Specific Business Tax Registration for Business with a Premise outside Bangkok

Registration Process

1 ❖ **Submit a request**

2 ❖ **Process the request**

3 ❖ **Review the request**

4 ❖ **Approve the request**

Step	Time
1	30 minutes
2	10 business days (including 30 minutes of Step 1)
3	12 business days
4	5 business days

Total 27 business days

No Service Fee

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.
- 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 Division / Regional Revenue Offices / Area Revenue Offices / Branch Area Revenue Offices
- www.rd.go.th

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Submitting a request form

- ❖ Submit Por.Tor.01
- ❖ 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
- ❖ Certified 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)
- ❖ Verification of the request and supporting documents
  - ❖ Officers verify and review the request and supporting documents
  - ❖ Return Por.Tor.01 (No.3) and receipt to the person submitting the request