

## Public Handbook: The extension of stay for an alien who has privileges according to the Industrial Estate Authority of Thailand Act, B.E. 2522

**Agency:** Immigration Bureau, Royal Thai Police

### Regulations and conditions (if any) for the application and the consideration.

1) An alien who is a craftman, a specialist or an expert has obtained privileges according to section 45 according to the Industrial Estate Authority of Thailand Act, B.E. 2522

2) A spouse and person who is under his/her patronage.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit [www.immigration.go.th](http://www.immigration.go.th) for more information.

### Service Channel

<b>Place of Contact</b> <i>Contact in person at the Immigration Office in your area.</i>	<b>Service time</b> <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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### Procedures , Time and Responsible Section.

**Total Time:** 40 minutes

No.	Procedure	Time	Responsible Section
1)	<b>Documents Checking</b> An officer at the counter checks the application, records in the system with photo taken.	25 mins	-
2)	<b>Consideration</b> The authorized officer checks the documents and application, as stipulated in the law, then sign in the passport	10 mins	-
3)	<b>Signature/ Committee's Resolutions</b> The applicant pays fee and receives passport.	5 mins	-

### Lists of Required Documents

No.	Documents and details	Authority
1)	<b>(1) Passport and (1) copy</b> <b>Note: Certified true copy by the alien</b>	-
2)	<b>(1) Work permit</b>	Department of Employment

No.	Documents and details	Authority
3)	<b>(1) TM.7 application form</b> <b>Note: Include a 4x6 cm. photo of applicant taken within 6 months</b>	-
4)	<b>(1) The certified and the extension of stay letter from the commission of the Industrial Estate Authority of Thailand</b>	The Industrial Estate Authority of Thailand
5)	<b>(1) Sor.Tor.Mor.2 form</b>	Immigration Bureau
6)	<b>(1) The letter of acknowledgment of penalties for overstay</b>	Immigration Bureau

#### Fee

No.	Details	Amount
1)	<b>Application fee</b>	1,900 baht

#### Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	<b>Immigration Bureau</b> <b>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178</b> <b>Postbox 1178. Suanplu, Bangkok 10120</b>
2)	<b>Any Immigration Office</b>

#### Form and Sample

No.	Form.
1)	<b>TM.7 application form</b>

#### Note:

- Please visit [www.immigration.go.th](http://www.immigration.go.th) for more information.