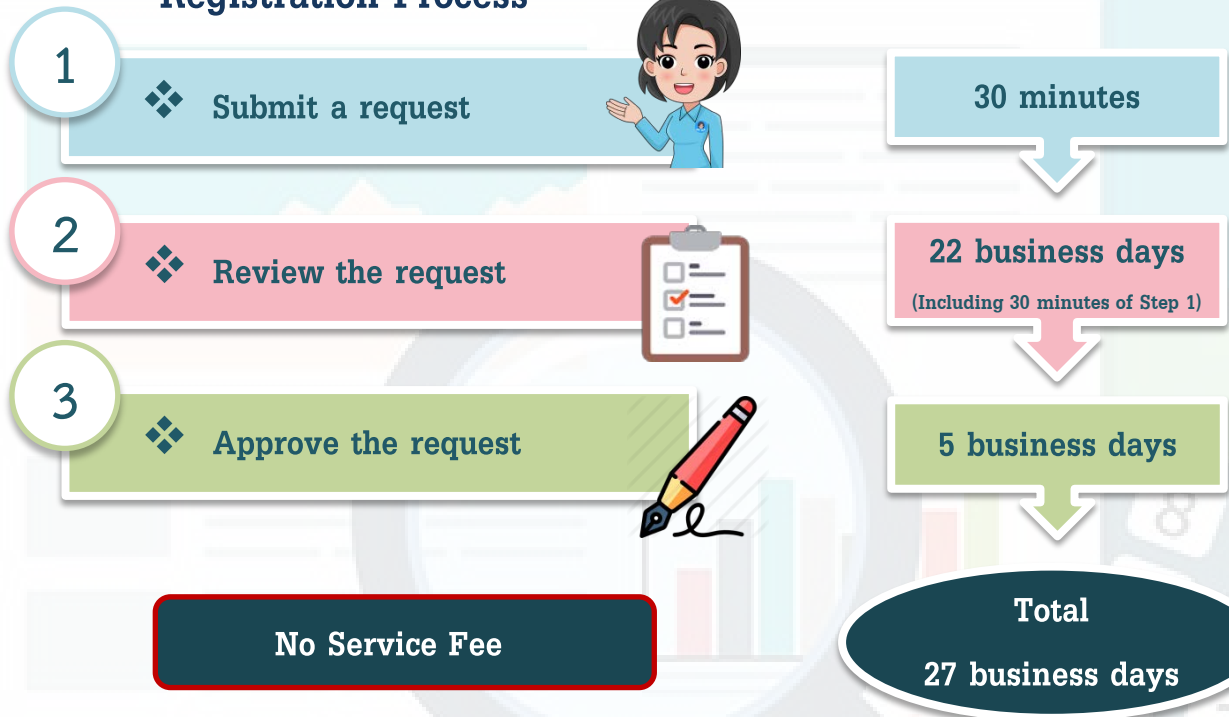


# VAT Registration for Business with a Premise in Bangkok


## Registration Process



## Service Channels

- 
- Large Business Tax Administration Division, The Revenue Department  
(For those under the supervision of the Large Business Tax Administration Division)  
Office hours : Monday - Friday (closed on public holidays) from 08.30 - 16.30 hrs.
  - Area Revenue Office or Branch Area Revenue Office where a business premise is located  
Office hours : Monday - Friday (closed on public holidays) from 08.30 - 16.30 hrs.

## Complaints/Suggestions

- 
- The Revenue Department  
90 Soi Phaholyothin 7, Phaholyothin Road, Phayathai, Phayathai, Bangkok 10400
  - Large Business Tax Administration / Regional Revenue Offices / Area Revenue Offices / Branch Area Revenue Offices
  - [www.rd.go.th](http://www.rd.go.th)



## Submitting a request form

- ❖ Submit Por.Por.01 and Por.Por.01.1 (if applicable)
- ❖ Property rent contract with name and address of the property owner or Consent letter for property use
- ❖ Passport or Alien Identification Card
- ❖ Business license (in case of foreigners)
- ❖ Certificate of establishment of ordinary partnership, fund, non-juristic person foundation, agency or private enterprise set up by at least two ordinary persons
- ❖ Certificate of authorized agent certified by the embassy or consulate
- ❖ Evidence of joint venture operations (if applicable)
- ❖ Location map with photo(s)
- ❖ 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)
- ❖ Certificate from the manager of the condominium juristic person in case of the business premise situated in a condominium
- ❖ Verification of the request and supporting documents
  - ❖ Officers verify and review the request and supporting documents
  - ❖ Return Por.Por.01 and Por.Por.01.1 (if applicable) (No.3) and receipt to the person submitting the request

