

Formality Arrangement for Professional Staff and Non-Thai Staff of SEAMEO Secretariat and SEAMEO Centres in Thailand

1.1 Assumption of Duty and Extension of Contract of SEAMEO Officials Entitled to Privilege and Immunity.

A staff of foreign citizen when assuming the post with SEAMEO Secretariat or SEAMEO Centres in Thailand is required to notify his/her assumption of duty with the Ministry of Foreign Affairs.

It is compulsory to keep the Ministry of Foreign Affairs updated once there is a new official assuming duty or his/her contract has been extended and to furnish the Ministry with a complete list of officials entitled to privilege and immunity periodically or when requested.

1.2 Stay Permit

- All passports submitted to the Ministry of Foreign Affairs for facilitation and approval for the extension of Stay Permit must have their validity at least up to a requested period extension.
- Stay Permit Extension will be approved in accordance with the official's term of duty or his/her contract with the organization. However, should necessity arise, details must be stated to justify a request for extension beyond the end of term of duty or contractual period.
- Request for the extension of Stay Permit shall be sent to the Ministry two months prior to the expiration date of the current Stay Permit, or at the earliest opportunity after they assume their duty in Thailand.
- Those who over staying in Thailand whether they hold diplomatic/official/service/ordinary passports shall be liable to pay a fine of 500 Baht per day at the Immigration Bureau with no exception.

1.3 Formalities Arrangement for a Non-Thai Staff

A staff of foreign citizen when entering the Kingdom of Thailand is required to obtain a visa from a Royal Thai Embassy or a Royal Thai Consulate-General before travelling to Thailand.

a. Formalities by Ministry of Foreign Affairs

Description	Responsible Office	Required Documents
a) Issuance of Non-immigrant Visa	Ministry of Foreign Affairs Department of Consular Affairs Changwattana Road	<u>for staff</u> - 1 SEAMES cover letter - 1 copy of passport
		<u>for spouse</u> - 1 copy of staff's passport - 1 copy of spouse's passport - 1 copy of marriage certificate or any alternative official document in English
		<u>for children</u> - 1 copy of staff's passport - 1 copy of children's passport - 1 copy of official document as proof of filial relation in English (birth certificate, family record book, etc.)
b) Letter of Appointment/ Letter of Renewal of Appointment	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter of notification of employment
c) Permit of Stay in Thailand - Letter for Extension of Permit of Stay	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES cover letters - 2 Permit of Stay Forms - 2 copies of passport - 2 photos
d) Re-entry Visa - a visa that allows foreign staff to enter the country again/several times	Ministry of Foreign Affairs Department of Consular Affairs Changwattana Road	- 1 SEAMES cover letter - 1 re-entry form

b. Immigration Formalities

Description	Responsible Office	Required Documents
a) official stamp for the Permit of Stay in passport	Immigration Bureau Changwattana Road	- cover letter of Ministry of Foreign Affairs - passport
b) transfer of stamp from the old passport to a new one		- SEAMES cover letter - completed Transfer of Stamp Form - copy of two passports
c) application for extension of temporary stay in the Kingdom		- SEAMES cover letter - copy of passport - completed ฅฎ.7 Form - one photo - application fee - apply in person
d) application for re-entry permit into the Kingdom		- SEAMES cover letter - copy of passport - completed ฅฎ.8 Form - one photo - application fee - apply in person

1.4 Visa Arrangement for Travel of Staff for Official Mission

- 1) complete application form
- 2) contact the Embassy or the Agency for Information
- 3) prepare Note Verbale/Letter of Certification
- 4) arrange and collect supporting documents as per requirement
- 5) submit visa application form with supporting documents
- 6) arrange picking up passport when ready

1.5. General Formalities

Description	Responsible Office	Required Documents/Action
a) Notification of Appointment, Reappointment and Separation of service	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES Letter of Notification
b) Issuance of Identification Card for Profession Staff (non-Thai)	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - copy of passport - completed ID Form
c) Update List of Professional Staff with their official designation and rank	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - List of Professional Staff
d) Request the Airport Pass for Don Mueang and Suvarnabhumi International Airport	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - copy of ID card of staff - copy of house registration of staff
e) Exemption for Annual Income Tax of Staff	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES letters - List of SEAMEO Staff in Thailand
f) Exemption for Annual Vehicle Registration	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - 2 copies of List of SEAMEO Vehicles in Thailand - copy of vehicle registration books
g) Issuance of Thai Driving License and extension of a current driving license	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - copy of valid driving license - copy of driving license with Thai or English translation - copy of passport - completed Driving Application Form - 2 photos
h) Strictly observance the Order as published in the Royal Thai Government Gazette and the Announcement from Immigration Bureau and update to SEAMEO Professional Staff in Thailand	- Ministry of Foreign Affairs Department of Protocol - Immigration Bureau	

