

Request for Preparing a Withholding Tax Certificate in the Different Form from the Attachment of the Notification of the Director-General of the Revenue Department on Income Tax (No.62)

Request Process

1

❖ Submit a request



1 business day

2

❖ Verify supporting documents
❖ Review the request



50 business days

3

❖ Approve/Reject



25 business days

No Service Fee

Total
76 business days

Service Channels



- Large Business Tax Administration Division, The Revenue Department / Regional Revenue Office

Office hours : Monday - Friday (Closed on public holidays)

From 08.30 - 16.30 hrs. (closed from noon to 1 pm.)

Complaints/Suggestions



- The Revenue Department

90 Soi Phaholyothin 7, Phaholyothin Road, Phayathai, Phayathai, Bangkok 10400



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Submitting a request

- ❖ Submit a request specifying the reasons and needs for the request
- ❖ Withholding tax certificate form (old) currently used
- ❖ Example of the withholding tax certificate form (new) requested
- ❖ Agreement for business set up of a group of persons or an ordinary partnership
- ❖ Certificate of juristic person registration of the issuer of the requested withholding tax certificate form, whichever is applicable (certificate issued not exceeding one month)
- ❖ ID card of a person who submits the request unless an authorization has been granted
- ❖ Power of attorney form (with stamp duty) presented with the authorized person's ID card and a copy of the ID card of the grantor of authorization (if applicable)

