

DOCUMENTATION CHECK-LIST FOR APPLICANT

Name of Applicant: _____ Nationality: _____

Before submission, kindly go through the list of items below to ensure that you have fully completed and furnished the necessary documents and tick (✓) accordingly.

The following basic documents are required for all types of visa applications

- Original and Photocopy of the applicant's passport valid –at least 6 months
- Original and Photocopy of work permit
- Form 14A and V-39A
- 1 recent passport-sized color photographs paint white background
- Photocopy of Air Ticket
- Photocopy of Hotel Booking
- LOI from School & Student's ID

The following additional documents are required to be submitted with the type of application as indicated below:

(a) For Business Visit

- ACRA print-out
- Sponsor's LOI and Identity Card (photocopy)
- LOI from Employer & Singapore Co.,

(b) For Medical Treatment

- LOI and ID card form the hospital stating the purpose of visa application and the applicant's medical condition.

***** Remarks:** _____

Signature of Application

Date

Signature of AVA

Date

AUTHORISATION LETTER

(หนังสือมอบอำนาจ)

I, _____ (Name of applicant), holder of
Passport type & number /Identity Card No. _____, hereby
authorise _____ (Name of the applicant's
representative), who is my _____(state
relationship, eg. Father, mother, sibling, friend, business associate, etc), holder of Passport type &
number /Identity Card No. _____, and email/contact number

to submit my visa application and all necessary documents on my behalf

To: Holiday Tours & Travel (Thailand) Ltd.
At: 21st Floor, Charn Issara Tower I,
942/160-163 Rama IV Road, Bangkok 10500

Signature of Applicant

Date

Signature of Holiday Tours Officer

Date