

located.) The partnership and company registrar will register the incorporation of the limited company.

There is certain official fee payable for this administration work. The company registration fee for a private limited company is Baht 5,000 (with 50% discount for online registration until December 2023). The government has recently begun to charge a flat rate fee for incorporation instead of the old rate that is based on the registered capital.

The process is usually can be finished in one day, unless there is a serious issue or defect in the application that causes the application to be rejected. And your registration is finally complete when the registrar issues a company certification document or company affidavit (see Appendix A for the English translation of a company certification document).

Information/Documents Required

Below is the checklist of the information/document that you should prepare ahead of registration.

1. Name of company, in English and Thai.
2. The address of company's head office and branch office (if any), in English and Thai.
3. A copy of the household registration of company's head office and branch office (if any).
A household registration number of company's head office and branch office (if any) will be required.
4. A copy of a map of company's head office and significant places nearby (in Thai), signed by the company's authorized director and affixed with company's seal. There is an official form to fill in this map.
5. The objectives of the company.
The Department of Business Development has the standard objectives, but the incorporators still have to specify the exact activities that the limited company intends to engage in.
6. A name, an occupation, an age, nationality, an address, a phone number, an ID card number (or a passport number) of each of three incorporators.
7. Certified copies of Thai identification cards of the three incorporators.
If the incorporator is a foreigner, a certified copy of a passport is required.

8. Additional shareholders.
9. The registered capital.
10. A number of shares, value of each share and shareholding structure.
11. A name (in English and Thai), an address (including the zip code), an age, a Thai identification card number, nationality, a phone number, an ID card number (or a passport number), an email address of each of directors.
12. A certified copy of a Thai identification card of each of all the director(s). If the director is a foreigner, a certified copy of a passport is required.
13. Names or a number of directors who have the authority to sign on behalf of the company.
14. Percentage of paid up capital.
Upon incorporation, at least 25% of the registered capital must be paid up.
15. A name, an auditor registration number and a remuneration of company's auditor (in English and Thai).
16. Company's seal.
17. Bank letter certifying the financial status of Thai shareholders.
This requirement applies to the company with the following conditions:
 - (i) having any foreign shareholder holding the shares not in excess of 50% of the registered capital; or
 - (ii) having the foreigner as the authorized director who can singly sign to bind the company or cosign with another director to bind the company.

In the above circumstances, all of Thai shareholders have to furnish a bank letter evidencing the source of fund that the Thai shareholders have actually invested in the company. This is an anti-nominee mechanism implemented by the Department of Business Development (see NARIT's Note: *Bank Letter Re Payment for Shares Subscription* on the next page).
18. If the company's registered capital exceeds Baht 5 Million, the company must furnish a letter issued by a commercial bank stating that one authorized director has received the payment for share subscription from the shareholders (share subscribers) to the Department of Business Development upon registration of incorporation. Once the new company is incorporated, the company must open the bank account to receive the share subscription from that one authorized director and ask the commercial bank to issue another letter stating the amount that the Company has received as the share subscription. This second bank letter must be filed to the Department of Business Development within 15 days from the registration date.