow guidelines and regulations which enforce foreign business operators who are given permits to hold land ownership in industrial estate to transfer land use rights by renting out factories or giving consent to use factory/guidelines and criteria for Thai operators or Thai jurisdiction persons which are given permission to hold land ownership in an industrial estate to transfer land use rights by renting out factories or giving consent to use factories. - The industrial operators who wish to transfer land lease rights must be in compliance with the resolution of the I-EA-T Board of Directors. No. 1/2545 dated January 24, 2002: "Industrial operators who are land right holders can allow other operators with a production cycle or related businesses to use their land. However, the I-EA-T shall ensure that the operations are in line with the conditions prescribed in Section 44, Paragraph Two of the I-EA-T Act B. E. 2522 (1979).

Objectives of Applicants	Note
Reinstatement / Receipt of Reinstatement of land use rights	<ul style="list-style-type: none"> - In case of reinstating land use rights (due to land rent) or when land users wish to terminate business or stop using the land. - Both the lessee and lessor shall submit the General Application Form (I-EA-T. 01/3) together. - If the public utilities are managed by the I-EA-T, I-EA-T will ensure that the outstanding debts are settled prior to approval of return of the land use right.
Adjustment of permission document	- Business operators who wish to make adjustments such as an office address, name of permit holders, and information in the permits, must provide related documents.
Extension of commencement date of factory construction / commencement date of business operation	In the event where business operators cannot commence the operation within 3 years since receiving the permit*, they can seek approval from the I-EA-T to extend operation dates by providing reasons and a new operation plan.
Closing down or temporarily ceasing operations	<ul style="list-style-type: none"> - Operators must state reasons and necessities for which the duration they cease operations (in case temporarily). - In case of foreign jurisdiction persons who obtain land ownership and wish to permanently cease operations, they must comply with Article 44 of the Industrial Estate Authority of Thailand Act B.E. 2522 (1979) which is they must sell the land under permit within 3 years from the day they cease or transfer the business.

**In accordance with the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on guidelines, procedure and criteria for business operations in the industrial estates B.E. 2551 (2008).*

Service Fees for Application General Purposes

Application for General Purpose (I-EA-T.01/3)	Service Fee for Permit*	e-PP System Service Fee, or Data Entry Service Fee ** (Baht)
Add Types of Business Operations	5,000	200
Change of Types of Business Operations	10,000	200
Change of Permit Applicant	1,000	200
Change of Address of Office or Factory	1,000	200
Change of Land Area Due to Land Survey	1,000	200
Land use rights transfer	10,000	200
Reinstatement / Receipt of Reinstatement of land use rights	-	200
Extension of Construction Dates	1,000	200
Extension for Operations Commencement Date	1,000	200
Request to Close Down / Terminate Operations	-	200

Note: Service fees are exclusive of value added tax.

**Notification I-EA-T 10/2549 dated February 15, B.E.2549 (2006) Re: Determining rates of service fee for various permits for business operations in the industrial estates.*

***Notification I-EA-T 94/2559 dated July 25, B.E.2559 (2016) Re: Determining rates of service fee for e-permission for business operations in the industrial estates.*

Processing Time

1. The processing time is 3 days after the date of receipt of a completed application.
2. If additional documents are required, or factories are ordered to undergo renovations within a specified period of time, and the applicants do not act accordingly within the specified period of time, the I-EA-T will return the documents or cancel the applications.



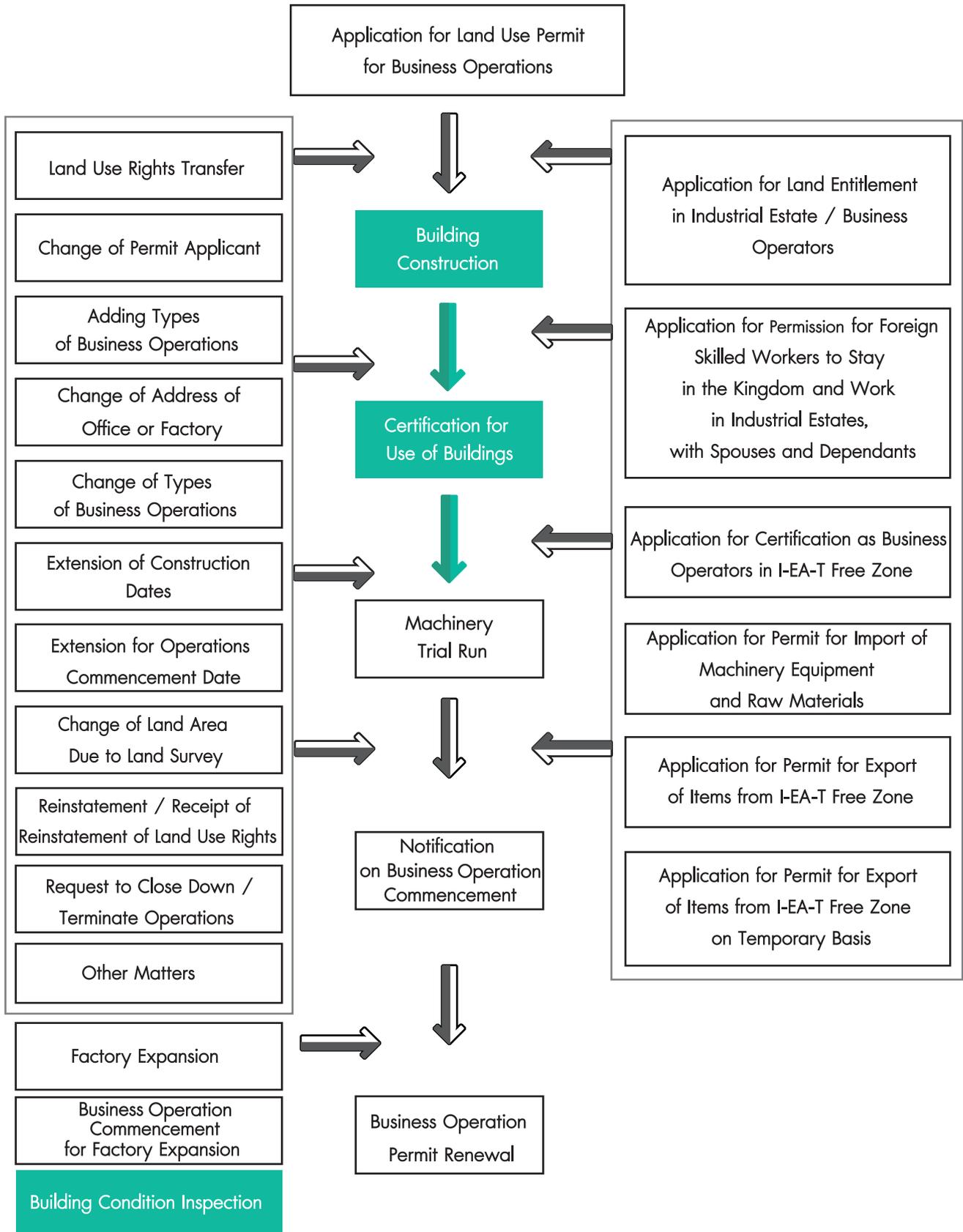
Note

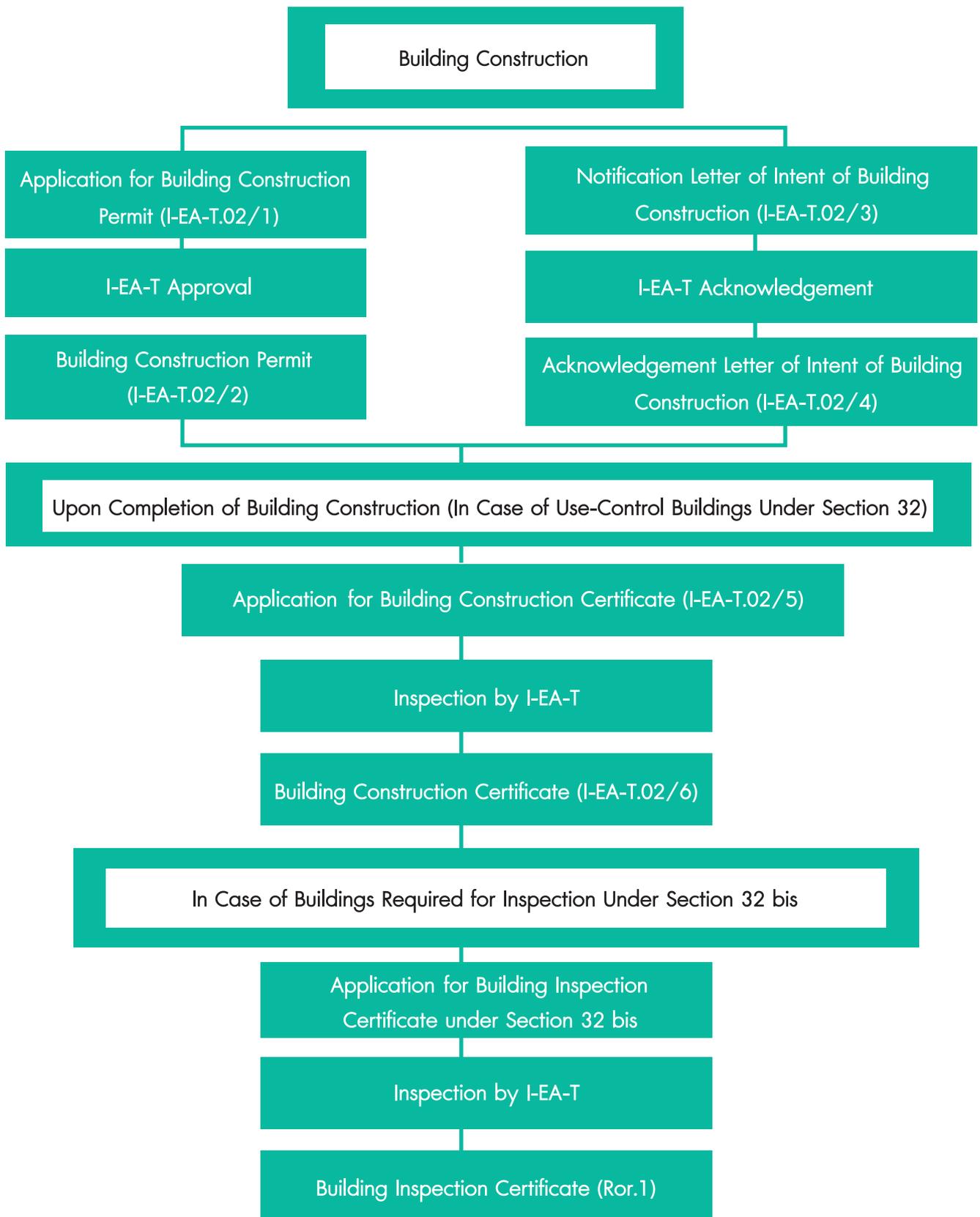
1. During November and December, the period for consideration of industrial operation permit renewals, the processing time is no longer than 30 days following the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
2. Where permits are sought for Map Ta Phut Industrial Estate Complex and nearby industrial estates, including Map Ta Phut Industrial Estate, Hemaraj Eastern Seaboard Industrial Estate, Asia Industrial Estate, R.I.I Industrial Estate and Padaeng Industrial Estate, the processing time is no longer than 30 days from the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
3. Where applications exceed the capabilities of processing staff, such staff must inform applicants of the reason for the delay and clearly state the processing time. However, in all cases the processing time must not be no later than 30 days from the date of receipt of a complete application, according to No. 11 of Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.

Chapter 2



Application for Building Construction Permit, Notification of Construction Intent, Certification for Construction and Building Condition Inspection





Application for Building Construction Permits, Notification of Construction Intent, Certification for Construction and Building Condition Inspection

Upon receiving the Land Use Permit for Business Operations in Industrial Estates (I-EA-T 01/2), the industrial operator must begin construction of factory buildings within the period of time specified by I-EA-T effective from the date of receipt of the permit. A complete application form for a Building Construction Permit must be submitted to the I-EA-T Headquarters or the Industrial Estate Office where the operation will be located. Submission of the application forms can be made via two methods as follows.

Method 1: Building construction with permit from the I-EA-T in compliance with the Building Control Act by submitting the application for Building Construction / Modification / Demolition Permit (I-EA-T. 02/1).

Submit the completed application form, together with two copies of the construction design blueprint (in the ratio specified in the Ministerial Regulations No. 10) and a copy of the blueprint in A3 size –three copies in total – to I-EA-T Headquarters or the Industrial Estate Office where the operation will be located. If the documents are incomplete, a notification will be issued requesting additional submission or correction. If the documents submitted are complete, the I-EA-T will consider giving permission within 45 days. If the construction design needs to be revised, the I-EA-T will notify the operator to revise the construction design. Once the design has been correctly revised, the Building Construction Permit (I-EA-T 02/2) will be issued within 2 days. The operator will be notified to collect the permit and pay the service fee (the rate is dependent on the area and building size). The permit will then be issued and a copy of permit application form (I-EA-T 02/1) and a copy of the construction design blueprint will be returned to the applicant to be kept as evidence. (The application form for Building Construction Permit can be downloaded at www.ieat.go.th).

Method 2: Industrial operators who wish to construct buildings without applying for permit from the I-EA-T in compliance with the Building Control Act B.E. 2535 (1992), shall submit the Notification Letter of Intent for Building Construction according to Section 39 bis (I-EA-T 02/3).

Submit the completed application form, together with a copy of the construction design blueprint to I-EA-T Headquarters or the Industrial Estate Office where the operation will be located. If the documents are incomplete, notification will be issued requesting additional submission or correction. If the documents are complete, the I-EA-T will issue an acknowledgement letter of intent for building construction (I-EA-T 02/4) within three days. The operator will be notified to collect the acknowledgement letter. The I-EA-T will inspect all of the construction design blueprints within 120 days. If the construction design needs to be revised, the I-EA-T will notify the operator to revise the construction design. **(In the event that the I-EA-T 02/3 is submitted but the operator is not aware of the rules and regulations of the Building Control Act, and has begun construction, and whereby the I-EA-T later discovers that the construction is not in accordance with the stated regulations, the buildings must be demolished and the involved parties will be regarded as violating the law).** The I-EA-T shall provide notification of additional service fees, (in case of the service fee is not paid in full) and shall return a copy of the approved blueprint to be kept as evidence.

In paying the service fee, the operator needs to calculate the fees and fill in the tables completely and correctly in the application form. The calculation needs to be made as specified in the Ministerial Regulations No. 7 B.E. 2528 (1985) issued pursuant to the Building Control Act B.E. 2522 (1979).

Upon Completion of Building Construction

(In case of use-controlled buildings under the Section 32 and Ministerial Regulation prescribing building control categories, BE 2522)

After completing the application form, the business operator shall submit the application form to I-EA-T Headquarters or the Industrial Estate Office where the operation will be located. If the documents are incomplete, notification will be issued requesting additional submission or correction. If the documents are complete, an appointment will be made for construction inspection. If the construction is in line with the approved blueprint, a Building Construction Certificate will be issued within three days. A notification for collection of the Building Construction Certificate (I-EA-T 02/6) will be sent to the business operator whereby a fee must be paid. Subsequently, a copy of documents attached to the application form (I-EA-T 02/5) will be returned to the business operator to be kept as evidence.

Buildings required for Inspection under Section 32 bis are defined as high-rise buildings, extra large buildings, community buildings, and buildings specified by the Ministerial Regulations, including factory buildings higher than one storey, and those with more than 1,500 sq.m. of functional area. One year after receiving the Building Construction Certificate (I-EA-T 02/6), the business operator shall submit an application form for Building Inspection Certificate.

Upon completing the application form for a Building Inspection Certificate, the business operator shall submit it to I-EA-T Headquarters or the Industrial Estate Office where the operation will be located. If the documents are incomplete, notification will be issued requesting additional submission or correction. If the documents are complete, the I-EA-T will examine the report within 30 days. In case of an incomplete report, notification for correction will be sent to the business operator. Once the correction is made, the Building Inspection Certificate (Ror.1) will be issued within 7 days. A notification letter will be sent to the business operator to collect the certificate and pay 107 Baht (VAT included) for the service fee. Subsequently, a copy of documents attached to the application form for Building Inspection Certificate will be returned to the business operator to be kept as evidence. (The application form for building inspection can be downloaded at www.ieat.go.th).



Documents Required for Application for Building Construction Permits, Notification of Construction Intent, Certification for Construction and Building Condition Inspection

Documents Required for Application for Building Construction/Modification/Demolition Permit (I-EA-T 02/1):

1. All pages of the documents required, must be signed by the applicant or a proxy, and affixed with the company seal.
2. I-EA-T. 02/1 form completed on both sides.
3. A copy of the juristic person registration certificate, not older than 6 months.
4. For personal applicants, a copy of identification card or passport (for non-Thai applications).
5. In the case of authorization, an authorization letter affixed with a 30 baht duty stamp, and a copy of the identification card, or passport (in the case of non-Thais), of the person giving authorization and the authorized person.
6. Land Use Permit for Business Operations in Industrial Estates (I-EA-T 01/2 or I-EA-T 03/4 or I-EA-T 03/6) and a copy of the land area map.
 - 6.1 Resolutions of the National Environment Board/Results of the environmental assessment (for factories required to submit an Environmental Impact Assessment (EIA) report).
 - 6.2 A chart of the land usage, showing locations of factory buildings to be constructed, in compliance with the EIA report.
7. A two-sided copy of the land title deed. In case of land belonging to other persons, a copy of letter of building construction approval must be attached.
8. In case of buildings belonging to other persons (rented buildings), a copy of letter of building modification approval must be attached.
9. Three copies of a certificate of the architect with professional license.
10. Three copies of a certificate of the engineer with professional license.
11. Three copies of a certificate by the supervising engineer with professional license.
12. A copy of design plans (I-EA-T 02/1-1), signed by the applicant, engineers, and architects.
13. In case of building modification, a copy of building construction certificate for existing buildings. In case of building construction refusal, a copy of building condition inspection certificate is needed.
14. A copy of building load calculation report, the cover of which must indicate the names of building owner, building name, construction location, name and qualification of the engineer. All pages of the report must be signed by the engineer. (The building owner signs on the cover only).
15. In case of modification of buildings whose structures are connected, the engineer needs to certify in the building load calculation report that the existing structure can safely bear the weight of the new structure.
16. If $f_c > 65 \text{ ksc.}$ or $f_c' > 150 \text{ ksc.}$, a report of concrete strength test or a concrete mix design ratio report must be attached and signed by the engineer and the authorized person (as required by the Ministerial Regulation No. 6/2527).
17. Three copies of the certification of design inspection and building calculation with documents showing details of calculation used in the inspection. In case of buildings required for design and calculation inspection, the inspector needs to be a senior professional engineer, who must sign on every page of the layout and calculation list.

18. Documents on fire-resistant steel structure buildings as required by the Ministerial Regulations No. 48/2540 and No.60/2549.
 - 18.1 A copy of a juristic person registration certification of a reliable institution, with the authority to certify all pages of the documents.
 - 18.2 A copy of the identification card of the authorized signatory of a reliable institution, with signature.
 - 18.3 A copy of the professional engineer license of the civil engineer certifying the fire-resistant materials with signature.
 - 18.4 A certification by a reliable institution indicating types of fire-resistant materials, names of buildings, and signatures of owner of buildings, authorized person, and a senior professional engineer.
 - 18.5 Details of fire resistance duration of the materials, which shall not be less than the duration set by the Ministerial Regulations as required by the ISO 834 or ASTM E 119, with signature of a senior professional engineer.
 - 18.6 Three copies of certification by a professional engineer who supervises fire-resistant steel structure, along with license for professional practice.
19. High-rise buildings and extra large buildings in compliance with Ministerial Regulations No. 33/2535 and No. 50/2540.
 - 19.1 Three copies of the certification of a professional mechanical engineer with license for professional practice.
 - 19.2 Three copies of the certification of a professional electrical engineer with license for professional practice
20. The design layout of the building construction, modification or demolition, for which approval is being sought.
 - 20.1 Two copies of the blueprint, folded into A4 size, indicating the names, qualifications, and address of the architects and engineers with actual signatures. The signature(s) of authority or the authorized person must appear on all pages.
 - 20.2 A copy of the blueprint, reduced to A3 size, with every page signed by the applicants, the architect and the engineer.

Documents Required for Submission of Notification Letter of Intent of Building Construction as Required by Section 39 Bis (I-EA-T. 02/3):

1. All pages of the documents must be signed by the applicant with the company seal or signed by an authorized person.
2. Completed I-EA-T 02/3 form, on both sides, and completed service fee form.
3. A copy of the juristic person registration certificate, not older than 6 months.
4. For personal applicants, a copy of the identification card or passport (for non-Thai applicants).
5. In case of authorization, an authorization letter affixed with a 30 Baht duty stamp, and a copy of the identification card of the applicant and the authorized proxy.
6. Land Use Permit for Business Operations in Industrial Estates (I-EA-T. 01/2 or I-EA-T.03/4 or I-EA-T. 03/6) and a copy of the land area map.
 - 6.1 Resolutions of the National Environment Board/Results of the environmental assessment (in case of factories are required to submit the Environmental Impact Assessment (EIA) report).
 - 6.2 A chart of the land usage, showing locations of factory buildings to be constructed, in compliance with the EIA report.
7. A two-sided copy of the land title deed. In case of land belonging to other persons, a copy of letter of building construction approval must be attached.
8. In case of buildings belonging to other persons (rented buildings), a copy of letter of building modification approval must be attached.
9. Three copies of a certificate of a chartered architect with license for professional practice.
10. Three copies of a certificate by the senior professional engineer with license for professional practice.
11. Three copies of a letter of approval by a supervising engineer with license for professional supervisory practice.
12. Three copies of a certificate of license for professional architect practice, according to **Section 32 bis**.
13. Three copies of a certificate of license for professional engineer practice, according to **Section 32 bis**.

14. A copy of the summary list of layout I-EA-T 02/1-1, signed by the applicant, architect and engineer.
15. In case of modification of buildings, a copy of Building Construction Certificate of the existing buildings must be shown.
In the event that the buildings do not pass certification, a copy of building inspection report must be shown.
16. A copy of the building load calculation report, the cover of which shall indicate the names of building owner, building name, construction location, name and qualification of engineers. All pages of the report need to be signed by the engineers.
(The building owner signs on the cover only).
17. In case of modification of buildings where structures are connected, the engineer needs to certify in the calculation load report that the existing structure can safely bear the weight of the new structure.
18. If $f_c > 65 \text{ ksc.}$ or $f'_c > 150 \text{ ksc.}$, a report of concrete strength test or a concrete mix design ratio report signed by the engineer and the authorized person must be attached (as required by the Ministerial Regulation No. 6/2527).
19. In case of buildings required for design and calculation inspection, three copies of certification of design inspection and building calculation with documents showing details of calculation used in the inspection. (The inspector needs to be a senior professional engineer, who must sign on every page of the layout and calculation list).
20. Certification of three-hour fire-resistance of steel structure buildings as required by the Ministerial Regulations No. 48/2540 and No.60/2549.
 - 20.1 A copy of a juristic person registration certification of a reliable institution, who has the authority to certify all pages of the documents.
 - 20.2 A copy of the identification card of the authorized signatory of a reliable institution, with signature.
 - 20.3 A copy of a license of professional practice of the civil engineer certifying the fire-resistant materials, with signature.
 - 20.4 A certification by a reliable institution indicating types of fire-resistant materials, names of buildings, and signatures of owner of buildings, authorized persons, and a senior professional engineer.
 - 20.5 Details of length of time of fire resistance of the materials, which shall not be less than the length of time set by the Ministerial Regulations in compliance with ISO 834 or ASTM E 119, with signature of a senior professional engineer.
 - 20.6 Three copies of the certification by an engineer who supervises the fire-resistant steel structure with license for professional practice.
21. High-rise buildings and extra large buildings in compliance with Ministerial Regulations No. 33/2535 and No. 50/2540.
 - 21.1 Three copies of the certification by a professional mechanical engineer with license for professional practice.
 - 21.2 Three copies of the certification by a professional electrical engineer with license for professional practice.
22. The layout of the building construction, modification or demolition, for which approval is being sought.
 - 22.1 Two copies of the blueprint, folded into A4 size, indicating the names, qualifications, and address of the architects and engineers with actual signatures. The authority or the authorized person must sign all pages.
 - 22.2 A copy of the blueprint, reduced to A3 size, with all pages signed by the applicant, the architect and the engineer.

Documents Required for Application for Building Construction Certificate (I-EA-T. 02/5):

1. The applicant must sign with a company seal or the authorized proxy signature on the documents required for Application of Building Construction Certificate.
2. Complete I-EA-T.02/5 application form (three copies).
3. A copy of the juristic person registration certificate, not older than 6 months.
4. For personal applicants, a copy of the identification card, or passport (for non-Thai applicants).
5. In the case of authorization, an authorization letter affixed with a 30 baht duty stamp, and a copy of the identification card, or passport (in the case of non-Thais), of the person giving authorization and the authorized proxy.
6. A two-sided copy of the land title deed.
7. A copy of the Building Construction Certificate.

8. Three copies of a certificate of an engineer with license for professional practice.
9. Three copies of a certificate of an engineer supervising steel structure protection with license for professional practice.

Documents Required for Application for Building Inspection Certificate as Required by Section 32 Bis:

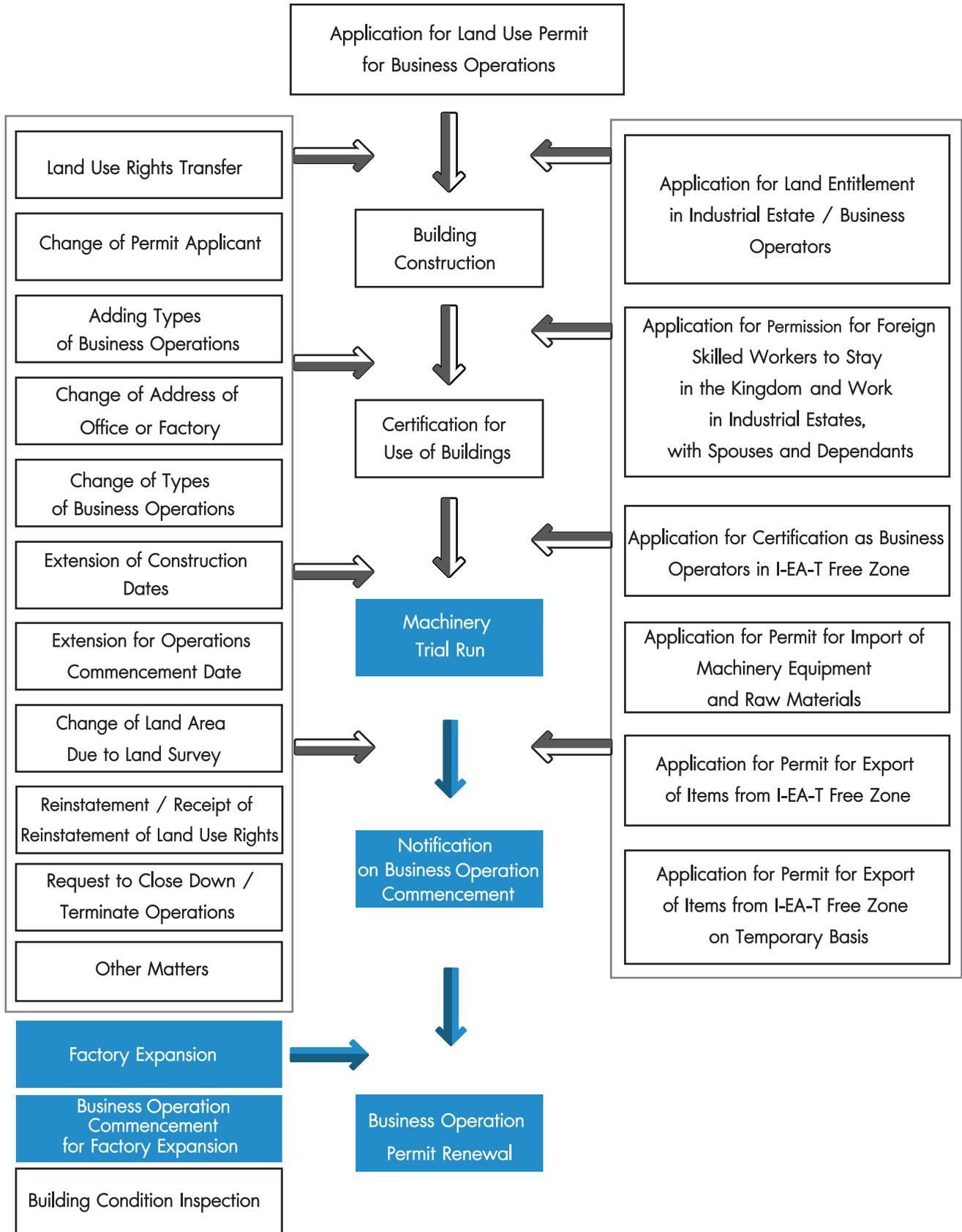
1. The applicant, or the authorized proxy, must sign accompanied with a company seal, on the documents required for the Application of Building Inspection Certificate.
2. Complete the application form for Building Inspection Certificate (three copies).
3. A copy of the juristic person registration certificate, not older than 6 months.
4. A copy of the identification card, or passport, of the applicant and the authorized proxy.
5. A copy of an authorization letter affixed with a 30 baht duty stamp.
6. A copy of the Building Construction / Building Inspection Certificate (if applicable).
7. A copy of the Certification of Building Inspection (Ror.1) of existing buildings.
8. Three copies of certificate of the building inspector under Section 32 Bis.
9. Three copies of license of professional engineer/architect working as building inspectors.
10. Three copies of the building inspector registration.
11. In cases where the building inspector is a juristic person:
 - 11.1 Three copies of the juristic person registration certificate, not older than 6 months.
 - 11.2 Three copies of identification card or house registration of the authorized person on behalf of the juristic person.
 - 11.3 Three copies of professional license of the juristic person.
12. A copy of the building inspection report by inspectors, together with a layout of the inspection of buildings and materials, showing condition of building use.

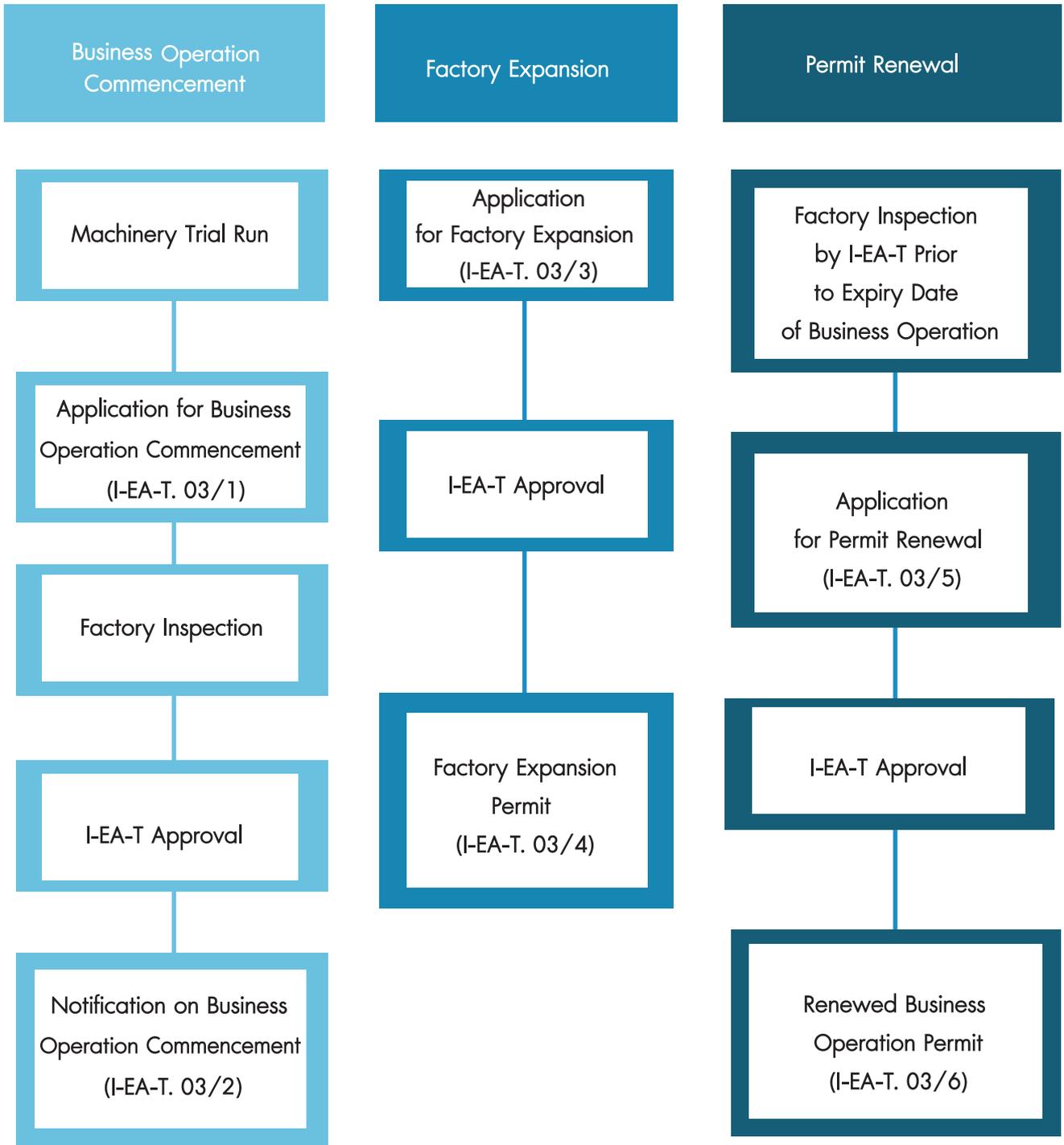
List of Applicable Laws, Used in Support for The Consideration for Construction Permits:

1. Building Control Act B.E. 2522 (1979)
2. Building Control Act No. 2 B.E. 2535 (1992)
3. Building Control Act No. 3 B.E. 2543 (2000)
4. Building Control Act No. 5 B.E. 2558 (2015)
5. Industrial Estate Authority of Thailand Act B.E.2522 (1979)
6. Engineer Act B.E. 2542 (1999)
7. Architect Council Act B.E. 2543 (2000)
8. Factory Act B.E. 2535 (1992)
9. Energy Business Act B.E. 2550 (2007)
10. Promotion and Conservation of National Environmental Quality Act B.E. 2535 (1992)
11. City Planning Act
12. Licensing Facilitation Act B.E. 2558 (2015)
13. Notifications of the Industrial Estate Authority of Thailand No. 103/2556 (2013) and more

Chapter 3

Business Operations in Industrial Estates





3.1 Application for Business Operation Commencement

Application for Business Operation Commencement (I-EA-T. 03/1)

Business Operators

1. Submit the Business commencement form (I-EA-T. 03/1) through e-Permission & Privilege system (<http://e-pp.ieat.go.th>). Scan documents with the signatures of directors with signing authority or their proxies as required. Then, download these documents into the platform as e-files and submit them together with the application form.
2. If you are unable to submit the application form via e-Permission & Privilege system, download the application form from www.ieat.go.th. Then, complete the form and submit it in person at the TSC (Total Solutions Center) at the I-EA-T Headquarters, or the One Stop Service Center, at the Office of Industrial Estate where the business is located.

I-EA-T Officials

1. To submit an Business Operation Commencement form (I-EA-T.03/1) of an entirely new business, a business operator must have the Land Use and Business Operations Permit (I-EA-T. 01/2), the Building Construction Permit (I-EA-T. 02/2 or 02/4) and the Certification for Construction (I-EA-T. 02/6). A business operator is required to commence its business operation within three years since the Land Use and Business Operations Permit (I-EA-T. 01/2) is granted. Also, a business operator must notify I-EA-T at least 30 days ahead of the planned business operation commencement.
2. To submit an Business Operation Commencement form (I-EA-T.03/1) for factory expansion, a business operator must have the Factory Expansion Permit (I-EA-T. 03/4), the Building Construction Permit (I-EA-T. 02/2 or 02/4) and the Certification for Construction (I-EA-T. 02/6).
3. In reviewing an Business Operation Commencement form (I-EA-T.03/1), I-EA-T shall inspect the factory of the applicant through scheduled appointment to ensure compliance with the Ministry of Industry's Ministerial Regulation (Version 2) pursuant to the Building Control Act B.E. 2535 (1992), other applicable announcements of the Ministry of Industry, safety and environmental laws, stipulations in the permit's appendix, etc.
4. I-EA-T shall approve the application and notify the applicant of its decision. The relevant business operator then must pay for a system-usage fee or a data-registry fee (whichever is the case) and receive the Notification on document.

Prior to submitting the Business Operation Commencement form, a business operator may seek permission for machinery trial run from the office of the industrial estate whereby its facility is located. The trial run must be completed within 60 days. If the business operator is unable to complete the trial run within the period, a written request must be done for the extension of trial run operation from I-EA-T before the original deadline comes. In addition, the trial run must comply with the ministerial regulation of B.E. 2553 (2010) prescribing procedures, methods and conditions of machinery trial run. Also, the business operator must measure pollutant emissions as the information must be used in applying for the Business Operation Commencement Permit.

Necessary Documents for Applying for The Business Operation Commencement Permit (I-EA-T. 03/1):

Required Documents	Note
National identification card	(For personal applicants) a national identification card must be produced.
Juristic person registration certificate	(For a juristic applicant) the Juristic person registration certificate must be produced (valid not more than 6 months from the date of issuance), detailing the objectives of the businesses and is in line with the business operations. The certificate must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
List of shareholders (Bor Or Chor 5)	(Not more than 6 months old) affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Authorization letter with a copy of the authorizer's and proxy's national identification card, or passport	<ol style="list-style-type: none"> 1. Applicable in the event whereby a director with signing authority cannot be present in person. 2. Affixed with the appropriate duty stamps in accordance to the Revenue Code. 3. Affixed with the company's seal (as shown in the juristic person registration certificate). 4. Authorizing clauses match the objective of the submission of the application. 5. If the authorization letter involves sub-authorization, the related authorization letters along with other required documents must also be produced. 6. All copies must be certified.
General Information	Capital, personnel and work guideline / applicable acts.
Documents related to production process	<ol style="list-style-type: none"> 1. Sources, types, volume and characteristics of each raw material. 2. A process flowchart must explain procedures in details and pollution sources, the amount of pollution and mass balance. 3. Types, volume, product characteristics and destination or countries to which products are delivered. 4. If chemicals are used in the production process, please attach MSDS (Material Safety Data Sheet). 5. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Pollution control measures for business operations	<ol style="list-style-type: none"> 1. Measures and methods in managing pollution from business operations (water/air/ industrial waste and soil contamination) showing compliance with standard on waste treatments and disposal together with lay-out plans, a waste treatment plan, waste system calculation and a copy of license for Control Engineer's Professional Practice. 2. Control measures to prevent danger and environmental problems associated with factories (How to prevent public annoyance and disturbance). 3. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Plan, layout, machinery installation and supervising engineer	<ol style="list-style-type: none"> 1. List of machinery in respective order based on the production process. 2. Lay-out of land plot and building(s) to be used for industrial operation on the plot. 3. Appropriate scaled plans of the factory building(s) and machinery layout, installation, and concerned details. 4. Certificate of a licensed control engineer for industrial or any other applicable field (All documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter).

Required Documents	Note
Plans and details about environmental control	<ol style="list-style-type: none"> 1. A plan of the land plot showing the location of environmental-management and safety systems such as wastewater treatment system, air-pollution control system, incinerator for industrial waste, boilers, hazardous substances, and fuel/liquefied petroleum storage. 2. A plan showing the system that releases wastewater from factory to industrial estate's sumps. 3. A detailed plan of wastewater treatment system together with calculations and certificate issued by a licensed control engineer. 4. A detailed plan of air-pollution control system together with calculations and certificate issued by a licensed control engineer. 5. Details about industrial-waste disposal. <p>(All documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter).</p>
Environmental impact assessment report EIA/EHIA/IEE (if required)	Business operations which are required by law to submit EIA* or EHIA** or the Initial Environmental Examination Report (IEE) in accordance with the regulation of the Industrial Estate in which the factory is located or in accordance with the I-EA-T's policies.
Report on inspections and safety tests	If the factory has boilers/pots using liquid for heating/pressure vessels/cranes, etc.
Risk assessment report	If business operations are subject to the Ministry of Industry's Announcement on safety measures for operations Version 3 (B.E. 2542) pursuant to the Industrial Plant Act of B.E. 2535 and the Ministry of Industry's Announcement on safety measures for operations Version 4 (B.E. 2552).
Documents for machinery trial run	Machinery trial runs must comply with ministerial regulations on criteria, methods and conditions for machinery trial runs of B.E. 2553.
Pollution measurement results	Results of tests on wastewater/air (during machinery trial runs).

**Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operators to submit environmental impact assessment report; and criteria, procedure, regulation and guideline to prepare Environmental Impact Assessment Report B.E. 2555 (2012).*

***Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operators that for any activity that may cause severe impact to community in terms of environmental quality, natural resource and public health, and to properties of government agencies, state enterprises and the private sector must conduct the environmental impact assessment report B.E. 2553 (2010) and its amendment.*



Guidelines for Filling the Application for Business Operation Commencement (I-EA-T. 03/1)

1. Submit the application form through e-Permission & Privilege system via <http://e-pp.ieat.go.th>. or download the application form at www.ieat.go.th and submit it in person.
2. Fill in the details in the form and attach the relevant supporting documents.
3. Indicate public utilities needed for operation.
4. Indicate sources of environmental pollutions (wastewater, air pollution, industrial waste, etc) that may occur from the manufacturing process, including emission rates before and after treatment.
5. Design and calculation of any documents by engineers must comply with the regulations of the Council of Engineers.
6. Any information that the I-EA-T crosschecks with other organizations, will appear in the application form in the e-Permission & Privilege system.

Preliminary Screening Criteria

The business operator must comply with the Ministerial Regulation No. 2 issued pursuant to the Factory Act B.E. 2535 (1992) and the Notification of the Ministry of Industry on Duties of Permit Holders pursuant to the Factory Act. The regulations can be summarized as follows.

1. Location, Environment and Characteristics of Factory Buildings and Interior Condition:

The distance between factory sites and public locations, such as schools, temples, hospitals, and historical sites, must be in compliance with the concerned regulations. The factory buildings must be strong, stable and suitable for such operation with certification by professional engineers. The factory buildings must have good air ventilation. Entrances and exits must be adequately provided for the number of people in the buildings in case of emergencies. Stairs must be strong and stable. The characteristics, size, and number of stairs must be in proportion to the factory buildings. Working space must be no less than 3 sq. m. per worker. Storage space must be provided for materials or items that might cause fire hazards. Toilets and shower spaces must also be adequately provided.

2. Machinery, Equipment and Items to be Used in the Factory:

Items that must be inspected to ensure strength, suitability, and safety by supervisory professional engineers, include steam-engine machinery, steam-boilers, pressure vessels, hazardous material storage, power system, and electrical routing, etc.

3. Factory Workers:

Factories that have steam-boilers must have regular workers who control the machines and the operation of steam-boilers must be under the supervision of engineers. Additionally, supervisors of the environmental protection system must also be on duty on a regular basis.

4. Control of Pollution Emission or Other Materials/Utilities with Environmental Impacts:

Industrial waste, sewage, wastewater, air pollution, and noise must be efficiently managed and comply to the concerned regulations.

5. Safety in Factory Operation:

Factories that fall into the category of high risk in the manufacturing process must have safety measures in operation as required by the Ministerial Regulations No. 2 B.E. 2542 (1990) and No. 4 B.E. 2552 (2009) and its amendment issued pursuant to the Factory Act B.E. 2535 (1992) on Safety Measures for Business Operation. A report of risk analysis must be attached together with the application form for Business Operation Commencement.

Service Fee for Application for Business Operation Commencement (I-EA-T. 03/1)

Expenses	Permit Fee *(baht)	e-PP** System	
		Service Fee for using the e-PP System (applicable to business operators entering the data/information themselves)	Service Fee for using the e-PP System (applicable to business operators who submit a hard copy of the document, and the data/information entered by I-EA-T staff)
Application for Business Operation Commencement (I-EA-T.03/1)	-	200	300

Note: Service fees are exclusive of value added tax.

**Notification I-EA-T 10/2549 dated February 15, B.E.2549 (2006) Re: Determining rates of service fee for various permits for business operations in the industrial estates.*

***Notification I-EA-T 94/2559 dated July 25, B.E.2559 (2016) Re: Determining rates of service fee for e-permission for business operations in the industrial estates.*

Processing Time

1. The processing time is 3 days after the date of receipt of a completed application.
2. If additional documents are required, or factories are ordered to undergo renovations within a specified period of time, and the applicants do not act accordingly within the specified period of time, the I-EA-T will return the documents or cancel the applications.

Note

1. During November and December, the period for consideration of industrial operation permit renewals, the processing time is no longer than 30 days following the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.

2. Where permits are sought for Map Ta Phut Industrial Estate Complex and nearby industrial estates, including Map Ta Phut Industrial Estate, Hemaraj Eastern Seaboard Industrial Estate, Asia Industrial Estate, R.I.I Industrial Estate and Padaeng Industrial Estate, the processing time is no longer than 30 days from the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.

3. Where applications exceed the capabilities of processing staff, such staff must inform applicants of the reason for the delay and clearly state the processing time. However, in all cases the processing time must not be no later than 30 days from the date of receipt of a complete application, according to No. 11 of Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.



3.2 Application for Factory Expansion

Application for Factory Expansion (I-EA-T. 03/3)

Article 18 of The Factory Act of B.E. 2535 Defines a Factory Expansion as Follows:

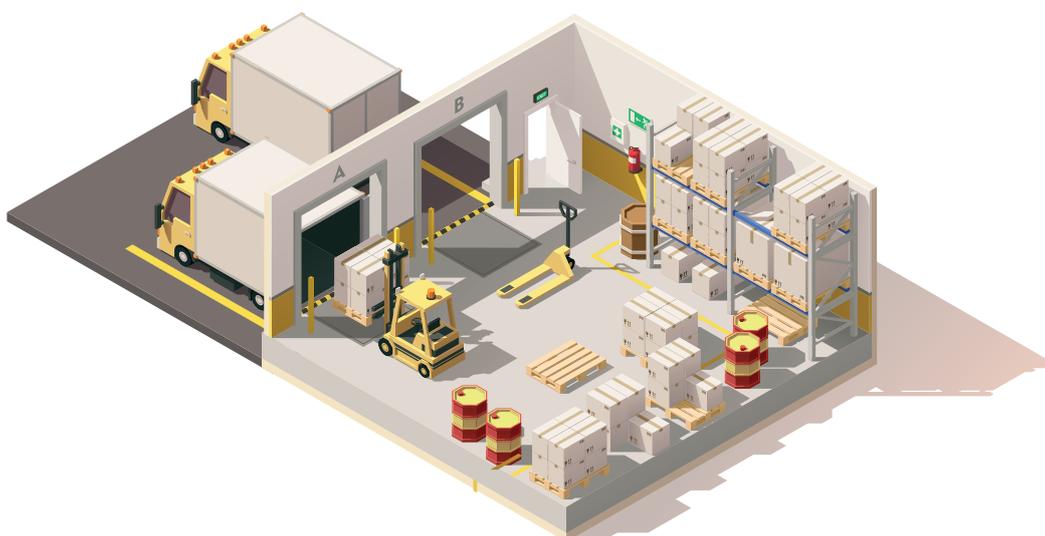
- Increase in the number, change, or modification of machinery, to a total additional capacity of 50% or more of the existing total capacity of less than 100 horse power or equivalent, or to a total capacity of 50 horse power or more of the existing total capacity, or more than 100 horse power or the equivalent.
- Additional or modification of any part of the factory buildings that causes an increase of 500 kilogram or more weight on any existing foundation of the factory buildings.

Business Operators

1. Submit the Factory Expansion application form (I-EA-T. 03/3) through e-Permission & Privilege system (<http://e-pp.ieat.go.th>). Scan documents with the signatures of directors with signing authority or their proxies as required. Then, download these documents into the platform as e-files and submit them together with the application form.
2. If you are unable to submit the application form via the e-Permission & Privilege system, you can download the application form from www.ieat.go.th, complete it, and then submit it in person at the TSC (Total Solution Center) at the I-EA-T Headquarters, or the One Stop Service Center at the office of the industrial estate where the business is located.

I-EA-T Officials

I-EA-T shall approve the application and notify the applicant of its decision. The relevant business operator then must pay for a system-usage fee or a data-registry fee (whichever is the case) prior to receipt of the Factory Expansion Permit (I-EA-T. 03/4).



Necessary Documents for Applying for Factory Expansion Permit (I-EA-T 03/3):

Required Documents	Note
National identification card	(For personal applicants) a national identification card must be produced.
Juristic person registration certificate	(For a juristic applicant) the Juristic person registration certificate must be produced (valid not more than 6 months from the date of issuance), detailing the objectives of the businesses and is in line with the business operations. The certificate must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
List of shareholders (Bor Or Chor 5)	(Not more than 6 months old) affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Authorization letter with a copy of the authorizer's and proxy's national identification card, or passport	<ol style="list-style-type: none"> 1. Applicable in the event whereby a director with signing authority cannot be present in person. 2. Affixed with the appropriate duty stamps in accordance to the Revenue Code. 3. Affixed with the company's seal (as shown in the juristic person registration certificate). 4. Authorizing clauses match the objective of the submission of the application. 5. If the authorization letter involves sub-authorization, the related authorization letters along with other required documents must also be produced. 6. All copies must be certified.
Documents related to production process	<ol style="list-style-type: none"> 1. Sources, types, volume and characteristics of each raw material must be identified. 2. A process flowchart must explain procedures in details and pollution sources, the amount of pollution and mass balance. 3. Types, volume, product characteristics and destination or countries to which products are delivered. 4. If chemicals are used in the production process, please attach MSDS (Material Safety Data Sheet). 5. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Pollution control measures for business operations	<ol style="list-style-type: none"> 1. Measures and methods in managing pollution from business operations (water/air/industrial waste and soil contamination) showing compliance with standard on waste treatments and disposal together with lay-out plans, a waste treatment plan, waste system calculation and a copy of License for Control Engineer's Professional Practice. 2. Control measures to prevent danger and environmental problems associated with factories (How to prevent public annoyance and disturbance). 3. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Plan, layout, machinery installation and supervising engineer	<ol style="list-style-type: none"> 1. List of machinery in respective order based on production process. 2. Lay-out of land plot and building(s) to be used for industrial operation on the plot. 3. Appropriate scaled plans of the factory building(s) and machinery layout, installation, and concerned details. 4. Certificate of a licensed control engineer for industrial or any other applicable field (All documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter).

Required Documents	Note
A plan showing buildings on the factory's land plot based on an accurate scale	(Specifying factory expansion area).
Machinery list	(Clearly specifying machinery for factory expansion).
Risk assessment report	If business operations are subject to the Ministry of Industry's Announcement on safety measures for operations Version 3 (B.E. 2542) pursuant to the Industrial Plant Act of B.E. 2535 and the Ministry of Industry's Announcement on safety measures for operations Version 4 (B.E. 2552).

Guidelines for Filling The Application for Factory Expansion (I-EA-T. 03/3)

1. Submit the application form through e-Permission & Privilege system via <http://e-pp.ieat.go.th>. or download the application form via www.ieat.go.th and submit it in person.
2. Fill in the details on the form. Attach relevant documents.
 - 2.1 Indicate public utilities needed for both existing operation and expanded operation. If more public utilities are needed than those indicated in the Environmental Impact Assessment (EIA) of the Industrial Estate where the operations are located, a certification is required from the public utility supervisor or industrial estate operators to ensure that the demand for public utilities can be met.
 - 2.2 Indicate sources of environmental pollutions that may occur from the manufacturing process, for example:
 - For manufacturing processes involving use of water and chemicals that can cause water pollution, operators need to install effective preliminary wastewater treatment system that meets the standard set by the law. The wastewater must be treated prior to being released into the industrial estate's central wastewater treatment system.
 - For manufacturing processes that causes air pollution, such as odor, dust and volatile organic compounds (VOCs), operators need to indicate the types of pollutants, and estimate the amount that will be released. An effective air pollution treatment, that meets the standard set by the law, must be installed.
3. Business operation expansion must not affect existing operation and surrounding areas. The distance between manufacturing plants and state organizations, schools, temples, hospitals or other important places must be in compliance with the ministerial regulations of the Factory Act B.E. 2535 (1992).
4. Business operations must be compatible with the space for which permission is requested.
5. The information that the I-EA-T cross-checks with other relevant organizations, will appear on the permits issued via the e-Permission & Privilege system.

Preliminary Screening Criteria

1. I-EA-T will use the same screening criteria as those used for the application of Land Use for Business Operations, and the expanded space must be appropriate for the manufacturing process and number of workers.
2. If the existing operation has reports of Environmental Impact Assessment (EIA)/Initial Environmental Examination (IEE)/Environment Health Impact Assessment (EHIA), the reports must be reassessed to cover the expanded operation. The business operator needs to submit reports indicating details of changes and seek approvals from concerned organizations.
3. If a risk analysis report is needed as required in an addendum of the Notifications of Ministry of Industry No.3 B.E. 2542 (1999) and No. 4 B.E. 2552 (2009), a risk analysis report must be submitted along with the Application Form for Factory Expansion.
4. On the demand for public utilities, the total demand of the existing operation and the expanded operation, must be within the specified level. If the demand exceeds the specified level, certification by the Director of the Industrial Estate office or Industrial Estate operators is required to assure that the demand for public utilities can be met.

Service Fee for Application for Factory Expansion (I-EA-T. 03/3)

Expenses	Permit Fee *(baht)	e-PP** System	
		Service Fee for using the e-PP System (applicable to business operators entering the data/information themselves) (baht)	Service Fee for using the e-PP System (applicable to business operators who submit a hard copy of the document, and the data/information in entered by I-EA-T staff)
Application for Factory Expansion (I-EA-T. 3/3).	5,000	200	200

Note: Service fees are exclusive of value added tax.

**Notification I-EA-T 10/2549 dated February 15, B.E.2549 (2006) Re: Determining rates of service fee for various permits for business operations in the industrial estates.*

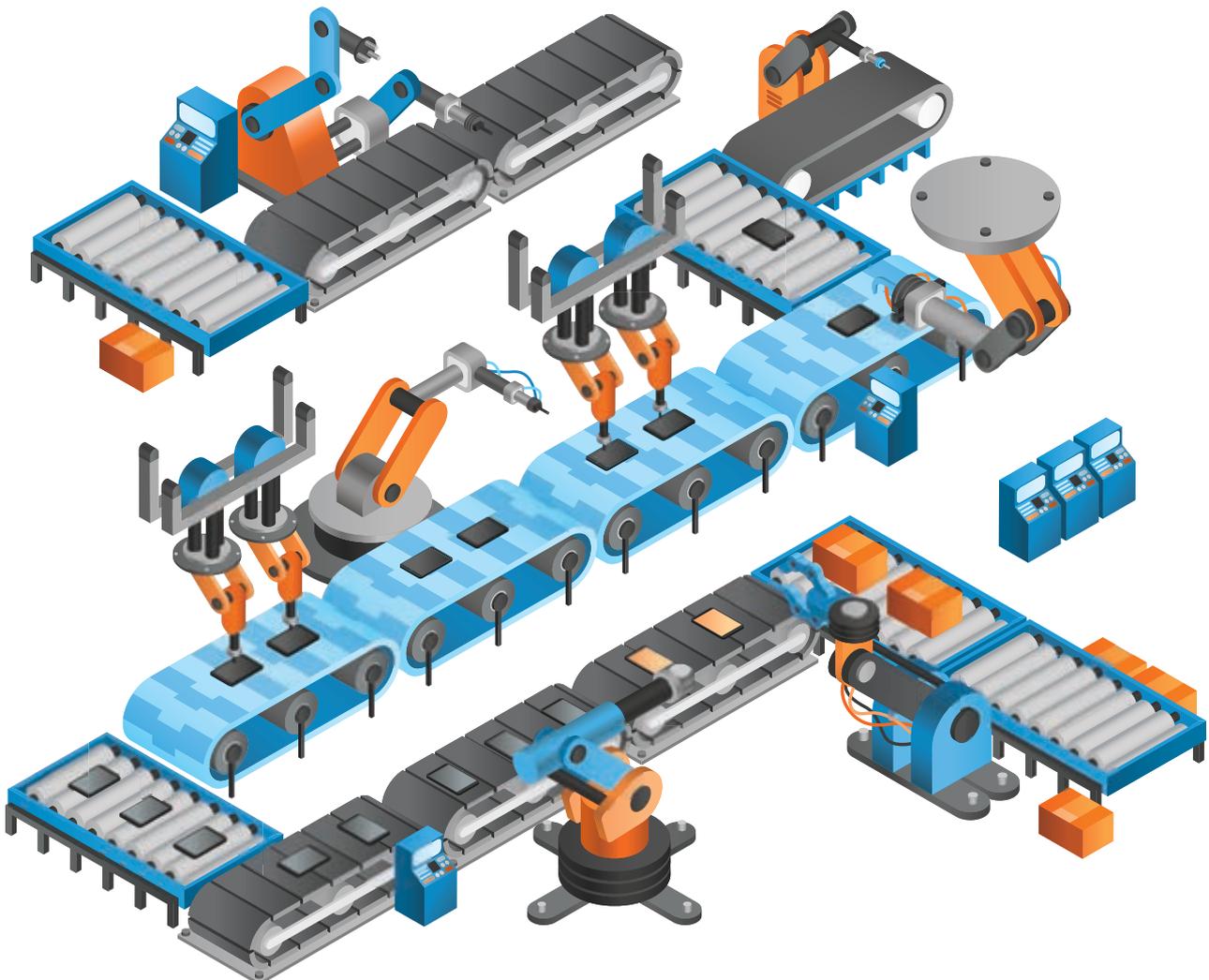
***Notification I-EA-T 94/2559 dated July 25, B.E.2559 (2016) Re: Determining rates of service fee for e-permission for business operations in the industrial estates.*

Processing Time

1. The processing time is 3 days after the date of receipt of a completed application.
2. If additional documents are required, or factories are ordered to undergo renovations within a specified period of time, and the applicants do not act accordingly within the specified period of time, the I-EA-T will return the documents or cancel the applications.

Note

1. During November and December, the period for consideration of industrial operation permit renewals, the processing time is no longer than 30 days following the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
2. Where permits are sought for Map Ta Phut Industrial Estate Complex and nearby industrial estates, including Map Ta Phut Industrial Estate, Hemaraj Eastern Seaboard Industrial Estate, Asia Industrial Estate, R.I.I Industrial Estate and Padaeng Industrial Estate, the processing time is no longer than 30 days from the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.
3. Where applications exceed the capabilities of processing staff, such staff must inform applicants of the reason for the delay and clearly state the processing time. However, in all cases the processing time must not be no later than 30 days from the date of receipt of a complete application, according to No. 11 of Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.



3.3 Application for Permit Extension

Application Form for Business Operation Permit Renewal (I-EA-T. 03/5)

A business operator must apply for the Business Operation Permit Renewal (I-EA-T. 03/5) at least 30 days before its expiry date. After the application has been submitted, the business operator shall be considered a holder of a valid permit.

Business Operators

1. Submit the Business Operation Permit Renewal (I-EA-T. 03/5) through e-Permission & Privilege system (<http://e-pp.ieat.go.th>). Scan documents with the signatures of directors with signing authority or their proxies as required. Then, download these documents into the platform as e-files and submit them together with the application form.
2. If you are unable to submit the application form via the e-Permission & Privilege system, you can download the application form www.ieat.go.th, complete it, and then submit it in person at the TSC (Total Solution Center) at the I-EA-T Headquarters, or the One Stop Service Center at the office of the industrial estate where the business is located.

I-EA-T Officials

1. I-EA-T conducts its factory inspection on factories where its permit will soon expire early in the year, or at least 3 months before the permit's expiry date. Inspection results can be used in reviewing the application. If I-EA-T officials discovers that there are complaints about the factory's operations or that the relevant factory may be harmful, they may conduct another inspection before approving the renewal.
2. I-EA-T will notify the applicant once the application has been approved. The relevant business operator then must pay for a system-usage fee or a data-registry fee (whichever is the case) prior to receiving the Renewed Business Operation Permit (I-EA-T. 03/6).

Necessary Documents for Applying for Business Operation Permit Renewal (I-EA-T 03/5):

Required Documents	Note
Juristic person registration certificate	(For a juristic applicant) the Juristic person registration certificate must be produced (valid not more than 6 months from the date of issuance), detailing the objectives of the businesses and is in line with the business operations. The certificate must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
List of shareholders (Bor Or Chor 5)	(Not more than 6 months old) affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Authorization letter with a copy of the authorizer's and proxy's national identification card, or passport	<ol style="list-style-type: none"> 1. Applicable in the event whereby a director with signing authority cannot be present in person. 2. Affixed with the appropriate duty stamps in accordance to the Revenue Code. 3. Affixed with the company's seal (as shown in the juristic person registration certificate). 4. Authorizing clauses match the objective of the submission of the application. 5. If the authorization letter involves sub-authorization, the related authorization letters along with other required documents must also be produced. 6. All copies must be certified.
General Information	Capital, personnel and work guideline/applicable acts.
Documents related to production process	<ol style="list-style-type: none"> 1. Sources, types, volume and characteristics of each raw material must be identified. 2. A process flowchart must explain detailed procedures with regards to pollution sources, pollutants amount, and mass balance. 3. Types, volume, product characteristics and destination or countries to which products are delivered. 4. If chemicals are used in the production process, please attach MSDS (Material Safety Data Sheet). 5. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Pollution control measures for business operations	<ol style="list-style-type: none"> 1. Measures and methods in managing pollution from business operations (water/air/ industrial waste and soil contamination) showing compliance with standard on waste treatments and disposal together with lay-out plans, a waste treatment plan, waste system calculation and a copy of license for Control Engineer's Professional Practice. 2. Control measures to prevent danger and environmental problems associated with factories (How to prevent public annoyance and disturbance). 3. The documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter.
Plan, layout, machinery installation and supervising engineer	<ol style="list-style-type: none"> 1. List of machines in respective orders based on production process. 2. Lay-out of land plot and building(s) to be used for industrial operation on the plot. 3. Appropriate scaled plans of the factory building(s) and machinery layout, installation, and concerned details. 4. Certificate of a licensed control engineer for industrial or any other applicable field (All documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter).

Required Documents	Note
Plans and details about environmental control	<ol style="list-style-type: none"> 1. A plan of the land plot showing the location of environmental-management and safety systems such as wastewater treatment system, air-pollution control system, incinerator for industrial waste, boilers, hazardous substances, fuel/liquefied petroleum storage. 2. A plan showing the system that releases wastewater from factory to industrial estate's sumps. 3. Detailed plan of wastewater treatment system together with calculations and certificate issued by a licensed control engineer. 4. Detailed plan of air-pollution control system together with calculations and certificate issued by a licensed control engineer. 5. Details about industrial-waste disposal (All documents must be affixed with the company's seal and an authorized signature as shown in the certificate or authorization letter).
Environmental Impact Assessment Report EIA/EHIA/IEE (if required)	Business operations which are required by law to submit EIA* or EHIA** or the Initial Environmental Examination Report (IEE) in accordance with the regulation of the Industrial Estate in which the factory is located or in accordance with the I-EA-Thailand policies.
Report on inspections and safety tests	If factory has a boiler/pots using liquid for heating/pressure vessels/cranes, etc.
Risk assessment report	If business operations are subject to the Ministry of Industry's Announcement on safety measures for operations Version 3 (B.E. 2542) pursuant to the Industrial Plant Act of B.E. 2535 and the Ministry of Industry's Announcement on safety measures for operations Version 4 (B.E. 2552).
Pollution measurement results	Results of tests on wastewater/air (during machinery trial runs).
Safety certificate for electrical system/device	(Safety certificate for electrical system/device issued by licensed control engineer or an engineer of the Electricity Generating Authority of Thailand/Provincial Electricity Authority).

**Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operators to submit environmental impact assessment report; and criteria, procedure, regulation and guideline to prepare Environmental Impact Assessment Report B.E. 2555 (2012).*

***Notification from the Ministry of Natural Resources and Environment, on identifying the type and size of the project, or activity, requires business operator that for any activity that may cause severe impact to community in terms of environmental quality, natural resource and public health, and to properties of government agencies, state enterprises and the private sector must conduct the environmental impact assessment report B.E. 2553 (2010) and its amendment.*

Guidelines on Filling Application Form (I-EA-T. 03/5)

1. Submit the application form through e-Permission & Privilege system via <http://e-pp.ieat.go.th>. or download the application form via www.ieat-go.th and submit it in person.
2. Complete all the details requested on the form.
3. Any information already filed in the system will be automatically retrieved and shown on the monitor to reduce redundancy.
4. Any information that I-EA-T cross-checked with other organizations will appear on the application form submitted via e-Permission & Privilege System.

Preliminary Screening Criteria

I-EA-T will use the same screening criteria as those used for application for Business Operation Commencement. In the event of installing additional machinery or different machinery from that approved, a notification will be made for the business operator to remove the machinery or to apply for a factory expansion permit (as the case may be).

Application for Business Operation Permit Renewal (I-EA-T. 03/5)

Expenses	Permit Fee *(baht)	e-PP** System	
		Service Fee for using the e-PP System (applicable to business operators entering the data/information themselves)	Service Fee for using the e-PP System (applicable to business operators who submit a hard copy of the document, and the data/information in entered by I-EA-T staff)
Application for Business Operation Permit Renewal (I-EA-T. 03/5).	10,000	200	300

Note: Service fees are exclusive of value added tax.

**Notification I-EA-T 10/2549 dated February 15, B.E.2549 (2006) Re: Determining rates of service fee for various permits for business operations in the industrial estates.*

***Notification I-EA-T 94/2559 dated July 25, B.E.2559 (2016) Re: Determining rates of service fee for e-permission for business operations in the industrial estates.*

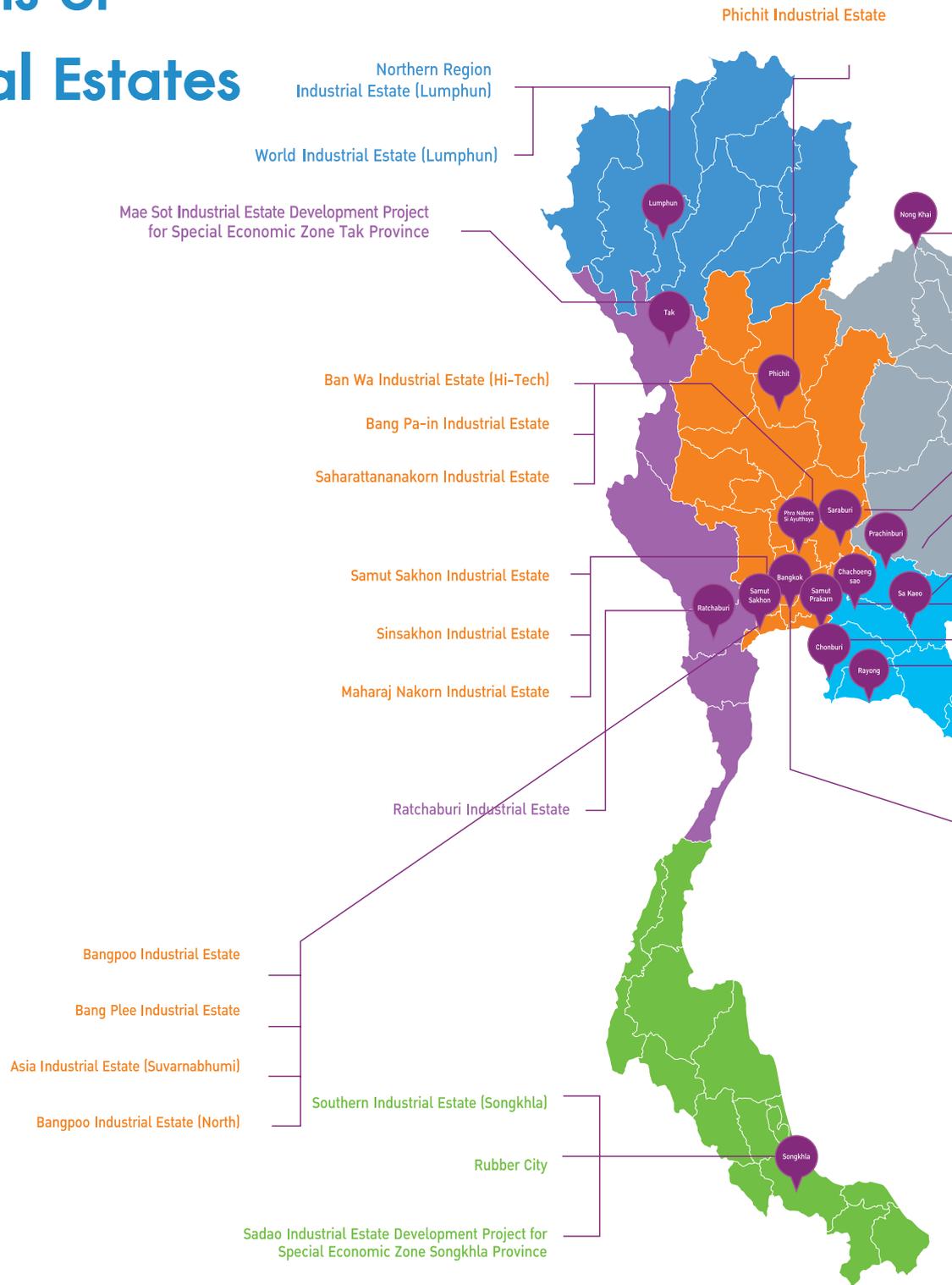
Processing Time

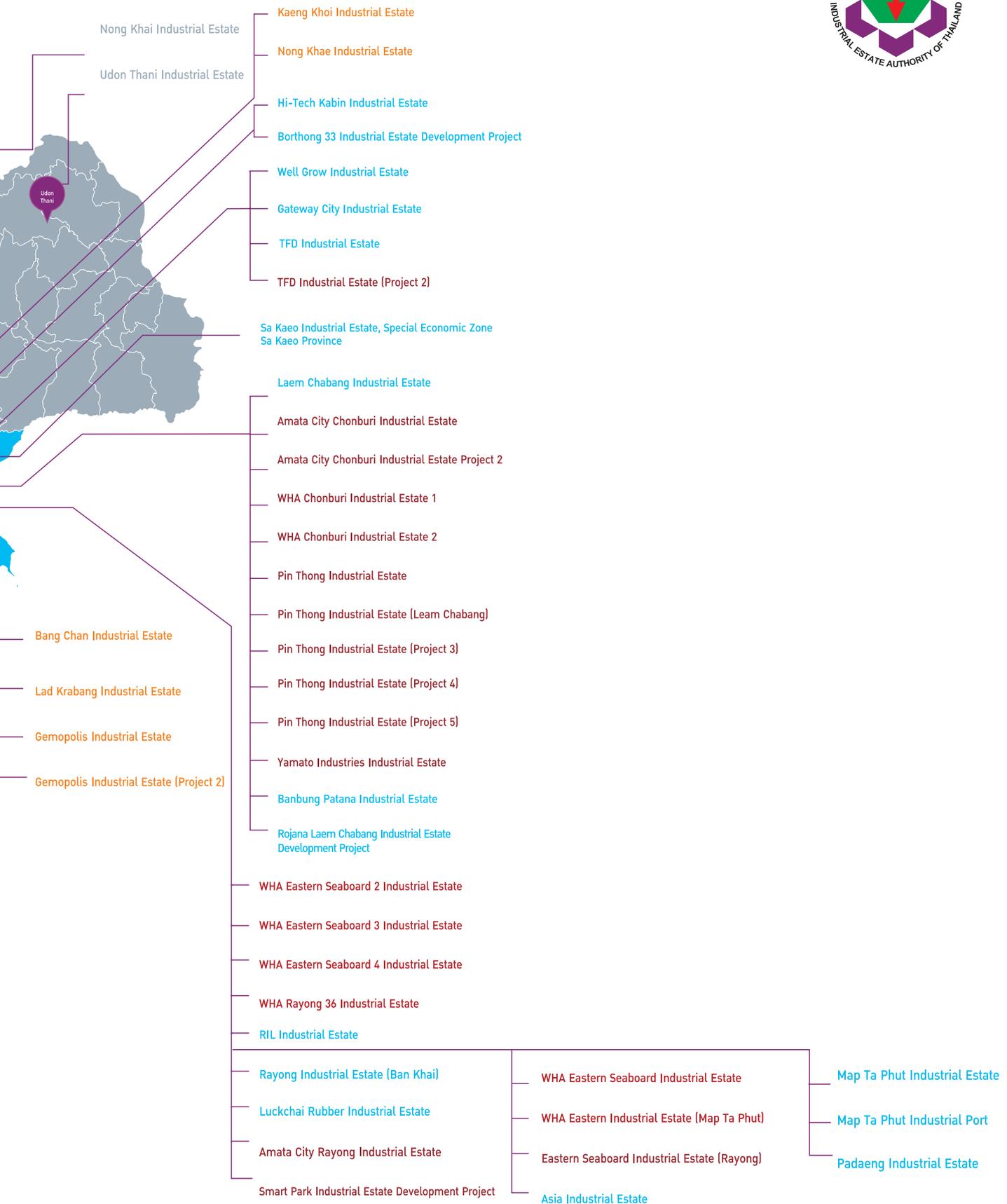
1. The processing time is 3 days after the date of receipt of a completed application.
2. If additional documents are required, or factories are ordered to undergo renovations within a specified period of time, and the applicants do not act accordingly within the specified period of time, the I-EA-T will return the documents or cancel the applications.

Note

1. *During November and December, the period for consideration of industrial operation permit renewals, the processing time is no longer than 30 days following the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.*
2. *Where permits are sought for Map Ta Phut Industrial Estate Complex and nearby industrial estates, including Map Ta Phut Industrial Estate, Hemaraj Eastern Seaboard Industrial Estate, Asia Industrial Estate, R.I.I Industrial Estate and Padaeng Industrial Estate, the processing time is no longer than 30 days from the date of receipt of a complete application, according to No. 11 of the Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.*
3. *Where applications exceed the capabilities of processing staff, such staff must inform applicants of the reason for the delay and clearly state the processing time. However, in all cases the processing time must not be no later than 30 days from the date of receipt of a complete application, according to No. 11 of Regulations of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria, Methods and Conditions for Business Operations in an Industrial Estate B.E.2551 (2008). Where additional approvals from other governmental organizations are required, notification of the additional processing time will be given and the I-EA-T will inform the applicants within 7 days of notification from such organizations.*

Locations of Industrial Estates





Locations and Contacts of Industrial Estates in Thailand

Northern Region	Address	Telephone No.
Northern Region Industrial Estate	60 Moo 4, Banklang, Muang, Lamphun 51000	Tel. 0 5358 1061-9
World Industrial Estate (Lamphun)	99/1382 Soi 22, Moo Bann Nak Keela, Krungthep Kreetha Road, Saphan Sung, Bangkok 10250	Tel. 0 2650 1192

Central Region	Address	Telephone No.
Phichit Industrial Estate	79 Moo 1, Phitsanulok-Nakhon Sawan Road Km. 97-99 Nong Lum, Wachirabarami, Phichit 66220	Tel. 0 5669 2191-2
Ban Wa (Hi-Tech) Industrial Estate	99 Moo 5, Asia-Nakhon Sawan Road Km. 59-60 Ban Wa, Bang Pa-in, Ayutthaya 13160	Tel. 0 353 0141, 0 3531 4343
Bang Pa-in Industrial Estate	139 Moo 2, Udomsorayuth Road, Klongjig, Bang Pa-in, Ayutthaya 13160	Tel. 0 3525 8409-10, 12
Saha Rattana Nakorn Industrial Estate	103 Moo 4, Bang Phrakru Nakhon Luang, Ayutthaya 13260	Tel. 0 3535 0141, 0 3536 4011-3, 0 3571 6745-6
Kaeng Khoi Industrial Estate	134 Moo 1, Ban That, Kaeng Khoi, Saraburi 18100	Tel. 0 3624 7300
Nong Khae Industrial Estate	Phaholyothin Road Km. 91-92 Nong Khae, Saraburi 18140	Tel. 0 2619 0140, 0 3637 4086, 88-89
Samut Sakhon Industrial Estate	39/5 Moo 2, Bangkrajao, Mueang, Samut Sakhon 74000	Tel. 0 3449 0066-9
Sinsakhon Industrial Estate	30/1 Moo 2, Chetsadawithi Road, Khok Kham Muang, Samut Sakhon 74000	Tel. 0 3445 2222, 0 3445 2022
Maharaj Nakorn Industrial Estate	99 Sukhumvit Road Soi 6, Khlong Toei, Bangkok 10110	Tel. 0 2253 5577
Bang Chan Industrial Estate	60 Moo 14, Seri Thai Soi 87, Seri Thai Road, Min Buri, Bangkok 10510	Tel. 0 2517 0744, 0 2517 1895, 0 2517 9653
Latkrabang Industrial Estate	40 Soi Chalongsong 31, Lamplathiew, Lat Krabang, Bangkok 10520	Tel. 0 2326 0221-3, 0 2323 0137
Gemopolis Industrial Estate	47/31 Moo 4, Sukhapiban 2, Dok Mai, Prawet, Bangkok 10260	Tel. 0 2727 0190, 0 2727 0021-9
Bangpoo Industrial Estate	649 Moo 4, Sukhumvit Road, Praeksa Muang, Samut Prakan 10280	Tel. 0 2709 3450-3
Bangplee Industrial Estate	132/2 Moo 17, Thepharak Road, Bang Sao Thong, Samut Prakan 10540	Tel. 0 2705 0657-8
Asia Industrial Estate (Suvarnabhumi)	Luang Pang Road, Preng, Bang Bo, Samut Prakan 10560	Tel. 0 2231 5800
Bangpoo Industrial Estate (North)	Praeksa Mai, Mueang Samut Prakan 10540	Tel. 0 2117 1500

Western Region	Address	Telephone No.
Ratchaburi Industrial Estate	110 Moo 9, Donsai, Photharam, Ratchaburi 70120	Tel. 0 3237 5718-9

Northeastern Region	Address	Telephone No.
Nong Khai Industrial Estate	Phonsawang, Mueang district, Nong Khai	Tel. 0 4241 1515
Udon Thani Industrial Estate	Non Soong, Mueang district, Udon Thani	Tel. 0 4224 4771-4

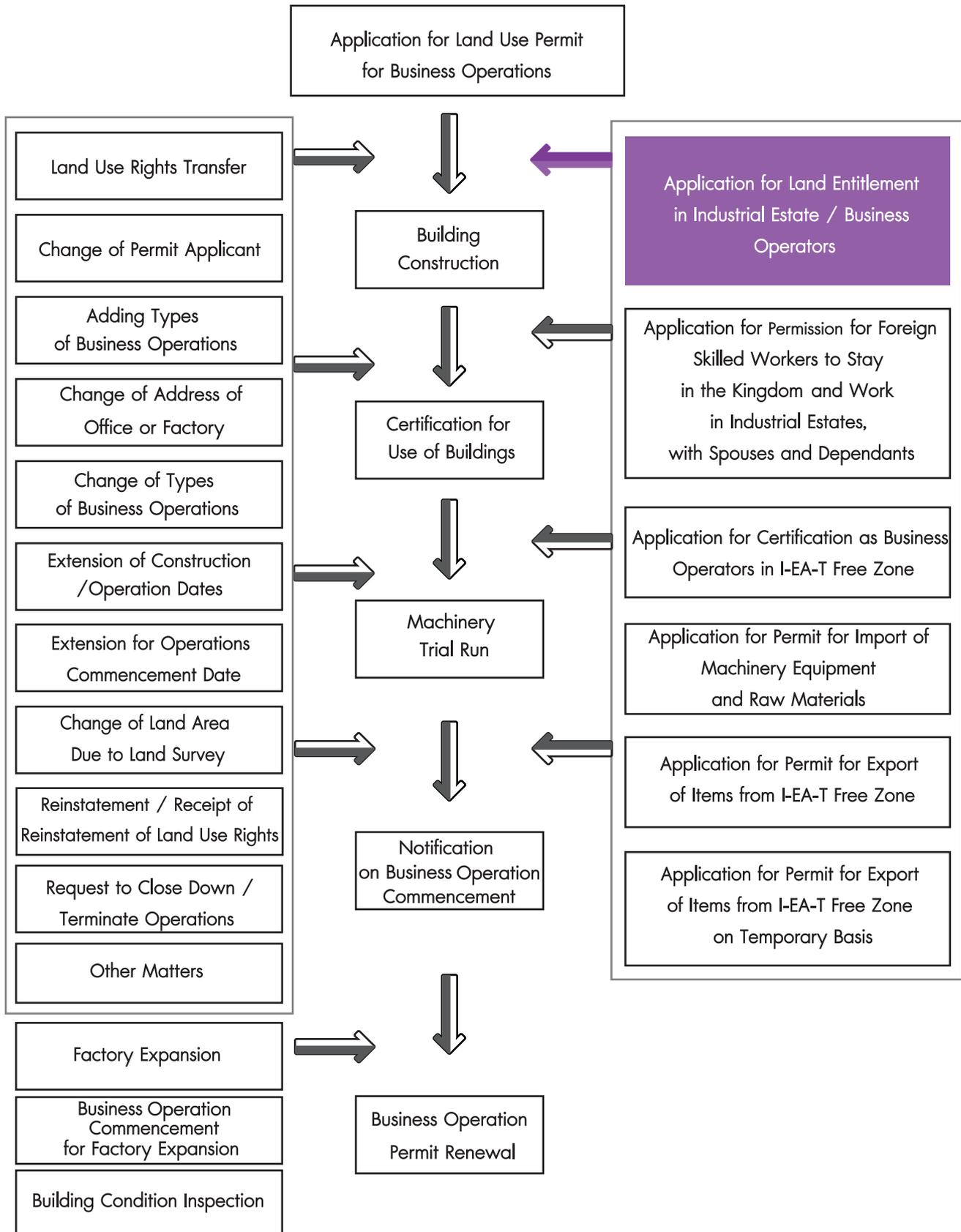
Eastern Region	Address	Telephone No.
Hi-Tech Kabin Industrial Estate	304 Ladtakian, Kabin Buri, Prachin Buri 25110	Tel. 02 2544130-6
Well Grow Industrial Estate	78 Moo 1, Bangna-Trad Road Km. 36, Bang Pakong, Chachoengsao 24180	Tel. 0 3857 0001
Gateway City Industrial Estate	215 Moo 7, Chachoengsao – Sattahip Road, Huasamrong, Plaeng Yao, Chachoengsao 24190	Tel. 0 2302 2300, 0 3857 5277-84
TFD Industrial Estate	Tha Sa-an, Bang Pakong, Chachoengsao, and 18 Soi Sathon 11 Yaek 9, Yannawa, Sathorn, Bangkok 10120	Tel. 0 2676 4031-6
Laem Chabang Industrial Estate	49/19 Moo 5, Sukhumvit Road, Thung Sukhala, Sri Racha, Chon Buri 20230	Tel. 0 3849 0941-8
Amata City Industrial Estate	7 Moo 3, Highway 331, Bowin, Sri Racha, Chon Buri 20230 and 331/8-9 Highway 331, Bowin, Sri Racha, Chon Buri 20230	Tel. 0 3834 6442-3, 0 3845 7002-4
WHA Industrial Estate Chon Buri 2	Highway 331, KM14+700, Bowin, and Chao Phraya Sirasak, Sri Racha, Chon Buri 20230	Tel. 02 719 9555
Pinthong Industrial Estate	789 Moo 1, Nong Kho – Laem Chabang Road, Nong Kham, Sri Racha, Chon Buri 20230	Tel. 0 3829 6334-7, 0 3811 1943-4
Pinthong (Laem Chabang) Industrial Estate	789 Moo 1, Nong Kho – Laem Chabang Road, Nong Kham, Sri Racha, Chon Buri 20230	Tel. 0 3829 6334
Yamato Industries Industrial Estate	333 Moo. 1, Nong Kho – Laem Chabang Road, Nong Kham, Sri Racha, Chon Buri 20230	Tel. 0 3821 9009
Ban Bueng Industrial Estate	73 Soi Sukhonthasawat 26, Sukhonthasawat Road, Ladprao, Chatuchak, Bangkok 10230	Tel. 0 2570 9121
Rojana Laem Chabang Industrial Estate	Bowin, Sri Racha, Chon Buri, 20230	Tel. 0 2716 1750-58
WHA Eastern Seaboard Industrial Estate	112 Moo 4, Highway 331, KM 91.5, Pluak Daeng, Rayong 21140	Tel. 02 719 9555
WHA Eastern Seaboard 2 Industrial Estate	Highway 331, KM81, Khao Khan Song, Sri Racha,	Tel. 02 719 9555
WHA Eastern Seaboard 4 Industrial Estate	616/1 Moo. 5, Highway 3578, Mae Nam Khu, Pluank Daeng, Rayong 21140	Tel. 02 719 9555
WHA Rayong 36 Industrial Estate	18 Pakorngsongkrojatch Road, Huai Pong, Muang Rayong 21150	Tel. 02 719 9555
RIL Industrial Estate	88 Highway 3191, Map Ta Phut, Rayong 21150	Tel. 0 3891 5284-7
Rayong (Ban Khai) Industrial Estate	Ban Khai – Ban Bueng Road (Highway 3138), Nong Bua, Ban Khai, Rayong 21120	Tel. 0 2649 7135-7
Lukchai Rubber Industrial Estate	Samnakhong, Muang Rayong 21150	Tel. 0 2274 1673-4
Amata City Industrial Estate	7 Moo 3, Highway 331, Bowin, Sri Racha, Chon Buri 20230	Tel. 0 3834 6442-3
Eastern Seaboard Industrial Estate (Rayong)	112 Moo 4, Highway No. 331 Km. 91.5 Pluak Daeng, Rayong 21140	Tel. 0 3895 4543-4
Asia Industrial Estate	9 Moo 2, Banchang, Rayong 21103	Tel. 0 3868 9123-5
Map Ta Phut Industrial Estate	1 , I-1 Road, Map Ta Phut , Rayong 21150	Tel. 0 3868 3930-6
Padaeng Industrial Estate	15 Padaeng Road, Map Ta Phut Muang, Rayong 21150	Tel. 0 3868 3318-20

Southern Region	Address	Telephone No.
Southern Region Industrial Estate	9/6 Moo 4, Chalung, Hat Yai, Songkhla 90110	Tel. 0 7420 6033
Rubber City	Chalung, Hat Yai, Songkhla 90110	Tel. 0 7420 6035

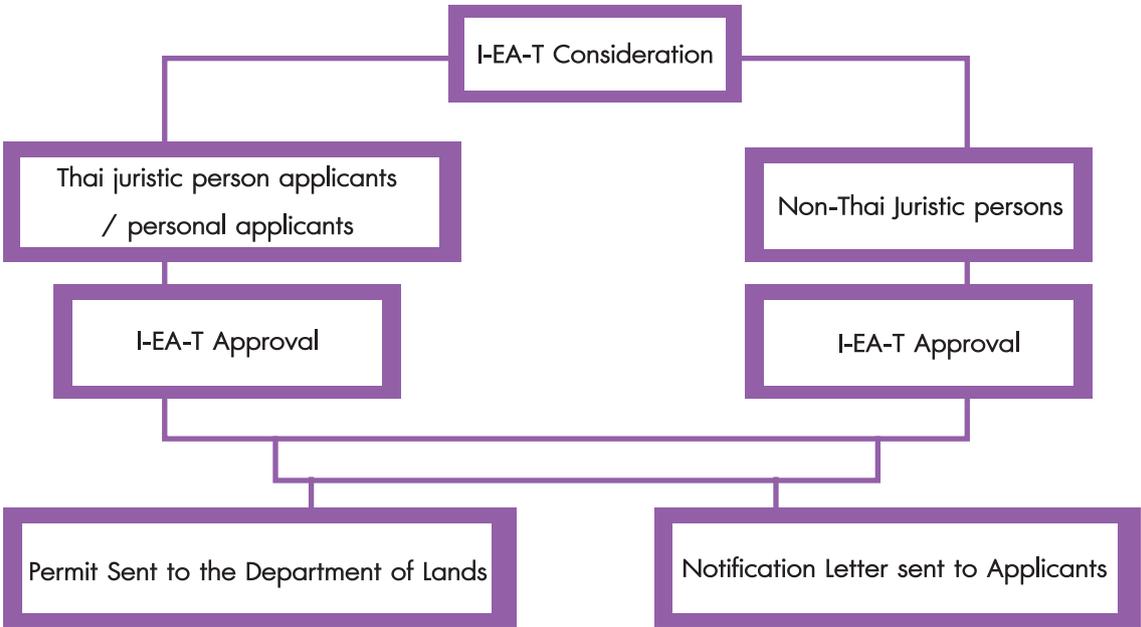
Chapter 4



Land Entitlement



1. Submission of the application form for Land Entitlement in Industrial Estates for Non-Thai Business Operators (I-EA-T 15 Sor).
2. Submission of the application form for Land Entitlement in Residential and Commercial Areas in Industrial Estates for Thai and Non-Thai Business Operators (Thai juristic person applicants/ Thai personal applicants) (I-EA-T 15.1 Sor).
3. Submission of the application form for Land Entitlement in Industrial Estates for Thai Business Operators (Thai juristic person applicants/Thai personal applicants) (I-EA-T 15.2 Sor).



1. Application fee is 3,000 Baht for a land entitlement permit for non-Thai business operators, and 200 baht + 7% VAT (3424 Baht) for e-PP system service per application.
2. There is no application fee for land entitlement permit for Thai business operators, although a 200 Baht + 7% VAT (214 Baht) fee is levied for e-PP system service per application.

Land Entitlement

1. Non-Thai business operators (foreign shareholders holding more than 49%) in Thailand's industrial estates shall be entitled to land entitlement privileges as specified in Section 44 of the I-EA-T Act B.E. 2522 and its amendment, as follows:
 - 1.1 Land entitlement for business operations for non-Thai juristic persons (I-EA-T 15 Sor).
 - 1.2 Land entitlement in residential and commercial areas for non-Thai business operators (I-EA-T 15.1 Sor).
 - 1.3 Additional land entitlement for business operations in residential and commercial areas for non-Thai juristic persons.
2. Thai business operators who are juristic persons (less than 49% of foreign shareholders) in Thailand's industrial estates shall be entitled to land entitlement privileges, as follows:
 - 2.1 Land entitlement for business operation for Thai juristic persons (I-EA-T. 15.2 Sor).
 - 2.2 Land entitlement for business operations for Thai owner-operators (I-EA-T. 15.2 Sor).
 - 2.3 Land entitlement in residential and commercial areas in industrial estates for Thai juristic persons or owner operators (I-EA-T 15.1 Sor).

Submission of Application for Land Entitlement in Industrial Estates

Application for Land Entitlement for Business Operation for Non-Thai Juristic Persons:

1. Documents required for application are as follows:
 - 1.1 A copy of Application Form for Land Entitlement in Industrial Estates (I-EA-T.15 Sor).
 - 1.2 A copy of an affidavit of juristic person, dated not more than six months from the date of issue.
 - 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
 - 1.4 An A4-size copy of the land use layout, showing details of the factory locations, offices, safety and environmental protection areas, free open spaces, and reserved areas for future projects.
 - 1.5 Two copies of the land title deed for which permission is being sought. (A4 paper size).
 - 1.6 In the case of assigning power of attorney, a letter of authorization affixed with the duty stamp as stipulated by the law, is required (if applicable).
2. Completed application form (I-EA-T. 15 Sor).
3. The I-EA-T shall grant permission for holding land entitlement by issuing a letter to the provincial land officer in the province where the land is located, and a notification letter of permission to the company's managing director.
4. The business operators submit the notification letter of permission to the provincial land officer to support receipt of the land entitlement.

Application for Land Entitlement in Residential and Commercial Areas for Thai and Non -Thai Juristic Persons:

1. Documents required for application are as follows:

- 1.1 A copy of Application Form for Land Entitlement in Residential and Commercial Areas in Industrial Estates (I-EA-T.15.1 Sor).
- 1.2 A copy of affidavit of juristic person, dated not more than six months from the date of issue.
- 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
- 1.4 A copy of land use layout in residential and commercial areas.
- 1.5 Two copies of the land title deed for which permission is being sought (A4 size paper).
- 1.6 In the case of assigning power of attorney, a letter of authorization affixed with the duty stamp as stipulated by the law, is required (if applicable).

2. Completed application form (I-EA-T. 15.1 Sor).

3. The I-EA-T shall grant permission for holding land entitlement by issuing a letter to the provincial land officer in the province where the land is located, and a notification letter of permission to the company's managing director.

4. The business operators submit the notification letter of permission to the provincial land officer to support receipt of the land entitlement.

Application for Additional Land Entitlement for Business Operation for Non-Thai Juristic Persons (I-EA-T. 15 Sor.):

1. Documents required for application are as follows:

- 1.1 A copy of Application Form for Land Entitlement in Industrial Estates (I-EA-T.15 Sor).
- 1.2 A copy of affidavit of juristic person, dated not more than six months from the date of issue.
- 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
- 1.4 A copy of additional land use layout for which permission is being sought.
- 1.5 Two copies of the land title deed for which permission is being sought.
- 1.6 In the case of assigning power of attorney, a letter of authorization affixed with the duty stamp as stipulated by the law, is required (if applicable).

2. Completed the application form (I-EA-T. 15 Sor).

3. The I-EA-T shall grant permission for holding land entitlement by issuing a letter to the provincial land officer in the province where the land is located, and a notification letter of permission to the company's managing director.

4. The business operators submit the notification letter of permission to the provincial land officer to support receipt of the land entitlement.

Application for Land Entitlement in Residential and Commercial Areas (I-EA-T 15.1 Sor.) for Thai and Non-Thai Juristic Persons/Thai Owner Operators :

1. Documents required for application are as follows:

- 1.1 A copy of Application Form for Land entitlement in Residential and Commercial areas (I-EA-T 15.1 Sor).
- 1.2 A copy of affidavit of juristic person, dated not more than six months from the date of issue.
- 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
- 1.4 A copy of additional land use layout in residential and commercial areas, for which permission is being sought.
- 1.5 Two copies of the land title deed for which permission is being sought (A4 paper size).
- 1.6 In the case of assigning power of attorney, a letter of authorization affixed with the duty stamp as stipulated by the law, is required (if applicable).

2. Completed application form (I-EA-T. 15.1 Sor).

3. The I-EA-T shall grant permission for holding land entitlement by issuing a letter to a provincial land officer in the province where the land is located and a notification letter of permission to the company's managing director.
4. The business operator submit the notification letter of permission for additional land entitlement in residential and commercial areas to the provincial land officer to support receipt of the land entitlement and send a notification letter to the company's managing director.

Land Entitlement in Industrial Estates for Thai Business Operators (Thai juristic person applicants/Thai personal applicants) (I-EA-T 15.2 Sor).

1. Documents required for application are as follows:

- 1.1 A copy of Application Form for Land Entitlement for Business Operation for Thai Juristic Persons/ Thai Owner Operators (I-EA-T. 15.2 Sor).
- 1.2 A copy of affidavit of juristic person, dated not more than 6 months from the date of issue.
- 1.3 A copy of the list of shareholders, dated not more than 6 months from the date of issue.
- 1.4 Two copies of the land title deed for which permission is being sought (A4 paper size).
- 1.5 In the case of assigning power of attorney, a letter of authorization affixed with the duty stamp as stipulated by the law, is required (if applicable).

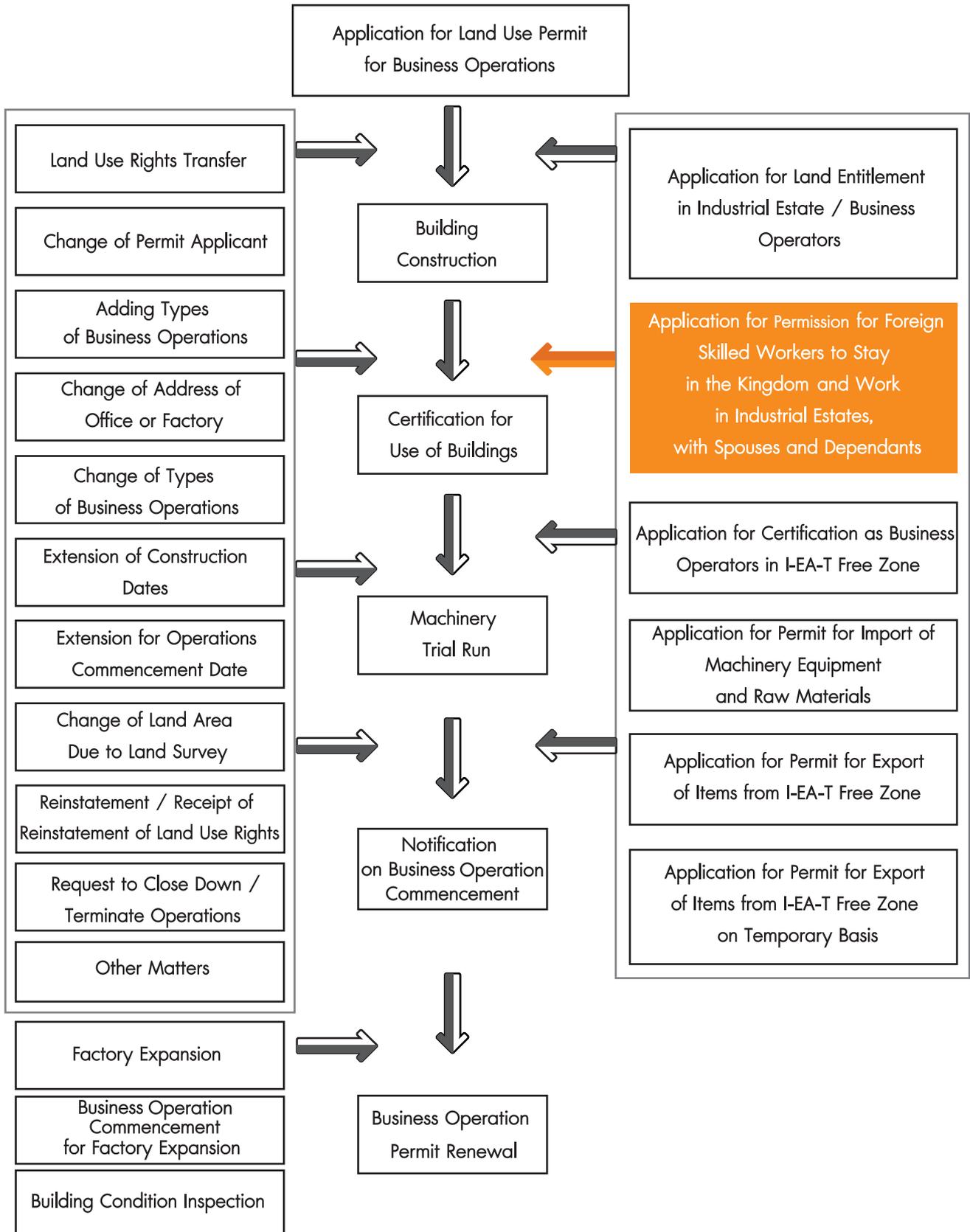
2. Completed the application form (I-EA-T. 15.2 Sor).

3. The I-EA-T shall grant permission for holding land entitlement by issuing a letter to the provincial land officer in the province where the land is located, and a notification letter of permission to the company's managing director.
4. The business operator submit the notification letter of permission to the provincial land officer to support receipt of land entitlement.

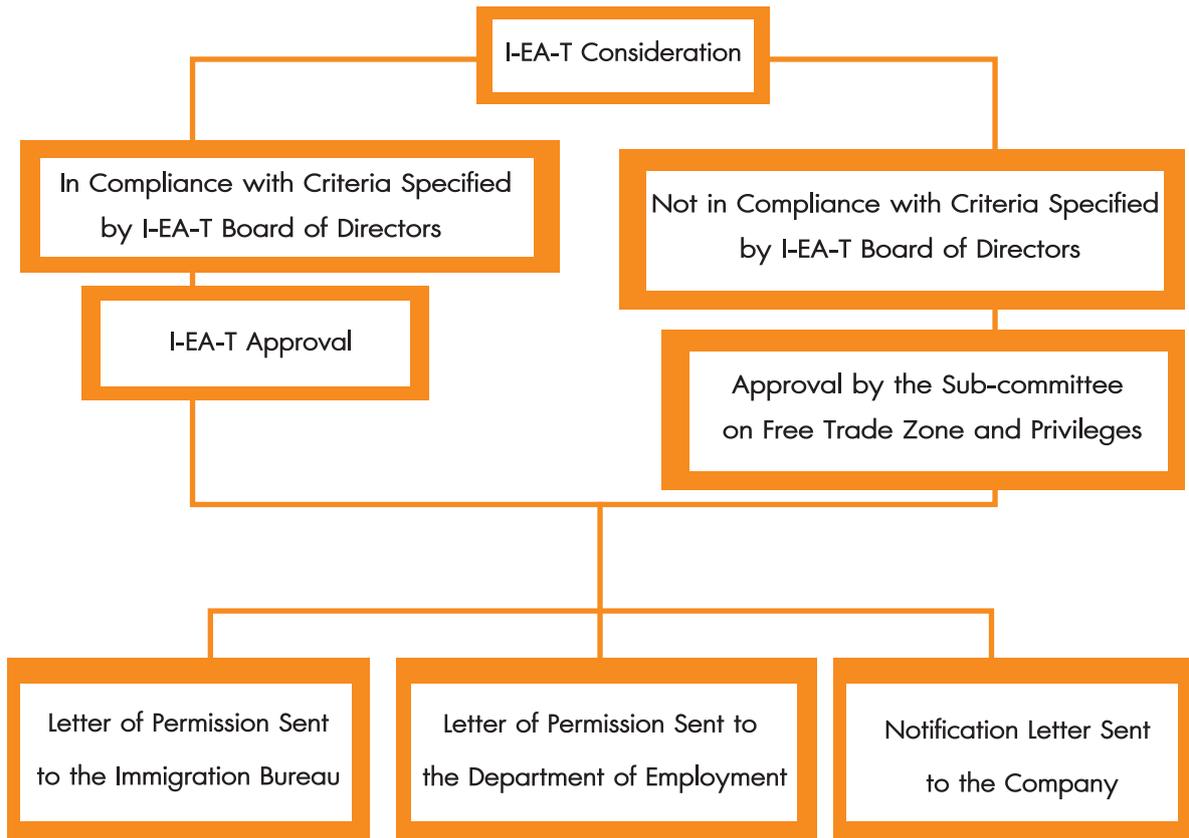
Chapter 5



Application for Permission for Foreign Skilled Workers to Stay in the Kingdom and Work in Industrial Estates, with Spouses and Dependents



1. Submission of the Application for Foreign Skilled Workers and Families to Work and Stay in the Kingdom (I-EA-T. 17-1 and 17-2)
2. Submission of the General Application Form (I-EA-T. 17-3)



Service fee is 2,000 Baht for application for non-Thai workers and 200 Baht + 7% VAT for e-PP system service per application.

Application for Permission for Foreign Skilled Workers to Work and Stay in the Kingdom with Spouses and Dependents

1. The business operators shall be entitled to privileges to bring into the Kingdom the following foreign persons:
 - 1.1 Skilled workers.
 - 1.2 Experts.
 - 1.3 Spouses and dependents of skilled workers and experts. The number of dependents and duration of stay will be as deemed appropriate by the I-EA-T Board of Directors, even if the number of dependents and duration of stay may exceed those specified in the regulations under Section 45 of the I-EA-T Act B.E. 2522 (1979) and its amendment.
2. Foreign skilled workers or experts who have been granted permission to reside in the Kingdom, pursuant to Section 45, shall be permitted to work only in the positions as approved by the Board of Directors for the permitted duration of stay in the Kingdom pursuant to Section 46 of the I-EA-T Act B.E. 2522 (1979) and its amendment.

Submission of Application for Foreign Skilled Workers to Work and Stay in the Kingdom (I-EA-T. 17-1 and 17-2)

Application for Approval of Positions and Recruitment of Skilled Workers and Experts (I-EA-T. 17-1 and 17-2):

1. Documents required for application are as follows:
 - 1.1 A copy of Application Form for Foreign Skilled Workers and Families to Work and Stay in the Kingdom (I-EA-T. 17-1 and 17-2).
 - 1.2 A copy of affidavit of juristic person, dated not more than six months from the date of issue.
 - 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
 - 1.4 A copy of the organization chart, and the associated positions.
 - 1.5 A copy of the manufacturing procedure chart (if applicable).
 - 1.6 A copy of the documents showing the production capacity, export volume, and its value (if applicable).
 - 1.7 A copy of passports of foreign skilled workers or experts, stamped with Non-Immigrant Visa Category "B".
 - 1.8 A copy of the educational certificate of the applicants. If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.9 A copy of the educational certificate of the applicants. If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.10 A copy of the personal information of the foreign skilled workers or experts.

2. Completed application forms (I-EA-T. 17-1 and 17-2).
3. The I-EA-T shall grant permission for bringing in foreign skilled workers and experts to reside in the kingdom pursuant to Section 45 of the I-EA-T Act B.E. 2522 (1979) and its amendment, and for foreign skilled workers and experts to work in the industrial estates pursuant to Section 46 of the I-EA-T Act B.E. 2522 (1979) and its amendment, and the Notification of the Board of Directors of the Industrial Estate Authority of Thailand on the Criteria for the Number and Duration of Foreign Workers to Work and Reside in The Kingdom, and on Criteria for Positions and Duties of Foreign Workers:

3.1 The I-EA-T will send a letter to the Immigration Bureau Chief / Provincial Bureau Chief, to grant permission to foreign workers to reside in the Kingdom.

3.2 The I-EA-T will send a letter to the Director-General of the Department of Employment/Governor of involved provinces to grant permission to foreign workers to work in the industrial estates.

4. The business operators, after receiving the notification letters of permission, shall submit them for processing of the visa application and work permits within 15 days from the date indicated in the notification letter.

Application for Permission for Spouses and Dependents of Skilled Workers and Experts to Stay in the Kingdom:

1. Documents required for application are as follows:

1.1 A copy of Application Form for Foreign Skilled Workers and Families to Work and Reside in the Kingdom (I-EA-T. 17-1 and 17-2).

1.2 A set of passport copies of the family members of foreign skilled workers or experts (spouses and dependents), stamped with Non-Immigrant Visa Category “O”.

1.3 A copy of marriage certificate or documents proving family relations. If the certificates are in another language, they must be translated into Thai or English, and certified by the embassy or consulate of the applicant’s country of origin in Thailand.

1.4 A copy of birth certificates of children of foreign skilled workers/experts or documents proving family relations. If the certificates are in another language, they must be translated into Thai or English, and certified by the embassy or consulate of the applicant’s country of origin in Thailand.

1.5 A copy of documents providing parental proof or a certificate of father and mother of foreign workers/experts from the embassy/consulate of the applicant’s country of origin in Thailand.

1.6 A copy of the house registration certificate (if any). If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant’s country of origin in Thailand.

1.7 Children of foreign skilled workers/experts must be under 20 years old. Children aged above 20 years old, but not more than 25 years old, must show evidence of studying at educational institutions certified by the Thai Ministry of Education. Exemption is given to the disabled and those under parental care who are permitted to reside in the Kingdom with the kingdom with the rights of foreign skilled workers/experts.

1.8 A copy of information about background of spouses or dependents.

2. Completed application forms (I-EA-T. 17-1 and 17-2).
3. The I-EA-T shall grant permission for spouses and dependents of foreign skilled workers/experts to stay in the Kingdom pursuant to Section 45 of the I-EA-T Act B.E. 2522 (1979) and its amendment by issuing letters to the Immigration Bureau Chief/Provincial Bureau Chief.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing of the visa application at the Immigration Bureau/Provincial Immigration Office.

Application for Visa Renewal and Extension of Stay for Foreign Skilled Workers/Experts, Spouses and Dependents:

1. Documents required for application are as follows:
 - 1.1 A copy of Application Form for Foreign Skilled Workers and Families to Work and Stay in the Kingdom (I-EA-T. 17-1 and 17-2).
 - 1.2 A copy of the passport of the foreign skilled workers/experts.
 - 1.3 A copy of the passports of the foreign skilled workers/experts' spouses and dependents.
 - 1.4 A copy of the work permit of the foreign worker / expert.
2. Completed application forms (I-EA-T. 17-1 and 17-2).
3. The I-EA-T shall grant permission for extension of stay for foreign skilled workers/experts and their spouses and dependents as follows:
 - 3.1 The I-EA-T shall grant permits to foreign skilled workers /experts and their spouses and dependents to stay in the kingdom by sending a letter to the Immigrant Bureau Chief / Chief of Provincial Immigrant Office.
 - 3.2 The I-EA-T shall grant work permit renewals to foreign skilled workers / experts by sending a letter to the director - general of the Department of Employment / governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing of visa extension for temporary stay at the Immigration Bureau/Provincial Immigration Office and for work permit renewal at the Department of Employment/governors of relevant provinces.

Submission of the General Application Form (I-EA-T.17-3)

Notification on Employment Termination of Foreign Skilled Workers/Experts and Termination of Stay in the Kingdom of Families:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers / experts.
 - 1.3 A copy of the passport of the foreign skilled workers / experts' spouses and dependents.
 - 1.4 A copy of the passport of the foreign skilled workers / experts.
 - 1.5 A copy of the Notification letter for urgent work permits (W.P.10) (if any).
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall consider employment termination of foreign skilled workers/experts and termination of stay for their families as follows:
 - 3.1 A notification letter will be sent to the chief of Immigration Bureau / Provincial Immigration Office.
 - 3.2 A notification letter will be sent to the Director-General of the Department of Employment / governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing of visa cancellation at the Immigration Bureau / Provincial Immigration Office and for return of work permits at the Department of Employment /governors of relevant provinces.

Application for Permits for Extension of Stay for Foreign Skilled Workers/Experts and Families:

1. Documents required for application are as follows:
 - 1.1 A copy of the General form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers/experts with Non-immigrant Visa Category “B”.
 - 1.3 A copy of the passports of the foreign skilled workers/experts’ spouses and dependents with Non-Immigrant Visa Category “O”.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send a notification letter to the chief of Immigration Bureau/Provincial Immigration Office.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing of non-immigrant visa renewal at the Immigration Bureau/Provincial Immigration Office.

Application for Additional Positions at a Branch/Affiliate of a Company in Industrial Estates:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers/experts.
 - 1.3 A copy of the work permits of the foreign skilled workers/experts.
 - 1.4 A copy of affidavit of juristic person of the company and of the new branch/affiliate, dated not more than 6 months from the date of issue.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send notification letters to the Immigration Bureau/Provincial Immigration Office and the Department of Employment / governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for the additional positions to be processed at the Immigration Bureau / Provincial Immigration Office, and also at the Department of Employment / governors of relevant provinces.

Application for Foreign Skilled Worker to Hold Additional Position as Director at a Company in Industrial Estates:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers / experts.
 - 1.3 A copy of the work permits of the foreign skilled workers / experts.
 - 1.4 A copy of affidavit of juristic person, dated no more than six months from issue, with the name of the foreign skilled worker to hold additional position as director.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send notification letters to the Immigration Bureau/Provincial Immigration Office and the Department of Employment / governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing and adding position of foreign skilled worker as director with the authority to sign at the Immigration Bureau / Provincial Immigration Office, and also at the Department of Employment/ governors of relevant provinces.



Application for Change of Name of Juristic Person:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of affidavit of juristic person (with change of name of the juristic person), dated no more than six months from issue.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send notification letters to the Immigration Bureau / Provincial Immigration Office and the Department of Employment / governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing with the new name of the juristic person noted in the passport at the Immigration Bureau / Provincial Immigration Office and for the changing of the name of juristic person in the work permit at the Department of Employment.

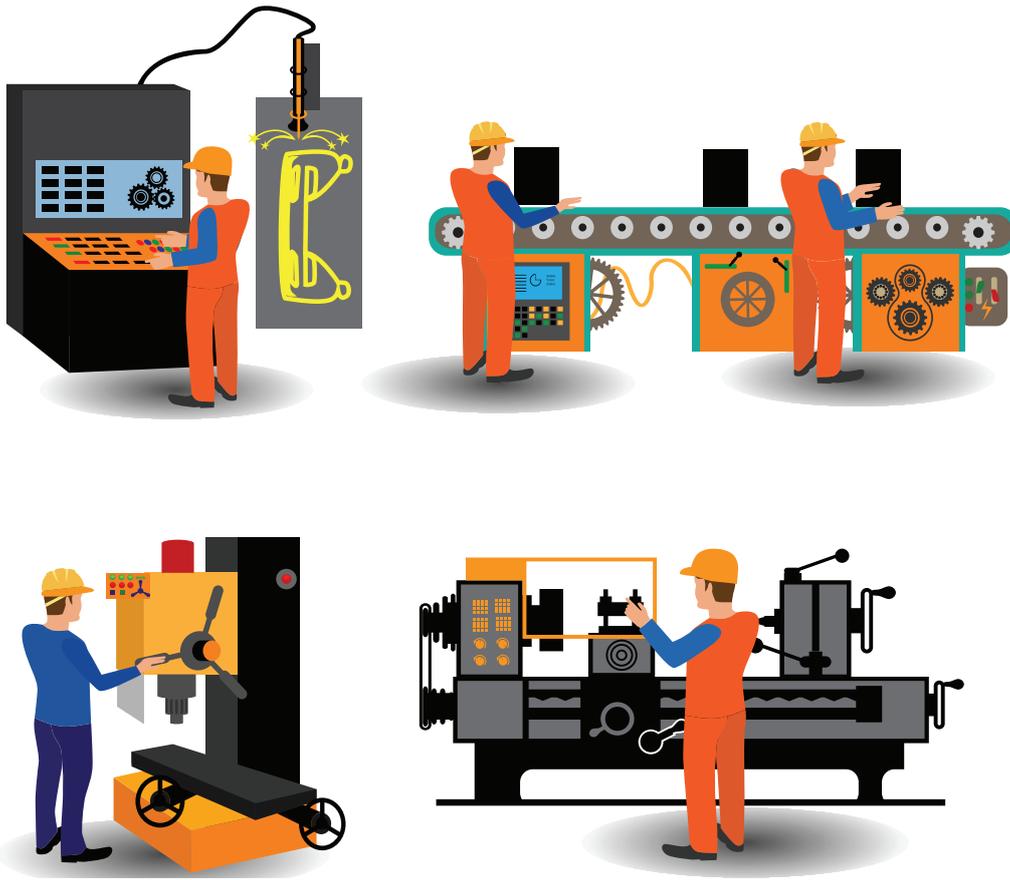
Application for Change of Name/Nationality of Foreign Skilled Workers and Families:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers/experts.
 - 1.3 A copy of the passports of the foreign skilled workers/experts' spouses and dependents.
 - 1.4 Evidence of change of name/nationality or certification by the Embassy or consulate.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send notification letters to the Immigration Bureau/Provincial Immigration Office and the Department of Employment/governors of relevant provinces.
4. The business operators, after receiving the notification letters of permission, shall submit them for processing with changes of name made at the Immigration Bureau / Provincial Immigration Office, and visas issued and for change of name in the work permit at the Department of Employment.

Application for Cooperation in Issuing Non-immigrant Visas:

1. Documents required for application are as follows:
 - 1.1 A copy of the General Application Form (I-EA-T. 17-3).
 - 1.2 A copy of the passport of the foreign skilled workers/experts.
 - 1.3 A copy of the passports of the foreign skilled workers/experts' spouses and dependents.
 - 1.4 A copy of the educational certificate of the applicants. If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.5 A copy of the employment certificate of the applicants. If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.6 A copy of the marriage certificate or documents proving family relations. If the certificates are in another language, they must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.7 A copy of the birth certificates of children of foreign skilled workers/experts or documents proving family relations. If the certificates are in another language, they must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
 - 1.8 A copy of the documents providing parental proof documents or a certificate of father and mother of foreign workers / experts from the embassy / consulate of the applicant's country of origin in Thailand.
 - 1.9 A copy of the house registration certificate (if any). If the certificate is in another language, it must be translated into Thai or English, and certified by the embassy or consulate of the applicant's country of origin in Thailand.
2. Completed application form (I-EA-T. 17-3).
3. I-EA-T shall send a request to the Department of Consular Affairs, Ministry of Foreign Affairs requesting cooperation in issuing non-immigrant visas.
4. The business operators, after receiving the notification letters of permission, shall contact the Department of Consular Affairs, Ministry of Foreign Affairs to proceed with issuing the non-immigrant visas for foreign skilled workers and their families at the Thai Embassy/Consulate abroad.





Application for Change of Position of Foreign Skilled Workers:

1. Documents required for application are as follows:

- 1.1 A copy of the General Application Form (I-EA-T. 17-3).
- 1.2 A copy of the affidavit of juristic person, dated no more than six months from issue.
- 1.3 A copy of the list of shareholders, dated not more than six months from the date of issue.
- 1.4 A copy of the organizational chart.
- 1.5 A copy of the manufacturing procedure chart (if applicable).
- 1.6 A copy of the documents showing production capacity, export volume, and value (if applicable).
- 1.7 A copy of the passport of the foreign skilled workers / experts.
- 1.8 A copy of the work permits of the foreign skilled workers / experts.
- 1.9 A minute of the meeting report or order showing change of position.
- 1.10 A copy of the personal background of the foreign skilled worker / expert.

2. Completed application form (I-EA-T. 17-3).

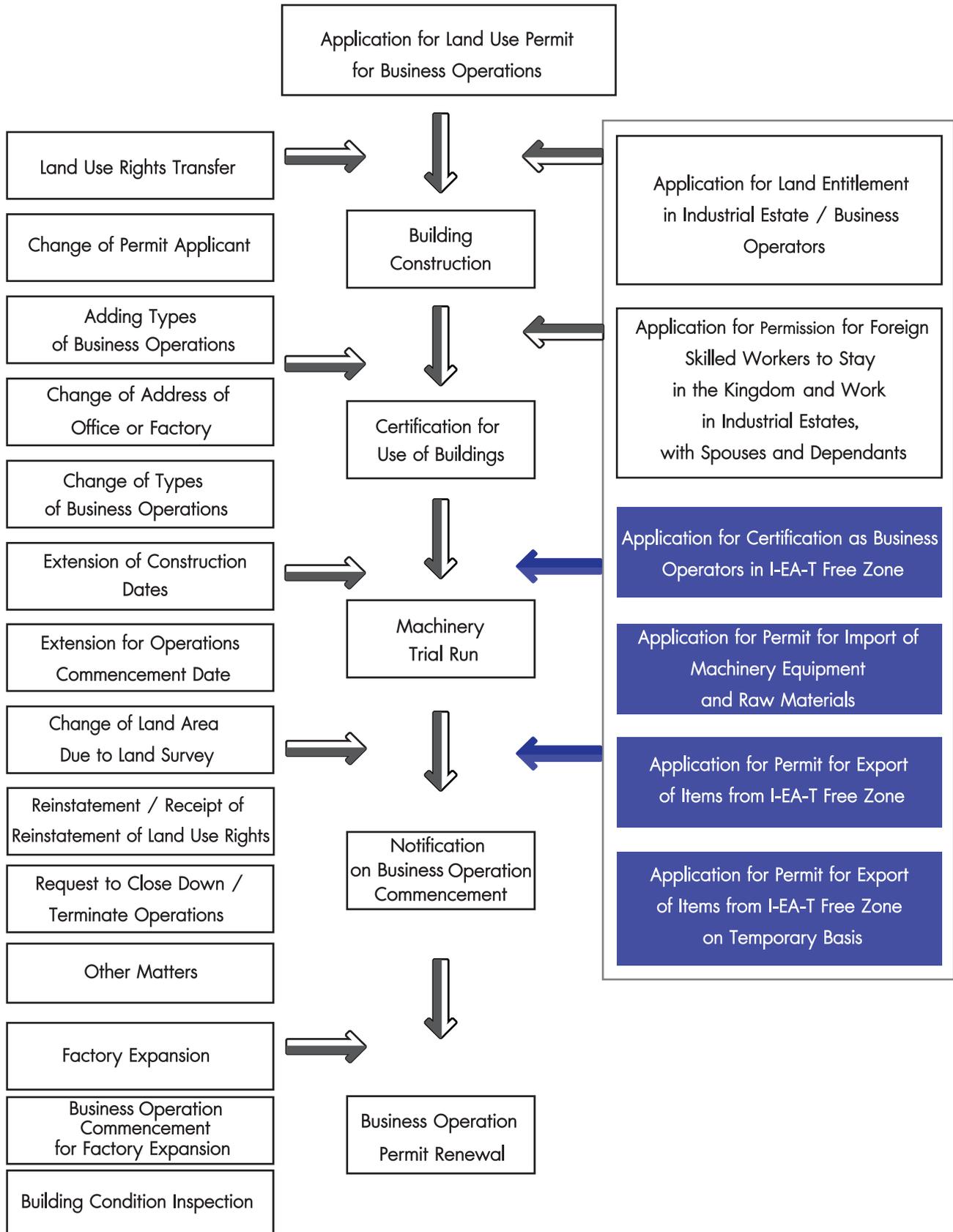
3. I-EA-T shall send notification letters to the Immigration Bureau / Provincial Immigration Office and the Department of Employment / governors of relevant provinces.

4. The business operators, after receiving the notification letters of permission, shall submit them for processing the change of position in the passport at the Immigration Bureau / Provincial Immigration Office, and for the change of position in the work permit at the Department of Employment.

Chapter 6

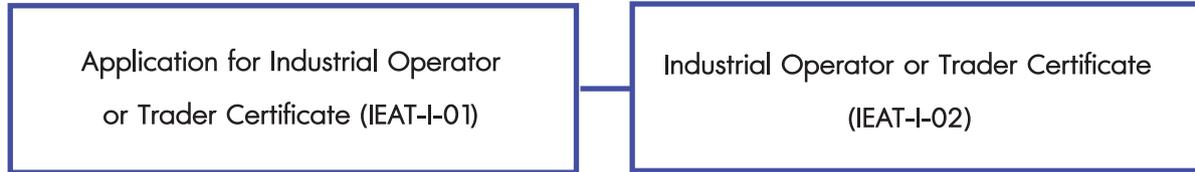


Application for Tax and Duty Privileges

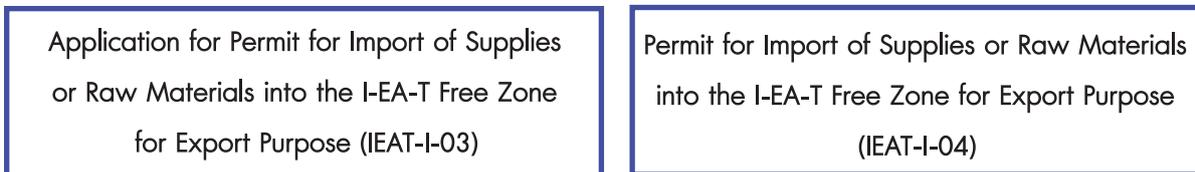


Import of Supplies into the I-EA-T Free Zone

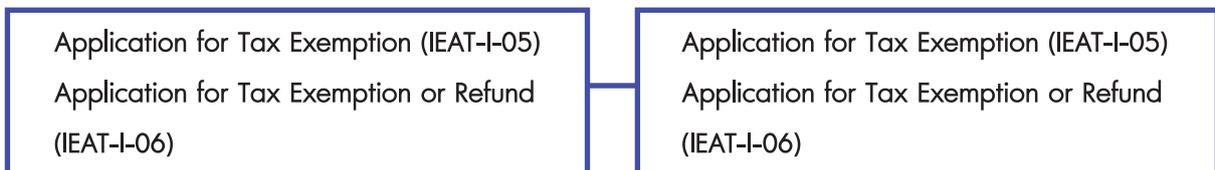
For Raw Materials:



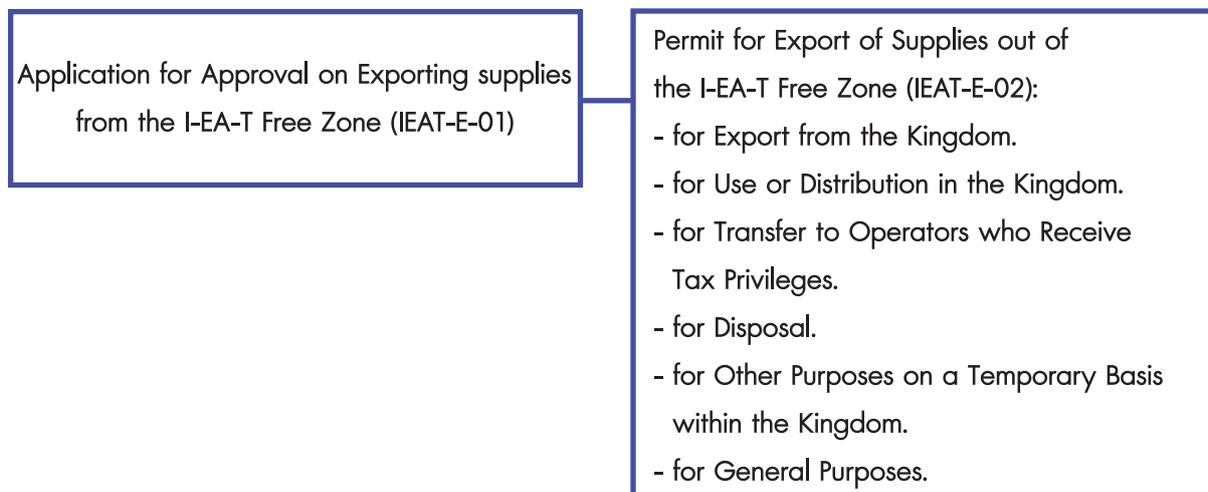
For Raw Materials for Export:



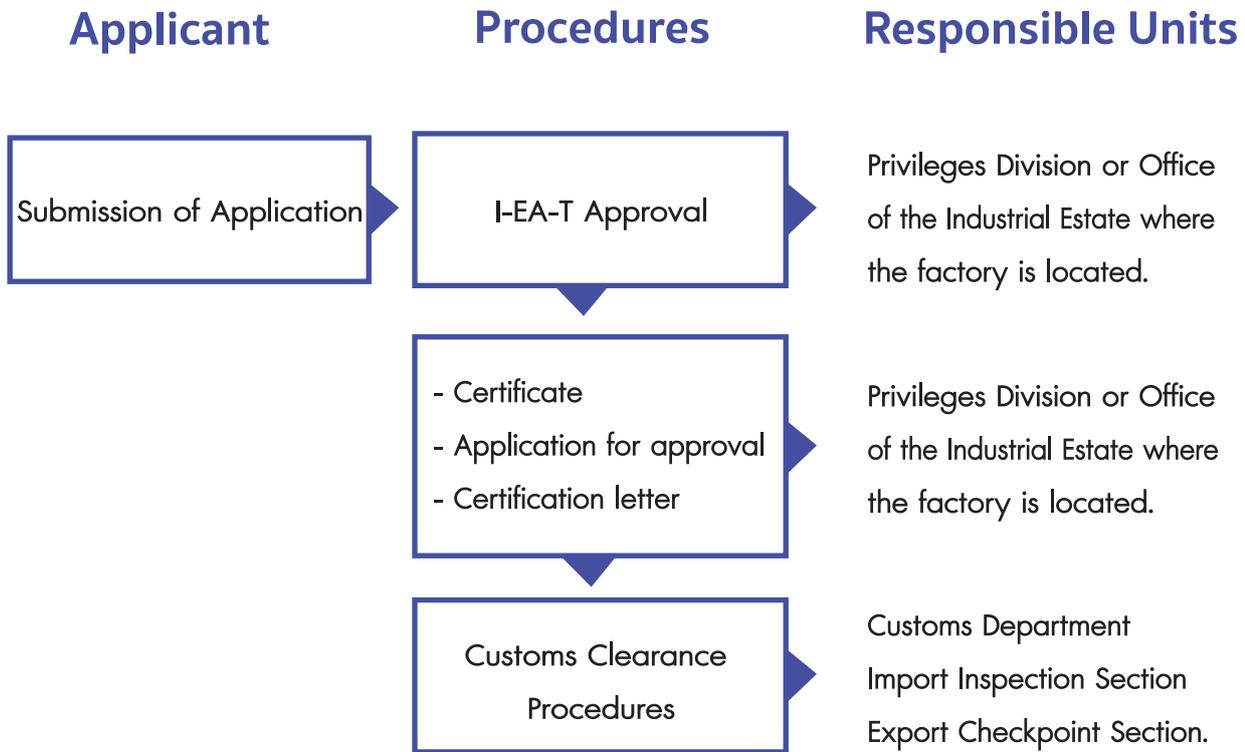
For Import of Machinery/Raw Materials (IEAT-I-05) And for Import of Machinery/Raw Materials from Countries with Tax privileges according to the laws of the Board of Investment (BOI) of Thailand and Thai Customs (IEAT-I-06.)



Export of Supplies from the I-EA-T Free Zone



Application for Permit for Import and Export of Supplies into and out of the I-EA-T Free Zone



Service Fee

I-EA-T Service fee for issuing the Permit for Import and Export of Supplies is 120 Baht + Vat 7% until September 30, 2018.

The rate will increase by 10 Baht annually until September 30, 2021.



Application for Permit for Import and Export of Supplies into and out of the I-EA-T Free Zone

Import of Supplies into the I-EA-T Free Zone:

1. For Raw Materials Application for a Certificate of Industrial Operator or Trader in the I-EA-T Free Zone:
 - 1.1 Submit an application form for Industrial Operator or Trader Certificate (IEAT-I-01) with the following supporting documents:
 - (1) a copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only).
 - (2) the Land Use Permit (3) the original Industrial Operator or Trader Certificate (if any).
 - 1.2 Complete the application form for Industrial Operator or Trader Certificate (IEAT-I-01), giving date of application, name of the industrial operator, name of the applicant, address of the operator's office, address of factory, land use permit number with approval date, category or of the factory, and operation sequence number of the factory. The application form must be signed by the director or authorized person and affixed with company seal (if any).
 - 1.3 The I-EA-T considers the application and grants approval by issuing the Industrial. Operator or Trader Certificate (IEAT-I-02).
 - 1.4 Upon receiving the Industrial Operator or Trader Certificate (IEAT-I-02), the industrial operator submits this to the Customs Department for import of supplies into the I-EA-T Free Zone.
2. For supplies or raw materials for export purposes, Application for Permit for import of supplies or raw materials into the I-EA-T Free Zone for export purposes:
 - 2.1 Submit the application form for permit for import of supplies or raw materials into the I-EA-T Free Zone for export purposes, with exemption from the Standard/Quality Control Requirements (IEAT-I-03), together with the following supporting documents: (1) Invoices of supplies to be imported and exempted from laws regarding standard/quality control requirements, or any tax stamps; (2) A copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only) (3) the Land Use Permit.
 - 2.2 Complete the application form for Permit for import of supplies or raw materials into the I-EA-T Free Zone for export purposes (IEAT-I-03) giving date of application, name of the industrial operator, tax ID number, land use permit number with approval date, number of certificate issued by the Ministry of Commerce with approval date, the I-EA-T free zone and industrial estate of operation, address of business operation, types of imported supplies or raw materials, and types of products. The application form shall be signed by the director or authorized person and affixed with company seal (if any).
 - 2.3 The I-EA-T considers the application and grants approval by issuing the Permit, for the import of supplies or raw materials into the I-EA-T Free Zone for export purposes with exemption from laws regarding standard / quality control requirements, or any tax stamps (IEAT-I-04).
 - 2.4 Upon receiving the permit (IEAT-I-04), the industrial operators submits it to the Customs Department for import of supplies into the I-EA-T Free Zone.

3. For Tax Exemption on Imported Machinery/Raw Materials:

3.1 Submit the Application Form for Tax Exemption (IEAT-I-05), along with the following supporting documents; (1) a copy of the invoice of imported supplies to be exempted from taxes and duties according to Section 48(1) and Section 48(2), and (2) a copy of packing list of imported supplies to be exempted from taxes and duties according to Section 48(1) and Section 48.

3.2 Complete the application form for Tax Exemption (IEAT-I-05), giving name of the I-EA-T Free Zone, name of the industrial operator, land use permit number with approval date, name of importer, invoice number with date, date of import, import port, type, quantity (units) and value (baht) of imported supplies or raw materials, and purpose of import. The application form must be signed by the director or authorized person and affixed with company seal (if any), with date, month and year specified.

3.3 The I-EA-T considers the application and grants approval by issuing the Permit for Tax Exemption (IEAT-I-05).

3.4 Upon receiving the Permit for Tax Exemption (IEAT-I-05), the industrial operators submits it to the Customs Department for import of supplies into the I-EA-T Free Zone.

4. For Internal Tax Exemption or Refund on Imported Machinery/Raw Materials (in compliance with promotion of investment laws and customs laws):

4.1 Submit the Application Form for Tax Refund or Exemption (IEAT-I-06), along with following supporting documents: (1) a copy of the invoice of imported supplies to be exempted from taxes or entitled to tax refund according to Section 51, and (2) a copy of the packing list of imported supplies which is to be exempted from taxes or entitled to tax refunds according to taxrefund according to Section 51.

4.2 Complete the Application Form for Tax Exemption or Refund (IEAT-I-06) giving name of the I-EA-T Free Zone, name of the industrial operator, land use permit number with approval date, name of importer, invoice number with date, place of purchase, date of import, import port, type, quantity (units) and value (baht) of imported supplies or raw materials, and purpose of import, in compliance with Section 48 (1)/48 (2). The application form shall be signed by the director or authorized person and affixed with company seal (if any), with date, month and year specified.

4.3 The I-EA-T considers the application and grants approval of the Permit for Tax Exemption or Refund (IEAT-I-06).

4.4 Upon receiving the Permit for Tax Exemption or Refund (IEAT-I-06), the industrial operators submit it to the Customs Department for import of supplies into the I-EA-T Free Zone.

5. For Import of Supplies/Raw Materials into the I-EA-T Free Zone on Behalf of Others:

5.1 The business operators shall prepare an Application Form for Permit for Import of Supplies/Raw Materials into the I-EA-T Free Zone on Behalf of Others (IEAT-I-07) if they wish to import supplies on behalf of other operators to store in their warehouses in the I-EA-T Free Zone.

5.2 Complete the Application Form for Permit for Import of Supplies/Raw Materials into the I-EA-T Free Zone on Behalf of Others (IEAT-I-07) with the date, month and year of application and following details: (1) Importer: name of juristic person, tax ID number, address, telephone and fax numbers, type of supplies (as in the inventory), invoice number, name of operator, name of the I-EA-T Free Zone, and purpose of import of supplies. The application form shall be signed by the director or authorized person, affixed with company seal (if any). (2) The industrial operator or trader: name of the operator (person's name), name of free zone, name of the importer, name of the operator. The application form must be signed by the director or authorized person and affixed with company seal (if any).

5.3 Business operators submit the form (I-EA-T-I-07) together with invoice(s), import entry, and related documents issued by the I-EA-T to the Customs Department to import supplies into the I-EA-T Free Zone.

Note: Business operators can complete the form (I-EA-T-I-07) personally, which is available via “I-EA-T Touch” Mobile App. on Android and iOS or at www.ieat.go.th.

For Export of Supplies out of the I-EA-T Free Zone:

1. Export out of the Kingdom:

- 1.1 Submit the Application Form for Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with following supporting documents: ,(1) A copy of the certificate of the company, issued by the Ministry of Commerce (the page with the company’s address only), and (2) Invoices for the supplies to be exported from the kingdom.
- 1.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) giving date of export, name of the industrial operator, tax ID number, land use permit number with approval date, date of business operation, address, type of exported supplies (put an “X” in the checkbox) quantity (units), weight (per unit) and value (baht) of exported supplies, plus number and date of invoice. Documents required are, as follows; (1) A copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only), and (2) A copy of the previous permit for exporting supplies out of the I-EA-T Free Zone (IEAT-E-02) (if any). The application form must be signed by the director or authorized person and affixed with the company seal (if any).
- 1.3 The I-EA-T considers the application and grants approval of the Permit for Export of Supplies out of the I-EA-T Free Zone (IEAT-E-02).
- 1.4 Business operators submit the permit (I-EA-T-E-02) issued by the I-EA-T to the Customs Department to export supplies out of the I-EA-T Free Zone.

Note: For the export of raw materials/products from the Kingdom (within a specified time frame), an invoice is not required. However, a copy of the existing permit for exporting supplies from the I-EA-T Free Zone (IEAT-E-02) needs to be attached (if any).



2. For Domestic Use or Distribution:

- 2.1 Submit the Application Form for the Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with the following supporting documents: (1) Invoices of the supplies to be exported out of the Kingdom, and (2) A copy of the certificate of the company, issued by the Ministry of Commerce (the page with the company's address only).
- 2.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) giving date of export, name of the industrial operator, tax ID number, land use permit number with approval date, date of business operation, address, type of exported supplies (put an "X" in the checkbox), quantity (units), weight (per unit) and value (baht) of exported supplies and number and date of invoice. Indicate the purpose of export: for domestic use or distribution. Documents required include a copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only). The application form shall be signed by the director or authorized person and affixed with company seal (if any).
- 2.3 The I-EA-T considers the application and grants approval of the Permit for Export of Supplies out of the I-EA-T Free Zone (IEAT-E-02).
- 2.4 Business operators submit the Permit for Export of Supplies out of the I-EA-T Free Zone (I-EA-T-E-02) issued by the I-EA-T to the Customs Department to export supplies out of the I-EA-T Free Zone.

3. For distribution to other business operators in other I-EA-T Free Zones, or bonded warehouses, or as indicated under Section 19 bis, or as indicated by the Board of Investment (BOI), or for distribution to duty free zones, or for domestic use/distribution:

- 3.1 Submit the Application Form for the Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with the following supporting documents; (1) A copy of land use permit of the business operator in another I-EA-T Free Zone, an approval letter from the Customs Department that allows setting up of a bonded warehouse, factory, or duty-free I-EA-T free zone, or letter of tax refund under Section 29 (formerly Section 19 bis), or a copy of Investment Promotion Certificate (if applicable). (2) Purchaser's manufacturing bill of materials approved by the Customs Department, or the Board of Investment of Thailand (BOI) (if applicable). (3) Material release order with relief on import duty, issued by BOI, and (4) Invoices provided by the seller (applicant).
- 3.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) giving date of export, name of the industrial operator, tax ID number, land use permit number with approval date, date of business operation, address, type of exported supplies (put an "X" in the checkbox), quantity (units), weight (per unit) and value (baht) of exported supplies, and number and date of invoice. Indicate the purpose of export: for domestic use or distribution. Required documents include; (1) A copy of the land use permit of the business operator in another I-EA-T Free Zone, an approval letter by the Customs Department that allows establishing a bonded warehouse, factory or duty free zone, or letter of tax refund under Section 29 (formerly Section 19 bis), or a copy of Investment Promotion Certificate (if applicable). (2) Purchaser's manufacturing bill of materials approved by the Customs Department, or the Board of Investment of Thailand (BOI) (if applicable), indicating name of products and name of the seller. (3) Material release order with relief on import duty, issued by BOI, and (4) Invoices provided by the seller (applicant). The application form must be signed by the director or authorized person, affixed with company seal (if any).
- 3.3 The I-EA-T considers the application and grants approval of the Permit for Export of Supplies from the I-EA-T Free Zone (IEA-T-E-02).
- 3.4 Business operators submit the Permit for Export of Supplies out of the I-EA-T Free Zone (I-EA-T-E-02) issued by the I-EA-T to the Customs Department to export supplies out of the I-EA-T Free Zone.

4. For Domestic Disposal:

- 4.1 Submit the Application Form for the Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with the following supporting documents; (1) A copy of the certificate of the company, issued by the Ministry of Commerce (the page with the company's address only), and (2) Invoices of the supplies to be disposed of, indicating the site and method of disposal.
- 4.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) with details on date of export, name of the industrial operator, tax ID number, land use permit number with approval date, date of business operation, address, type of exported supplies (put an "X" in the checkbox), quantity (units), weight (per unit) and value (baht) of exported supplies, number and date of invoice. Indicate the purpose of disposal. Documents required include, (1) A copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only) and ,(2) Invoices of the supplies to be disposed of, indicating the site and method of disposal. The application form shall be signed by the director or authorized person, affixed with company seal (if any).
- 4.3 The I-EA-T considers granting the Permit for Export of Supplies out of the I-EA-T Free Zone (IEAT-E-02).
- 4.4 Business operators submit the Permit for Export of Supplies out of the I-EA-T Free Zone (I-EA-T-E-02) issued by the I-EA-T to the Customs Department.

5. For other purposes on a temporary basis within the Kingdom:

- 5.1 Submit the Application Form for the Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with the following supporting documents; (1) A copy of the certificate of the company, issued by the Ministry of Commerce (the page with the company's address only). (2) Samples of supplies to be exported from or imported into the I-EA-T Free Zone. (3) Samples or photos of supplies to be exported from the I-EA-T Free Zone. (4) A copy of the contractor's industrial operation permit. (5) Complete production procedures of such supplies, indicating each procedure conducted in or outside the I-EA-T Free Zone, and (6) the work hire contract.
- 5.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) with details on date of export, name of the industrial operator, tax ID number, land use permit number with approval date, of business operation, address, type of exported supplies (put an "X" in the checkbox), quantity (units), weight (per unit) and value (baht) of exported supplies, and number and date of invoice. Indicate the purpose of export: for other purposes on a temporary basis within the kingdom, the date of return of supplies into the I-EA-T Free Zone, details of returned supplies, quantity (units), weight (per unit) value (baht), and remarks, name of manufacturers outside the I-EA-T Free Zone, factory location, factory operation permit, operation number with approval date, the date of return of supplies into the I-EA-T Free Zone. Put an "X" in the checkbox on reasons for export of supplies from The I-EA-T Free Zone. Provide details of the business plan, if any. The application form must be signed by the director or authorized person and affixed with company seal (if any).
- 5.3 The I-EA-T considers the application and grants approval of the Permit for Export of Supplies out of the I-EA-T Free Zone (IEAT-E-02).
- 5.4 Business operators submit the Permit for Export of Supplies out of the I-EA-T Free Zone (I-EA-T-E-02) issued by the I-EA-T to the Customs Department to export supplies of the I-EA-T Free Zone.

6. Application for Exporting Raw Materials:

- 6.1 Submit the Application Form for the Permit for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01), along with the following supporting documents; (1) A copy of the certificate of the company, issued by the Ministry of Commerce (the page with the company's address only). (2) A copy of evidence of import of supplies into the I-EA-T Free Zone (i.e. import declaration), and (3) Details of the raw materials in Excel file format.
- 6.2 Complete the Application Form for Exporting Supplies out of the I-EA-T Free Zone (IEAT-E-01) giving date of export, name of the industrial operator, tax ID number, land use permit number with approval date, date of business operation, address, type of exported supplies (put an "X" in the checkbox), quantity (units), weight (per unit) and value (baht) of exported supplies, number and date of invoice. Indicate the purpose of export: for domestic use or distribution. Required documents include; (1) A copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only). (2) A copy of the evidence of import of supplies into the I-EA-T Free Zone (i.e. entry declaration note). (3) Details of the raw materials in Excel file format. The application form must be signed by the director or authorized person and affixed with the company seal (if any).
- 6.3 The I-EA-T considers the application and grants approval of the Permit for Export of Supplies from the I-EA-T Free Zone (IEAT-E-02).
- 6.4 Business operators submit the Permit for Export of Supplies from the I-EA-T Free Zone (I-EA-T-E-02) issued by the I-EA-T to the Customs Department to export supplies out of the I-EA-T Free Zone.

7. For supplies or raw materials for export purposes (in compliance with other related laws, which requires the I-EA-T Sub - Committee's approval) (Section 49), request for a permit for import of supplies or raw materials into the I-EA-T Free Zone and for such materials to be exempted from any regulations relating to import/export controls, possession or utilization of imported supplies or raw materials.

Importing Procedures

- 7.1 Submit the application form for import of supplies or raw materials into the I-EA-T Free Zone for export purposes to be exempted from any import control in compliance with Section 49 (IEAT-I-03-1B), together with the following supporting documents; (1) Land Use Permit, (2) a copy of affidavit of the company issued by the Ministry of Commerce (the page with company address only), (3) a copy of photos of supplies, or raw materials to be imported, (4) a flow chart, showing the production process, (5) production formula, (6) a copy of photos of supplies or raw materials to be exported out of the Kingdom, (7) a layout of the storage space, (8) transportation routes and vehicles, and (9) other documents (if any).
- 7.2 Complete the application form for import of supplies or raw materials into the I-EA-T Free Zone for export purposes to be exempted from any import control (IEAT-I-03-1B), giving details on date of import, name of the industrial operator, tax ID number, land use permit number with the date of permission, name of the I-EA-T Free Zone and industrial estate and address, type of imported materials with HS code, quantity/weight, name of supervised organizations/related laws and regulations, and type of products with HS code, and quantity/weight. The form must be signed by the director or authorized person and affixed with company seal (if any).
- 7.3 The I-EA-T considers the application and grants approval within 30 days after the complete application form and supporting documents have been submitted.

- 7.4 After the sub-committee's resolution and approval, the I-EA-T shall inform the industrial operator to submit the application form for the permit for import of supplies or raw materials into the I-EA-T Free Zone for export purposes to be exempted from import control under Section 49 (IEAT-I-03-1) by giving the following details: date of import, name of the industrial operator, tax ID number, land use permit number with approval date, name of the I-EA-T Free Zone and industrial estate, type and address of business operation, type of imported supplies, quantity/weight, name of imported supplies and name of the I-EA-T Free Zone. The application form must be signed by the director or authorized person and affixed with company seal (if any).
- 7.5 The I-EA-T considers the application and grants approval of the permit for import of supplies or raw materials into the Free Zone for export purposes to be exempted from import control under Section 49 (IEAT-I-04-1) within the period of no longer than one calendar year.
- 7.6 The I-EA-T shall send notification letters to related organizations and the Thai Customs Department, along with a copy of the permit (IEAT-I-04-1) to be used in customs clearance process. This will be completed within 7 days from the day the I-EA-T is informed about the sub-committee's approval.

Exporting Procedures

- 7.7 Submit the application form for export of supplies or raw materials from the I-EA-T Free Zone for export purposes in compliance with Section 49 (IEAT-E-03), together with following supporting documents: name and type of export materials with HS code, date of export, name of the industrial operator, tax ID number, land use permit number with the date of permission, name of the I-EA-T Free Zone and industrial estate and address.
- 7.8 The I-EA-T shall send a permit for export of supplies or raw materials from the I-EA-T Free Zone for export purposes in compliance with Section 49 (IEAT-E-04), for a period not exceeding 2 calendar years.



Report of Importing Raw Materials into the Free Zone

For raw materials, Report of Importing Raw Materials into the I-EA-T Free Zone (IEAT-I-02 R)

1. Submit the Report of Importing Raw Materials into the I-EA-T Free Zone (IEAT-I-02 R)
2. Complete the Report of Importing Raw Materials into the I-EA-T Free Zone (IEAT-I-02 R) giving date of import, name of industrial operator, tax ID number, and lists of raw materials and items necessary for production. Indicate whether the raw materials are imported from abroad (as described in the import declaration), or from domestic sources (as described in the import declaration), or transferred (as in application), or from domestic sources (as in application). Other details required include period of import (from date, month, year to date, month, year), item number, I-EA-T permit number and permit date, numbers of import entry declaration note/ application/invoice number, type of imported materials, quantity/volume (units), weight (per unit) and value (baht) of imported materials. The report must be signed by the director or authorized person and affixed with company seal (if any).
3. The report shall be submitted within 15 days from the last day of each month.

Application for Importing Supplies or Raw Materials into the I-EA-T Free Zone for Export Purpose

Report of Importing Supplies or Raw Materials into the I-EA-T Free Zone for Export Purpose in the event that such supplies are not subject to laws relating to standard and quality control, or exempt from any seals (IEAT-I-04 R).

1. Submit the Report of Importing Raw Materials into the I-EA-T Free Zone for Export Purpose in the event that such supplies are not subject to standard and quality control laws, or exempt from any seals (IEAT-I-04 R).
2. Complete the Report of Importing Supplies or Raw Materials into the I-EA-T Free Zone for Export Purpose (IEAT-I-04 R), giving date of import, name of industrial operator, tax ID number, name of the industrial estate, name of the I-EA-T Free Zone, period of import (from date, month, year to date, month, year), type of imported materials, quantity/volume (units), weight (per unit) and value (baht) of import materials. Also specify type of supplies or raw materials imported for production, mixing, assembling, packing or any other operations. The report shall be signed by the director or authorized person and affixed with company seal (if any).
3. The report shall be submitted within 15 days from the last day of each month.

Application for Tax and Duty Exemption on Machinery/Raw Materials (Imported from Abroad and from Domestic Sources), in Compliance with the Promotion of Investment Law and Customs Laws

Report on Importing Materials into the I-EA-T Free Zone (IEAT-I-05, 06 R)

1. Submit the Report on Importing Materials into the I-EA-T Free Zone (IEAT-I-05, 06 R).
2. Complete the Form (IEAT-I-05, 06 R), with details on date of import, name of industrial operator, tax ID number, list of raw materials and items necessary for manufacturing, and list of machinery and equipment. Specify whether the materials are from abroad (import declaration), or from domestic sources (export declaration), or from domestic sources (as per request), or transferred from other privileges. Other details required include period of import (from date, month, year to date, month, year), I-EA-T permit number and issue date, number of entry declaration note/application/invoice number, type of imported materials, quantity/volume (units), weight (per unit) and value (baht) of import materials. The report shall be signed by the director or authorized person and affixed with company seal (if any).
3. The list of raw materials and items necessary for manufacturing, and list of machinery and equipment shall be submitted in separate reports within 15 days from the last day of each month. Clear specifications should be given on model, type, and serial no. (if any) on the list of machinery and equipment.

Application for Importing Materials/Raw Materials into the IEAT Free Zone on behalf of Others

Report on Importing Materials/Raw Materials into the IEAT Free Zone on behalf of Others (IEAT-I-07 R)

1. Submit the Report on Importing Materials/Raw Materials into the IEAT Free Zone on behalf of Others (IEAT-I-07 R)
2. Complete the Form (IEAT-I-07 R), giving date of import, name of industrial operator, tax ID number, name of the industrial estate, name of the I-EA-T Free Zone, period of import (from date, month, year to date, month, year), I-EA-T permit number and issue date, number of entry declaration note/application/invoice number, type of imported materials, quantity/volume (units), weight (per unit), value (baht) of import materials, name of other operator (importer), and tax ID number of importer (owner of materials).
The report shall be signed by the director or authorized person and affixed with company seal (if any).
3. The report shall be submitted within 15 days from the last day of each month.

Report on Exporting Materials from the I-EA-T Free Zone, in the Case of Exporting Supplies or Raw Materials from the Kingdom, or for Domestic Use, or Distribution, or Disposal.

Report on Exporting Materials from the IEAT Free Zone (IEAT-E-02 R)

1. Submit the Report on Exporting Materials from the IEAT Free Zone (IEAT-E-02 R)
2. Complete the Form (IEAT-E-02) giving details on date of export, name of the industrial operator, tax ID number, list of products and other lists. The operators are required to select: export from the kingdom, export for domestic use or distribution, which is categorized into BOI, 19 bis, or export to bonded warehouse, other the I-EA-T Free Zone, duty free zone, or others. Indicate period of export (from date, month, year to date, month, year), I-EA-T's permission no., date of permission, number of entry note/application/invoice number, type of exported materials, quantity (units), weight (per unit) and value (baht) of exported materials. The application form shall be signed by the director or authorized person and affixed with company seal (if any).
3. The product list or other lists shall be submitted in separate reports within 15 days from the last day of each month.

Report on Exporting Materials out of I-EA-T Free Zone for Other Temporary Purposes

Report on exporting materials out of the I-EA-T Free Zone for other temporary purposes and importing back (IEAT-E-02-1 R)

1. Submit a Report on Exporting Materials out of the I-EA-T Free Zone for other temporary purposes and importing back (IEAT-E-02-1 R).
2. Complete the Form (IEAT-E-02-1 R) with details on date of export, name of the industrial operator, and tax ID number. The operators are required to indicate if products are raw materials or others. Indicate period of export (from date, month, year to date, month, year), I-EA-T's permission no., date of permission, type of exported materials, quantity (units), scheduled date of return, actual date of return, quantity (units). The application form shall be signed by the director or authorized person and affixed with company seal (if any).
3. The list of raw materials and other list(s) shall be submitted in separate reports within 15 days from the last day of each month.

Report on Importing Materials for Export Purposes (In Compliance with Other Related Laws, Which Requires the I-EA-T Sub-Committee's Approval) (Section 49)

Report on Import of Materials into the I-EA-T Free Zone or Exporting Materials out of the I-EA-T Free Zone for Export Purposes to be exempted from any import control in compliance with Section 49 (IEAT-IE-04-1 R),

1. Submit the report on Import of Materials into the I-EA-T Free Zone or Export of Materials out of the I-EA-T Free Zone for Export Purposes to be exempted from any import control in compliance with Section 49 (IEAT-IE-04-1 R).
2. Complete the form (IEAT-IE-04-1 R) with details on date, month/year of import/export, name of the industrial operator, tax ID number, resolutions of the sub-committee, type of materials, HS code, quantity/weight, value (baht) of materials that are actually imported/exported, name and type of an excess/shortage of materials. The form shall be signed by the director or authorized person and affixed with company seal (if any).
3. The report shall be submitted within 15 days from the last day of each month.



Privileges and Facilitation which the Industrial Operator or Trader, or Service Provider in Industrial Estate Shall Receive, Under the Act Governing The Industrial Estate Authority of Thailand (4 Edition) B.E. 2550, as Amended.

Non-Tax Privileges in General Industrial Zone and I-EA-T Free Zone:

1. Both Thai and foreign industrial entrepreneurs, or traders, shall be permitted to hold title over land in industrial estates to operate its business for areas which the Board of Director of I-EA-T deems appropriate, to the extent of exceeding the limit prescribed by other laws.
2. An industrial entrepreneur or trader shall be permitted to bring in aliens who are skilled persons, expert, their spouses and dependents, into the Kingdom and live in the Kingdom, for the number and within the periods which the Board of Director of I-EA-T deems appropriate.
3. An alien skilled person and expert who are permitted to stay in the Kingdom under Section 45 are allowed to work in the position which the Board of Director of I-EA-T approves, throughout the period permitted to stay in the Kingdom.
4. An industrial entrepreneur or trader who has a domicile outside the Kingdom shall be permitted to remit money in foreign currencies out of the Kingdom only when the said amount is an inward remitted investment, dividends or profit derived from such investment, foreign loan and the money which the operator has obligations in foreign countries.

Tax Privileges and facilitation in I-EA-T Free Zone:

1. Tax incentives including exemption from special fees subject to the law of governing investment promotion, import taxes and duties, value-added tax (VAT) and excise taxes on machinery, equipments, tools, components, elements used for production of goods or commerce, or installation to manufacturing and building. Importation of such materials is not restricted to only industrial entrepreneur or trader.
2. Tax incentives including exemption from special fees subject to the law of governing investment promotion, import taxes and duties, value-added tax (VAT) and excise taxes on raw materials and supplied used for production of goods or trading or service. Importation of such material is not restricted to only industrial entrepreneur or trader.
3. Tax incentives including exemption form export duties, value-added tax (VAT) and excise taxes for raw materials and products, including by-products and items derived from such production.
4. An industrial entrepreneur or trader in the I-EA-T Free Zone, is entitled to the privilege of exporting products without any restrictions, and has the added convenience in bringing merchandise, equipment, components, and raw materials into the I-EA-T Free Zone.
5. An industrial entrepreneur or trader in the I-EA-T Free Zone is entitled to the same tax privileges as those in the Free Zone of the Customs Department.
6. Permission, for the production of export goods, to bring supplies or raw materials into the I-EA-T Free Zone for manufacturing, mixing, assembling, packing or any other operations, without requiring any import permits or particular seals or symbols, and with exemption from standard and quality control requirement under any other laws- except the Customs Law. Nonetheless, importing of such materials, which have an effect on national security, health or environment have been prohibited by ministerial regulations.
7. Relief of tax burdens for products taken out of the I-EA-T Free Zone for domestic use or consumption. Contrary to the previous Act, its contents or components of raw materials, if produced domestically, shall be entitled to exemption of taxes and duties.

Service Channels



Headquarters, Industrial Estate Authority of Thailand
618 Nikhom Makkasan Road Makkasan, Ratchathewi
Bangkok 10400

Tel : 02 253 0561

Fax : 02 2534086

Call center : 02 207 2700

Email : investment.1@ieat.mail.go.th

Office hours : 8.30 am – 4.30 pm (closed for lunch), Monday – Friday (except public holidays).



Industrial Estate Office where the factory is located.

ext. Industrial Estate Office where the factory is located.

Office hours : 8.30 am – 4.30 pm (closed for lunch), Monday – Friday (except public holidays).



e-Permission and Privilege (e-PP)

System access channel : <http://e-pp.ieat.go.th>

Notes:

- Speed in uploading the documents depends on limitations of each computer.
- Please study the e-Permission and Privilege (e-PP) before use.



Mobile App: “I-EA-T Touch”

Android and iOS

Complaint Channels



Via website : www.ieat.go.th



Send a letter to: Industrial Estate Authority of Thailand

Attention: I-EA-T Governor (via the postal address, or submit it through the complaint box)



Contact directly to the Industrial Estate Authority of Thailand, or the office of the Industrial Estate where the factory is located.



Tel: 02 207 2700 or 02 253 0561



Email : @ieat.mail.go.th



Mobile App : "I-EA-T TOUCH" Android and iOS



The Public Service Center Office of the Permanent Secretary, Prime Minister Office.

1 Phitsanulok Road Dusit Bangkok 10300

Hotline : 1111



www.1111.go.th

PO Box 1111



Public Sector Anti-Corruption Center

Office of the Public Sector Anti-Corruption Commission

Moo 4, 2nd Floor, Software Park Building

Chaeng Wattana Road Klong Klue, Pakkred

Nonthaburi 11120

Hotline : 1206



Tel. 0 2502 6670 (-80) ext 1900, 1904 (-7)

Fax: 0 2502 6132



www.pacc.go.th

[www facebook/PACC.go.th](https://www.facebook.com/PACC.go.th)



The Complaint Center for Foreign Investors



Tel: 092 668 0777

Line ID: fad.pacc



Email: fad.pacc@gmail.com

Facebook: The Anti-corruption Operation Center







การนิคมอุตสาหกรรมแห่งประเทศไทย (กนอ.)
Industrial Estate Authority of Thailand

