Checklist of Documents for Applications for Investment Promotion

Full Name of the Applicant/Authorized Person..... Tel.....E-mail.....	• Please bring this document along with the revised information required (if any)

	List of supporting documents and evidence for consideration of applications for investment promotion by the official	Results	
		Complete	**Needs to be revised/ additional information required**
1	**All projects:** Two sets of the complete BOI investment application form: - Application Form (F PA PP 01) for all types of activities except for those requiring application forms under Services/Software - Application– Services (F PA PP 03) under categories 2.2, 4.1, 7.2, 8.2.1, 8.3, 8.4, 9.1, 9.15 - 9.17 and 10.1 – 10.11 - Application Form– Digital Business (F PA PP 04) under category 8.1 - Application Form– SMEs (F PA PP 29) under the SME policy	☐	☐
2	○ **Individuals:** - National ID card or passport of the applicant	☐	☐
3	○ **Juristic entities:** - Copy of most recent financial statements (if any)	☐	☐
4	○ **Attorneys-in-fact (authorized person)** - Power of attorney affixed with stamp duties	☐	☐
5	- Copy of national ID card or passport of the applicant with certified true copy	☐	☐
6	- National ID card or passport of the authorized person	☐	☐
7	○ **Projects with an investment value of over 2,000 million THB (excluding cost of land and working capital)** Project feasibility study report	☐	☐
8	○ **Activities concerning environmental impacts (categories 1.1.2, 1.1.3, 1.2.1.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.9, 1.2.10, 1.5.1, 2.1.4, 3.5.4.1, 3.15, 4.2.12, 4.2, 5.1.2, 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6, 5.4.7, 5.4.8, 5.4.9, 5.4.12, 5.4.13, 6.1, 6.2, 6.3, 6.5, 7.1, 9.2 - 9.7 (only if involving the dyeing process))** Preliminary Environmental Impact Assessment Form (F PA PP 15)	☐	☐
9	○ **Application for additional rights and privileges** Supplementary forms for the application for investment promotion - Enhancing competitiveness (F PA PP 37) - Energy conservation-use of renewable energy-reduction of environmental impacts (F PA PP 28) - Adjustment and change of machinery to increase manufacturing efficiency (F PA PP 30) -	☐	☐
10	○ **Applications under 1.5.3 Biotechnology** Supplementary form for applications for investment promotion under 1.5.3 Biotechnology (F PA PP 19)	☐	☐
11	○ **Required attachments depending on the business type (activity) and/or as specified in the relevant application form and/or supplementary form** -	☐	☐
12	-	☐	☐
13	-	☐	☐

Remarks: - Application forms and/or supplementary forms shall **contain complete information and shall only be deemed complete if affixed with the signature(s) of the authorized person(s) and/or the company seal** as specified in the affidavit issued by the Ministry of Commerce/the power of attorney.

- All submitted documents and evidence shall be **affixed with the signature(s) of the authorized person(s) and/or the company seal** as specified in the affidavit issued by the Ministry of Commerce/the power of attorney (if there is more than one page, only the first page needs to be signed and/or stamped)

For the Applicant	For the Officer – Application Receipt No..... **Archives system – under the authority of** **☐ executives (40 business days) ☐ working group (40 business days)** **☐ sub-committee (60 business days) ☐ committee (90 business days)** **☐ ..... (.....business days)**
(**The Applicant shall sign his/her name to acknowledge and receive a copy of the list of revisions**)	
First application Signature.....(Applicant/authorized person) (.....) Date.....	**First application** ☐ **Application form is accepted as all the documents provided are complete** ☐ **for the application is accepted on a conditional basis due to incomplete documents. A number of revisions are required, as noted above, which shall be completed by..... If the applicant fails to do so within the prescribed timeframe, it shall be deemed that the applicant does not wish to continue the application process and the OBOI will return the application form and other documents to the applicant at a later date.** **The process, in accordance with the manual, commences on the date which the officer checks the completeness of the documents as specified in the Licensing Manual for the Public.** Documents checked by (Signature) ..... Date..... Signature of responsible officer ..... Date.....
I hereby acknowledge the revisions required and will update the same by..... Failure to do so within the prescribed timeframe shall be deemed as my/the applicant's intention to discontinue the application process, whereby the OBOI will return the application form and other documents at a later date. **The process, in accordance with the manual, commences on the date which the official checks the completeness of the documents as specified in the Licensing Manual for the Public.** Signature.....(Applicant/authorized person) (.....) Date.....	
Second application (revised) **I submitted.....documents for revision as specified** Signature.....(Revised application filed by/authorized person) (.....) Date.....	**Second application (revised)** ☐ **Documents were checked and were found to be complete** Signature of responsible official ..... Date.....
Receipt of returned application Signature.....(Applicant/authorized person) (.....) Date.....	☐ **Application form and all supporting documents were returned because:** **O the applicant failed to make the necessary revisions within the prescribed timeframe** **O revisions are incomplete** .... **You have the right to re-apply and submit a complete set of documents as prescribed by the relevant criteria (unless otherwise prescribed by law) or to file an appeal in respect of this application. Appeals shall be made in writing and submitted to the Secretary General of the Board of Investment within 60 days from the date of the receipt of notice.** Please be informed accordingly. Signature of responsible official..... Date.....