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People's Manual :

Application for Building Construction Permission in accordance with Building Control Law in Ancient Monuments Compound

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Archaeology Division Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Mueang Sing Historical Park Address: Tambon Sing, Amphoe Sai Yok, Kanchanaburi 71150 Tel:0 3467 0264-5 Service area : The compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ayutthaya Historical Park Address: 196 Mu 4, Khlong Tho Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel: 0 3524 2286 Service area : the compound of Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Si Thep Historical Park Address: Tambon Si Thep, Amphoe Si Thep, Phetchabun 67170 Tel:0 5692 1322 , 0 5692 1317 Service area : the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sukhothai Historical Park Address: 948/12 Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7527 Service area : the compound of Sukhothai Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Si Satchanalai Historical Park Address: Tambon Si Satchanalai, Amphoe Si Satchanalai, Sukhothai 64190 Tel:0 5595 0714	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Service area : the compound of Si Satchanalai Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details Kamphaeng Phet Historical Park Address: Tambon Nong Pling, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5585 4736 , 0 5585 4737 Service area : the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phu Phra Bat Historical Park Address: 194 Mu 6, Tambon Mueang Phan, Amphoe Ban Phue, Udon Thani 41160 Tel:0 4291 8619 Service area : the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai Historical Park Address: Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1568 , 0 4447 1535 Service area : the compound of Phimai Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang Rong, Buri Ram 31110 Tel:0 4466 6251 Service area : the compound of Phanom Rung Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

<p>Branch details The 3rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 4th Regional Office of Fine Arts, Lop Buri Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 5th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road,Tambon Nai Mueang,Amphoe Mueang Khon Kaen,Khon Kaen 34000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen,Loei,Nong Khai,Nong Bua Lam Phu,Udon Thani,Bueng Kan,and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)</p>

Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel: 0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothorn, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel: 0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address: 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel: 0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address: 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel: 0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 22 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Responsible authority To check list of relevant documents for planning to inspect the site or seek more information as deem appropriate. (Note: (responsible agency i.e. Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department, local historical park to join the inspection))	1 working day	Fine Arts Department
2)	Document Check/Site Inspection Assigned authorities check details and condition of ancient monument compound where a building will be constructed, approval from local work office, land rights document, building style to be constructed in ancient	7 working days	Fine Arts Department

Step	Procedure	Duration	Responsible Agency
	monument compound, not complicated for inspection that can be made by information technology i.e. check via online map. (Note: (responsible agency i.e. Office of Architecture, Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department, local historical park to join the inspection))		
3)	Consideration Submit for consideration the building design and suitability of building in ancient monument compound by work office level; Office/Division prior approval consideration by Director General of Fine Arts Department. (Note: (responsible agency i.e. Office of Architecture, Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department, local historical park and Academic Committee for Ancient Monuments Conservation, if necessary))	7 working days	Fine Arts Department
4)	Signing/Meeting decision Upon finalized decision made by Office/Division/Academic Committee for Ancient Monuments Conservation, then submit to Director General of Fine Arts Department/Governor (in case of authorization) for consideration. Applicant will receive a letter signed by Director General of Fine Arts Department/Governor notifying whether construction permission granted or not. (Note: -)	7 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Letter seeking building construction permission in ancient monument compound Original (s): 1 Copy (ies) : - (Note: -)	Fine Arts Department
2)	ID Card Original (s): 1 Copy (ies) : - (Note: (show ID card to authority for verification/identification))	Department of Provincial Administration
3)	Monk's ID Card Original (s) : 1 Copy (ies): - (Note: (In case applicant is monk, show ID card for verification/identification))	National Office of Buddhism
4)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - (Note: (In case applicant is juristic person, present certificate to authorities for verification))	Department of Business Development
5)	Power of Attorney (if any) Original (s) : 1 Copy (ies) : - (Note: (ID card copy of grantor with signature as certified true copy))	-

No.	Name of document, number, details (if any)	Document issued by government office
6)	Building design and list of buildings to be constructed in ancient monument compound together with map showing construction site. Original (s): - Copy (ies) : 2 (Note: -)	-
7)	Land right or land possessory right document Original (s) : 1 Copy (ies) : - (Note: (show the original documents to authority for verification/ identification))	Department of Lands
8)	Letter of land exploitation/certificate of land exploitation in the area of seeking permission from land owner or official bureau Original (s) : - Copy (ies) : 2 (Note: (If applicant is not land owner or land holder, with signature as certified true copies))	-
9)	Evidence to confirm existing old building (in case of replacement) Original (s) : 1 Copy (ies) : - (Note: -)	-

Processing fees

No.	Description	Fees (baht/percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Archaeology Division, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application form for building construction permit within the ancient monument's compound (<i>Note: -</i>)

Application form for building construction permit within the ancient monument's compound

Written at.....

Date..... Month.....Year.....

Subject: Application for building construction permit within the ancient monument's compound

Attention:

I, (Mr/Mrs/Miss/others)

Having regular domicile at house No.....Moo.....Soi.....Road.....

Sub-districtDistrict.....Province.....

Telephone No.....Email.....

Hereby wish to obtain a permit for

☐ building construction

☐ carrying out activity (please specify).....

within the ancient monument's compound located at (site address).....

Relevant documents are submitted herewith as follows:

☐ 1. ID card/monk's ID card

☐ 2. Certificate of juristic person (if the applicant is a juristic person, authority to make a certified true copy)

☐ 3. Power of Attorney (if any) original:1.....copy

☐ 4. Building design and list of buildings to be constructed within the ancient monument's compound together with buildings location map as earlier presented for obtaining construction permit.....2.....copies

☐ 5. Land right or land possessory right document (authority to make 2 copies and have the applicant certify true copies)

☐ 6. Letter /certificate of land exploitation within the compound of the application for permit1.....copy, issued by(in case the applicant is not land owner or land holder)

☐ 7. Others i.e.evidence to confirm existing building in case of replacement.

Your kind consideration on construction permit and carrying out any activity within the ancient monument's compound is highly appreciated, and I acknowledge in compliance with all regulations and conditions as stipulated by law.

Your respectfully,

(Sign).....Applicant

(.....)

Note: Please tick / ☐ in front of appropriate box and keep all required documents ready.

People's Manual :

Application for permit to repair, modify, alter, demolish, add to, destroy, remove any ancient monument or its parts or excavate within the compound of ancient monument

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Archaeology Division, The Fine Arts Department 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(Service area : Bangkok, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000, Tel. 0 3232 3226-7/contact us in person at the above address (note:(Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3554 5466-7/contact us in person at the above address (note:(Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 2501 /contact us in person at the above address (note:(Service area : Phra Nakhon Si Ayutthaya, Ang Thong, Sing Buri, Nakhon Nayok, and Saraburi, except for the compound of Phra Nakhon Si Ayutthaya Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 2510/contact us in person at the above address (note:(Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000, Tel. 0 3721 1296, 0 3721 2610 /contact us in person at the above address (note:(Service area :	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Prachin Buri, Chachoengsao, Sa Kaeo, Chon Buri, Rayong, Chanthaburi, and Trat, Lunch break 12:00 - 13:00))	
Branch details The 6 th Regional Office of Fine Arts, Sukhothai 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210, Tel. 0 5569 7364/contact us in person at the above address (note:(Service area : Sukhothai, Kamphaeng Phet, Tak, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai 451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300, Tel. 0 5322 2262/contact us in person at the above address (note:(Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen 193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000, Tel. 0 4324 2129, 0 4333 7629/contact us in person at the above address (note:(Service area : Khon Kaen, Loei, Nong Khai, Bueng Kan, Nong Bua Lam Phu, Udon Thani, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000, Tel. 0 4531 2845-6/contact us in person at the above address (note:(Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110, Tel. 0 4447 1518, 0 4428 5096/contact us in person at the above address (note:(Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100, Tel. 0 7433 0255-6/contact us in person at the above address (note:(Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000, Tel. 0 7535 6458, 0 7532 4479/contact us in person at the above address (note:(Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Mueang Sing Historical Park Tambon Sing, Amphoe Sai Yok, Kanchanaburi 71150, Tel. 0 3467 1264-5/contact us in person at the above address (note:(Service area : the compound of Mueang Sing Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Si Ayutthaya Historical Park 196 Mu 4, Khlong Tho Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel. 0 3524 2286/contact us in person at the above address (note:(Service area : the compound of Phra Nakhon Si Ayutthaya Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sukhothai Historical Park 948/12 Tambon Mueang Kao, Amphoe Mueang Kao, Sukhothai 64210, Tel. 0 5569 7527/contact us in person at the above address (note:(Service area : the compound of Sukhothai Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Si Satchanalai Historical Park Tambon Si Satchanalai, Amphoe Si Satchanalai, Sukhothai 64190, Tel. 0 5595 0714/contact us in person at the above address (note:(Service area : the compound of Si Satchanalai Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet Historical Park Tambon Nong Pling, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000, Tel. 0 5585 4736-7 /contact us in person at the above address (note:(Service area : the compound of Kamphaeng Phet Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phu Phra Bat Historical Park 194 Mu 6, Tambon Mueang Phan, Amphoe Ban Phue, Udon Thani 41160, Tel. 0 4291 8619/contact us in person at the above address (note:(Service area : the compound of Phu Phra Bat Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai Historical Park Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110, Tel. 0 4447 1568, 0 4447 1535/contact us in person at the above address (note:(Service area : the compound of Phimai Historical Park, Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phanom Rung Historical Park Amphoe Nang Rong, Buri ram 31110, Tel. 0 4466 6251/contact us	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except

in person at the above address (note:(Service area : the compound of Phanom Rung Historical Park, Lunch break 12:00 - 13:00))	during lunch break)
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Procedure, duration, responsible agency

Work Duration: 22 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Responsible staff: To check documents for planning to inspect the site or search for more information as it deems appropriate. (Note: (Responsible agency i.e. Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department, and historical park in locality to join this step.))	1 working day	Fine Arts Department
2)	Document Check Assigned team visits the ancient monument and inspect its condition where permission sought to repair, modify, alter, demolish, add to, destroy, remove the ancient monument or its parts and excavate within the compound of ancient monument, land rights document, and list of operational plans to proceed within the compound of ancient monument. (Note: (Responsible agency i.e. Office of Architecture, Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department, and historical park in locality to take part in this step.))	7 working days	Fine Arts Department
3)	Consideration Submit for consideration the proposed model for repair, modification, alteration, demolition, addition, destroy, removal of the ancient monument or its parts and excavation i.e. floor plan/roof plan, side view, cross section, and engineering drawing, for instance including suitability for the grant by work office level; Office/Division and Academic Sub-committee prior to grant consideration by the Director General whether permission granted or not. (Note: (Responsible agency i.e. Office of Architecture, Office of Archaeology, the 1 st -12 th Regional Office of Fine Arts Department in locality and Academic Committee for Ancient Monuments Conservation to take part in this step.))	7 working days	Fine Arts Department
4)	Signing/Meeting decision As agreed upon by Academic Committee for Ancient Monuments Conservation, the decision will then be submitted for the Director General's consideration. Official letter will be signed by him notifying the applicant whether the application granted or not.	7 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for building construction permit indicating rationale to carry out work within the compound of ancient monument Original (s): 1 Copy (ies) : -	Fine Arts Department

No.	Name of document, number, details (if any)	Document issued by government office
2)	ID Card Original (s) : 1 Copy (ies) : - Note: (Show ID card to authority for verification/identification)	Department of Provincial Administration
3)	Monk's ID Card Original (s) : 1 Copy (ies) : - Note: (In case the applicant is monk, show monk's ID card for verification/identification)	National Office of Buddhism
4)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is juristic person, present to authority the certificate for verification)	Department of Business Development
5)	List of the monument's current detailed models, list of proposed models for repair, modification, alteration, demolition, addition, removal, destroy, or excavation (in case of repair, modification, alteration, demolition, addition, destroy or removal of the ancient monument) Original (s) : - Copy (ies) : 2 Note: (-Images of all sides, inside, outside and the ancient monument's compound as part of seeking a permit - History/importance of the ancient monument for the permit.)	-
6)	Land right or land possessory right document Original(s): 1 Copy (ies) : - Note: (Bring the original for verification)	Department of Lands
7)	Letter/certificate of land exploitation in the area of seeking permission from land owner or official bureau Original (s): - Copy (ies) : 2 Note: (If the applicant is not land owner or land holder, with signature to certify true copies)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Archaeology Division, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	the 1 st - 12 th Regional Office of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))

no.	Channels for Complaints / Questions
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310, Tel : 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	<p>The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))</p>

Form, sample and guide to completing form

No.	Form Title
1)	Application for permit to repair, modify, alter, demolish, add on, destroy, remove and excavate within the compound of ancient monument

**Application for permit to repair, modify, alter, demolish, add on, destroy, remove and excavate within
the compound of ancient monument**

Written at.....

Date..... Month..... Year.....

Subject: Application for permit to repair, modify, alter, demolish, add on, destroy, remove and excavate
within the compound of ancient monument

Attention:

I, (Mr/Mrs/Miss/others)

Having regular domicile at house No..... Moo..... Soi..... Road.....

Sub-district District..... Province.....

Telephone/Mobile..... Email.....

Hereby wish to obtain a permit for

☐ carrying out activity (please specify).....
within the compound of ancient monument located at (site address).....
.....

Relevant documents are submitted herewith as follows:

- ☐ 1. ID card/monk's ID card
- ☐ 2. Certificate of juristic person (if the applicant is juristic person, authority to make a certified true copy)
- ☐ 3. Power of Attorney (if any) original:1.....copy
- ☐ 4. List of the monument's current models:.....2.....copies
 - ☐ 4.1 List of proposed models of the monument to seek permit for repair, modification, alteration, demolition, addition, destroy, removal or excavation details.
 - ☐ 4.2 Images of all sides, inside, outside of the ancient monument
 - ☐ 4.3 History and importance of the ancient monument
- ☐ 5. Land right or land possessory right document (authority to make 2 copies and ask the owner to certify true copies)
- ☐ 6. Letter /certificate of land exploitation on land where applying for a permit1.....copy,
issued by (if the applicant is not land owner or land holder)
- ☐ 7. Others i.e.

Your kind consideration for a permit to carry out any activity within the ancient monument's compound is highly appreciated, and I acknowledge in compliance with all regulations and conditions as stipulated by law.

Your respectfully,

(Sign).....Applicant

(.....)

Note: Please tick / ☐ in front of appropriate box and keep all required documents ready.

People's Manual :

Report of transfer, or obtaining ownership by inheritance or by will of the registered ancient monument

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Archaeology Division Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address: 451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address: 193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address: 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address: 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
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Procedure, duration, responsible agency

Work Duration: 8 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Transferor who obtained ownership or authorized person submits documents required by the Fine Arts Department. Authority checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	1 working day	Office of Archaeology
2)	Document Check Check and take note of information change. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	1 working day	Office of Archaeology
3)	Consideration Responsible bureau submits to Director General of Fine Arts Department for acknowledgement of transfer or obtaining ownership of the registered ancient monument. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to take part in this step.)</i>	1 working day	Office of Archaeology
4)	Signing/Meeting decision A official letter signed by Director General of Fine Arts Department will be sent to the applicant to notify-acknowledgement of obtaining ownership of the registered ancient monument after Director General's acknowledgement. <i>(Note: -)</i>	5 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Letter to report the transfer or obtaining ownership of the ancient monument, as required by the Fine Arts Department Original (s): 1 Copy (ies) : Note: (-)	Office of Archaeology
2)	ID Card and house registration of transferor or proprietor and/or all joint owners, in case the proprietor is juristic person, certificate of juristic person is required Original (s): 1 Copy (ies) : - Note: (Present to authority the original for verification; – Documents issued by government office; Department of Provincial Administration, Department of Business Development)	Department of Provincial Administration
3)	ID Card and house registration of the transferee in case the proprietor is juristic person, certificate of juristic person is required Original (s) : 1 Copy (ies) : - Note: (present to official the original for verification)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
4)	Transfer evidence (land registration etc.) or ownership evidence (the will; evidence to prove inheritor etc) Original (s) : 1 Copy (ies) : - Note: (present to authority the original for verification)	Department of Lands
5)	In case of authorizing someone, power of attorney is required together with a certified true copy of ID card and a certified true copy of house registration of the authorization representative Original (s) : - Copy (ies) : 2 Note: (Not against the measures to facilitating and lessening the burden of people)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Archaeology Division, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310, Fax. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
-	<i>NA</i>

People's Manual :

Notification of collecting admission fee or any other fees at the ancient monument owned or lawfully possessed by any person

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Archaeology Division Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road,Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri,	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address: 451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address: 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/ or contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 13 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Ancient monument's owner or possessor or authorization representative submits a request with documents required by Fine Arts Department. Authority checks whether the applicant has compiled correctly and completely with the required documents. If not, the applicant must submit more. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	1 working day	Office of Archaeology
2)	Document Check Entrusted authorities to check information and visit the site as part of preparing a comments report for higher echelon. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	5 working days	Office of Archaeology
3)	Consideration Reponsible office sends a memo to the Director General reporting the collection of admission fees or any other fees at the ancient monument. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	2 working days	Office of Archaeology
4)	Signing/Meeting decision Official letter signed by the Director General will be sent to the applicant acknowledging rates of admission fee and other charges. (starting from the day of acknowledgement by Director General) <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	5 working days	Office of Archaeology

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Letter of notification wishing to open the ancient monument for public and collecting admission fee or any other fees following the form required by the Fine Arts Department Original (s): 1 Copy (ies) : -	Office of Archaeology

No.	Name of document, number, details (if any)	Document issued by government office
2)	Images with site map Images clearly show ancient monument condition and circumstance purposively set for public visit with map giving directions to its location Original (s) : 1 Copy (ies) : -	-
3)	Evidence for land right or legitimate possessor i.e. title deed, Nor Sor 3 or lease agreement Original (s) : - Copy (ies) : 1	-
4)	Description or historical data of the ancient monument Original (s) : - Copy (ies) : 1	-
5)	Rates of admission fee or other fees Original (s) : 1 Copy (ies) : -	-
6)	In case of authorization representative, a certified true copy of power of attorney is required Original (s) : 1 Copy (ies) : 1	-
7)	ID card and house registration of authorization representative Original (s): 1 Copy (ies) : - Note: (show the original documents to authority for verification/identification)	Department of Provincial Administration
8)	Monk's ID card (for monk) Original (s): 1 Copy (ies) : - Note: (show monk's ID card to authority for verification/identification)	National Office of Buddhism
9)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is a juristic person, a certificate must be issued within the last 6 months from the date of application, present to authority the certificate for verification/identification)	Department of Business Development

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:-)
2)	Archaeology Division, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:-)
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:-)

no.	Channels for Complaints / Questions
4)	The Fine Arts Department's Website, www.finearts.go.th (Note:-)
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
	NA

People's Manual :

Application for permit to carry out any activity that gain benefit from the compound of registered ancient monument not owned or lawfully possessed by any individual

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Archaeology Division Address: Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Service area : Bangkok/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

<p>Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(lunch break 12.00-13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 11th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>

Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang /contact us in person at the above address (note:(lunch break 12.00-13.00))	
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 15 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant applies for a written permit to carry out activity that gain benefit from the compound of registered ancient monument not owned or lawfully possessed by any individual. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	1 working day	Office of Archaeology
2)	Document Check Initial consideration by responsible office to further submit to the Director General for finalized consideration whether the application granted or not. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department to join this step.)</i>	5 working days	Office of Archaeology
3)	Consideration Consideration results by Director General of Fine Arts Department; the application granted or not.	2 working days	Fine Arts Department
4)	Signing/Meeting decision Signing in a contract, in case the application granted by the Director General.	7 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for permit to carry out activity that gain benefit from the compound of registered ancient monument not owned or lawfully possessed by any individual Original (s): 1 Copy (ies) : -	Office of Archaeology
2)	Work plan/project that gain benefit from the compound of ancient monument with explanation or historical evidence relating to the ancient monument Original (s) : - Copy (ies) : 1 Note:	-
3)	ID Card Original (s) : 1	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
	Copy (ies) : - Note: (Present to authority the original for verification/identification.)	
4)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification.)	Department of Business Development
5)	ID Card Original (s): 1 Copy (ies) : - Note: - (- In case the applicant is a juristic person - Or document issued by official organization with image of managing director/manager - Present the original to authority for identification/verification.)	Department of Provincial Administration
6)	Power of Attorney Original (s): 1 Copy (ies) : - Note: (If the applicant is a juristic person, with a certified true copy of authorization representative's ID card.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:-)
2)	Archaeology Division, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	The Fine Arts Department's Website www.finearts.go.th (note:-)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
	<i>NA</i>

People's Manual :

Notification of obtaining ownership of a registered antique or object of art by inheritance or by will

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

<p>Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address: 451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address: 193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang,Amphoe Phimai,Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima,Chaiyaphum,Buri Ram,Surin,Maha Sarakham,and Si Sa Ket,except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 11th Regional Office of Fine Arts, Songkhla</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from</p>

Address:733 Mu 2, Si Yaek Thanadi Road,Tambon Phawong,Amphoe Mueang Songkhla,Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang / contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	8:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket,Ranong,Phang-nga,and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road,Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi,Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday, (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday, (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address: Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday, (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address: Suphan Buri - Chai Nat Road,Tambon Sanam Chai, Amphoe Mueang Suphan Buri,Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday, (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai, Amphoe Mueang Suphan Buri,Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road,Amphoe Mueang Nakhon Pathom,Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Address: Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi 71000	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Tel:08 1994 9873/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	
Branch details Chao Sam Phraya National Museum Address: 108/1 Mu 2, Tambon Pratu Chai,Amphoe Phra Nakhon Si Ayutthaya,Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro,Amphoe Phra Nakhon Si Ayutthaya,Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road,Tambon In Buri,Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road,Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat,Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address:Amphoe Mueang Prachin Buri,Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi, Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi,Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao,Amphoe Mueang Sukhothai,Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road,Tambon Mueang Sawankhalok,Amphoe Sawankhalok,Sukhothai 64110	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Tel:0 5564 1571/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	
Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road,Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet,Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road,Tambon Nai Mueang, Amphoe Mueang Phitsanulok,Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address: Phakong Road,Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road,Tambon Nai Mueang, Amphoe Mueang Lamphun,Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang,Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen,Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address: Tambon Ban Chiang, Amphoe Nong Han,Udon Thani 41320 Tel:0 4220 8340 /contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Roi Et National Museum Address: Phloen Chit Road,Tambon Nai Mueang, Amphoe Mueang Roi Et,Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road,Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani,Ubon Ratchathani 34000Tel:0 4525 1015/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Address:Tha Songkran Road,Tambon Nai Mueang,Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address: Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima,Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin,Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address: Chana Road,Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address: Satun Thani Road,Tambon Phiman,Amphoe Mueang Satun,Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address: Ratchadamnoen Road,Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang,Amphoe Chaiya,Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road,Tambon Na Cha-ang,Amphoe Mueang Chumphon,Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang,Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Responsible official receives an application and check whether the applicant has compiled correctly and completely with the required documents. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)</i>	1 day	Office of the National Museum
2)	Consideration Site inspection to be conducted by entrusted staff examining condition, parts to ensure authenticity of the antique, object of arts under obtained ownership. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and national museum in locality take part in this step.)</i>	9 days	Office of the National Museum
3)	Signing/Meeting decision Submit to the Derector General for signing in official letter to notify the possessor.	7 days	Fine Arts Department

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application form for notification of obtaining ownership of a registered antique or object of art Original (s): 1 Copy (ies) : - Note:	Office of the National Museum
2)	Will (in case of obtaining ownership according to results of will) Original (s) : - Copy (ies) : 2 Note: (with signature to certify true copies)	-
3)	Dead certificate of deity or testator Original (s): - Copy (ies) : 2 Note: (with signature to certify true copies)	-
4)	Images and description of the antique or object of art by obtaining ownership	-

No.	Name of document, number, details (if any)	Document issued by government office
	Original (s) : 2 Copy (ies) : -	
5)	Court decree in case of inheritance by legal heir Original (s): - Copy (ies) : 2	-
6)	ID card Original (s) : 1 Copy (ies) : - Note: (- Or officially issued document affixed with image of the heir or legatee - Present the original to authority for verification/identification - In the event of many heirs or legatees, ID card copies of everyone must be attached.)	Department of Provincial Administration
7)	Power of Attorney giving the power to act as notifier in regard to receiving the registered antique or object of art by inheritance or by will. Original (s) : 1 Copy (ies) : - Note: (In case of many heirs or legatees to receiving the antique or object of art, one of them can be assigned to represent the co-ownership for notifying - All of them are to sign in the above power of attorney.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note: -)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120

no.	Channels for Complaints / Questions
	- Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for notification of obtaining ownership of a registered antique or object of art by inheritance or by will

**Application form for notification of obtaining ownership of a registered antique or
object of art by inheritance or by will**

Written at.....

Date..... Month..... Year.....

Subject: Notification of obtaining ownership of a registered antique or object of arts by inheritance or by will

Attention: Director General of the Fine Arts Department

Enclosures: 1. Copy of will (in case obtaining ownership as a result of the will)

2. Dead certificate of deity or testator

3. Description and images of antiques or objects of arts by obtaining ownership

4. Copy of court decree (in case of inheritance by legal heir)

5. Power of attorney giving power to act as notifier in regard to receiving a registered antique or object of art by inheritance or by will (in case many heirs or legatees to receiving the antique or object of art).

I, ID Card Number.....
 Issued at..... House Number Moo Soi.....
 Road..... Sub-district District.....
 Province.....Post Code..... Telephone/Mobile.....

would like to notify obtaining ownership in a registered antique or object of arts by inheritance or by will. Enclosed herewith please find details, images and other relevant documents. .

For your information.

Your respectfully,

(Sign).....Applicant

(.....)

People's Manual : Notification of transfer of a registered antique or object of art
Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri,Kanchanaburi,Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road,Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya,Nakhon Nayok,Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road,Tambon Na Mueang, Amphoe Mueang Prachin Buri,Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road,Tambon Mueang Kao,Amphoe Mueang Sukhothai,Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address :451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom,Liang Mueang Road, Tambon Chaeramae,Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 40000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai,Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam /contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 11th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road,Tambon Phawong, Amphoe Mueang Songkhla,Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>

Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat,Chumphon,Surat Thani,Phuket,Ranong,Phang-nga,and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road,Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi,Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road,Tambon U Thong, Amphoe U Thong,Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road,Amphoe Mueang Nakhon Pathom,Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi, Kanchanaburi 71000 Tel:08 1994 9873/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai,Amphoe Phra Nakhon Si Ayutthaya,Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road,Tambon In Buri,Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road,Tambon Tha Hin, Amphoe Mueang Lop Buri,Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat,Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address: Amphoe Mueang Prachin Buri,Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi, Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi,Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao,Amphoe Mueang Sukhothai,Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road,Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570 /contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road,Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address:Phakong Road,Tambon Nai Wiang, Amphoe Mueang Nan,Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road,Tambon Nai Mueang, Amphoe Mueang Lamphun,Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang,Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen,Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang,Amphoe Nong Han,Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Address:Phloen Chit Road,Tambon Nai Mueang, Amphoe Mueang Roi Et,Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road,Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani,Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Phimai National Museum Address:Tha Songkran Road,Tambon Nai Mueang, Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Ratchasima,Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang,Amphoe Mueang Surin,Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address:Chana Road,Amphoe Mueang Songkhla,Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road,Tambon Phiman, Amphoe Mueang Satun, Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road,Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat,Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya,Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road,Tambon Na Cha-ang,Amphoe Mueang Chumphon,Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon,Amphoe Thalang,Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency**Work Duration: 17 days**

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant files an application. Responsible office checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)</i>	1 day	Office of the National Museum
2)	Consideration Entrusted authorities visit and examine details and authenticity of the antique, object of art that is transferred. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)</i>	9 days	Office of the National Museum
3)	Signing/Meeting decision Submit to Director General of Fine Arts Department for signing in official letter to notify the applicant.	7 days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form for notification of transfer of a registered antique or object of art Original (s): 1 Copy (ies) : -	Office of the National Museum
2)	Sale contract (in case having sale agreement) Original (s) : - Copy (ies) : 2 Note: (with signature to certify true copies)	-
3)	Transfer in writting (in case of gratuitous transfer) Original (s): - Copy (ies) : 2	-
4)	Images and description of the antique or object of art to be transferred Original (s) : 2 Copy (ies) : -	-
5)	ID card Original (s) : 1 Copy (ies) : - Note: (- ID card of transferor - Or officially issued document affixed with image of heir or legatee - Present the original to authority for verification/identification - In the event of many heirs or legatees, ID card copies of everyone must be attached.	Department of Provincial Administration
6)	ID card Original (s) : 1 Copy (ies) : - Note: (- ID card of transferee - Or officially issued document with image of transferee - Present the original to authorities for verification/identification - In the event of many heirs or legatees, ID card of everyone must be attached)	Department of Provincial Administration

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note: -)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application form for notification of transfer of a registered antique or object of art

Application form for notification of transfer of a registered antique or object of art

Written at.....

Date..... Month.....Year.....

Subject: Notification of transfer of a registered antique or object of art

Attention: Director General of the Fine Arts Department

Enclosures: 1. Sale contract (in case having sale agreement)

2. Transfer in writing (in case of gratuitous transfer)

3. Description and images of the antique or object of art to be transferred

I, ID Card.....
 Number.....Issued at.....House Number.....
 Moo.....Soi.....Road.....Sub-district.....
 District..... Province.....Post Code.....
 Telephone/Mobile.....

Hereby would like to notify the transfer of a registered antique or object of art in my possession that has been
 purchased by..... ID Card.
 Number..... Issued at..... House Number..... Moo.....
 Soi..... Road..... Sub-district
 District..... Province..... Post Code.....
 Telephone/Mobile On Date..... Month Year

For your information.

Your respectfully,

(Sign)..... Applicant

(.....)

People's Manual :

Notification of the registered antique or object of art is being damaged or lost or removed

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon,Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri,Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri,Kanchanaburi,Nakhon Pathom,Nonthaburi, and Pathum Thani,Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road,Tambon Pratu Chai,Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya,Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin,Amphoe Mueang Lop Buri,Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri,Chai Nat,Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road,Tambon Na Mueang,Amphoe Mueang Prachin Buri,Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri,Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai,Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit,except for the compound of Sukhothai Historical Park,the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai,Chiang Rai,Lamphun,Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen,Loei,Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom,Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima,Chaiyaphum,Buri Ram,Surin,Maha Sarakham,and Si Sa Ket,except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 11th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road,Tambon Phawong,Amphoe Mueang Songkhla,Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>

Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat,Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road,Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi,Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road,Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai,Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai, Amphoe Mueang Suphan Buri,Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road,Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi, Kanchanaburi 71000 Tel:08 1994 9873 / contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro,Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986 / contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458 / contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621 / contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address:Amphoe Mueang Prachin Buri,Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi, Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi,Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok,Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road,Tambon Nai Mueang, Amphoe Mueang Phitsanulok,Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Nan National Museum Address:Phakong Road,Tambon Nai Wiang, Amphoe Mueang Nan,Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road,Tambon Nai Mueang, Amphoe Mueang Lamphun,Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang,Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang,Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Address:Phloen Chit Road,Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Address:Tha Songkran Road,Tambon Nai Mueang,Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang,Amphoe Mueang Nakhon Ratchasima,Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin,Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address:Chana Road,Amphoe Mueang Songkhla,Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road,Tambon Phiman, Amphoe Mueang Satun,Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang,Amphoe Chaiya,Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road,Tambon Na Cha-ang,Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 19 days

Step	Procedure	Duration	Responsible Agency
1)	Document check To submit the form for notification of the registered antique or object of art is being damage, lost or removed from the place at which it is stored. Authority-in-charge	1 day	Office of the National Museum

Step	Procedure	Duration	Responsible Agency
	checks whether the applicant has compiled correctly and completely with the required documents. (Note: Responsible agency i.e. the 1 st -12 th Regional Office of Fine Arts Department and the national museum in locality to join this step.))		
2)	Consideration Entrusted authorities visit site in the event of; 1. Damages; the Registration, National Museum Storage and Information Group to take action. 2. Removal for storage; report the National Museum Storage and Information Group to update information in database and modification in the Government Gazette. 3. Loss; to report the Registration, National Museum Storage and Information Group to record in database and ask cooperation from other agencies to look for it. (Note: Responsible agency i.e. the 1 st -12 th Regional Office of Fine Arts Department and the national museum in locality to participate in this step.))	11 days	Office of the National Museum
3)	Signing/Meeting decision A letter signed by the Director General notifying the applicant for acknowledgement.	7 days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form notifying damages, loss and removal of the registered antique or object of art Original (s): 1 Copy (ies) : -	Office of the National Museum
2)	Images and description of damages, loss and removal of the registered antique or object of art Original (s) : 2 Copy (ies) : -	-
3)	Police report at police station Monk's ID Card Original (s) : - Copy (ies) : 1 Note: (In case of lost antique or object of art)	Royal Thai Police
4)	Map showing location where the antique or object of art is stored. Original (s) : - Copy (ies) : 2 Note: (Only use for removal of the antique or object of art.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))

no.	Channels for Complaints / Questions
2)	Office of National Museums 81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban,Khet Dusit,Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center,Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road,Khwaeng Huai Khwang,Khet Huai Khwang,Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road,Khet Dusit,Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road,Khet Dusit,Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building,2 nd floor, Chaeng Wattana Road,Tambon Khlong Kluea,Amphoe Pak Kret,Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application form for notification of the registered antique or object of art is being damage, lost or removed

Application form for notification of the registered antique or object of art is being damaged or lost or removed

Written at.....

Date..... Month.....Year.....

Subject: Notification of ☐ the registered antique or object of art is being damaged

☐ the registered antique or object of art is being lost

☐ the registered antique or object of art is being removed

Attention: Director General of Fine Arts Department

Enclosures: 1. Description and images of the antique or object of art....2....copies

2. Police report at police station (in case of loss of the antique or object of art...2..copies

3. Map showing location where the antique or object of art is stored (in case of removal) ..2. copies

I, ID Card Number.....
 Issued at..... House Number..... Moo..... Soi.....
 Road..... Sub-district District.....
 Province..... Post Code..... Telephone/Mobile
 as owner of the registered antique or object of art i.e

.....

The above-mentioned object has been:

☐ damaged

☐ lost

☐ removed

On Date.....Month.....Year.....

Details and documentation are attached herewith.

For your information.

Your respectfully,

(Sign).....Notifier

(.....)

People's Manual :

Notification of the productions, trade or possession in a place of business of a duplicate antique or duplicate object of under duplication control

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit,Bangkok/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang,Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi,Phetchaburi,Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

<p>Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo /contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road,Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park,the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway,Tambon Chang Phueak,Amphoe Mueang Chiang Mai,Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang /contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon,except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam /contact us in person at the above address (note:(lunch break 12:00 - 13:00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)</p>

Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300 /contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Ban Kao National Museum Address:Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi 71000 Tel:08 1994 9873/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address:Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi, Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road,Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address:Phakong Road,Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road,Tambon Nai Mueang, Amphoe Mueang Lamphun, Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang, Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Roi Et National Museum Address:Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Address:Tha Songkran Road,Tambon Nai Mueang, Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address:Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road,Tambon Phiman, Amphoe Mueang Satun,Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang,Amphoe Chaiya, Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant to notify the responsible office list of production items wishing to produce or possessing in a place of business. Authority checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)</i>	1 day	Office of the National Museum
2)	Consideration Assigned authorities to examine details and duplicating model of the antique or object of art. <i>(Note: Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)</i>	9 days	Office of the National Museum
3)	Signing/Meeting decision Derector General signs in official letter notifying the applicant.	7 days	Fine Arts Department

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application form notifying list of productions of a duplicate antique or object of art under duplication control Original (s): 1 Copy (ies) : -	Office of the National Museum
2)	ID card Original (s) : 1 Copy (ies) : - Note: (-Present the original to authority for verification/identification, in the event of; - producing duplicate antiques or objects of art - notifying of trade or possessing in a place of business of duplicate antiques or objects of art under duplication control.)	Department of Provincial Administration
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : -	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
	Note: (- Or certificate of commercial registration in case ordinary person (if any) - Present the original to authority for verification/identification - Notification of the productions of a duplicate antique or object of art - Notification of trade or possessing in a place of business of duplicate antiques or objects of art under duplication control.)	
4)	Map showing location of production site Original (s) : - Copy (ies) : 2 Note: (In case notification of productions of a duplicate antique or object of art.)	-
5)	Prototype model Original (s) : - Copy (ies) : 2 Note: (-In case notification of productions of a duplicate antique or object of art.)	-
6)	List of items and number of antiques and objects of art to be duplicated. Original (s) : - Copy (ies) : 2 Note: (- In case of notification of productions of a duplicate antique or object of art) ** In the event of producing more, document No.3, 4, and 5 are required, prototype model in No.4 must be approved by the Fine Art Department and the products must be produced following the approved model.)	-
7)	Map showing location of place of business Original (s) : - Copy (ies) : 2 Note: (In case notification of trading or having duplicate antiques or objects of art under duplication control.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road,Khwaeng Phra Borom Maha Ratchawang,Khet Phra Nakhon,Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums 81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban,Khet Dusit,Bangkok (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center,Office of the Permanent Secretary, Ministry of Culture,10 Thiam Ruam Mit Road,Khwaeng Huai Khwang,Khet Huai Khwang,Bangkok 10310 Tel. 0 2209 3561-62 (note:-)

no.	Channels for Complaints / Questions
6)	Center of Public Service,Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road,Khet Dusit,Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road,Khet Dusit,Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building,2 nd floor, Chaeng Wattana Road,Tambon Khlong Kluea,Amphoe Pak Kret,Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application form for notification of list of productions of a duplicate antique or object of art under duplication control

Remarks:

- Please notify Director-General of the Fine Arts Department when the producer has received duplicate antique or object of art within 30 days from the date of production completion / the commencement date of the trade or possession in a place of business, and submit 3 photo sets of items and number of antiques and objects of art to be duplicated with size 5 X 7 inch. (Photo set including: front, back, left, right view of object)
- In case the production place/business place is relocated or close down, please notify Director-General of the Fine Arts Department within 15 days.

**Application form for notification of list of productions of a duplicate antique or
object of art under duplication control**

Written at.....

Date Month..... Year.....

Subject: Notifying list of the productions of a duplicate antique or object of art under duplication control

Attention: Director General of the Fine Arts Department

Enclosures: 1. Certified true copy of the applicant's ID card (copy made by authority and ask the applicant to sign)

2. Certified true copy of certificate of juristic person or certificate of commercial registration from Ministry of Commerce (authority to make a copy and ask the applicant to sign)

3. Map showing location of the production site

4. Prototype model

I, Aged..... Nationality.....

ID Card..... Number..... Issued at.....

House/Office (Juristic Person) Number Moo Soi.....

Road Sub-district District

Province Post Code..... Telephone.....

☐ Ordinary person

☐ Juristic person representative, name, incorporated/partnership limited,/company limited,/others
(please specify)

Soi Road..... Sub-district

District Province..... Post Code

Telephone

Would like to notify in regard to the productions of a duplicate antique or objects of art under duplication control as follows.

1. Purpose of the productions (for commercial or dissemination.....
.....

2. Production site atNumber..... Moo..... Soi.....
Road.....Sub-districtDistrict.....
Province..... Post Code.....Telephone.....

3. List of duplicate antiques and objects of art attached herewith.

-2-

4. Production timelinedays stating from the day of notification. If I failed to produce duplicate antiques and objects of art within the proposed period, it is therefore considered that I no longer wish to produce duplicate antiques and objects of art as notified in this form.

I have acknowledged the Fine Arts Department's announcement regarding criteria, methods, regulations and conditions for the productions, trade and possession in a place of business of a duplicate antique and object of art under duplication control and I will comply with the mentioned requirements.

Your respectfully,

(Sign).....Notifier

(.....)

People's Manual : Notification of antiques or objects of art display for collecting admission fee or any other fees

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 17 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant submits a request following announcement of Fine Arts Department. Authority checks relevant documents.	1 working day	Office of the National Museum
2)	Consideration Submit to the Director General to further assign the committee for inspection a place of business or place for antiques and objects of art display.	2 working days	Office of the National Museum
3)	Consideration The committee for inspection of a place of business or place for antiques and objects of art display visit and inspect the place earlier notified by the applicant.	7 working days	Office of the National Museum
4)	Signing/Meeting decision The applicant will be informed of the consideration results by a letter signed by the Director General. (Note: Return the case to people takes 1 working day)	7 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form notifying antiques or objects of art display for collecting admission fee or any other fees Original (s): 1 Copy (ies) : -	Office of the National Museum
2)	Conspicuous colored images of antiques or objects of art for display, size 9 x 12.5 cm. Original (s) : 2 Copy (ies) : - Note: (2 for each image)	-
3)	List of antiques or objects of art for display Original (s) : - Copy (ies) : 2	-
4)	Description for antiques or objects of art on display Original (s) : - Copy (ies) : 2	-

No.	Name of document, number, details (if any)	Document issued by government office
5)	Rates of admission fee or any other fees Original (s) : - Copy (ies) : 2	-
6)	Plan of the building for display or exhibition Original (s) : - Copy (ies) : 2	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561 (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application form for notification of antiques or objects of art display for collecting admission fee or any other fees

**Application form for Notification of antiques or objects of art display for
collecting admission fee or any other fees**

Written at.....

Date..... Month.....Year.....

Subject: Notification of antiques or objects of arts display for collecting admission fee or any other fees

Attention:

Enclosures: 1. Images of antiques and objects of art:.....image (s)

2. List of antiques and objects of art for display

3. Description for antiques or objects of arts on display:.....sheet (s)

4. Rates of admission fees or any other fees:.....sheet (s)

5. Plan of building for display or exhibition

I, Aged..... Occupation

Nationality..... Residing at House Number..... Moo.....

Soi.....Road.....Sub-district.....

District..... Province.....Post Code.....

Telephone/Mobile.....Fax:.....would like to notify rates of admission
fees or any other fees to be collected at..... Details are enclosed herewith.

I agree to comply with the Fine Arts Department's announcement regarding all criteria, methods and
condition in antiques or objects of arts display/exhibition.

For your information.

Your respectfully,

(Sign).....Applicant

(.....)

People's Manual : Application for license trade of antiques or objects of art

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Submit your documents via Website https://nsw.finearts.go.th/ or contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum 451 Chiang Mai-Lampang Superhighway,Tambon Chang Phueak,Amphoe Mueang Chiang Mai,Chiang Mai 50300, Tel. 0 5322 1308, 0 5321 7665/contact us in person at the above address (note:(Chiang Mai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum 217/3 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110, Tel. 0 7637 9895-7/contact us in person at the above address (note:(Thalang National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum 702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150, Tel. 0 5377 7102/contact us in person at the above address (note:(Chiang Saen National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum 193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000, Tel. 0 4323 8173/contact us in person at the above address (note:(Khon Kaen National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum 318 Khuean Thani Road,Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000, Tel. 0 4525 1015/contact us in person at the above address (note:(Ubon Ratchathani National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Tha Songkran Road,Tambon Nai Mueang,Amphoe Phimai,Nakhon Ratchasima 30110, Tel. 0 4448 1269, 0 4447 1167/contact us in person at the above address (note:(Phimai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Songkhla National Museum Chana Road,Tambon Bo Yang,Amphoe Mueang Songkhla,Songkhla 90000, Tel. 0 7431 1728/contact us in person at the above address (note:(Songkhla National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Ratchadamnoen Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000, Tel. 0 7534 1075, 0 7534 0419/contact us in person at the above address (note:(Nakhon Si Thammarat National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum 325/1 Woradet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000, Tel. 0 3232 1513, 0 3232 7235/contact us in person at the above address (note:(Ratchaburi National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160, Tel. 0 3555 1021/contact us in person at the above address (note:(U Thong National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Prachin Anuson Road,Tambon Na Mueang,Amphoe Mueang Prachin Buri,Prachin Buri 25000, Tel. 0 3721 1586/contact us in person at the above address (note:(Prachin Buri National Museum closes on	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	
Branch details Ramkamhaeng National Museum Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210, Tel. 0 5569 7026/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens everyday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum 120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000, Tel. 0 5571 1570/contact us in person at the above address (note:(Kamphaeng Phet National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Phakong Road, Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000, Tel. 0 5477 2777, 0 5471 0561/contact us in person at the above address (note:(Nan National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri Historical Park 97 Khiri Ratthaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000, Tel. 0 3242 5600/contact us in person at the above address (note:(Phra Nakhon Khiri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6113/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi 71000, Tel. 08 1994 9873/contact us in person at the above address (note:(Ban Kao National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00-13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3525 1586/contact us in person at the above address (note:Chantharakasem National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30

16110 Tel:0 3658 1986/contact us in person at the above address (note:(In Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	(except during lunch break)
Branch details Chai Nat Muni National Museum Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000, Tel. 0 5640 5621/contact us in person at the above address (note:(Chai Nat Muni National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The National Maritime Museum Chanthaburi 80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(The National Maritime Museum Chanthaburi closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum 69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Sawankhaworanayok National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Phuttha Bucha Road, Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(Phra Buddha Chinnaraj National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum 122 Inthayongyot Road, Tambon Nai Mueang, Amphoe Mueang Lamphun, Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(Hariphunchai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Tambon Ban Chiang, Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(Ban Chiang National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Tel:0 4351 9306/contact us in person at the above address (note:(Roi Et National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	
Branch details Maha Viravong National Museum Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30000 Tel:0 4424 295/contact us in person at the above address (note:(Maha Viravong National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum 214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(Surin National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Satun Thani Road, Tambon Phiman, Amphoe Mueang Satun, Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(Satun National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum 155-156, Tambon Wiang, Amphoe Chaiya, Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(Chaiya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum 312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(Chumphon National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 19 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist - Applicant files application form (Form Sor Kor 1) or via online at https://nsw.finearts.go.th - Authority receives the request and check whether the applicant has compiled correctly and completely with the required documents. <i>(Note: (Responsible agency i.e. regional national museum to join this step.))</i>	1 day	Office of the National Museum

Step	Procedure	Duration	Responsible Agency
2)	Consideration The application be further submitted to Office of the National Museum's Director or official entrusted by the Director General who will assign and make arrangements with the Committee for Inspection of a Place of Business or Display Venue to pay a visit. <i>(Note: (Responsible agency i.e. regional national museum to join this step.))</i>	3 days	Office of the National Museum
3)	Consideration The committee is sent for inspection of the place of business or display venue Sending the committee to inspect the place of business or display venue for antiques and objects of art. Visit results will support to finalize consideration whether a license to be issued or not. <i>(Note: (Responsible agency i.e. regional national museum to join this step.))</i>	8 days	Office of the National Museum
4)	Signing/Meeting decision Authority in charge of issuing a license submits to the Director of Office of the National Museum or official entrusted by the Director General to sign in the license. <i>(Note: The Director of Office of the National Museum signs in trade license, processing fees paid and the case is returned to the applicant.))</i>	7 days	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form for license trade of antiques/objects of art (Form Sor Kor 1) Original (s): 1 Copy (ies) : - Note: (- For central office, the applicant may complete the form via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, form available, submit completed Form Sor Kor 1 at any regional national museum which is service provider.)	Office of the National Museum
2)	ID card or other official card to replace ID card Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is ordinary person - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration
3)	House registration Original (s) : 1 Copy (ies) : 0 Note: (-In case the applicant is ordinary person - For central office, applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
	- For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/ identification. A copy of house registration is made by authority to be used for consideration.)	
4)	License applicant's half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last 6 months Original (s) : 2 Copy (ies) : - Note: (-In case the applicant is ordinary person - For central office, applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit at any regional national museum which is service provider.)	-
5)	Map displaying location of the place of business Original (s) : - Copy (ies) : 2 Note: (-In case the applicant is ordinary person -In case the applicant is registered ordinary partnership or partnership limited - in case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit required documents at any regional national museum which is service provider.)	-
6)	Certificate of commercial registration, commercial registration or certificate of VAT registration Original (s) : 1 Copy (ies) : - Note: (- In case the applicant is ordinary person -In case the applicant is ordinary partnership - In case the applicant is registered ordinary partnership or partnership limited - In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original at any regional national museum which is service provider for verification/ identification. A copy of certificate made by authority to be used for consideration.)	Department of Business Development
7)	List of partners and their nationality Original (s) : 1 Copy (ies) : - Note: (- In case the applicant is ordinary partnership - In case the applicant is registered ordinary partnership or partnership limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original at any regional national museum which is service provider for verification/ identification. A copy of original list made by authority to be used for consideration.)	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
8)	ID card or other official card to replace ID card of managing partner Original (s) : 1 Copy (ies) : - Note: (-In case applicant is ordinary partnership - For central office, applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card of managing partner is made by authority to be used for consideration.)	Department of Provincial Administration
9)	House registration of all partners Original (s) : 1 Copy (ies) : - Note: (-in case applicant is ordinary partnership - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th -For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration of all partners are made by authority to be used for consideration. - In the case that partner is unable to personally submit the original document to authority at any national museum, please attach the shareholder's house registration copy with certified true copy.)	Department of Provincial Administration
10)	Managing partner's half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last 6 months Original (s) : 2 Copy (ies) : - Note: ((-In case the applicant is ordinary partnership - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider.)	-
11)	Certificate of Partnership Company Registrar indicating registration and objectives of that registered ordinary partnership or company limited Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is registered ordinary partnership or company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider for verification/identification. A copy of certificate is made by authority to be used for consideration.)	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
12)	ID card or other official card to replace ID card of managing partner or manager Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is registered ordinary partnership or partnership limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card of managing partner or manager is made by authority to be used for consideration.)	Department of Provincial Administration
13)	Managing partner or manager's house registration Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is registered ordinary partnership or company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration
14)	Managing partner or manager's half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last 6 months Original (s) : 2 Copy (ies) : - Note: (-In case the applicant is registered ordinary partnership or company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider)	-
15)	Certificate of Partnership Company Registrar indicating registration and objectives of that company limited Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider for verification/identification. A copy of certificate made by authority to be used for consideration.)	Department of Business Development
16)	List of all shares held by Thai nationals and all shares held by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
	museum which is service provider for verification/identification. A copy of original list made by authority to be used for consideration.)	
17)	List of numbers of shareholders by Thai nationals and shareholders by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider for identification. A copy of original list made by authority to be used for consideration.)	Department of Business Development
18)	House registration of company limited's all board members Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original documents to authority at any regional national museum which is service provider for identification. A copy of house registration of company limited's all board members are made by authority to be used for consideration. - In the case that company limited's board member is unable to personally submit the original document to authority at any national museum, please attach board member's house registration copy with certified true copy.)	Department of Provincial Administration
19)	ID card or other official card to replace ID card of company limited's all board members Original (s) : 1 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original documents to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card of company limited's all board members are made by authority to be used for consideration. - In the case that board member is unable to personally submit the original document to authority at any national museum, please attach a copy of the board member's ID card/ other official card with certified true copy.)	Department of Provincial Administration
20)	Half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last 6 months of authorized board members to sign binding that company limited Original (s) : 2 Copy (ies) : - Note: (-In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider.)	

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	License trade of antiques (Note: (for each application))	10,000
2)	License trade of objects of art (Note: (for each application))	2,000

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561 (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Form Sor Kor 1; Application for a license to trade antiques/Application for a license to trade objects of art

F.A.1

Receipt No..... Date..... Recipient..... For official use
--

☐ **Application for a license to trade antiques**

☐ **Application for a license to trade objects of art**

Written at.....

Date.....Month.....B.E.....

1. The applicant's name.....

☐ (1) Being a natural person Age.....years Nationality.....

Address No..... Alley/Lane.....Road.....Moo.....

Sub-district..... District..... Province.....

Postcode..... Tel No.....

☐ (2) Being an ordinary partnership Office Address No.....

Alley/Lane..... Road.....Moo.....Sub-district.....

District..... Province..... Postcode.....

Tel No..... Represented by..... as business operator

Age.....years Nationality..... Address No..... Alley/Lane.....

Road..... Moo..... Sub-district..... District.....

Province..... Postcode..... Tel No.....

☐ (3) Being a type of juristic person (specify).....

Date of Registration..... Register No.....

Office Address No..... Alley/Lane.....Road.....Moo.....

Sub-district..... District..... Province.....

Postcode..... Tel No..... Represented by.....

as business operator on behalf of the juristic person Age.....years Nationality.....

Address No..... Alley/Lane..... Road..... Moo.....
 Sub-district..... District..... Province.....
 Postcode..... Tel No.....

2. Name of Trading Place..... Address No.....
 Alley/Lane..... Road..... Moo..... Sub-district.....
 District..... Province..... Postcode.....
 Tel No.....

3. The applicant requests for

- ☐ Antiques trading license
- ☐ Objects of art trading license

4. The applicant represents that the applicant's license has not been suspended or revoked under section 30 *bis* paragraph two or section 30 *ter* paragraph two of the Act on Ancient Monuments, Antiques, Objects of Art and National Museums, B.E. 2504 (1961) as amended by the Act on Ancient Monuments, Antiques, Objects of Art and National Museums (No.2), B.E. 2535 (1992).

5. The applicant attaches herewith the related documents and evidences as follows:

- ☐ (1) In the case where the applicant is a natural person;
 - (a) A photocopy of the identity card or its equivalence of the applicant;
 - (b) A copy or photocopy of the house register of the applicant;
 - (c) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the applicant;
 - (d) A location map of the trading place;
 - (e) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
- ☐ (2) In the case where the applicant is an ordinary partnership;
 - (a) The list of names and nationalities of every partner;
 - (b) A photocopy of the identity card or its equivalence of the managing partner;
 - (c) Copies or photocopies of house registers of every partner;
 - (d) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner;
 - (e) A location map of the trading place;

- (f) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.

☐ (3) In the case where the applicant is a registered ordinary partnership or limited partnership;

- (a) The certificate of registration issued by the partnership and company registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;
- (b) The list of names and nationalities of every partner;
- (c) A photocopy of the identity card or its equivalence of the managing partner;
- (d) A copy or photocopy of house register of the managing partner or manager;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner or manager;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.

☐ (4) In the case where the applicant is a limited company;

- (a) The certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such limited company;
- (b) The list stating all shares held by both Thai and foreign nationals;
- (c) The list stating the number of shareholders with Thai nationality and foreign nationality;
- (d) Photocopies of the identity cards or their equivalence of every executive directors of the limited company;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the director with authorization to sign an agreement on behalf of the limited company;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.

(Signature)..... The applicant
(.....)

Remark: Put the sign ✓ into the box ☐ in front of the required statement.

People's Manual :

Application for renewal of license trade of antiques or objects of art

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Submit your documents via Website https://nsw.finearts.go.th/ or contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum 451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai,Chiang Mai 50300, Tel. 0 5322 1308, 0 5340 8568/contact us in person at the above address (note:(Chiang Mai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum 217/3 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110, Tel. 0 7637 9895-7/contact us in person at the above address (note:(Thalang National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel. 0 5377 7102/contact us in person at the above address (note:(Chiang Saen National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum 193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel. 0 4323 8173/contact us in person at the above address (note:(Khon Kaen National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum 318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000/contact us in person at the above address (note:(Ubon Ratchathani National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Phimai National Museum Tha Songkran Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110, Tel. 0 4448 1269, 0 4447 1167/contact us in person at the above address (note:(Phimai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Chana Road, Tambon Bo Yang, Amphoe Mueang Songkhla, Songkhla 90000, Tel. 0 7431 1728/contact us in person at the above address (note:(Songkhla National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000, Tel. 0 7534 1075, 0 7534 0419/contact us in person at the above address (note:(Nakhon Si Thammarat National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum 325/1 Woradet Road, Tambon Na Mueang ,Amphoe Mueang Ratchaburi, Ratchaburi 70000, Tel. 0 3232 7235/contact us in person at the above address (note:(Ratchaburi National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160, Tel. 0 3555 1021/contact us in person at the above address (note:(U Thong National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000, Tel. 0 3721 1586/contact us in person at the above address (note:(Prachin Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ramkamhaeng National Museum Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210, Tel. 0 5569 7026/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens everyday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000, Tel. 0 5571 1570/contact us in person at the above address (note:(Kamphaeng Phet National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Phakong Road, Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000, Tel. 0 5477 2777, 0 5471 0561/contact us in person at the above address (note:(Nan National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000, Tel:0 3242 5600/contact us in person at the above address (note:(Phra Nakhon Khiri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel:0 3553 6113/contact us in person at the above address (note:(Chaona Thai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Ban Kao National Museum Address: Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi 71000, Tel:08 1994 9873/contact us in person at the above address (note:(Ban Kao National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Address: Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel:0 3525 1586/contact us in person at the above address (note:-)	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address: Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110, Tel:0 3658 1986/contact us in person at the above address (note:(In Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address: Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000, Tel:0 5640 5621/contact us in person at the above address (note:(Chai Nat Muni National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The National Maritime Museum Chanthaburi Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000, Tel:0 3939 1431/contact us in person at the above address (note: The National Maritime Museum Chanthaburi closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Sawankhaworanayok National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address: Phuttha Bucha Road, Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000, Tel:0 5524 1717/contact us in person at the above address (note:(Phra Buddha Chinnaraj National Museum closes on Monday and Tuesday for they are official weekly holidays,lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Hariphunchai National Museum Address:122 Inthayongyot Road,Tambon Nai Mueang, Amphoe Mueang Lamphun,Lamphun 51000, Tel:0 5351 1186/contact us in person at the above address(note:-)	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address: Tambon Ban Chiang, Amphoe Nong Han, Udon Thani 41320, Tel:0 4220 8340/contact us in person at the above address (note:(Ban Chiang National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Address: Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000, Tel:0 4351 9306/contact us in person at the above address (note:(Roi Et National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address: Ratchadamnoen Maha Viravong Nakhon Ratchasima Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Ratchasima,Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(Maha Viravong National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000, Tel:0 4415 3054/contact us in person at the above address (note:(Surin National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road, Tambon Phiman, Amphoe Mueang Satun, Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(Satun National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 84110, Tel:0 7743 1066/contact us in person at the above address (note:(Chaiya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Tel:0 7765 8358/contact us in person at the above address (note:(Chumphon National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	
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Procedure, duration, responsible agency

Work Duration: 11 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist - Licensee applicant files application form (Form Sor Kor 4) or via online at https://nsw.finearts.go.th - Authority receives request and checks whether the applicant has compiled correctly and completely with the required documents. (Note: (Responsible agency i.e. regional national museum to join this step.))	1 working day	Office of the National Museum
2)	Consideration Submit the application to the Director of Office of the National Museum or official entrusted by the Director General to assign the Committee for Inspection of a Place of Business or Display Venue to undertake a site inspection. (Note: (Responsible agency i.e. regional national museum to join this step.))	2 working days	Office of the National Museum
3)	Consideration After inspection, the Committee submit inspection results for final consideration whether to the application is granted or not. (Note: (Responsible agency i.e. regional national museum to join this step.))	3 working days	Office of the National Museum
4)	Signing/Meeting decision Authority to issue license submits to Director, Office of the National Museum or official entrusted by the Director General to sign in the license. (Note: The Director of Office of the National Museum signs in trade license, processing fees paid and the case is returned to the applicant.))	5 working days	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form for renewal of license trade of antiques/objects of art (Form Sor Kor 4) Original (s): 1 Copy (ies) : - Note: (- For central office, the licensee applicant may complete Form Sor Kor 4 via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, form available, submit completed form at any regional national museum which is service provider.)	Office of the National Museum
2)	ID card or other official card to replace ID card Original (s) : 1 Copy (ies) : -	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
	<p>Note: (-In case the licensee applicant is ordinary person - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)</p>	
3)	<p>House registration Original (s) : - Copy (ies) : 2 Note: (-In case the licensee applicant is ordinary person - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)</p>	Department of Provincial Administration
4)	<p>Licensee applicant's half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last six months Original (s) : 2 Copy (ies) : - Note: ((-In case the licensee applicant is ordinary person - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit at any regional national museum which is service provider.)</p>	-
5)	<p>Map displaying place of business location Original (s) : - Copy (ies) : 2 Note: (-In case the licensee applicant is ordinary person -In case the licensee applicant is ordinary partnership - In case the licensee applicant is registered ordinary partnership or partnership limited - In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit required documents at any regional national museum which is service provider.)</p>	-
6)	<p>Certificate of commercial registration, commercial registration or certificate of VAT registration Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary person -In case the licensee applicant is ordinary partnership - In case the licensee applicant is registered ordinary partnership or partnership limited - In case the licensee applicant is company limited</p>	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
	<p>- For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th</p> <p>- For regional office, submit the original at any regional national museum which is service provider for verification/identification. A copy of certificate is made by authority to be used for consideration.)</p>	
7)	<p>Photocopy of license trade of antiques or objects of art Original (s) : - Copy (ies) : 2 Note: (- In case the licensee applicant is ordinary person - In case the licensee applicant is ordinary partnership - In case the licensee applicant is registered ordinary partnership or partnership limited - In case the licensee applicant is company limited - for central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original at any regional national museum which is service provider.)</p>	Office of the National Museum
8)	<p>List of all partners and their nationality Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary partnership - In case the licensee applicant is registered ordinary partnership or partnership limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of document is made by authority to be used for consideration.)</p>	Department of Business Development
9)	<p>ID card or other official card to replace ID card of managing partner Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is ordinary partnership - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)</p>	Department of Provincial Administration
10)	<p>House registration of all shareholders Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is ordinary partnership - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th</p>	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
	<ul style="list-style-type: none"> - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. - In the case that shareholder is unable to personally submit the original document to authority at any national museum, please attach the shareholder's house registration copy with certified true copy.) 	
11)	<p>Certificate of Partnership Company Registrar indicating registration and objectives of that registered ordinary partnership or company limited</p> <p>Original (s) : 1</p> <p>Copy (ies) : -</p> <p>Note: (-In case the licensee applicant is registered ordinary partnership or company limited</p> <ul style="list-style-type: none"> - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for verification/identification. A copy of certificate is made by authority to be used for consideration.) 	Office of the National Museum
12)	<p>Managing partner's half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last six months</p> <p>Original (s) : 2</p> <p>Copy (ies) : -</p> <p>Note: (-In case the licensee applicant is partnership limited</p> <ul style="list-style-type: none"> - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit documents at any regional national museum which is service provider.) 	-
13)	<p>ID card or other official card to replace ID card of managing partner or manager</p> <p>Original (s) : 1</p> <p>Copy (ies) : -</p> <p>Note: (-In case the licensee applicant is registered ordinary partnership or partnership limited</p> <ul style="list-style-type: none"> - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.) 	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
14)	House registration of managing partner or manager Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is registered ordinary partnership or partnership limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration
15)	Certificate of Partnership Company Registrar indicating registration and objectives of that company limited Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for identification/verification. A copy of certificate is made by authority to be used for consideration.)	Department of Business Development
16)	List of all shares held by Thai nationals and all shares held by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original at any regional national museum which is service provider for identification/verification. A document copy is made by authority to be used for consideration.)	Department of Business Development
17)	List of shareholders numbers by Thai nationals and shareholders by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for identification/verification. A document copy is made by authority to be used for consideration.)	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
18)	House registration of company limited's all board members Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for identification/verification. A copy of house registration of company limited's all board members are made by authority to be used for consideration. - In the case that company limited's board member is unable to personally submit the original document to authority at any national museum, please attach board member's house registration copy with certified true copy.)	Department of Provincial Administration
19)	ID card or other official card to replace ID card of company limited's all board members Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for identification/verification. Photocopy of ID card/other official card of company limited's all board members are made by authority to be used for consideration. - In the case that board member is unable to personally submit the original document to authority at any national museum, please attach a copy of the board member's ID card/ other official card with certified true copy.)	Department of Provincial Administration
20)	Half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last six months of managing partner or manager Original (s) : 2 Copy (ies) : - Note: (-In case the licensee applicant is registered ordinary partnership or partnership limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit evidence or documents at any regional national museum which is service provider.)	-

No.	Name of document, number, details (if any)	Document issued by government office
21)	Half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last six months of managing partner or manager Original (s) : 2 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the license applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit evidence or documents at any regional national museum which is service provider.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	License trade of antiques (Note: (for each application))	10,000
2)	License trade of objects of art (Note: (for each application))	2,000

Form, sample and guide to completing form

No.	Form Title
1)	Form Sor Kor 4; Application for renewal of license trade of antiques / Application for renewal of license trade of objects of art

F.A.4

Receipt No..... Date..... Recipient..... For official use
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☐ **Application for renewal of license trade of aniques**

☐ **Application for renewal of license trade of objects of art**

Written at.....

Date.....Month.....B.E.....

1. The applicant's name.....

☐ (1) Being a natural person Age.....years Nationality.....

Address No..... Alley/Lane.....Road.....Moo.....

Sub-district..... District..... Province.....

Postcode..... Tel No.....

☐ (2) Being an ordinary partnership Office Address No.....

Alley/Lane..... Road.....Moo.....Sub-district.....

District..... Province..... Postcode.....

Tel No..... Represented by..... as business operator

Age.....years Nationality..... Address No..... Alley/Lane.....

Road..... Moo..... Sub-district..... District.....

Province..... Postcode..... Tel No.....

☐ (3) Being a type of juristic person (specify).....

Date of Registration..... Register No.....

Office Address No..... Alley/Lane.....Road.....Moo.....

Sub-district..... District..... Province.....

Postcode..... Tel No..... Represented by.....

as business operator on behalf of the juristic person Age.....years Nationality.....

Address No..... Alley/Lane..... Road..... Moo.....
 Sub-district..... District..... Province.....
 Postcode..... Tel No.....

2. The license renewal applicant has received

- ☐ A license to trade antiques no.....
 Issued Date..... Month..... B.E..... Expiry 31 December B.E.
 At the trading place named.....
- ☐ A license to trade objects of art no.....
 Issued Date..... Month..... B.E..... Expiry 31 December B.E.
 At the trading place named.....

3. The applicant asks for a renewal of

- ☐ Antiques trading license from 1 January B.E.....
- ☐ Objects of art trading license from 1 January B.E.....

4. The applicant attaches herewith the related documents and evidences as follows:

- ☐ (1) In the case where the applicant is a natural person;
- (a) A photocopy of the identity card or its equivalence of the applicant;
 - (b) A copy or photocopy of the house register of the applicant;
 - (c) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the applicant;
 - (d) A location map of the trading place;
 - (e) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
 - (f) A copy or photocopy of the previous license or duplicate license
- ☐ (2) In the case where the applicant is an ordinary partnership;
- (a) The list of names and nationalities of every partner;
 - (b) A photocopy of the identity card or its equivalence of the managing partner;
 - (c) Copies or photocopies of house registers of every partner;
 - (d) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner;
 - (e) A location map of the trading place;
 - (f) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.

(g) A copy or photocopy of the previous license or duplicate license.

☐ (3) In the case where the applicant is a registered ordinary partnership or limited partnership;

- (a) The certificate of registration issued by the partnership and company registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;
- (b) The list of names and nationalities of every partner;
- (c) A photocopy of the identity card or its equivalence of the managing partner;
- (d) A copy or photocopy of house register of the managing partner or manager;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner or manager;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
- (h) A copy or photocopy of the previous license or duplicate license

☐ (4) In the case where the applicant is a limited company;

- (a) The certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such limited company;
- (b) The list stating all shares held by both Thai and foreign nationals;
- (c) The list stating the number of shareholders with Thai nationality and foreign nationality;
- (d) Photocopies of the identity cards or their equivalence of every executive directors of the limited company;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the director with authorization to sign an agreement on behalf of the limited company;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
- (h) A copy or photocopy of the previous license or duplicate license

(Signature)..... The applicant

(.....)

Remark: Put the sign ✓ into the box ☐ in front of the required statement.

People's Manual :

Application for storage of antiques or objects of Art which are the State property and under the custody and care of the Fine Arts Department

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit,Bangkok 10300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan,except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri,Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai,Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road,Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road,Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address: Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address: Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address: Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi, Kanchanaburi 71000 Tel:08 1994 9873/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Chantharakasem National Museum Address:Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address: Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address: Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Address: 120 Pin Damri Road,Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road, Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address: Phakong Road, Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road, Tambon Nai Mueang, Amphoe Mueang Lamphun, Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang, Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Address:Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road,Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Phimai National Museum Address:Tha Songkran Road, Tambon Nai Mueang, Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address:Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road, Tambon Phiman, Amphoe Mueang Satun, Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency**Work Duration: 71 days**

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Filing application to responsible office to store antiques or objects of art for temporary display elsewhere. Authority checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: (Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department, and the national museum in locality to join this step.))</i>	1 day	Office of the National Museum
2)	Consideration Assigned authorities to visit site, examine details and circumstance of the place of display or storage of antiques or objects of art which are the national property and under the custody and care of the Fine Arts Department. <i>(Note: (Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department, and the national museum in locality to participate in this step.))</i>	7 days	Office of the National Museum
3)	Consideration Consideration and comments to be made by advisors and the Committee for determining a cash prize for those accidentally collected antiques, objects of art or national treasures as well as determining the age, value and worth of antiques, and duplicate objects of art.	56 days	Office of the National Museum
4)	Committee's Meeting decision Conclusion of resolution or decision in the Committee's meeting be forwarded to the Director General for consideration. He will sign in official letter to notify applicant if the application granted or not.	7 days	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Images and details of antiques or objects of art to be stored or on temporary display Original (s) : - Copy (ies) : 2	-
2)	Map showing location of the place of storage, display/building interior/setting display plan/image of building Original (s) : - Copy (ies) : 2	-
3)	ID card Original (s) : 1 Copy (ies) : - Note: (ID card of he/she who will sign in agreement, present the original to authority for identification/verification)	Department of Provincial Administration

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
	<i>NA</i>

People's Manual :

Application for license to temporarily export or take out of the Kingdom any antiques or objects of art or parts of them which are in possession of the Fine Arts Department for the purpose of education, analysis, research, repair or assembly including transformation, destroy through analysis process without having to bring them back.

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, Except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri	Service Hours opens daily from Monday to Friday (except for official holidays) from

<p>Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri,Chachoengsao,Chon Buri,Chanthaburi,Rayong,Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	08:30 - 16:30 (except during lunch break)
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park,the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin,and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))</p>	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, And Krabi/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang,Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 1513 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address: Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Kao National Museum Address: Tambon Bankao, Amphoe Mueang Kanchanaburi, Kanchanaburi 71000	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Tel:08 1994 9873/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address:Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1586 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao,Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok,Amphoe Sawankhalok,Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address: Phuttha Bucha Road, Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address:Phakong Road,Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road, Tambon Nai Mueang, Amphoe Mueang Lamphun, Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe Mueang Lamphun, Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang,Amphoe Nong Han,Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Roi Et National Museum Address:Phloen Chit Road,Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani,Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Address:Tha Songkran Road, Tambon Nai Mueang, Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address: Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road, Tambon Phiman, Amphoe Mueang Satun,Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road,Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaiya National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon,Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Thalang National Museum Address: 217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel: 0 7637 9895-7/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 68 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Filing application to responsible office for a license to export or take out of the Kingdom antiques, objects of art, or parts of them which are in possession of the Fine Arts Department for the purpose of education, analysis, research, repair or assembly. Authority checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: (Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department, and the national museum in locality to take part in this step.))</i>	1 day	Office of the National Museum
2)	Consideration Assigned authorities review details, list of antiques, and research project. <i>(Note: (Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department, and the national museum in locality to take part in this step.))</i>	5 days	Office of the National Museum
3)	Consideration Consideration by advisors and the Committee for determining a cash prize for finders of antiques, objects of art or national treasures as well as determining the age, value and worth of antiques, objects of art, duplicate antiques including duplicate objects of art. Then submit to the Director General the consideration results. <i>(Note: (Responsible agency i.e. the Museum Storage Registration and Information Group, Research Group))</i>	55 days	Office of the National Museum
4)	Signing/Meeting decision Then submit to the Director General for signing in official letter to notify the applicant if the application granted or not. In the meantime, the Director General signs in the Department's order the grant to export or take out of the Kingdom antiques, objects of art, and parts of them. <i>(Note: (Responsible agency i.e. Office of the National Museum to take part in this step.))</i>	7 days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Images and details of antiques or objects of art for education, analysis and research. Original (s): - Copy (ies) : 2	-

No.	Name of document, number, details (if any)	Document issued by government office
2)	Research Outline Original (s) : - Copy (ies) : 2	-
3)	Document demonstrating status of institute/organization applying for permit to export antiques or objects of art for the purpose of education, analysis and research Original (s) : - Copy (ies) : 2	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:-)
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:-)
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:-)
4)	The Fine Arts Department's Website www.finearts.go.th (note:-)
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
	<i>NA</i>

People's Manual : Application for license to export or take out of the Kingdom any antique or object of art

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Submit your documents via Website https://nsw.finearts.go.th/ or contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 9:00 - 16:00 (except during lunch break)
Branch details Songkhla National Museum Address: Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 9:00 - 16:00 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 9:00 - 16:00 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 9:00 - 16:00 (except during lunch break)
Branch details Ban Chiang National Museum Address:Tambon Ban Chiang,Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 9:00 - 16:00 (except during lunch break)

Procedure, duration, responsible agency**Work Duration: 8 days**

Step	Procedure	Duration	Responsible Agency
1)	Document checklist -Applicant personally applies Form Sor Kor 6 with required documents and the antique or object of art to be exported or taken out of the Kingdom or apply online via https://nsw.finearts.go.th . - Authority checks whether the applicant has compiled correctly and completely with the required documents. (Note: (Responsible agency i.e. the national museum in locality to take part in this step.))	1 day	Office of the National Museum
2)	Consideration The antique or object of art is examined by the Committee for test or authenticity and propose comments prior to issuing a license. -License is issued by authority. (Note: (Responsible agency i.e. the seven national museums in locality to provide such service.))	5 days	Office of the National Museum
3)	Signing/Meeting decision License signed by the Director, Office of the National Museum or Province Governor (Note: (The applicant pays processing fees. At final step, the documents are given back to the applicant.))	2 days	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form for a license to export or take out of the Kingdom any antique or object of art (Form Sor Kor 6). Original (s): 1 Copy (ies) : - Note: (-For central office, the applicant may complete Form Sor Kor 6 via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th -For regional office, Form Sor Kor 6 available at any regional national museum which is service provider.)	Office of the National Museum
2)	List of antiques or objects of art to be exported or taken out of the Kingdom Original (s) : 1 Copy (ies) : -	Office of the National Museum
3)	ID card or other official card to replace ID card (in case the licensee applicant is ordinary person) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/ identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
4)	House registration (in case the licensee applicant is ordinary person) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration
5)	Evidence or ownership certificate of the antique or object of art (in case the licensee applicant is ordinary person, in case the licensee applicant is ordinary partnership, in case the licensee applicant is registered ordinary partnership or partnership limited, in case the licensee applicant is company limited) Original (s) : - Copy (ies) : 2 Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit the original to authority at any regional national museum which is service provider.)	-
6)	Colored image of the antique or object of art, size 9x12.5 cm (in case the licensee applicant is ordinary person, in case the licensee applicant is ordinary partnership, in case the licensee applicant is registered ordinary partnership or partnership limited, in case the licensee applicant is company limited) Original (s) : 2 Copy (ies) : - Note: (-Unless exporting or taking out the Kingdom several pieces of the same object at a time, and if each has the same model, type, color and the same size, use only one colored photo or two photos for one group of the antiques, specify on the photos the number of antiques or objects of art to be exported. - For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, submit the original to authority at any regional national museum which is service provider.)	-
7)	ID card or other official card to replace ID card of managing partner (in case the licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
8)	<p>House registration of managing partner (in case the licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)</p>	Department of Provincial Administration
9)	<p>Registrar's Certificate of Partnership Company indicating registration and objectives of registered ordinary partnership or that partnership limited (in case the licensee applicant is registered ordinary partnership or partnership limited) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for verification/identification. A copy of certificate is made by authority to be used for consideration.)</p>	Department of Business Development
10)	<p>ID card or other official card to replace ID card of managing partner or manager (in case the licensee applicant is registered ordinary partnership or partnership limited) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)</p>	Department of Provincial Administration
11)	<p>House registration of managing partner (in case the licensee applicant is registered ordinary partnership or partnership limited) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)</p>	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
12)	Registrar's Certificate of Partnership Company indicating registration and objectives of that limited company (in case the licensee applicant is company limited) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for verification/identification. A copy of certificate is made by authority to be used for consideration.)	Department of Business Development
13)	ID card or other official card to replace ID card of company limited's all board members (in case the licensee applicant is company limited) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration. - In the case that board member is unable to personally submit the original document to authority at any national museum, please attach a copy of the board member's ID card/ other official card with certified true copy.)	Department of Provincial Administration
14)	House registration of company limited's all board members (in case the licensee applicant is limited company) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original to authority at any regional national museum which is service provider for verification/identification. A copy of house registration is made by authority to be used for consideration. - In the case that board member is unable to personally submit the original document to authority at any national museum, please attach a copy of the board member's house registration with certified true copy.)	Department of Provincial Administration

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Antique or object of art which is Buddha statue or religious icon which the Fine Arts Department deems as dated in the period from Ayuthaya and earlier periods (each) <i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i>	Fees: 2,000 Baht

No.	Description	Fees (Baht/Percentage)
2)	<p>Antique or object of art which is Buddha statue or religious icon which the Fine Arts Department deems as dated in the period later than Ayuthaya Period : Thonburi or Ratanakosin Period between B.E.2310 and 2453, size over 100 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	Fees: 1,000 Baht
3)	<p>Antique or object of art which is Buddha statue or religious icon which the Fine Arts Department deems as dated in the period later than Ayuthaya Period : Thonburi or Ratanakosin Period between B.E.2310 and B.E.2453, size over 50 cm. but below 100 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	Fees: 800 Baht
4)	<p>Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Thonburi or Ratanakosin Period between B.E.2310 and B.E.2453, size below 50 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	ค่าธรรมเนียม 500 บาท
5)	<p>Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2454 and B.E.2489, size over 100 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	Fees: 800 Baht
6)	<p>Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2454 and B.E.2489, size over 50 cm. but below 100 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	Fees: 500 Baht
7)	<p>Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2454 and B.E.2489, size below 50 cm. in height or length. (each)</p> <p><i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i></p>	Fees: 300 Baht
8)	<p>Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2490 -present, size over 100 cm. in height or</p>	Fees: 300 Baht

No.	Description	Fees (Baht/Percentage)
	length. (each) <i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i>	
9)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2490 –present, size below 50 cm. but not over 100 cm. in height or length. (each) <i>Note: (Licensee to export or take out of the Kingdom any antique or object of art which is Buddha statue or religious icon in accordance with Section 22.)</i>	Fees: 200 Baht
10)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated in the period later than Ayuthaya Period : Ratanakosin Period between B.E.2490 – present, size below 50 cm. in height or length. (each) <i>Note: (Licensee to export or take out of the Kingdom antiques or objects of art which is Buddha statue or religious icon in accordance with Section 22.)</i>	Fees: 100 Baht
11)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Thonburi or Ratanakosin Period between B.E.2310 and B.E.2453, size over 100 cm in height or length. (each)	Fees: 1,000 Baht
12)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Thonburi or Ratanakosin Period between B.E.2310 and B.E.2453, size over 50 cm. in height or length but not over 100 cm. (each)	Fees: 750 Baht
13)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Thonburi or Ratanakosin Period between B.E.2310 and B.E.2453, size below 50 cm. in height or length. (each)	Fees: 500 Baht
14)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2454 and B.E.2489 size over 100 cm. in height or length. (each)	Fees: 500 Baht
15)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2454 and B.E.2489 size over 50 cm. but below 100 cm. in height or length. (each)	Fees: 300 Baht
16)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2454 and B.E.2489 size below 50 cm. in height or length. (each)	Fees: 150 Baht
17)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from	Fees: 200 Baht

No.	Description	Fees (Baht/Percentage)
	Ayuthaya and earlier periods : Ratanakosin Period between B.E.2490 – present, size over 100 cm. in height or length. (each)	
18)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2490 – present, size over 50 cm. but below 100 cm. in height or length. (each)	Fees: 100 Baht
19)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2490 – present, size below 50 cm. in height or length. (each)	Fees: 50 Baht
20)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : part or fragment of antique or object of art, size over 5 cm. in height or length. (each)	Fees: 30 Baht
21)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : part or fragment of antique or object of art, size below 5 cm. in height or length. (each)	Fees: 10 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Chiang Mai National Museum, Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	Chiang Saen National Museum, 702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Songkhla National Museum, Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
6)	Thalang National Museum, 217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
7)	Ubon Ratchathani National Museum 318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
8)	Ban Chiang National Museum, Tambon Ban Chiang, Amphoe Nong Han, Udon Thani 41320 Tel:0 4220 8340 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
9)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))

no.	Channels for Complaints / Questions
10)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
11)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
12)	<p>The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))</p>

Form, sample and guide to completing form

No.	Form Title
1)	Form Sor Kor 6; Application for a license to Export or Take Antiques or Objects of Art out of the Kingdom
2)	List of Antiques or Objects of Art to be Exported or taken out of the Kingdom

ศก. ๖

FA. 6

สำหรับเจ้าหน้าที่เป็นผู้กรอก

For official use

เลขรับที่.....

Receipt No.

วันที่.....

Date

ผู้รับคำขอ.....

Application recipient

คำขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักร

Application for a license to Export or Take Antiques or

Objects of Art out of the Kingdom

เขียนที่.....

Written at

วันที่.....เดือน.....พ.ศ.....

Date

Month

B.E.

๑. ชื่อผู้ขอรับใบอนุญาต.....

The applicant's name

☐ (๑) เป็นบุคคลธรรมดา อายุ.....ปี สัญชาติ.....

Being a natural person

Age

years Nationality

อยู่บ้านเลขที่.....ตรอก/ซอย.....ถนน.....

Address No.

Trog/Soi

Road

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....

Tambol/Khwaeng

Amphoe/Khet

Changwat

รหัสไปรษณีย์.....ประเทศ.....เลขหมายโทรศัพท์.....

Postcode

Country

Telephone Number

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่.....ตรอก/ซอย.....ถนน.....

Address No.

Trog/Soi

Road

๒

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....
 Tambol/Khwaeng Amphoe/Khet Changwat

รหัสไปรษณีย์.....ประเทศ.....เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

โดยมี.....เป็นผู้ดำเนินการ อายุ.....ปี.....สัญชาติ.....
 Represented by as business operator Age years Nationality

อยู่บ้านเลขที่.....ตรอก/ซอย.....ถนน.....
 Address No. Trog/Soi Road

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....
 Tambol/Khwaeng Amphoe/Khet Changwat

รหัสไปรษณีย์.....ประเทศ.....เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

☐ (๓) เป็นนิติบุคคลประเภท

Being other kinds of juristic person (specify)

จดทะเบียนเมื่อ.....เลขทะเบียนที่.....
 Date of Registration Register No.

สำนักงานตั้งอยู่เลขที่.....ตรอก/ซอย.....ถนน.....
 Address No. Trog/Soi Road

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....
 Tambol/Khwaeng Amphoe/Khet Changwat

รหัสไปรษณีย์.....ประเทศ.....เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

โดยมี.....เป็นผู้ดำเนินการ อายุ.....ปี.....สัญชาติ.....
 Represented by as business operator Age years Nationality

อยู่บ้านเลขที่.....ตรอก/ซอย.....ถนน.....
 Address No. Trog/Soi Road

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....
 Tambol/Khwaeng Amphoe/Khet Changwat

รหัสไปรษณีย์.....ประเทศ.....เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

๒. ผู้ขอรับใบอนุญาต
The applicant

☐ เคยได้รับ
has obtained
the following
license :

☐ ไม่เคยได้รับ
never been obtained
any license.

☐ ใบอนุญาตทำการค้าโบราณวัตถุเลขที่.....
Antiques trading license No.

☐ ใบอนุญาตทำการค้าศิลปวัตถุเลขที่.....
Objects of art trading license No.

๓. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักร
ตามมาตรา ๒๒ เพื่อจะ

The applicant applies for a license to export or take antiques or objects of art out
of the Kingdom under section 22 in order to:

☐ ส่งโบราณวัตถุหรือศิลปวัตถุออกไปยัง (ระบุชื่อผู้รับ).....
อยู่เลขที่.....เมือง.....ประเทศ.....

Export the antiques or object of art to (specify recipient's name)

.....Address No.....
City.....Country.....

☐ ส่งโบราณวัตถุหรือศิลปวัตถุที่เป็นพระพุทธรูปหรือรูปเคารพในศาสนา ออกไปยัง
(ระบุชื่อผู้รับ).....อยู่เลขที่.....เมือง.....
ประเทศ.....เพื่อ (ระบุวัตถุประสงค์).....

Export the antiques or object of art which are Buddha images or
religious idols to (specify recipient's name).....
Address No.....City.....Country.....for
(specify purpose).....

☐ นำโบราณวัตถุหรือศิลปวัตถุออกไปยัง (ระบุชื่อผู้รับ).....
อยู่เลขที่.....เมือง.....ประเทศ.....

take the antiques of objects of arts to (specify recipient's name)

.....Address No.....
City.....Country.....

☐ นำโบราณวัตถุหรือศิลปวัตถุที่เป็นพระพุทธรูปหรือรูปเคารพในศาสนาออกไปยัง
(ระบุชื่อผู้รับ).....อยู่เลขที่.....เมือง.....
ประเทศ.....เพื่อ (ระบุวัตถุประสงค์).....

take the antiques or object of art which are Buddha images or religious
idols to (specify recipient's name)
Address No.City.....
Country.....for (specify purpose)

โดยจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวออกนอกราชอาณาจักร
ภายในวันที่.....เดือน.....พ.ศ.....ตามบัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาต
ส่งหรือนำออกนอกราชอาณาจักรตามแบบแนบท้ายคำขอรับใบอนุญาตนี้รวม.....รายการ.....ชิ้น

The above mentioned antiques or objects of art, as appear in the list of
antiques or objects of art to be exported or taken out of the Kingdom made in the form attached
herewith, shall be exported or taken out of the Kingdom within the date.....
Month.....B.E....., totally.....items,pieces.

๔. โบราณวัตถุหรือศิลปวัตถุที่นำมาขออนุญาตส่งหรือนำออกนอกราชอาณาจักรซื้อหรือได้มาจาก
.....
เมื่อวันที่.....เดือน.....พ.ศ.....ตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้

The antiques or objects of art to be exported or taken out of the Kingdom have
been sold by, or acquired from,.....
on the date.....month.....B.E.....The evidence or
representation of such acquisition is attached herewith.

๕. ผู้ขอรับใบอนุญาต

The applicant:

☐ ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำ
การตรวจพิสูจน์

brings the antiques or objects of art to be exported or taken out of the
Kingdom for identification.

☐ ไม่ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำ
การตรวจพิสูจน์

does not bring the antiques or objects of art to be exported or taken out of
the Kingdom for identification

เนื่องจาก (ระบุเหตุผล).....
Because (specify reason)

และขอให้ทำการตรวจพิสูจน์โบราณวัตถุหรือศิลปวัตถุดังกล่าว ณ.....
But requests those items to be identified at

๖. ผู้ขอรับใบอนุญาตขอรับรองว่ามีได้เป็นผู้ถูกสั่งพักใช้ใบอนุญาตหรือถูกสั่งเพิกถอนใบอนุญาตตาม
มาตรา ๓๐ ทวิ วรรคสอง หรือ มาตรา ๓๐ ตริ วรรคสอง แห่งพระราชบัญญัติโบราณสถาน โบราณวัตถุ ศิลปวัตถุ
และพิพิธภัณฑสถานแห่งชาติ พ.ศ. ๒๕๐๔ ซึ่งแก้ไขเพิ่มเติมโดยพระราชบัญญัติโบราณสถาน โบราณวัตถุ ศิลปวัตถุ
และพิพิธภัณฑสถานแห่งชาติ (ฉบับที่ ๒) พ.ศ. ๒๕๓๕

The applicant represents that the applicant's license has not been suspended or revoked under section 30 bis paragraph two or section 30 ter paragraph two of the Act on Ancient Monuments, Antiques, Objects of Art and National Museums, B.E. 2504 (1961) as amended by the Act on Ancient Monuments, Antiques, Objects of Art and National Museums (No. 2), B.E. 2535 (1992).

๗. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่าง ๆ มาด้วย คือ

The applicant attached herewith the related documents and evidences as follows:

☐ (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person,

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้
a photocopy of the identity card or its equivalence of the applicant;

(ข) สำเนาหรือภาพถ่ายทะเบียนบ้าน

a copy or photocopy of the house register of the applicant;

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอก

ราชอาณาจักรตามแบบแนบท้ายคำขอนี้

the list of the antiques or objects of art to be exported or taken out of the Kingdom made in the form attached herewith;

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory right over the antiques or objects of art;

(จ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตรแต่ละชิ้น ขึ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the antique or object of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be exported or taken out of the Kingdom and each piece has the same appearance, type, color and size, two colored photographs of a piece or a group thereof in which the amount of the items to be exported or taken out of the Kingdom is indicated in front of the photographs.

☐ (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnership;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของ
หุ้นส่วนผู้จัดการ

a photocopy of the identity card or its equivalence of the managing
partner;

(ข) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนผู้จัดการ

a copy or photocopy of the house register of the managing partner;

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
ตามแบบแนบท้ายคำขออนุญาต

the list of the antiques or objects of art to be exported or taken out of
the Kingdom made in the form attached herewith;

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือ
ศิลปวัตถุ

the evidence or representation stating ownership or possessory right
over the antiques or objects of art;

(จ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้น
ขึ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่าง
เดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือ
ศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวน
ที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรได้ด้านหน้าภาพถ่าย

Two colored photographs, size 9 x 12.5 cm., of each piece of the
antique or object of art. In the case where there are many pieces of the same kind of the
antiques or objects of art to be exported or taken out of the Kingdom and each piece has the
same appearance, type, color and size, two colored photographs of a piece or a group thereof in
which the amount of the items to be exported or taken out of the Kingdom is indicated in front of
the photographs.

☐ (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัด

In the case where the applicant is a registered ordinary partnership or limited
partnership;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้ง
วัตถุประสงค์ของห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัดนั้น

the certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;

(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของหุ้นส่วนผู้จัดการหรือผู้จัดการ

A photocopy of the identity card or its equivalence of the managing partner or manager;

(ค) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนผู้จัดการหรือผู้จัดการ

a copy or photocopy of the house register of the managing partner or manager;

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรตามแบบแนบท้ายคำขออนี้

the list of the antiques or objects of art to be exported or taken out of the Kingdom made in the form attached herewith;

(จ) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory right over the antiques or objects of arts;

(ฉ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้นขึ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

Two colored photographs, size 9 x 12.5 cm., of each piece of the antique or object of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be exported or taken out of the Kingdom and each piece has the same appearance, type, color and size, two colored photographs of a piece or a group thereof in which the amount of the items to be exported or taken out of the Kingdom is indicated in front of the photographs.

☐ (๔) ในกรณีผู้ขอรับใบอนุญาตเป็นบริษัทจำกัด

In the case where the applicant is a limited company;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้งวัตถุประสงค์ของบริษัทจำกัดนั้น

the certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such limited company;

(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของกรรมการของบริษัทจำกัดทุกคน

a photocopy of the identity card or its equivalence of each director of the limited company;

(ค) สำเนาหรือภาพถ่ายทะเบียนบ้านของกรรมการของบริษัทจำกัดทุกคน

a copy or photocopy of the house register of each director of the limited company;

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรตามแบบแนบท้ายคำขอนี้

the list of the antiques or objects of art to be exported or taken out of the Kingdom made in the form attached herewith;

(จ) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือศิลปวัตถุ

The evidence or representation stating ownership or possessory right over the antiques or objects of art;

(ฉ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้นขึ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่างเดียวกันจำนวนชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the antique or object of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be exported or taken out of the Kingdom and each piece has the same appearance, type, color and size, two colored photographs of a piece or a group thereof in which the amount of the items to be exported or taken to be exported or taken out of the Kingdom is indicated in front of the photographs.

(ลายมือชื่อ).....ผู้ขอรับใบอนุญาต

(Signature)

The applicant

หมายเหตุ : ให้ใส่เครื่องหมาย ☒ ในช่อง ☐ หน้าข้อความที่ต้องการ

Remark : Put the sign ☒ into the box ☐ in front of the required statement.

บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
List of Antiques or Objects of Art to be Exported or taken out of the Kingdom

ผู้ขอรับใบอนุญาต.....	ชื่อสถานที่ที่จะส่งไป.....
The applicant's name	Destination
คำขอรับใบอนุญาต เลขรับที่.....	ที่อยู่.....
Application Receipt No.	Address
ลงวันที่.....	รหัสไปรษณีย์..... หมายเลขโทรศัพท์
Date	Postcode Telephone Number

ลำดับที่ No.	รายการ ^(๑) Items	ชนิด Type	สมัย Period	ขนาด (เซนติเมตร Dimension (Cm.))			จำนวน (ชิ้น) Total (pieces)	หมายเหตุ ^(๒) Remarks
				กว้าง Width	ยาว Length	สูง Height		

^(๑) ระบุลักษณะ สี ประเภท ฯลฯ

Specify appearance, color, type etc.

^(๒) ให้ระบุเลขที่โบราณวัตถุหรือศิลปวัตถุตามบัญชีของร้านค้า ในกรณีที่ผู้ส่งออกเป็นร้านค้า หรือระบุเลขที่ใบเสร็จรับเงินของร้านค้าที่ซื้อโบราณวัตถุหรือศิลปวัตถุในกรณีที่ผู้ส่งออกไม่ใช่ร้านค้า

If the exporter is a trader, object number of the items as appears in the book of account of such trader shall be specified. If the exporter is not a trader, the number of receipt of the trader who sold the antiques or objects of art shall be specified.

People's Manual :

Application for a license to temporarily export or take out of the Kingdom antiques or objects of art

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:-)	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 5 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist -Licensee applicant applying for a license. -Required documents checked by authority.	1 day	Office of the National Museum
2)	Consideration Antiques or objects of art examined by the Committee for test or authenticity. Comments to be proposed for consideration prior to issuing a license.	3 days	Office of the National Museum
3)	Signing/Meeting decision License signed by the Director, Office of the National Museum <i>(Note: (Licensee applicant to put up collateral and a license be issued by authority.))</i>	1 day	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application form for a license to temporarily export or take out of the Kingdom antiques or objects of art (Form Sor Kor 7) Original (s): 1 Copy (ies) : - Note: (The applicant may apply Form Sor Kor 7 at Office of the National Museum.)	Office of the National Museum
2)	List of antiques or objects of art to be temporarily exported or taken out of the Kingdom Original (s) : 1 Copy (ies) : -	Office of the National Museum
3)	ID card Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary person - Or other card to replace ID card - Show authority the original for identification/verification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
4)	House registration Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary person - Show authority the original for verification/identification. A copy of ID house registration is made by authority to be used for consideration.)	Department of Provincial Administration
5)	Evidence or ownership certificate of antiques or objects of art Original (s) : - Copy (ies) : 2 Note: (- In case the licensee applicant is ordinary person, in case the licensee applicant is ordinary partnership, in case the licensee applicant is registered ordinary partnership or partnership limited or partnership limited, in case the licensee applicant is company limited.)	-
6)	Colored image of antiques or objects of art, size 9x12.5 cm (each) for licensee applicant of all case. Original (s) : 2 Copy (ies) : - Note: (-Unless exporting or taking out the Kingdom several pieces of the same object, and if each one has the same characteristics, type, color and same size, then use only one colored photo or two photos for one group of the antiques, specify on the photos the number of antiques or objects of art to be exported or taken out of the Kingdom.	-
7)	ID card or other official card to replace ID card of managing partner (in case licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary partnership - Other card to replace ID card of managing partner - Present to authority the original for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration
8)	House registration of managing partner (in case the licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary partnership - Present to authority the original for verification/identification. A copy of ID house registration is made by authority to be used for consideration.)	Department of Provincial Administration
9)	Registrar's Certificate of Partnership Company indicating registration and objectives of registered ordinary partnership or that partnership limited (in case the licensee applicant is registered ordinary partnership or partnership limited) Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is registered ordinary partnership - Present to authority the original for identification/verification.)	Department of Business Development
10)	ID card Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is registered ordinary partnership or partnership limited - Other card to replace ID card of managing partner or manager	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
	- Present to authority the original for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	
11)	House registration of managing partner Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is registered ordinary partnership of partnership limited - Present to authority the original for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration
12)	Registrar's Certificate of Partnership Company indicating registration and objectives of that company limited Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is company limited - Present to authority the original for verification/identification. A copy of certificate is made by authority to be used for consideration.)	Department of Business Development
13)	ID card Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is company limited - Or other cards to replace ID cards of all board members - Present to authority the original for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration
14)	House registration of all board members Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is company limited - Present to authority the original for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road,Khet Dusit,Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road,Khet Dusit,Bangkok 10300))

no.	Channels for Complaints / Questions
6)	<p>The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))</p>

Form, sample and guide to completing form

No.	Form Title
1)	Application for a License to Temporarily Dispatch or Take Antiques or Objects of Art out of the Kingdom
2)	List of Antiques or Objects of Art to be Temporarily Dispatched or Taken out of the Kingdom

ศก.๗

F.A.7

สำหรับเจ้าหน้าที่เป็นผู้กรอก
For official use
เลขรับที่
Receipt No.
วันที่
Date
ผู้รับคำขอ
Application recipient

คำขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรเป็นการชั่วคราว

Application for a License to Temporarily Dispatch or Take

Antiques or Objects of Art out of the Kingdom

เขียนที่

Written at

วันที่ เดือน พ.ศ.

Date Month B.E.

๑. ชื่อผู้ขอรับใบอนุญาต

The application's name

☐ (๑) เป็นบุคคลธรรมดา อายุ ปี สัญชาติ

Being a natural person Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย ถนน

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต จังหวัด

Tambol/Khwaeng Amphoe/Khet Changwat

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์

Postcode Country Telephone Number

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย ถนน

Address No. Trog/Soi Road

ตำบล/แขวง	อำเภอ/เขต	จังหวัด
Tambol/Khwaeng	Amphoe/Khet	Changwat
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์
Postcode	Country	Telephone Number
โดยมี	เป็นผู้ดำเนินการ	อายุ ปี สัญชาติ
Represented by	as business operator	Age years Nationality
อยู่บ้านเลขที่	ตรอก/ซอย	ถนน
Address No.	Trog/Soi	Road
ตำบล/แขวง	อำเภอ/เขต	จังหวัด
Tambol/Khwaeng	Amphoe/Khet	Changwat
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์
Postcode	Country	Telephone Number
<input type="checkbox"/> (๓) เป็นนิติบุคคลประเภท		
Being other kinds of juristic person (specify)		
จดทะเบียนเมื่อ	เลขทะเบียนที่	
Date of Registration	Register No.	
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย	ถนน
Address No.	Trog/Soi	Road
ตำบล/แขวง	อำเภอ/เขต	จังหวัด
Tambol/Khwaeng	Amphoe/Khet	Changwat
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์
Postcode	Country	Telephone Number
โดยมี	เป็นผู้ดำเนินการ	อายุ ปี สัญชาติ
Represented by	as business operator	Age years Nationality
อยู่บ้านเลขที่	ตรอก/ซอย	ถนน
Address No.	Trog/Soi	Road
ตำบล/แขวง	อำเภอ/เขต	จังหวัด
Tambol/Khwaeng	Amphoe/Khet	Changwat
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์
Postcode	Country	Telephone Number

๒. ผู้ขอรับใบอนุญาต

☐ เคยได้รับ☐ ไม่เคยได้รับ

The applicant

has obtained the
following license.never been obtained
any license.

☐ ใบอนุญาตทำการค้าโบราณวัตถุเลขที่
Antiques trading license No.

☐ ใบอนุญาตทำการค้าศิลปวัตถุเลขที่
Objects trading license No.

๓. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรเป็น
การชั่วคราว ตามมาตรา ๒๓ เพื่อจะ

The applicant applies for a license to temporarily dispatch or take antiques or objects
of art out of the Kingdom under section 23 in order to:

☐ ส่งโบราณวัตถุหรือศิลปวัตถุออกไปยัง (ระบุชื่อผู้รับ)
อยู่เลขที่ เมือง ประเทศ
dispatch the antiques or objects of art to (specify recipient's name)
..... Address No. City Country

☐ ส่งโบราณวัตถุหรือศิลปวัตถุที่เป็นพระพุทธรูปหรือรูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ) อยู่เลขที่ เมือง
ประเทศ เพื่อ (ระบุวัตถุประสงค์)
dispatch the antiques or objects of art which are Buddha images or religious
idols to (specify recipient's name) Address No.
City Country for (specify purpose)
.....

☐ นำโบราณวัตถุหรือศิลปวัตถุออกไปที่ (ระบุชื่อผู้รับ)
อยู่เลขที่ เมือง ประเทศ
take the antiques or objects of art to (specify recipient's name)
..... Address No. City Country

☐ นำโบราณวัตถุหรือศิลปวัตถุที่เป็นพระพุทธรูปหรือรูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ) อยู่เลขที่ เมือง
ประเทศ เพื่อ (ระบุวัตถุประสงค์)
take the antiques or objects of art which are Buddha images or religious idols
to (specify recipient's name) Address No. City
Country for (specify purpose)

๔

โดยจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวออกนอกราชอาณาจักร ภายในวันที่
เดือน พ.ศ. ตามบัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำ
ออกนอกราชอาณาจักรตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวม รายการ ชิ้น

The above mentioned antiques or objects of art, as appear in the list of antiques
or objects of art to be dispatched or taken out of the Kingdom made in the form attached
herewith, shall be dispatched or taken out of the Kingdom within the date
month B.E. , totally items, pieces.

๔. โบราณวัตถุหรือศิลปวัตถุที่นำมาขออนุญาตส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราวได้
มาจาก
เมื่อวันที่ เดือน พ.ศ. ตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้

๕. ผู้ขอรับใบอนุญาต

The applicant:

☐ ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
มาให้ทำการตรวจพิสูจน์

brings the antiques or objects of art to be dispatched or taken out of
the Kingdom for identification.

☐ ไม่ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
มาให้ทำการตรวจพิสูจน์

Does not brings the antiques or objects of art to be dispatched or taken out
of the Kingdom for identification.

เนื่องจาก (ระบุเหตุผล)
because (specify reason)

และขอให้ทำการตรวจพิสูจน์โบราณวัตถุหรือศิลปวัตถุดังกล่าว ณ
but requests those items to be identified at

๖. ผู้ขอรับใบอนุญาตขอรับรองว่ามีได้เป็นผู้ถูกสั่งพักใช้ใบอนุญาตหรือถูกสั่งเพิกถอนใบอนุญาตตาม
มาตรา ๓๐ ทวิ วรรคสอง หรือ มาตรา ๓๐ ตรี วรรคสอง แห่งพระราชบัญญัติโบราณสถาน โบราณวัตถุ ศิลปวัตถุ
และพิพิธภัณฑสถานแห่งชาติ พ.ศ. ๒๕๐๔ ซึ่งแก้ไขเพิ่มเติมโดยพระราชบัญญัติโบราณสถาน โบราณวัตถุ ศิลปวัตถุ
และพิพิธภัณฑสถานแห่งชาติ (ฉบับที่ ๒) พ.ศ. ๒๕๓๕

The Applicant represents that the applicant's license has not been suspended or revoked under section 30 *bis* paragraph two or section 30 *ter* paragraph two of the Act on Ancient Monuments, Antiques, Objects of Art and National Museums, B.E. 2504 (1961) as amended by the Act on Ancient Monuments, Antiques, Objects of Art and National Museums (No.2), B.E. 2535 (1992).

๗. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ

The applicant attaches herewith the related documents and evidences as follows:

☐ (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้
a photocopy of the identity card or its equivalence of the applicant;

(ข) สำเนาหรือภาพถ่ายทะเบียนบ้าน

a copy or photocopy of the house register of the applicant;

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร

ตามแบบแนบท้ายคำขอนี้

the list of the antiques or objects of art to be temporarily

dispatched or taken out of the Kingdom made in the form attached herewith;

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครอง

โบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory right over the antiques or objects of art;

(จ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้น ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่ง มีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะ ชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the antiques or objects of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be temporarily dispatched or taken out of the Kingdom and each piece or group thereof in which the amount of the items to be dispatched or taken out of the Kingdom is indicated in front of the photographs.

☐ (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnerships;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้
ของหุ้นส่วนผู้จัดการ

a photocopy of the identity card or its equivalence of the managing partner;

(ข) สำเนาหรือภาพถ่ายทะเบียนของหุ้นส่วนผู้จัดการ

a copy or photocopy of the house register of the managing partner;

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
ตามแบบแนบท้ายคำขอนี้

the list of the antiques or objects of art to be temporarily
dispatched or taken out of the Kingdom made in the form attached herewith;

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มึกรรมสิทธิ์หรือสิทธิครอบครอง
โบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory
right over the antiques or objects of art;

(จ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร
แต่ละชิ้น ขึ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่ง
มีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะ ชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่าย
โบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวน
สองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the
antiques or objects of art. In the case where there are many pieces of the same kind of the
antiques or objects of art to be temporarily dispatched or taken out of the Kingdom and each
piece or group thereof in which the amount of the items to be dispatched or taken out of the
Kingdom is indicated in front of the photographs.

☐ (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัด

In the case where the applicant is a registered ordinary partnerships or
limited partnerships;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้ง
วัตถุประสงค์ของห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัดนั้น

the certificate of registration issued by the partnership and Company Registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;

(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของหุ้นส่วนผู้จัดการหรือผู้จัดการ

a photocopy of the identity card or its equivalence of the managing partner or manager;

(ค) สำเนาหรือภาพถ่ายทะเบียนของหุ้นส่วนผู้จัดการหรือผู้จัดการ

a copy or photocopy of the house register of the managing partner or manager;

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรตามแบบแนบท้ายคำขออนี้

the list of the antiques or objects of art to be temporarily dispatched or taken out of the Kingdom made in the form attached herewith;

(จ) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มึกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory right over the antiques or objects of art;

(ฉ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้น ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่ง มีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะ ชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the antiques or objects of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be temporarily dispatched or taken out of the Kingdom and each piece or group thereof in which the amount of the items to be dispatched or taken out of the Kingdom is indicated in front of the photographs.

☐ (๔) ในกรณีผู้ขอรับใบอนุญาตเป็นบริษัทจำกัด

In the case where the applicant is a limited company;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้งวัตถุประสงค์ของบริษัทจำกัดนั้น

the certificate of registration issued by the partnership and Company registrar stating its registration and objectives of such limited company;

(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้
ของกรรมการของบริษัทจำกัดทุกคน

a photocopy of the identity card or its equivalence of each director
of the limited company;

(ค) สำเนาหรือภาพถ่ายทะเบียนของกรรมการของบริษัทจำกัดทุกคน

a copy or photocopy of the house register of each director of the
limited company;

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
ตามแบบแนบท้ายคำขอนี้

the list of the antiques or objects of art to be temporarily
dispatched or taken out of the Kingdom made in the form attached herewith;

(จ) หลักฐานหรือการรับรองแสดงว่าเป็นผู้มกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือศิลปวัตถุ

the evidence or representation stating ownership or possessory
right over the antiques or objects of art;

(ฉ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร
แต่ละชิ้น ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่ง
มีวัตถุอย่างเดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะ ชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่าย
โบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวน
สองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9 x 12.5 cm., of each piece of the
antiques or objects of art. In the case where there are many pieces of the same kind of the
antiques or objects of art to be temporarily dispatched or taken out of the Kingdom and each
piece or group thereof in which the amount of the items to be dispatched or taken out of the
Kingdom is indicated in front of the photographs.

๘. ในกรณีที่ได้รับอนุญาต ผู้ขอรับใบอนุญาตจะวางหลักประกันเป็นจำนวนเท่ากับราคาประเมิน
โบราณวัตถุหรือศิลปวัตถุที่ได้รับอนุญาตให้ส่งออกนอกราชอาณาจักรเป็นการชั่วคราวที่กำหนดไว้ในข้อ ๑๓ แห่ง
กฎกระทรวง ฉบับที่ ๕ (พ.ศ. ๒๕๓๙) ออกตามความในพระราชบัญญัติโบราณสถาน โบราณวัตถุ ศิลปวัตถุ และ
พิพิธภัณฑสถานแห่งชาติ พ.ศ. ๒๕๐๔ ไว้กับผู้อนุญาต ดังนี้

The applicant shall, upon the granting of license, deposit a security money
amounting to the assessed value of the antiques or objects of art licensed to be temporarily
dispatched or taken out of the Kingdom in accordance with clause 13 of the Ministerial
Regulation No. 5 (B.E. 2539) (1991) issued under the act on Ancient Monuments, Antiques,
Objects of Art and National Museums, B.E. 2504 (1961), as follows:

๙

☐ ๘.๑ เงินสด จำนวน บาท (.....)

Cash in an amount of Baht (.....)

☐ ๘.๒ พันธบัตรของรัฐบาลไทย ราคา บาท

(.....)

the Thai Government bond in an amount of Baht

(.....)

☐ ๘.๓ พันธบัตรรัฐวิสาหกิจที่รัฐบาลไทยค้ำประกันราคา ราคา บาท

(.....)

the State enterprise bond as guaranteed by Thai Government in an amount of Baht (.....)

☐ ๘.๔ หนังสือค้ำประกันของธนาคาร เป็นเงินจำนวน บาท

(.....)

the letter of guarantee of a commercial bank in an amount of Baht (.....)

เพื่อเป็นหลักประกันว่าจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุที่ได้รับอนุญาตส่งออกนอกราชอาณาจักรเป็นการชั่วคราวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต

For securing that the antiques or objects of art licensed to be temporarily dispatched or taken out of the Kingdom shall be brought back into the Kingdom within the period as specified in the license.

ในกรณีที่ผู้ขอรับใบอนุญาตได้รับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรเป็นการชั่วคราวและได้ส่งหรือนำโบราณวัตถุหรือศิลปวัตถุนั้นออกนอกราชอาณาจักรแล้ว หากผู้รับใบอนุญาตไม่ได้ส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินเท่ากับราคาประเมินของโบราณวัตถุหรือศิลปวัตถุนั้น

In the case where the license to temporarily dispatch or take the antiques or objects of art out of the Kingdom has been given to the applicant and the antiques or objects of art has been dispatched or taken out of the Kingdom, if the license fails to bring the antiques or objects of art back into the Kingdom within the period as specified in the license, the licensee allows the licensor to fine in an amount equal to the assessed value of such antiques or objects of arts.

(ลายมือชื่อ) ผู้ขอรับใบอนุญาต

(Signature) The applicant

หมายเหตุ: ให้ใส่เครื่องหมาย ✓ ในช่อง ☐ หน้าข้อความที่ต้องการ

Remark: Put the sign ✓ into the box ☐ in front of the required statement

บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราว

List of Antiques or Objects of Art to be Temporarily Dispatched or Taken out of the Kingdom

ผู้ขอรับใบอนุญาต The applicant's name คำขอรับใบอนุญาต เลขรับที่ Applicant Receipt No. ลงวันที่ Date				ชื่อสถานที่ที่จะส่งไป Destination ที่อยู่ Address รหัสไปรษณีย์ หมายเลขโทรศัพท์ Postcode Telephone Number				
ลำดับที่ No.	รายการ ^(๑) Items	ชนิด Type	สมัย Period	ขนาด (เซนติเมตร) Dimension (Cm.)			จำนวน (ชิ้น) Total (pieces)	หมายเหตุ ^(๒) Remarks
				กว้าง	ยาว	สูง		

^(๑) ระบุสี ประเภท ฯลฯ

Specify appearance, color, type etc.

^(๒) ให้ระบุเลขที่โบราณวัตถุหรือศิลปวัตถุตามบัญชีของร้านค้า ในกรณีที่ผู้ส่งออกเป็นร้านค้า หรือระบุเลขที่ใบเสร็จรับเงินของร้านค้าที่ซื้อโบราณวัตถุหรือศิลปวัตถุในกรณีที่ผู้ส่งออกไม่ใช่ร้านค้า

If the exporter is a trader, object number of the items as appears in the book of account of such trader shall be specified. If the exporter is not a trader, the number of receipt of the trader who sold the antiques or objects of art shall be specified.

People's Manual : Application for permit to repair, modify or alter any registered antique or object of art

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of National Museums Address:81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi, Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom, Nonthaburi, and Pathum Thani, except for the compound of Mueang Sing Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang /contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Udon Thani, Bueng Kan, and Sakon Nakhon, except for the compound of Phu Phra Bat Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom,Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2845-6 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 , 4428 5096 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 , 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri Rattaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Ban Kao National Museum Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi, Kanchanaburi 71000 Tel:08 1994 9873/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chao Sam Phraya National Museum Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 1587/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chantharakasem National Museum Address:Uthong Road,Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details In Buri National Museum Address:Thep Suthimoli Road,Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3658 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Somdet Phra Narai National Museum Address:Sorasak Road,Tambon Tha Hin ,Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 1458/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chai Nat Muni National Museum Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat 17000 Tel:0 5640 5621/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Prachin Buri National Museum Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details National Maritime Museum Chanthaburi Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ramkhamhaeng National Museum Address:Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Sawankhaworanayok National Museum Address:69 Pracharat Sawankhaworanayok Road, Tambon Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Kamphaeng Phet National Museum Address:120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 Tel:0 5571 1570/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phra Buddha Chinnaraj National Museum Address:Phuttha Bucha Road, Tambon Nai Mueang, Amphoe Mueang Phitsanulok, Phitsanulok 65000 Tel:0 5524 1717/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nan National Museum Address:Phakong Road, Tambon Nai Wiang, Amphoe Mueang Nan, Nan 55000 Tel:0 5477 2777/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Mai National Museum Address:451 Mu 2, Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 1308/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Hariphunchai National Museum Address:122 Inthayongyot Road, Tambon Nai Mueang, Amphoe Mueang Lamphun, Lamphun 51000 Tel:0 5351 1186/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chiang Saen National Museum Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Khon Kaen National Museum Address:193 Lang Sun Ratchakan Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4323 8173/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ban Chiang National Museum Address: Tambon Ban Chiang, Amphoe Nong Han, Udon Thani	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30

41320 Tel:0 4220 8340/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	(except during lunch break)
Branch details Roi Et National Museum Address:Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000 Tel:0 4351 9306/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Ubon Ratchathani National Museum Address:318 Khuean Thani Road,Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4525 1015/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Phimai National Museum Address:Tha Songkran Road, Tambon Nai Mueang, Nakhon Ratchasima 30110 Tel:0 4448 1269/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Maha Viravong National Museum Address:Ratchadamnoen Maha ViravongNakhon Ratchasima Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4415 3054/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Songkhla National Museum Address:Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Satun National Museum Address:Satun Thani Road,Tambon Phiman, Amphoe Mueang Satun, Satun 91000 Tel:0 7472 3140/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Nakhon Si Thammarat National Museum Address:Ratchadamnoen Road,Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7534 1075/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Branch details Chaiya National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 84110 Tel:0 7743 1066/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road,Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 22 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Apply to repair, modify or alter a registered antique or object of art. Authority-in-charge checks whether the applicant has compiled correctly and completely with the required documents. <i>(Note: (Responsible agency i.e. the 1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.))</i>	1 day	Office of the National Museum
2)	Consideration Site visit by assigned authorities to examine the antique/object of art. Report of the site visit is submitted to Results Office of the National Museum in order to coordinate with related work units for having their comments. <i>(Note:-)</i>	14 days	Office of the National Museum
3)	Signing/Meeting decision Submit a letter to the Director General for signing to notify the applicant if the application for a permit granted or not. <i>(Note: (Responsible agency i.e. Administration Division, Office of the National Museum, Central Division (Legal Group.))</i>	7 days	Office of the National Museum

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for permit to repair, modify or alter any registered antique or object of art Original (s): 1 Copy (ies) : -	Office of the National Museum

No.	Name of document, number, details (if any)	Document issued by government office
2)	Images of the registered antique or object of art to be repaired, modified or altered with detailed information Original (s) : 2 Copy (ies) : -	-
3)	Proposed model for repair or modification (if any) Original (s) : - Copy (ies) : 2	-
4)	Letter of consent from owner of the antique or object of art (if the applicant is not possessor). Original (s) : - Copy (ies) : 2	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of National Museums (Central), 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Fine Arts Department's Website www.finearts.go.th (note:(In case the delivery of service does not proceed according to the aforementioned procedures))
5)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note:-)
6)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
7)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for permit to repair, modify or alter any registered antique or object of art

Application for permit to repair, modify or alter any registered antique or object of art

Written at

Date Month Year.....

Subject: Application for permit to repair, modify or alter the registered antique or object of art

Attention: Director General of the Fine Arts Department

Enclosures: 1. Image of the registered antique or object of art and detailed information:....2....copies
 2. Proposed model for repair, modification and alteration (if any):...2....copies
 3. Letter of consent from owner of the antique or object of art (if the applicant is not possessor).....2.....copies

I, ID Card Number
 Issued at House Number Moo Soi
 Road Sub-district District
 Province Post Code Telephone/Mobile
 as possessor of the registered antique or object of art i.e.

.....

Would like to apply for obtaining a permit to repair, modify or alter the registered antique or object of art. Detailed information and relevant documents are attached herewith and I hereby agree to comply with all conditions and regulations of the Fine Arts Department.

Your respectfully,

(Sign).....Notifier

(.....)

People's Manual : Application for printing recordation of a newspaper

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Special Service ISSN ISBN and Press Act Section, Information Resources Service Group, the National Library of Thailand Address: Samsen Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Tel : 0-2280-9845, 0-2280-9828-32 ext. 700/submit your documents through the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi,Phetchaburi,and Prachuap Khiri Khan,except for the compound of Phra Nakhon Khiri Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri,Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri,Kanchanaburi,except for the compound of Mueang Sing Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road,Tambon Pratu Chai,Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

<p>Branch details The 5th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park / submit your documents via the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Lampang, Nan, Phayao, Mae Hong Son, and Phrae/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 0 4333 7629 Service area : Khon Kaen,Loei,Nong Khai,Nong Bua Lam Phu,Bueng Kan,Sakon Nakhon,and Udon Thani, except for the compound of Phu Phra Bat Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2846 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom / submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 10th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>

<p>Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	
<p>Branch details The 11th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel : 0 7433 0255,0 7428 5096 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/submit your documents via the website, e-service.nlt.go.th /or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 12th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>

Procedure, duration, responsible agency

Work Duration: 7 working days

Step	Procedure	Duration	Responsible Agency
1)	<p>Document check 1.1Newspaper proprietor submits with required documents for printing recordation via e-service.nlt.go.th. Applicant may personally submit the original or send by mail. 1.2 Authority checks whether the applicant has compiled correctly and completely with the required documents from e-service.nlt.go.th. and the original sent by mail. (Note: (Responsible agency i.e. –Special Services: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department the to join this step.))</p>	1 working day	National Library of Thailand
2)	<p>Consideration , Printing recordation authority sends a letter to related office to check criminal record of the newspaper proprietor, printer, publisher, editor and juristic person (partnership limited, company limited, public company limited, association, foundation and higher education private institute) that is the newspaper proprietor. (Note: (Responsible agency i.e. –Special Service: ISSN</p>	2 working days	National Library of Thailand

Step	Procedure	Duration	Responsible Agency
	<i>ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department the to join this step.))</i>		
3)	Consideration 3.1 Criminal record results of the newspaper proprietor, printer, publisher, editor and juristic person (partnership limited, company limited, public company limited, association, foundation and higher education private institute that is the newspaper proprietor) received by the authority in charge of printing recordation. 3.2 Printing recordation authority examines if payment for printing recordation fees has been made through e-service.nlt.go.th. <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department the to participate in this step.))</i>	3 working days	National Library of Thailand
4)	Signing/Meeting decision 4.1 Printing recordation authority submits to the Director the completed official document displaying the printing recordation (Form Phor 2) for signing. 4.2 Printing recordation authority notifies the newspaper proprietor to receive the document displaying the printing recordation (Form Phor 2) <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department the to participate in this step.))</i>	1 working day	National Library of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application, subject: printing recordation of a newspaper Original (s): 1 Copy (ies) : - Note: (1. Submit via e-service.nlt.go.th, the letter signed by the newspaper proprietor 2. Send the above letter by mail or personally submit the letter to any work office of the Fine Arts Department located in the area of the printing house. - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department)	National Library of Thailand
2)	Form Phor 1 (for printing recordation by the newspaper proprietor) Original (s) : 1 Copy (ies) : Note: (1.The applicant may complete the form via e-service.nlt.go.th, signed by the newspaper proprietor.	National Library of Thailand

No.	Name of document, number, details (if any)	Document issued by government office
	2. Personally submit the signed letter to any work office of the Fine Arts Department located in the area of the printing house site or send by mail. - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department)	
3)	Photo of the newspaper proprietor, facing the camera, no sunglasses, no hats, taken within the last six months, size 2". Original (s) : 3 Copy (ies) : - Note: (1. Convert photoes to e-file and send via e-service.nlt.go.th. 2. Send photos by mail or personally submit to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
4)	Sample of the newspaper/journal/magazine's name plate Original (s) : 1 Copy (ies) : - Note: (1. Sample of the newspaper/journal/magazine's name plate, with signature to certify true copy with the company's seal, in case of juristic person. 2. Convert Item 1 to e-file and send via e-service.nlt.go.th. 3. Send item 1 by mail or personally submit to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
5)	Evidence demonstrating rights in the newspaper office establishment i.e. land/building owner's permission in letter of consent to use as newspaper office/copy of title deed/lease agreement. Original (s) : 1 Copy (ies) : - Note: (1. Permission in writing by land/building owner to use as printing office/copy of title deed/lease agreement of building/land, sign to certify true copy with the company's seal in case of juristic person. 2. Convert Item 1 to e-file and submit via e-service.nlt.go.th. 3. Personally submit documents Item 1 to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
6)	The newspaper office inside and outside photos showing its house number or building's name. Original (s) : 1 Copy (ies) : - Note: (1. Inside and outside photos of the printing house, with signature of the newspaper proprietor to certify true copies with the company's seal in case of juristic person. 2. Convert Item 1 to e-file and submit via e-service.nlt.go.th 3. Send by mail or personally submit Item 1 to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-

No.	Name of document, number, details (if any)	Document issued by government office
7)	Map of the office Original (s) : 1 Copy (ies) : - Note: (1. Map of the office, sign to certify true copy by the newspaper proprietor with the company's seal in case of juristic person. 2. Convert Item 1 to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit Item 1 to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
8)	Power of Attorney Original (s) : 1 Copy (ies) : - Note: (1. In case the newspaper proprietor can not personally apply and authorize someone to act on his/her behalf. 2. Convert the Power of Attorney to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the newspaper proprietor's Power of Attorney signed by the representative of authorization affixed with revenue stamp to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
9)	ID card Original (s) : 1 Copy (ies) : - Note: (- Present the original to authority for identification. - ID card of the newspaper proprietor, printer, publisher and editor.)	Department of Provincial Administration
10)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification together with list of shareholders.)	Department of Business Development
11)	Association or Organization or Foundation License and registration of the Association/Foundation's Board Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification .)	Department of Provincial Administration
12)	Accreditation of Private Higher Education Institution, Thor Mor 4 and Private Higher Education Institution Administrator Permit, Thor Mor 11 and appointment announcement of the institution's rector. Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification .)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Official document indicating the recordation , Form Phor 2 <i>(Note: (-Each particular 5,000 Baht - Payment for printing recordation to be made through a commercial bank))</i>	Fees: 5,000 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:-)
2)	Special Service ISSN ISBN and Press Act Section, Information Resources Service Group, the National Library of Thailand, Samsen Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Tel : 0-2280-9845, 0-2280-9828-32 ext. 700 (note:-)
3)	Regional Offices of Fine Arts/Service branches by their service area (contact the addresses mentioned above) (note:-)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 fax. - (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Printing Recordation Form for a newspaper proprietor (Form Phor 1) (Note: (<i>in case of ordinary person</i>))
2)	Printing Recordation Form for a newspaper proprietor (Form Phor 1) (Note: (<i>in case of juristic person</i>))
3)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor (Form Phor 1) (Note: (<i>in case of ordinary person</i>))
4)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor (Form Phor 1) (Note: (<i>in case of juristic person</i>))
5)	Submission letter, Subject: Printing Recordation of a Newspaper (Note: (<i>in case of ordinary person</i>))
6)	Submission letter, Subject: Printing Recordation of a Newspaper (Note: (<i>in case of juristic person</i>))
7)	Sample and guide to completing the submission letter, Subject: Printing Recordation of a newspaper (Note: (<i>in case of ordinary person</i>))
8)	Sample and guide to completing the submission letter, Subject: Printing Recordation of a newspaper (Note: (<i>in case of juristic person</i>))
9)	Power of Attorney (Note: (<i>in case of ordinary person</i>))
10)	Power of Attorney (Note: (<i>in case of juristic person</i>))
11)	Sample and guide to completing Power of Attorney (Note: (<i>in case of juristic person</i>))
12)	Sample and guide to completing Power of Attorney (Note: (<i>in case of ordinary person</i>))

No.	Form Title
13)	Letter of consent to using the place for newspaper business purpose (Note: <i>(in case of ordinary person, juristic person)</i>)
14)	Sample and guide to completing letter of consent to using the place for newspaper business purpose (Note: <i>(in case of ordinary person)</i>)
15)	Sample and guide to completing letter of consent to using the place for newspaper business purpose (Note: <i>(in case of juristic person)</i>)

ordinary person

Form Phor 1

Printing Recordation of...a newspaper proprietor

Written at

Date:.....Month:.....B.E.....

Photo

Size 4x6 cm or

2 inch

I would like to apply for printing recordation to printing recordation official for Province:.....
as follows.

1. I,Age.....years
Race.....Nationality.....Having Regular Domicile at House No.....Road.....
Sub-district.....District.....Province.....
Occupation.....Thai National ID Card No.....
Date of Issue.....Date of Expiry.....

2. Would like to apply as.....Newspaper
as the following.

- (a) Name of the newspaper;
- (b) Objective.....
- (c) Time interval of issuance of the newspaper;.....
- (d) Language used in the issuance of the newspaper.....
- (e) Type of the newspaper.....
- (f) Name of the newspaper office.....

Located at.....No..... Moo Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

- (g) Office Name of the Publisher.....

Located at No.....Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

- (h) Name of the Printing House or Printing Location.....

Located at No.....Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

(i) This newspaper having.....as the printer
as the publisher.....as the editor
as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....
 together with this printing recordation form.

4. I have attached herewith my photo as required by the Ministry's regulations together with this
 printing recordation form.

5. I have the qualifications and not be under any of prohibitions in accordance with those prescribed in
 a ministerial regulation.

Sign.....Applicant
 (.....)

Certificate of the Newspaper Proprietor

I,as proprietor of the Newspaper
 named.....herein certify that.....
 the applicant for a printing recordation has the qualifications and not be under any of prohibitions in accordance
 with the Printing Recordation Act B.E.2550.

Sign.....Certifier
 (.....)

Note: Certificate of the newspaper proprietor must be attached with a copy of his/her ID card for the
 application.

juristic person

Form Phor 1

Printing Recordation of... a newspaper proprietor

Written at.....

Date:.....Month:.....B.E.....

Photo

Size 4x6 cm or

2 inch

I would like to apply for printing recordation to printing recordation official for Province:.....
as follows.

1. I, by Age.....years
Race.....Nationality.....Having Regular Domicile at House No.....Road.....
Sub-district.....District.....Province.....
Occupation.....Thai National ID Card No.....
Date of Issue.....Date of Expiry.....

2. Would like to apply as.....Newspaper
as the following.

- (a) Name of the newspaper;
- (b) Objective.....
- (c) Time interval of issuance of the newspaper;.....
- (d) Language used in the issuance of the newspaper.....
- (e) Type of the newspaper.....
- (f) Name of the newspaper office.....

Located at No.....Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

- (g) Office Name of the Publisher.....

Located at No.....Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

- (h) Name of the Printing House or Printing Location.....

Located at No.....Soi.....Road.....Sub-district.....
District.....Province.....Tel.....

(i) This newspaper having.....as the printer
as the publisher.....as the editor
as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....
 together with this printing recordation form.

4. I have attached herewith my photo as required by the Ministry's regulations together with this
 printing recordation form.

5. I have the qualifications and not be under any of prohibitions in accordance with those prescribed in
 a ministerial regulation.

Sign Applicant
 (.....)

Certificate of the Newspaper Proprietor

I,by.....as proprietor of the Newspaper
 named.....herein certify that.....
 the applicant for a printing recordation has the qualifications and not be under any of prohibitions in accordance
 with the Printing Recordation Act B.E.2550.

Sign.....Certifier
 (.....)

Note: Certificate of the newspaper proprietor must be attached with a copy of his/her ID card for the
 application.

Sample: In case the newspaper proprietor is an ordinary person

Form Phor 1

Printing Recordation of...a newspaper proprietor

(address of the newspaper office>) Written at...Love Reading University....9...Road..Samsen

Sub-district...Dusit...District ...Dusit....Bangkok.....

(date of application>>) Date:...2....Month:.....November.....B.E.....2558.....

Photo

Size 4x6 cm or

2 inch

I would like to apply for printing recordation to printing recordation official for Province:....Bangkok
as follows.

1. I,Miss Love-reading..Like-reading.....Age.....29.....years
Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No..9....Road....Samsen....
Sub-district....Dusit.....District.....Dusit.....Province.....Bangkok.....
Occupation.....employee.....Thai National ID Card No.....1-2345-6789-12-3.....
Date of Issue.....1...January.....2557.....Date of Expiry.....1.....January.....2565.....

2. Would like to apply as.....proprietor of.....Newspaper
as the following.

(a) Name of the newspaper;GOOD Citizen News.....
(b) Objective....to disseminate news on good deeds, activities for public benefit, awarding to boost
moral for recognition of exemplary performance.....
(c) Time interval of issuance of the newspaper;.....monthly.....
(d) Language used in the issuance of the newspaper.....Thai.....
(e) Type of the newspaper.....sheets of paper.....
(f) Name of the newspaper office.....

Located at....Love Tower Building.....No...12/1 Moo 12.....Soi.....Road.....Sub-district.....Pakkred.....
District.....Pakkred.....Province.....Nonthaburi.....Tel.....0-2280-9845.....

(g) Office Name of the Publisher.....

Located at No.....9.....Soi.....Road.....Samsen.....Sub-district.....Dusit.....
District.....Dusit.....Province.....Bangkok.....Tel.....0-2280-9845.....

(h) Name of the Printing House or Printing Location.....Cyber Printing Group Com.,Ltd.....
Located at No.....959.....Soi.....Suthiphorn.....Road.....Prachasongkhro.....Sub-district.....Dindaeng....
District.....Dindaeng.....Province.....Bangkok.....Tel.....0-2641-9135-8.....

(i) This newspaper having.....Miss Love-reading Like-reading.....as the printer
Miss Love-reading Like-reading.....as the publisher.....Miss Love-reading Like-reading.....as the editor
Miss Love-reading Like-reading.....as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....the proprietor.....
 together with this printing recordation form.

4. I have attached herewith my photo as required by the Ministry's regulations together with this
 printing recordation form.

5. I have the qualifications and not be under any of prohibitions in accordance with those prescribed in
 a ministerial regulation.

Sign.....Applicant
 (Miss Love-reading Like-reading)

Certificate of the Newspaper Proprietor

I,Miss Love-reading...Like-reading.....as proprietor of the Newspaper
 named.....GOOD Citizen News.....herein certify that.....Miss Love-reading Like-reading.....
 the applicant for a printing recordation has the qualifications and not be under any of prohibitions in accordance
 with the Printing Recordation Act B.E.2550.

Sign.....Certifier
 (Miss Love-reading Like-reading)

Note: Certificate of the newspaper proprietor must be attached with a copy of his/her ID card for the
 application.

Sample: In case the newspaper proprietor is a juristic person

Form Phor 1

Printing Recordation of...a newspaper proprietor

(address of the newspaper office>) Written at...Love Reading University....9...Road..Samsen

Sub-district...Dusit...District....Dusit....Bangkok.....

(date of application>) Date...2...Month:.....November...B.E.....2558.....

Photo

Size 4x6 cm or

2 inch

I would like to apply for printing recordation to printing recordation official for Province:....Bangkok.....
as follows.

1. I,Love Reading University...by.....Miss Love-reading.....Like-reading..... Age.....29.....years
Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No..9....Road....Samsen....
Sub-district....Dusit.....District.....Dusit.....Province.....Bangkok.....
Occupation.....employee.....Thai National ID Card No.....1-2345-6789-12-3.....
Date of Issue.....1...January.....2557.....Date of Expiry.....1.....January.....2565.....

2. Would like to apply as.....proprietor of.....Newspaper
as the following.

(a) Name of the newspaper;THAI CULTURE News.....
(b) Objective.....to disseminate news on Thai cultural information.....
(c) Time interval of issuance of the newspaper;.....semiannually.....
(d) Language used in the issuance of the newspaper.....Thai, English and Chinese.....
(e) Type of the newspaper.....book.....
(f) Name of the newspaper office.....Love Reading University.....
Located at....No.....9.....Soi.....Road.....Samsen.....Sub-district.....Dusit.....
District.....Dusit.....Province.....Bangkok.....Tel.....0-2280-9845.....
(g) Office Name of the Publisher.....Love Reading University.....
Located at No.....9.....Soi.....Road.....Samsen.....Sub-district.....Dusit.....
District.....Dusit.....Province.....Bangkok.....Tel.....0-2280-9845.....
(h) Name of the Printing House or Printing Location.....Cyber Printing Group Com.,Ltd.....
Located at No.....959.....Soi.....Suthiphorn.....Road.....Prachasongkhro.....Sub-district.....Dindaeng...
District.....Dindaeng.....Province.....Bangkok.....Tel.....0-2641-9135-8.....

(i) This newspaper having.....Mr.Good-reading Like-reading.....as the printer
Mr.Good-reading Like-reading.....as the publisher.....Miss Love-reading Like-reading.....as the editor
Love Reading University.....as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....the proprietor.....
 together with this printing recordation form.

4. I have attached herewith my photo as required by the Ministry's regulations together with this
 printing recordation form.

5. I have the qualifications and not be under any of prohibitions in accordance with those prescribed in
 a ministerial regulation.

Sign.....Applicant
 (Miss Love-reading Like-reading)

Certificate of the Newspaper Proprietor

I,Love Reading University...by.....Miss Love-reading.....Like-reading.....as proprietor of the Newspaper
 named.....THAI CULTURE News.....herein certify that.....Miss Love-reading Like-reading.....
 the applicant for a printing recordation has the qualifications and not be under any of prohibitions in accordance
 with the Printing Recordation Act B.E.2550.

Sign.....Certifier
 (Miss Love-reading Like-reading)

Note: Certificate of the newspaper proprietor must be attached with a copy of his/her ID card for the
 application.

ordinary person

Submission Letter

Address.....

Date:.....Month:.....B.E.....

Subject: Printing recordation of a newspaper

Attention: Printing Recordation Official for Province.....

Enclosure: Copy of Juristic Person Document for printing a newspaper

I,would like to apply for a printing
 recordation of a newspaper named....., in.....
 with the objective to

.....is the proprietor of the newspaper named
, inon behalf of
 as printer and publisher and editor of the mentioned newspaper.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (.....)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

juristic person

Submission Letter

Address.....

Date:.....Month:.....B.E.....

Subject: Printing recordation of a newspaper

Attention: Printing recordation official for Province.....

Enclosure: Copy of Juristic Person document for printing a newspaper

I,by.....would like to
 apply for a printing recordation of a newspaper named.....,
 in.....with the objective to disseminate news on Thai cultural information.

.....by.....is the proprietor
 of the newspaper named.....,
 in.....on behalf of as printer ,
 publisher and as editor of the mentioned newspaper.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (.....)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(address if the newspaper office>>>) Address...Love Tower Building.....9....Road.....Samsen.....

Sub-district...Dusit....District.....Dusit.....Bangkok.....

(date of application>>>) Date:.....2.....Month:.....November.....B.E.....2558.....

Subject: Printing recordation of a newspaper

Attention: Printing Recordation Official for Province....Nonthaburi

Enclosure: Copy of Juristic Person Document for printing a newspaper

I,Miss Love-reading Like-reading.....would like to apply for a printing recordation of a newspaper named.....GOOD Citizen News,monthly.... in.....Thai.....with the objective to disseminate news on good deeds, activities for public benefit, awarding to boost moral for recognition of exemplary performance.

Miss Love-reading Like-reading.....is the proprietor of the newspaper named.....GOOD Citizen News.....monthly.....in.....Thai.....on behalf of Miss. Love-reading Like-reading as printer and publisher and editor of the mentioned newspaper.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
(Miss Love-reading Like-reading)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

(address of the newspaper office>>) Address...Love Reading University....9...Road..Samsen...

Sub-district...Dusit.....District....Dusit.....Bangkok.....

(date of application>>>) Date:.....2.....Month:.....November.....B.E.....2558.....

Subject: Printing recordation of a newspaper

Attention: Printing recordation official for Province...Bangkok....

Enclosure: Copy of Juristic Person document for printing a newspaper

I, ...Love Reading University.....by.....Miss Love-reading Like-reading.....would like to apply for a printing recordation of a newspaper named.....THAI CULTURE News,semiannually.... in...Thai, English and Chinese.....with the objective to disseminate news on Thai cultural information.

Love Reading University.....by.....Miss Love-reading Like-reading.....is the proprietor of the newspaper named.....THAI CULTURE News.....semiannually.....in.....Thai, English, and Chinese...on behalf of Mr. Good-reading Like-reading as printer and publisher and..... Miss. Love-reading Like-reading as editor of the mentioned newspaper.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
(Miss Love-reading Like-reading)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Letter of Consent

I,..... Residing at House No..... Moo.....
 Sub-district.....District.....Province.....
 Located on Title Deed No.....Thai National ID Card.....
 Position in the Company (if any).....as owner possessing the place

This letter is to certify that I agree to give full consent to.....
 to use ☐ building ☐ commercial building ☐ apartment ☐ others (specify).....mentioned
 above as the printing house for a newspaper named.....
 from...Date.....Month.....B.E.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (.....)

Sign.....Witness
 (.....)

Sign.....Witness
 (.....)

Note: The letter must be attached with a copy of the building owner's ID card and house registration.

Sample: In case of consent to using a place for business purpose by ordinary person

Letter of Consent

I,.....Mr.Sonsin Meesabmak.....Residing at House No.....258.....Moo.....
 Sub-district.....Bangchan.....District.....Talingchan.....Province.....Bangkok.....
 Located on Title Deed No.....77777.....Thai National ID Card.....1-2222-55555—88-4.....
 Position in the Company (if any).....as owner possessing the place No.....9.....
 Road.....Samsen.....Sub-district.....Dusit.....District.....Dusit.....Bangkok.....
 This letter is to certify that I agree to give full consent to..Miss Love-reading Like-reading...to
 use ☐ building ☐ commercial building ☐ apartment ☐ others (specify)....mentioned
 above as the printing house for a newspaper named.....Good Citizen News.....
 from...Date.....2.....Month.....November.....B.E....2558.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (Mr. Sonsin Meesabmak)

Sign.....Witness
 (Mr.Keng Chopnok)

Sign.....Witness
 (Mr.Chalard Khiddee)

Note: The letter must be attached with a copy of the building owner's ID card and house registration.

Sample: In case of consent to using a place for business purpose by juristic person

Letter of Consent

I,.....Mr.Sonsin Meesabmak.....Residing at House No.....258.....Moo.....
 Sub-district.....Bangchan.....District.....Talingchan.....Province.....Bangkok.....
 Located on Title Deed No.....77777.....Thai National ID Card.....1-2222-55555—88-4.....
 Position in the Company (if any).....as owner possessing the place No.....9.....
 Road.....Samsen.....Sub-district.....Dusit.....District.....Dusit.....Bangkok.....
 This letter is to certify that I agree to give full consent to.....Love Reading University.....to
 use ☐ building ☐ commercial building ☐ apartment ☐ others (specify)....mentioned
 above as the printing house for a newspaper named.....THAI CULTURE News.....
 from...Date.....2.....Month.....November.....B.E....2558.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (Mr. Sonsin Meesabmak)

Sign.....Witness
 (Mr.Keng Chopnok)

Sign.....Witness
 (Mr.Chalard Khiddee)

Note: The letter must be attached with a copy of the building owner’s ID card and house registration.

revenue stamp 10 B.

Power of Attorney

Address.....

Date:.....Month:.....B.E.....

This Power of Attorney, I.....by
 Holder of the card No.....Issued at.....
 On.....living at House No.....Soi.....Road.....
 Sub-district.....District.....Province.....Post Code.....

Hereby authorize..... Holder of the card
 No.....Issued at.....On.....
 Living at House No.....Soi.....Road.....Sub-district.....
 District.....Province.....Post Code.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named.....to the printing recordation official ofto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (.....)

Sign.....Grantee
 (.....)

Sign.....Witness
 (.....)

Sign.....Witness
 (.....)

Sample: In case the newspaper proprietor is ordinary person

revenue stamp 10 B.

Power of Attorney

Address...Love Tower Building...No..12/1...Moo.....12.....
 Sub-district....Pakkred.....District....Pakkred...Nonthaburi
 Date:.....2.....Month:.....November.....B.E.....2558.....

This Power of Attorney, I.....Miss Love-reading Like-reading.....
 Holder of Thai National ID Card No.....1-2345-67890-12-3.....Issued at.....Ministry of Interior.....
 On.....1 January 2557.....living at House No.....9.....Soi.....Road.....Samsen.....
 Sub-district.....Dusit.....District.....Dusit.....Province.....Bangkok.....Post Code..10300...

Hereby authorize.....Miss Phloisai Namchai-ngam.....Holder ofThai National ID Card.....
 No.....3-2222-11111-12-3.....Issued at.....Ministry of Interior.....On....25.....May.....B.E.2557.....
 Living at House No.....25.....Soi.....Road.....Sub-district.....Bangrak.....
 District.....Bangrak.....Province.....Bangkok.....Post Code.....14511.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named..GOOD Citizen News.....to the printing recordation official ofNonthaburi.....to clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (Miss Love-reading Like-reading)

Sign.....Grantee
 (Miss Phloisai Namchai-ngam)

Sign.....Witness
 (Mr.Chalard Khwamkhitdee)

Sign.....Witness
 (Mr.Yodyiam Rakrian)

Sample: In case the newspaper proprietor is juristic person

revenue stamp 10 B.

Power of Attorney

Address...Love Reading University.....9...Road .Samsen ...
 Sub-district...Dusit...District...Dusit.....Bangkok.....
 Date:.....2.....Month:.....November.....B.E.....2558.....

This Power of Attorney, I.....Love Reading University.....by Miss Love-reading Like-reading.....
 Holder of Thai National ID Card No.....1-2345-67890-12-3.....Issued at.....Ministry of Interior.....
 On.....1 January 2557.....living at House No.....9.....Soi.....Road.....Samsen.....
 Sub-district.....Dusit.....District.....Dusit.....Province.....Bangkok.....Post Code..10300...

Hereby authorize.....Miss Phloisai Namchai-ngam.....Holder ofThai National ID Card.....
 No.....3-2222-11111-12-3.....Issued at.....Ministry of Interior.....On....25....May.....B.E.2557.....
 Living at House No.....25.....Soi.....Road.....Sub-district.....Bangrak.....
 District.....Bangrak.....Province.....Bangkok.....Post Code.....14531.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper
 named..THAI Culture News.....to the printing recordation official ofBangkok.....to clarify,
 amend and alter the typos and sign for change in list of documents in front of the printing recordation
 official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney,
 the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In
 witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (Miss Love-reading Like-reading)

Sign.....Grantee
 (Miss Phloisai Namchai-ngam)

Sign.....Witness
 (Mr.Chalard Khwamkhiddee)

Sign.....Witness
 (Mr.Yodyiam Rakrian)

People's Manual :

Application for alteration to the item in the recordation evidence

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

<p>Branch details Special Service ISSN ISBN and Press Act Section, Information Resources Service Group, the National Library of Thailand Address: Samsen Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Tel : 0-2280-9845, 0-2280-9828-32 ext. 700 /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 1st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area: Ratchaburi, Phetchaburi, and Prachuap Khiri Khan, except for the compound of Phra Nakhon Khiri Historical Park/submit your documents via the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 2nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, except for the compound of Mueang Sing Historical Park/submit your documents via the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 3rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address:Uthong Road,Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 4th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat,Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical Park/submit your documents via the website, e-service.nlt.go.th</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>

/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/submit your documents via the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Lampang, Nan, Phayao, Mae Hong Son, and Phrae / submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Bueng Kan, Sakon Nakhon, and Udon Thani, except for the compound of Phu Phra Bat Historical Park/ submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 9 th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2846 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and Nakhon Phanom/ submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram,Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/ submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255,044285096 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung,and Trang/submit your documents via the website, e-service.nlt.go.th /or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 7 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check 1.1Newspaper proprietor submits required documents for alternation to the item in the recordation evidence printng via e-service.nlt.go.th. The applicant may personally submit the original or send by mail. 1.2 Printing recordation authority check whether the applicant has complied correctly and completely with required documents from e-service.nlt.go.th. and the original sent by mail. <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1st-12th Regional Office of Fine Arts Department to join this step.))</i>	1 working day	National Library of Thailand
2)	Consideration , A letter will be sent to related office by printing recordation authority to check criminal record of the newspaper proprietor, printer, publisher, editor and juristic person (partnership limited, company limited, public company limited, association, foundation and	2 working days	National Library of Thailand

Step	Procedure	Duration	Responsible Agency
	higher education private institute) that is the newspaper proprietor. (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department to join this step.))		
3)	Consideration Criminal record results of the the newspaper proprietor, printer, publisher, editor and juristic person (partnership limited, company limited, public company limited, association, foundation and higher education private institute) that is the newspaper proprietor received by authority in charge of printing recordation. (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department to join this step.))	3 working days	National Library of Thailand
4)	Signing/Meeting decision 4.1 Printing recordation authority submits to the Director the completed Form Phor 2 for signing. 4.2 Printing recordation authority notifies the newspaper proprietor to receive the official document displaying the printing recordation. (Form Phor 2) (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department to join this step.))	1 working day	National Library of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Submission letter, Subject: Alteration to the item in the Recordation Evidence Original (s): 1 Copy (ies) : - Note: (1. Complete and submit the letter signed by the newspaper proprietor via e-service.nlt.go.th. 2. Send the above letter by mail or personally submit the letter to any work office of the Fine Arts Department located in the area of the printing house site. - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department.)	National Library of Thailand
2)	Form Phor 1 (for printing recordation by the newspaper proprietor) Original (s) : 1 Copy (ies) : Note: (1.The applicant may complete the form via e-service.nlt.go.th, signed by the newspaper proprietor. 2. Personally submit the signed letter to any work office of the Fine Arts	National Library of Thailand

No.	Name of document, number, details (if any)	Document issued by government office
	Department located in the area of the printing house site or send by mail. - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department)	
3)	Photo of the newspaper proprietor, facing the camera, no sunglasses, no hats, taken within the last six months, size 2". Original (s) : 3 Copy (ies) : - Note: (1. Convert photoes to e-file and send via e-service.nlt.go.th. 2. Send photos by mail or personally submit to any work office of the Fine Arts Department located in the area of the printing house setting.)	-
4)	Sample of newspaper/journal/magazine's name plate Original (s) : 1 Copy (ies) : - Note: (1. Sample of newspaper/journal/magazine's name plate, sign to certify true copy with the company's seal, in case of juristic person. 2. Convert Item 1 to e-file and send via e-service.nlt.go.th. 3. Send item 1 by mail or personally submit to any work office of the Fine Arts Department located in the area of the printing house setting.)	-
5)	The original document displaying printing recordation (Form Phor 2) Original (s) : 1 Copy (ies) : - Note: (1.Convert the document to e-fille and submit via e-service.nlt.go.th. 2. Send by post or personally submit the original of Form Phor 2 to any work office of the Fine Arts Department located in the area of the printing house setting.)	-
6)	Letter to notify the newspaper nameplate transfer Original (s) : 1 Copy (ies) : - Note: (1. In case the newspaper proprietor is ordinary person. 2. Convert the letter to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the letter to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
7)	Meeting decision to alter the item in the recordation evidence Original (s) : 1 Copy (ies) : - Note: (1. In case the newspaper proprietor is juristic person. 2. Convert to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the meeting decision to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
8)	Document prescribing rights in the office establishment of the newspaper i.e. land/building owner's permission in letter of consent to use as the newspaper office/copy of title deed/lease agreement. Original (s) : 1 Copy (ies) : - Note: (1. In case of relocation of the newspaper office. 2. Convert documents to e-fille and submit via e-service.nlt.go.th. 3. Send by post or personally submit the documents with signature to certify true copies to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-

No.	Name of document, number, details (if any)	Document issued by government office
9)	The newspaper office inside and outside photos showing its house number or building's name. Original (s) : 1 Copy (ies) : - Note: (1. In case of relocation of the newspaper office. 2. Convert to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the documents with signature to certify true copies to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
10)	Map of the newspaper office Original (s) : 1 Copy (ies) : - Note: (1. In case of relocation of the newspaper office. 2. Convert to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the document with signature to certify true copy to any work office of the Fine Arts Department located in the area of the newspaper setting.)	
11)	Power of Attorney Original (s) : 1 Copy (ies) : - Note: (1. In case the newspaper proprietor can not personally apply and authorize someone to act on his/her behalf. 2. Convert the Power of Attorney to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the newspaper proprietor's Power of Attorney signed by the representative of authorization, affixed with revenue stamp to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
12)	ID Card Original (s) : 1 Copy (ies) : - Note: (- Present to authority the original for verification/identification - ID card of the newspaper proprietor, printer, publisher and editor.)	Department of Provincial Administration
13)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification together with list of shareholders.)	Department of Business Development
14)	Association or Organization or Foundation License and registration of the Association/Foundation's Board Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification.)	Department of Provincial Administration
15)	Accreditation of Private Higher Education Institution, Thor Mor 4 and Private Higher Education Institution Administrator Permit, Thor Mor 11 and appointment announcement of the institution's rector. Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	No processing fees	Fees: 0 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note:-)
2)	Special Service ISSN ISBN and Press Act Section, Information Resources Service Group, the National Library of Thailand, Samsen Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Tel : 0-2280-9845, 0-2280-9828-32 ext. 700 (note:-)
3)	Regional Offices of Fine Arts/Service branches by their service area (note:-)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561 (note:-)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note:(1 Phitsanulok Road,Khet Dusit,Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box 1111, 1 Phitsanulok Road,Khet Dusit,Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note:(Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building,2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret,Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Submission letter, Subject: Alteration to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))
2)	Submission letter, Subject: Alteration to the item in the Recordation Evidence (Note: (<i>in case of juristic person</i>))
3)	Sample and guide to completing the submission letter, Subject: Alteration to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))
4)	Sample and guide to completing the submission letter, Subject: Alteration to the item in the Recordation Evidence (Note: (<i>in case of juristic person</i>))
5)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))
6)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of juristic person</i>))
7)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))

No.	Form Title
8)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: <i>(in case of juristic person)</i>)
9)	Letter of consent to using the place for newspaper business (Note: <i>(in case of ordinary person, juristic person)</i>)
10)	Sample and guide to completing letter of consent to using the place for newspaper business (Note: <i>(in case of ordinary person)</i>)
11)	Sample and guide to completing letter of consent to using the place for newspaper business (Note: <i>(in case of juristic person)</i>)
12)	Power of Attorney (Note: <i>(in case of juristic person)</i>)
13)	Sample of Power of Attorney (Note: <i>(in case of ordinary person)</i>)
14)	Sample of Power of Attorney (Note: <i>(in case of juristic person)</i>)

ordinary person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

Written at

Date..... MonthYear.....

With regard to Age Race
 Nationality..... Having Regular Domicile at House No Road
 Sub-district District Province.....
 Has received a printing recordation of
 of a newspaper named
 According to official document indicating the Recordation Registration No
 Dated.....Month.....B.E.....

At this time I, has been authorized by
 to make alteration or cancellation to item in recordation
 evidence of the newspaper named with recordation
 official a Province in the following.

.....

Sign.....Applicant
 (.....)

juristic person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

Written at
 Date..... MonthYear.....

With regard to by
 Age Race Nationality Having Regular Domicile at House
 No Road Sub-district
 District Province.....
 Has received a printing recordation of
 of a newspaper named
 According to official document indicating the Recordation Registration No
 Dated.....Month.....B.E.....

At this time I, has been authorized by
 to make alteration or cancellation to item in recordation
 evidence of the newspaper named with recordation
 official a Province in the following.

.....

Sign.....Applicant
 (.....)

Sample: In case the newspaper proprietor is an ordinary person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

(address of the newspaper office>>>) Written at..No.88. Soi Phaholyothin1.Road.Phaholyothin
Sub-district...Bangchan...District...Talingchan...Bangkok
(date of application>>>) Date:.....14.....Month:.....February.....B.E.....2558.....

With regard to.....Miss Love-reading Like-reading.....Age.....26.....years
Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No..9....Road.....Samsen.....
Sub-district....Dusit.....District.....Dusit.....Province.....Bangkok.....
Has received a printing recordation ofproprietor.....
of a newspaper named.....Sanook Reading.....
According to official document indicating the Recordation Registration No.Sor Sor Chor 222/2527.....
Dated.....17.....Month.....March.....B.E.....2557.....

At this time I,Miss Love-reading Like-reading.....would like to make alteration or cancellation to
item in recordation evidence of the newspaper namedSanook Reading.....with recordation official at
Province....Bangkok.....in the following.

1. Alteration of the newspaper's objective from dissemination of literature, production and advertisement to be dissemination of awarded literature, reading promotion activity, public relations and advertisement.
2. Alteration of time interval of issuance of the newspaper from monthly to be quarterly.
3. Alteration of the newspaper language from Thai to be Thai and English.
4. Other particulars remain unchanged.

Sign.....Applicant
(Miss Phloisai Namchai-ngam)

Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

(address of the newspaper office>>>) Written at..Phloisai Com.,Ltd...88...Prakobsin Building...
 Soi Phaholyothin 1.....Road.....Phaholyothin
 Sub-district...Bangchan...District...Talingchan...Bangkok
 (date of application>>>) Date:.....14.....Month:.....February.....B.E.....2558.....

With regard to..Love Reading Com.,Ltd....by.....Miss Love-reading Like-reading.....Age.....26.....years
 Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No..9...Road.....Samsen.....
 Sub-district...Dusit.....District.....Dusit.....Province.....Bangkok.....
 Has received a printing recordation ofproprietor.....
 of a newspaper named.....Sanook Reading.....
 According to official document indicating the Recordation Registration No.Sor Sor Chor 222/2527.....
 Dated.....17.....Month...March.....B.E.....2557.....

At this time I,Phloisai Com.,Ltd.....by Miss Phloisai Namchai-ngam.....has been authorized by
 Love Reading Com., Ltd.....by Miss Love-reading Like-reading.....to make alteration or cancellation to item in
 recordation evidence of the newspaper namedSanook Reading
 with recordation official at Province.....Bangkok.....in the following.

1. Alteration of the newspaper proprietor from Love Reading Com.,Ltd. by Miss Love-reading Like-reading to be... Phloisai Com.,Ltd.....by Miss Phloisai Namchai-ngam.
2. Alteration of printer from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.
3. Alteration of publisher from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.
4. Alteration of editor from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.
5. Alteration of name and location of the newspaper office from Love Reading Com.,Ltd..to be.....
 No...9...Road..Samsen ...Sub-district...Dusit...District...Dusit...Province...Bangkok.....to be..Phloisai Com.,Ltd...
 No....88....Prakobsin Building.....Soi Phaholyothin 1.....Road.....Phaholyothin....Sub-district.....Bangchan.....
 District.....Talingchan.....Province.....Bangkok.
6. Alteration of publisher's name and office location from Love Reading Com.,Ltd..to be.....
 No...9...Road...Samsen ...Sub-district...Dusit...District...Dusit...Province...Bangkok.....to be..Phloisai Com.,Ltd...
 No....88....Prakobsin Building.....Soi Phaholyothin 1.....Road...Phaholyothin....Sub-district.....Bangchan.....
 District.....Talingchan.....Province.....Bangkok.
7. Alteration of the printing house's name and location from Good Printing Com.,Ltd..No.....11.....
 Road....Charansanitwong.....Sub-district....Banchanglor.....District.....Bangkoknoi.....Province.....Bangkok.....to be
 Thai Writing Com., Ltd.....No.1456.....Soi....Omnoi.....Road.....Talingchan.....Sub-district.....Talingchan.....
 District..... Talingchan.....Province.....Bangkok.
8. Other particulars remain unchanged.

Sign.....Applicant
 (Miss Phloisai Namchai-ngam)

ordinary person

Submission Letter

Address.....

Date Month..... Year.....

Subject: Alteration to item in the Recordation Evidence

Attention: Printing Recordation Official for Province

Enclosure: -

Referring to (Mr/Mrs/Ms) 's printing
recordation of a newspaper named Time interval of issuance of the
newspaper Language.....with the
objective to
which was approved on Date..... MonthYear..... Registration No

In this connection, (Mr/Mrs/Ms)
would like to make alternations to item
I have herewith enclosed supporting documents for the alteration request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
(.....)

Position:

Tel/Fax:

juristic person

Submission Letter

Address.....

Date Month..... Year.....

Subject: Alteration to item in the Recordation Evidence

Attention: Printing Recordation Official for Province

Enclosure: (Copy of the Juristic Person who is the newspaper publisher)

Referring to (Mr/Mrs/Ms) by 's printing
recordation of a newspaper named Time interval of issuance of the
newspaper Language.....with the
objective to
which was approved on Date..... MonthYear..... Registration No

In this connection, (Mr/Mrs/Ms) by.....
would like to make alternations to item
I have herewith enclosed supporting documents for the alteration request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
(.....)

Position:

Tel/Fax:

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(address of the newspaper office>>>) Address:.88..Soi Phaholyothin..1..Road Phaholyothin
 Sub-district..Bangchan...District...Talingchan..Bangkok
 (date of application>>>) Date...14.....Month:.....February.....B.E.....2558....

Subject: Alteration to item in the Recordation Evidence
 Attention: Printing Recordation Official for Province...Bangkok....
 Enclosure: -

Referring to.....Miss Love-reading Like-reading's printing recordation of a newspaper
 named.....Sanook Reading,monthly.....in...Thai, with the objective to disseminate news on Thai
 cultural literature, production and advertisement which was approved on Date.....17...Month...March
 B.E....2557.....Registration No..Sor Sor Chor..239/2557.

In this connection,.....Miss Love-reading Like-reading.....would like to make alternations to
 item relating to objective, time interval of issuance of the newspaper, and language to be used in the
 newspaper.....I have herewith enclosed supporting documents for the alteration request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (Miss Love-reading Like-reading)
 Position: Newspaper Proprietor

Tel/Fax: 0-2230-9876

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

(address of the newspaper office>>>) Address...Phloisai Com., Ltd....88....Prakobsin Building
 Soi Phaholyothin.....1.....Road.....Phaholyothin.....
 Sub-district..Bangchan...District...Talingchan....Bangkok.
 (date of application>>>) Date...14.....Month:.....February.....B.E.....2558.....

Subject: Alteration to item in the Recordation Evidence

Attention: Printing Recordation Official for Bangkok

Enclosure: Copy of Juristic Person Certificate for publishing a newspaper

Referring to...Love Reading Com.,Ltd.....by.....Miss Love-reading Like-reading's printing recordation of a newspaper named.....Sanook Reading,monthly.... in...Thai, with the objective to disseminate news on Thai cultural literature, production and advertisement which was approved on Date.....17.....Month.....March.....B.E.....2557.....Registration No..Sor Sor Chor..222/2557.

Love Reading University.....by.....Miss Love-reading Like-reading.....would like to make alternations to item relating to the newspaper proprietor, printer, publisher, editor, name and location of the newspaper office, name and location of the publisher's office, name and location of the printing house.....I have herewith enclosed supporting documents for the alteration request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (Miss Phloisai Namchai-ngam)
 Position: Board Member

Tel/Fax: 0-2234-5678

Letter of Consent

I,..... Residing at House No..... Moo.....
 Sub-district.....District.....Province.....
 Located on Title Deed No.....Thai National ID Card.....
 Position in the Company (if any).....as owner possessing the place

This letter is to certify that I agree to give full consent to.....
 to use ☐ building ☐ commercial building ☐ apartment ☐ others (specify).....mentioned
 above as the printing house for a newspaper named.....
 from...Date.....Month.....B.E.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (.....)

Sign.....Witness
 (.....)

Sign.....Witness
 (.....)

Note: The letter must be attached with a copy of the building owner's ID card and house registration.

Sample: In case of consent to using a place for business purpose by ordinary person

Letter of Consent

I,.....Mr.Sonsin Meesabmak.....Residing at House No.....258.....Moo.....
 Sub-district.....Bangchan.....District.....Talingchan.....Province.....Bangkok.....
 Located on Title Deed No.....77777.....Thai National ID Card.....1-2222-55555—88-4.....
 Position in the Company (if any).....as owner possessing the place No.....9.....
 Road.....Samsen.....Sub-district.....Dusit.....District.....Dusit.....Bangkok.....
 This letter is to certify that I agree to give full consent to..Miss Love-reading Like-reading...to
 use ☐ building ☐ commercial building ☐ apartment ☐ others (specify)....mentioned
 above as the printing house for running the newspaper business named..Good Citizen News
 from...Date.....2.....Month.....November.....B.E....2558.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (Mr. Sonsin Meesabmak)

Sign.....Witness
 (Mr.Keng Chopnok)

Sign.....Witness
 (Mr.Chalard Khiddee)

Note: The letter must be attached with a copy of the building owner's ID card and house registration.

Sample: In case of consent to using a place for business purpose by juristic person

Letter of Consent

I,.....Mr.Sonsin Meesabmak.....Residing at House No.....258.....Moo.....
 Sub-district.....Bangchan.....District.....Talingchan.....Province.....Bangkok.....
 Located on Title Deed No.....77777.....Thai National ID Card.....1-2222-55555—88-4.....
 Position in the Company (if any)...board member...as owner possessing the place No....88.....
 Prakobsin Building....Soi Phaholyothin 1...Phaholyothin Road...Sub-district.....Bangchan.....
 District.....Talingchan.....Bangkok.....
 This letter is to certify that I agree to give full consent to.....Phloisai Com., Ltd.....to
 use ☐ building ☐ commercial building ☐ apartment ☐ others (specify)....mentioned
 above as the printing house for running the newspaper business named...Good Citizen News
 from...Date.....5.....Month.....February.....B.E....2558.....In witness whereof, I therefore
 sign this letter in the presence of witnesses.

Sign.....Grantor
 (Mr. Sonsin Meesabmak)

Sign.....Witness
 (Mr.Keng Chopnok)

Sign.....Witness
 (Mr.Chalard Khiddee)

Note: The letter must be attached with a copy of the building owner's ID card and house registration.

revenue stamp 10 B.

Power of Attorney

Address.....

Date:.....Month:.....B.E.....

This Power of Attorney, I.....by
 Holder of the card No.....Issued at.....
 On.....living at House No.....Soi.....Road.....
 Sub-district.....District.....Province.....Post Code.....

Hereby authorize..... Holder of the card
 No.....Issued at.....On.....
 Living at House No.....Soi.....Road.....Sub-district.....
 District.....Province.....Post Code.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named.....to the printing recordation official ofto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (.....)

Sign.....Grantee
 (.....)

Sign.....Witness
 (.....)

Sign.....Witness
 (.....)

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of Attorney

Address...No.88... Soi Phaholyothin 1..Road.. Phaholyothin
Sub-district...Banghan....District...Taingchan...Bangkok.....
Date.....14.....Month:.....February.....B.E.....2558.....

This Power of Attorney, I.....Miss Phloisai Namchai-ngam
Holder of Thai National ID Card No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....
On.....8 July 2555.....Residing at House No.....24.....Soi.....Road.....
Sub-district.....Chatuchak.....District.....Chatuchak.....Province.....Bangkok.....Post Code..11400...

Hereby authorize.....Miss Love-reading Like-reading.....Holder ofThai National ID Card.....
No.....3-2222-11111-12-3.....Issued at.....Ministry of Interior.....On....25.....May.....B.E.2557.....
Living at House No.....25.....Soi.....Road.....Sub-district.....Bangrak.....
District.....Bangrak.....Province.....Bangkok.....Post Code.....14511.....
To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named..Sanook Reading.....to the printing recordation official ofBangkok.....to clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.
2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
(Miss Phloisai Namchai-ngam)

Sign.....Grantee
(Miss Love-reading Like-reading)

Sign.....Witness
(Mr.Chalard Khwamkhiddee)

Sign.....Witness
(Mr.Yodyiam Rakrian)

Sample: In case the newspaper proprietor is a juristic person

revenue stamp 10 B.

Power of Attorney

Address...Phloisai Com.,Ltd...No....88...Prakobsin Building...
 Soi Phaholyothin 1 Road Phaholyothin Sub-district.Banghan
 District...Talingchan.....Province.....Bangkok.....
 Date.....14.....Mont.....February.....B.E.....2558....

This Power of Attorney, I...Phloisai Com.,Ltd ...by...Miss Phloisai Namchai-ngam
 Holder of Thai National ID Card No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....
 On.....8 July 2555.....residing at House No.....24.....Soi.....Road.....
 Sub-district.....Chatuchak.....District.....Chatuchak.....Province.....Bangkok.....Post Code..11400...

Hereby authorize.....Miss Love-reading Like-reading.....Holder ofThai National ID Card.....
 No.....3-2222-11111-12-3.....Issued at.....Ministry of Interior.....On....25....May.....B.E.2557.....
 Living at House No.....25.....Soi.....Road.....Sub-district.....Bangrak.....
 District.....Bangrak.....Province.....Bangkok.....Post Code.....14511.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named..Sanook Reading.....to the printing recordation official ofBangkok.....to clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.
2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (Miss Phloisai Namchai-ngam)

Sign.....Grantee
 (Miss Love-reading Like-reading)

Sign.....Witness
 (Mr.Chalard Khwamkhitdee)

Sign.....Witness
 (Mr.Yodyiam Rakrian)

People's Manual :**Application for cancellation of being a printer, publisher, editor or newspaper proprietor****Service Provider: Fine Arts Department, Ministry of Culture****Service Branches**

Branch details Special Service ISSN ISBN and Press Act Section, Information Resources Service Group, the National Library of Thailand, Samsen Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 Tel : 0-2280-9845, 0-2280-9828-32 ext. 700 /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi, Phetchaburi,and Prachuap Khiri Khan, except for the compound of Phra Nakhon Khiri Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, except for the compound of Mueang Sing Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area : Phra Nakhon Si Ayutthaya, Nakhon Nayok, Saraburi, Ang Thong, and Sing Buri, except for the compound of Phra Nakhon Si Ayutthaya Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 4 th Regional Office of Fine Arts, Lop Buri Address:Phraya Chamkat Road,Tambon Tha Hin,Amphoe Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510 Service area : Lop Buri, Chai Nat, Nakhon Sawan, Petchabun, and Uthai Thani, except for the compound of Si Thep Historical	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

<p>Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	
<p>Branch details The 5th Regional Office of Fine Arts, Prachin Buri Address:Prachin Anuson Road, Tambon Na Mueang,Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296 , 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 6th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 7th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Lampang, Nan, Phayao, Mae Hong Son, and Phrae/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 8th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129 , 04333 7629 Service area : Khon Kaen, Loei, Nong Khai, Nong Bua Lam Phu, Bueng Kan, Sakon Nakhon, and Udon Thani, except for the compound of Phu Phra Bat Historical Park/ submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>
<p>Branch details The 9th Regional Office of Fine Arts, Ubon Ratchathani Address:78 Mu 10, Soi Si Phanom,Liang Mueang Road, Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000 Tel:0 4531 2846 Service area : Ubon Ratchathani, Mukdahan, Yasothon, Roi Et, Kalasin,and Nakhon Phanom/ submit your documents via the website, e-service.nlt.go.th/ or contact us in person at the above address (note:(lunch break 12.00 - 13.00))</p>	<p>Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)</p>

Branch details The 10 th Regional Office of Fine Arts, Nakhon Ratchasima Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518 Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram, Surin, Maha Sarakham, and Si Sa Ket, except for the compound of Phimai Historical Park, the compound of Phanom Rung Historical Park, and the compound of Prasat Mueang Tam/ submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6,0 4428 5096 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/submit your documents via the website, e-service.nlt.go.th /or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat 328 Ratchadamnoen Road,Amphoe Mueang Nakhon Si Thammarat,Nakhon Si Thammarat 80000 Tel : 0 7535 6458 Service area : Nakhon Si Thammarat,Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00-13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 4 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check 1.1Newspaper proprietor submits required documents for cancellation of being a printer, publisher, editor and newspaper proprietor in accordance with the Printing Recordation Act B.E.2550 via e-service.nlt.go.th. The applicant may personally submit the original or send by mail. 1.2 Printing recordation authority checks whether the applicant has complied correctly and completely with required documents from e-service.nlt.go.th. and the original sent by mail. <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1st-12th Regional Office of Fine Arts Department to take part in this step.))</i>	1 working day	National Library of Thailand

Step	Procedure	Duration	Responsible Agency
2)	Consideration , A letter to be prepared by printing recordation authority in response to the applicant for the requested cancellation of being a printer, publisher, editor and newspaper proprietor. <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department to take part in this step.))</i>	2 working days	National Library of Thailand
3)	Signing/Meeting decision 3.1 Printing recordation authority submits to the Director the letter for signing. 3.2 Printing recordation authority calls the newspaper proprietor to personally receive the official letter or send by post. <i>(Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the 1st-12th Regional Office of Fine Arts Department to take part in this step.))</i>	1 working day	National Library of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Submission letter, Subject: Cancellation of publishing a newspaper Original (s): 1 Copy (ies) : - Note: (1. Complete and submit the letter signed by the newspaper proprietor via e-service.nlt.go.th. 2. Send the above letter by mail or personally submit the letter to any work office of the Fine Arts Department located in the area of the newspaper office site.) - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department)	National Library of Thailand
2)	Form Phor 3 (for alteration or cancellation to the item in recordation evidence) Original (s) : 1 Copy (ies) : Note: (1. The applicant may complete the form via e-service.nlt.go.th, signed by the newspaper proprietor. 2. Personally submit the above letter to any work office of the Fine Arts Department located in the area of the newspaper office site or send by mail. - Special service: ISSN ISBN, Printing Recordation, Information Resources Service Group, National Library of Thailand - the 1 st -12 th Regional Office of Fine Arts Department)	National Library of Thailand

No.	Name of document, number, details (if any)	Document issued by government office
3)	Photo of the newspaper proprietor, facing the camera, no sunglasses, no hats, taken within the last six months, size 2". Original (s) : 1 Copy (ies) : - Note: (1. Convert the photo to e-file and send via e-service.nlt.go.th. 2. Send the photo by mail or personally submit to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
4)	Sample of newspaper/journal/magazine's name plate Original (s) : 1 Copy (ies) : - Note: (1. Sample of newspaper/journal/magazine's name plate, sign to certify true copy with the company's seal, in case of juristic person. 2. Convert Item 1 to e-file and send via e-service.nlt.go.th. 3. Send item 1 by mail or personally submit to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
5)	The official document displaying the printing recordation (Form Phor 2) Original (s) : 1 Copy (ies) : - Note: (1.Convert the document to e-file and submit via e-service.nlt.go.th. 2. Send by post or personally submit the original of Form Phor 2 to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
6)	Meeting decision to cancel being a printer, publisher, editor or newspaper proprietor Original (s) : 1 Copy (ies) : - Note: (1. In case the newspaper proprietor is a juristic person. 2. Convert to e-file and submit via e-service.nlt.go.th. 3. Send by mail or personally submit the meeting decision to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
7)	Power of Attorney Original (s) : 1 Copy (ies) : - Note: (1.In case the newspaper proprietor can not personally apply but authorize someone to act on his/her behalf. 2.Convert the Power of Attorney to e-file and submit via e-service.nlt.go.th. 3.Send by mail or personally submit the newspaper proprietor's Power of Attorney signed by the representative of authorization, and affixed with revenue stamp, to any work office of the Fine Arts Department located in the area of the newspaper office setting.)	-
8)	ID Card Original (s) : 1 Copy (ies) : - Note: (- Present to authority the original for verification/identification - ID card of the newspaper proprietor, printer, publisher and editor.)	Department of Provincial Administration
9)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification associated with list of shareholders.)	Department of Business Development

No.	Name of document, number, details (if any)	Document issued by government office
10)	Association or Organization or Foundation License and registration of the Association/Foundation's Board Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification.)	Department of Provincial Administration
11)	Accreditation of Private Higher Education Institution, Thor Mor 4 and Private Higher Education Institution Administrator Permit, Thor Mor 11 and appointment announcement of the institution's rector. Original (s) : 1 Copy (ies) : - Note: (Present to authority the original for verification/identification.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	No processing fees	Fees: 0 Baht

Form, sample and guide to completing form

No.	Form Title
1)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of juristic person</i>))
2)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))
3)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of juristic person</i>))
4)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation Evidence (Note: (<i>in case of ordinary person</i>))
5)	Submission letter, Subject: Cancellation of publishing a newspaper (Note: (<i>In case of juristic person</i>))
6)	Submission letter, Subject: Cancellation of publishing a newspaper (Note: (<i>In case of ordinary person</i>))
7)	Sample and guide to completing submission letter, Subject: Cancellation of Printing a Newspaper (Note: (<i>in case of ordinary person</i>))
8)	Sample and guide to completing submission letter, Subject: Cancellation of Printing a Newspaper (Note: (<i>in case of juristic person</i>))
9)	Power of Attorney (Note: (<i>in case of ordinary person</i>))
10)	Power of Attorney (Note: (<i>in case of juristic person</i>))
11)	Sample of Power of Attorney (Note: (<i>in case of ordinary person</i>))
12)	Sample of Power of Attorney (Note: (<i>in case of juristic person</i>))

ordinary person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

Written at

Date..... MonthYear.....

With regard to Age Race
 Nationality..... Having Regular Domicile at House No Road
 Sub-district District Province.....
 Has received a printing recordation of
 of a newspaper named
 According to official document indicating the Recordation Registration No
 Dated.....Month.....B.E.....

At this time I, has been authorized by
 to make alteration or cancellation to item in recordation
 evidence of the newspaper named with recordation
 official a Province in the following.

.....

Sign.....Applicant
 (.....)

juristic person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

Written at
 Date..... MonthYear.....

With regard to by
 Age Race Nationality Having Regular Domicile at House
 No Road Sub-district
 District Province.....
 Has received a printing recordation of
 of a newspaper named
 According to official document indicating the Recordation Registration No
 Dated.....Month.....B.E.....

At this time I, has been authorized by
 to make alteration or cancellation to item in recordation
 evidence of the newspaper named with recordation
 official a Province in the following.

.....

Sign.....Applicant
 (.....)

Sample: In case the newspaper proprietor is an ordinary person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

(address of the newspaper office>>) Written at..88.Soi. Phaholyothin 1..Road..Phaholyothin
Sub-district...Bangchan...District...Talingchan...Bangkok
(date of application>>>) Date:.....14.....Month:.....February.....B.E.....2558.....

With regard to....Love Reading Com.,Ltd...by. Miss Love-reading Like-reading...Age...26...years
Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No.....9.....Moo.....
Soi.....Road.....Samsen.....Sub-district.....Dusit.....
District.....Dusit.....Province.....Bangkok.....
Has received a printing recordation asproprietor.....
of a newspaper named.....Sanook Reading.....
According to official document indicating the Recordation Registration No.Sor Sor Chor 222/2527.....
Dated.....17.....Month.....March.....B.E.....2557.....

At this time I,Miss Love-reading Like-reading.....has been authorized by
Love Reading Com., Ltd.....to make alteration or cancellation to item in recordation evidence of the
newspaper namedSanook Readingwith recordation
official for Province.....Bangkok.....in the following.

.....Cancellation of publishing the newspaper named...Sanook Reading...from 14 February 2558.....

Sign.....Applicant

(Miss Love-reading Like-reading)

Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

Form for Printing Recordation, Alteration or Cancellation to the item in Recordation Evidence

(address of the newspaper office>) Written at..Phloisai Com.,Ltd...88...Prakobsin Building.....
 Soi Phaholyothin 1.....Road.....Phaholyothin
 Sub-district...Bangchan...District...Talingchan...Bangkok
 (date of application>>>) Date.....14.....Month.....February.....B.E.....2558.....

With regard to....Love Reading Com.,Ltd...by. Miss Love-reading Like-reading...Age...26...years
 Race.....Thai.....Nationality.....Thai.....Having Regular Domicile at House No.....9.....Moo.....
 Soi.....Road.....Samsen.....Sub-district.....Dusit.....
 District.....Dusit.....Province.....Bangkok.....
 Has received a printing recordation asproprietor.....
 of a newspaper named.....Sanook Reading.....
 According to official document indicating the Recordation Registration No.Sor Sor Chor 222/2527.....
 Dated.....17.....Month.....March.....B.E.....2557.....

At this time I,Miss Love-reading Like-reading.....has been authorized by
 Love Reading Com., Ltd.....to make alteration or cancellation to item in recordation evidence of the
 newspaper namedSanook Readingwith recordation
 official for Province.....Bangkok.....in the following.

.....Cancellation of publishing the newspaper named...Sanook Reading...from 14 February 2558.....

Sign.....Applicant

(Miss Love-reading Like-reading)

ordinary person

Submission Letter

Address.....

Date..... Month Year

Subject: Cancellation of publishing the newspaper

Attention: Printing Recordation Official for Province

Enclosure: -

Referring to (Mr/Mrs/Ms)’s printing
recordation of a newspaper named..... Time interval of
issuance of the newspaper Language.....
with the objective to.....
which was approved on Date Month Year Registration No

In this connection,
would like to make a cancellation of publishing the newspaper named
I have herewith enclosed supporting documents for the cancellation request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
(.....)
Position:

Tel/Fax:

juristic person

Submission Letter

Address.....

Date..... Month Year

Subject: Cancellation of publishing the newspaper

Attention: Printing Recordation Official for Province

Enclosure: (Copy of the Juristic Person who is the newspaper publisher)

Referring to (Mr/Mrs/Ms) by’s printing
 recordation of a newspaper named..... Time interval of
 issuance of the newspaper Language.....
 with the objective to.....
 which was approved on Date Month Year Registration No

In this connection, by
 would like to make a cancellation of publishing the newspaper named
 I have herewith enclosed supporting documents for the cancellation request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (.....)
 Position:

Tel/Fax:

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(address of the newspaper office>>>) Address:.88..Soi Phaholyothin..1..Road Phaholyothin
 Sub-district..Bangchan...District...Talingchan..Bangkok
 (date of application>>>) Date...14.....Month:.....February.....B.E.....2559....

Subject: Cancellation of publishing the newspaper
 Attention: Printing Recordation Official for Province...Bangkok....
 Enclosure: -

Referring to.....Miss Love-reading Like-reading's printing recordation of a newspaper
 named.....Sanook Reading,monthly.....in...Thai, with the objective to disseminate news on Thai
 cultural literature, production and advertisement which was approved on Date.....17...Month...March
 B.E....2557.....Registration No..Sor Sor Chor..239/2557.

In this connection,.....Miss Love-reading Like-reading..... would like to make a cancellation
 of publishing the newspaper namedSanook Reading..... Date.....17...Month...March.... B.E....2559.....
 I have herewith enclosed supporting documents for the cancellation request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (Miss Love-reading Like-reading)
 Position: Newspaper Proprietor

Tel/Fax: 0-2230-9876

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

(address of the newspaper office>>>) Address...Phloisai Com., Ltd....88....Prakobsin Building
 Soi Phaholyothin.....1.....Road.....Phaholyothin.....
 Sub-district..Bangchan...District...Talingchan....Bangkok.
 (date of application>>>) Date...14.....Month:.....February.....B.E.....2559.....

Subject: Cancellation of publishing the newspaper
 Attention: Printing Recordation Official for Bangkok
 Enclosure: Copy of Juristic Person Certificate for publishing a newspaper

Referring to...Love Reading Com.,Ltd.....by.....Miss Love-reading Like-reading's printing
 recordation of a newspaper named.....Sanook Reading,monthly.... in...Thai, with the objective
 to disseminate news on Thai cultural literature, production and advertisement which was approved on
 Date.....17.....Month.....March.....B.E....2557.....Registration No..Sor Sor Chor..222/2557.

Love Reading University.....by.....Miss Love-reading Like-reading..... would like to
 make a cancellation of publishing the newspaper named Sanook Reading Date.....17.....
 Month..March. B.E.2559... I have herewith enclosed supporting documents for the cancellation request.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....
 (Miss Phloisai Namchai-ngam)

Position: Board Member

Tel/Fax: 0-2234-5678

revenue stamp 10 B.

Power of Attorney

Address.....

Date:.....Month:.....B.E.....

This Power of Attorney, I.....by
 Holder of the card No.....Issued at.....
 On.....living at House No.....Soi.....Road.....
 Sub-district.....District.....Province.....Post Code.....

Hereby authorize..... Holder of the card
 No.....Issued at.....On.....
 Living at House No.....Soi.....Road.....Sub-district.....
 District.....Province.....Post Code.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper named.....to the printing recordation official ofto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney, the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (.....)

Sign.....Grantee
 (.....)

Sign.....Witness
 (.....)

Sign.....Witness
 (.....)

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of Attorney

Address...88..Soi Phaholyothin 1.... Road.....Phaholyothin ..
 Sub-district..... Bangchan.....District.....Talingchan.....
 Province.....Bangkok.....
 Date.....14.....Month.....February.....B.E.....2558.....

This Power of Attorney, I.....Miss Love-reading Like-reading
 Holder of Thai National ID Card No..... 3-2222-11111-12-3.....Issued at.....Ministry of Interior.....
 On.....25 May 2557.....Residing at House No.....25.....Soi.....Road.....
 Sub-district.....Bangrak.....District.....Bangrak.....Province.....Bangkok.....Post Code.....14511.....

Hereby authorize.....Miss Phloisai Namchai-ngam.....Holder ofThai National ID Card.....
 No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....On....8.....July.....B.E.2555.....
 Residing at House No.....24.....Soi.....Road.....Sub-district.....Chatuchak.....
 District.....Chatuchak.....Province.....Bangkok.....Post Code.....11400.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper
 named..Sanook Reading.....to the printing recordation official for ProvinceBangkok.....to clarify,
 amend and alter the typos and sign for change in list of documents in front of the printing recordation
 official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney,
 the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In
 witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (Miss Love-reading Like-reading)

Sign.....Grantee
 (Miss Phloisai Namchai-ngam)

Sign.....Witness
 (Mr.Chalard Khwamkhiddee)

Sign.....Witness
 (Mr.Yodyiam Rakrian)

Sample: In case the newspaper proprietor is a juristic person

revenue stamp 10 B.

Power of Attorney

Address.....Love Reading Com.,Ltd.....No.....88.....
 Prakobsin Building..Soi Phaholyothin 1..Road. Phaholyothin
 Sub-district.....BangchanDistrict..Talingchan.....
 ProvinceBangkok.....
 Date.....14.....Month.....February.....B.E.....2558.....

This Power of Attorney, I.....Love-reading Com.,Ltdby.....Miss Love-reading Like-reading
 Holder of Thai National ID Card No.....3-2222-11111-12-3.....Issued at.....Ministry of Interior.....
 On.....25 May 2557.....residing at House No.....25.....Soi.....Road.....
 Sub-district.....Bangraak.....District.....Bangrak.....Province.....Bangkok.....Post Code..14511.....

Hereby authorize.....Miss Phloisai Namchai-ngam.....Holder ofThai National ID Card.....
 No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....On....8.....July.....B.E.2555.....
 Residing at House No.....24.....Soi.....Road.....Sub-district.....Chatuchak.....
 District.....Chatuchak.....Province.....Bangkok.....Post Code.....11400.....
 To be lawful and legal attorney on behalf of myself for the following.

1. To submit application and evident documents for a printing recordation of a newspaper
 named..Sanook Reading.....to the printing recordation official for Province.....Bangkok.....to clarify,
 amend and alter the typos and sign for change in list of documents in front of the printing recordation
 official.

2. The authority hereby granted to undertake all actions within scope of this Power of Attorney.

Any action performed by the Grantee in accordance with objectives of this Power of Attorney,
 the Grantor hereby assume all responsibilities as if I have personally undertaken all these actions. In
 witness whereof, I therefore sign this Power of Attorney in the presence of witnesses.

Sign.....Grantor
 (Miss Love-reading Like-reading)

Sign.....Grantee
 (Miss Phloisai Namchai-ngam)

Sign.....Witness
 (Mr.Chalard Khwamkhitdee)

Sign.....Witness
 (Mr.Yodyiam Rakrian)

People's Manual : Consideration of license for archival document repair

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand Address: Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 281 1599 ext. 228,150 Fax: 02 2815341 Website: www.nat.go.th Email : contact@nat.go.th / or contact us in person at the above address (note: (lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 7 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Archival document examined by the General Administration before forwarding to the Director.	1 day	National Archives of Thailand
2)	Consideration Taking into consideration by the Document Preservation Group and submit the consideration results to the Director.	3 days	National Archives of Thailand
3)	Signing/Meeting decision After the Director's consideration, then submit to sign a license by the Director General.	3 days	National Archives of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for a license to repair archival document at non Fine Arts Department organization Original (s): 1 Copy (ies) : -	National Archives of Thailand
2)	List of archival materials to be repaired under a license Original (s) : 1 Copy (ies) : 1	National Archives of Thailand

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Size: A-4 or smaller (each) (Note: (-Rate of fees under consideration))	Fees: 50 Baht
2)	Size: larger than A-4 (each) (Note: (-Rate of fees under consideration))	Fees: 60 Baht
3)	Large size sheet (map, plan, diagram) size less than 16x2 inch (each) (Note: (-Rate of fees under consideration))	Fees: 500 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	The National Archives of Thailand Complaint Center, Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300, Tel: 02 281 1599 ext. 104,228,150 Fax. 02 628 5172 (note: -)
3)	The Fine Arts Department's Website, www.finearts.go.th (Note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310, Tel. 02 209 3561 (Note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for a License to Repair Objects of Archives out of the Fine Arts Department
2)	The list of the archives to be exported for repairing

สำหรับเจ้าหน้าที่เป็นผู้กรอก For official use
เลขรับที่..... Receipt No.
วันที่..... Date
ผู้รับคำขอ..... Application recipient

คำขอรับใบอนุญาตซ่อมแซมเอกสารจดหมายเหตุนอกสังกัดกรมศิลปากร

Application for a License to Repair Objects of Archives out of the Fine Arts Department

เขียนที่.....

Written at

วันที่.....เดือน.....พ.ศ.....
Date Month B.E.

๑. ชื่อขอรับใบอนุญาต

The applicant's name

☐ (๑) เป็นบุคคลธรรมดา อายุ.....ปี สัญชาติ

Being a natural person Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย.....ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต.....จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย.....ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต.....จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

โดยมีเป็นผู้ดำเนินกิจการ อายุ.....ปี สัญชาติ.....

Represented by as business operator Age years Nationality

-๒-

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

☐ (๓) เป็นนิติบุคคลประเภท

Being other kinds of juristic person (spectify)

จดทะเบียนเมื่อ เลขทะเบียนที่.....
 Date of Registration Register No.

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

โดยมี เป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....
 Represented by as business operator Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

๒. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตส่งออกสารพัดชนิดขอมแซมไปยัง

The applicant applies for a license to export objects of archives out of the Fine Arts

Department to specify recipient:

☐ (๑) เป็นบุคคลธรรมดา อายุ.....ปี สัญชาติ

Being a natural person Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

-๓-

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number
 โดยมีเป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....
 Represented by as business operator Age years Nationality
 อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

☐ (๓) เป็นนิติบุคคลประเภท

Being other kinds of juristic person (specify)

จดทะเบียนเมื่อ เลขทะเบียนที่.....
 Date of Registration Register No.
 สำนักงานตั้งอยู่เลขที่ตรอก/ซอย.....ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number
 โดยมีเป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....
 Represented by as business operator Age years Nationality
 อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

-๕-

โดยจะส่งเอกสารจดหมายเหตุที่มีสภาพชำรุดไปซ่อมแซมนอกสังกัดกรมศิลปากรภายในวันที่.....
เดือน..... พ.ศ. ตามบัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งซ่อมแซม
เอกสารจดหมายเหตุตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวม รายการ ชิ้น

The above mentioned objects of archives, as appear in the list of objects of archives
to be exported for repairing out of the Fine Arts Department made in the form attached
herewith, shall be totally.....items,.....pieces.

๓. ผู้ขอรับใบอนุญาต

The applicant

☐ ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิสูจน์แล้ว
bring the archives to be exported for repairing out of the Fine Arts Department for
identification.

☐ ไม่ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิสูจน์
Does not bring the archives to be exported for repairing out of the Fine Arts
Department for identification
เนื่องจาก (ระบุเหตุผล).....
Because (specify reason)

๔. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ

The applicant attaches herewith the related documents and evidence as follows:

☐ (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person:

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ จำนวน ๒ ชุด

Photocopies of the identify card or its equivalence of the applicant 2 copies;

(ข) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด

The list of the archives to be exported for repairing out of the Fine Arts

Department made in the form attached herewith 2 copies;

(ค) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร

จำนวน ๒ ชุด

the certificate of approval conservation from the fine arts department that person or
agencies can operate to repair archives equivalence of the Fine Arts Department

2 copies;

-๕-

☐ (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnership;

- (ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ จำนวน ๒ ชุด

Photocopies of the identify card or its equivalence of the managing partner

2 copies;

- (ข) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด

the list of the archives to be exported for repairing out of the Fine Arts

Department made in the form attached herewith

2 copies;

- (ค) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร

จำนวน ๒ ชุด

the certificate of approval conservation from the fine arts department that person

or agencies can operate to repair archives equivalence of the Fine Arts Department

2 copies;

☐ (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นนิติบุคคลประเภทอื่น ๆ

In the case where the applicant is a juristic person;

- (ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ จำนวน ๒ ชุด

Photocopies of the identify card or its equivalence of the juristic person 2 copies;

- (ข) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแสดงการจดทะเบียน จำนวน ๒ ชุด

Letter of certificate or evidence of the juristic person

2 copies;

- (ค) หนังสือมอบอำนาจ

จำนวน ๒ ชุด

Letter of authority

2 copies;

- (ง) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด

The list of the archives to be exported for repairing out of the Fine Arts

Department made in the form attached herewith

2 copies;

- (จ) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร

จำนวน ๒ ชุด

the certificate of approval conservation from the fine arts department that person

or agencies can operate to repair archives equivalence of the Fine Arts

Department.

2 copies;

Remark: Put the sign ✓ into the box ☐ in front of the required statement.

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซม

The list of the archives to be exported for repairing

ลำดับที่	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	สภาพชำรุด	ภาพประกอบ	หมายเหตุ
	<input type="checkbox"/> เอกสาร textual archives <input type="checkbox"/> อื่น ๆ (ระบุ).....						

People's Manual : Application for reproduction of archival materials

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand (Kromluang Phichitpreechakorn Room) Address: Samsen Road, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 2811599 ext. 103, 230 Fax : 02 281 5341 Website: www.nat.go.th Email: contact@nat.go.th / contact us in person at the above address (note: (closes for document check from December 15-30 every year, lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Saturday (except for official holidays) from 08:30 - 16:00 (except during lunch break)
Branch details The National Archives of Thailand (Burachat Room) Address: Samsen Road, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 2811599 ext. 230, 233 Fax: 0 2281 5341 Website: www.nat.go.th Email: contact@nat.go.th / contact us in person at the above address (note: (closes for document check from December 15-30 every year, lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:00 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 5 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Applicant for reproduction of archival materials submits the application. <i>(Note: (Only the registered individual is eligible to apply at this step.))</i>	1 day	National Archives of Thailand
2)	Consideration Consideration for the reproduction of archival materials is made by the Director or entrusted authority.	3 days	National Archives of Thailand
3)	Signing/Meeting decision Director of the National Library of Thailand signs to grant the application for reproduction.	1 day	National Archives of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Letter from the National Research Council and the application granted by the Fine Arts Department in case a foreigner wishes to use the archival documents over 60 days. Original (s): 1 Copy (ies) : -	-
2)	Letter from official bureau, private company asking cooperation to study, search information and reproduction of documents. Original (s) : 1 Copy (ies) : -	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Reproduction with copying machine, size A-4 paper (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 3 Baht
2)	Reproduction with copying machine, size A-4 paper (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 10 Baht
3)	Reproduction with copying machine, size F-4 paper (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 3 Baht
4)	Reproduction with copying machine, size F-4 paper (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 10 Baht
5)	Reproduction with copying machine, size A-3 paper (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 8 Baht
6)	Reproduction with copying machine, size A-3 paper (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 25 Baht
7)	Reproduction of a photo, size 5x7 inch (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 60 Baht
8)	Reproduction of a photo, size 5x7 inch (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 180 Baht
9)	Reproduction of a photo, size 8x10 inch (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 105 Baht
10)	Reproduction of a photo, size 8x10 inch (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 315 Baht
11)	Scan on bromide paper, size 5x7 inch (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 20 Baht
12)	Scan on bromide paper, size 5x7 inch (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 60 Baht
13)	Scan on bromide paper, size 8x10 inch (Thai nationality), each (Note: (- New rate of fees under consideration))	Fees: 80 Baht
14)	Scan on bromide paper, size 8x10 inch (other nationalities), each (Note: (- New rate of fees under consideration))	Fees: 120 Baht
15)	Reproduction from a slide, negative film or photo and convert to digital file on CD-R and DVD-R, resolution 300 dpi (Thai nationality), each. (Note: (- New rate of fees under consideration))	Fees: 50 Baht
16)	Reproduction from a slide, negative film or photo and convert to digital file on CD-R and DVD-R, resolution 300 dpi (other nationalities), each. (Note: (- New rate of fees under consideration))	Fees: 150 Baht
17)	Reproduction from a slide, negative film or photo and convert to digital file on CD-R and DVD-R, resolution 800 dpi (Thai nationality), each. (Note: (- New rate of fees under consideration))	Fees: 135 Baht

No.	Description	Fees (Baht/Percentage)
18)	Reproduction from a slide, negative film or photo and convert to digital file on CD-R and DVD-R, resolution 800 dpi (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 405 Baht
19)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-4 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 70 Baht
20)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-4 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 210 Baht
21)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-3 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 120 Baht
22)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-3 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 360 Baht
23)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-2 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 200 Baht
24)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-2 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 600 Baht
25)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-1 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 250 Baht
26)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-1 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 750 Baht
27)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-0 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 350 Baht
28)	Reproduction of a colored or black and white map, diagram or plan, size 120 gms A-0 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 1,050 Baht
29)	Reproduction from microfilm, in case of the reproduction on size A-4 paper (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 10 Baht
30)	Reproduction from microfilm, in case of the reproduction on size A-4 paper (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 15 Baht
31)	Reproduction from microfilm, in case of the reproduction on 35.mm microfilm (Thai nationality), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 1,200 Baht
32)	Reproduction from microfilm, in case of the reproduction on 35.mm microfilm (other nationalities), each. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 2,000 Baht
33)	Reproduction of animation on DVD or MPEG2 file for the first 10 minutes. <i>(Note: (- New rate of fees under consideration))</i>	Fees: 100 Baht
34)	Reproduction of animation and magnetic sound-recording tape in MP3 or WAV file, over the first 10 minutes, each minute. <i>(Note: (-In case of less than 10 minutes, fees are equal to 10 minutes. -New rate of fees under consideration))</i>	Fees: 5 Baht

No.	Description	Fees (Baht/Percentage)
35)	For Item 29, and 30, those who wish to reproduce pictures or sound, bring your own picture recording-tape, video or DVD, if not but wish to use the National Library of Thailand's materials, service charges to be paid for picture recording-tape, magnetic sound recording-tape, VCD or DVD at rates of Compact Disc for recording VCD or DVD, each disc. (Note: (- New rate of fees under consideration))	Fees: 30 Baht
36)	For Item 29, and 30, those who wish to reproduce pictures or sound, bring your own picture recording-tape, video or DVD, if not but wish to use the National Library of Thailand's materials, service charges to be paid for picture recording-tape, magnetic sound recording-tape, VCD or DVD at rates for Compact Disc for recording VCD or DVD, each reel of picture recording-tape. (Note: (- New rate of fees under consideration))	Fees: 100 Baht
37)	For Item 29, and 30, those who wish to reproduce pictures or sound, bring your own picture recording-tape, video or DVD, if not but wish to use the National Library of Thailand's materials, service charges to be paid for picture recording-tape, magnetic sound recording-tape, VCD or DVD at rates for Compact Disc for recording VCD or DVD, each reel of sound recording-tape. (Note: (- New rate of fees under consideration))	Fees: 50 Baht
38)	Other service charges: In case bringing your own Notebook or Laptop but using electricity in the National Library of Thailand, the rate is for each time/day. (Note: (- New rate of fees under consideration))	Fees: 100 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	The National Archives of Thailand Complaint Center, Samsen Road, Khet Dusit, Bangkok 10300, Tel: 02 356 5440, 02 281 1599 ext. 103,230,233 (note: -)
3)	The Fine Arts Department's Website www.finearts.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 02 209 3561 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for reproduction of textual archives.
2)	Application for reproduction of audio-visual archives.

Form KorBorSor. 1/2547
Service group

Receipt No. _____
Registration No. _____
Responsible Person _____
Date of work receipt _____
Completion date _____

Application for reproduction of textual archives

1. Name and address of the person giving the request _____
2. Type of copy ☐ Photocopy ☐ Microfilm (fill details on the rear page)
☐ Take picture and zoom in ☐ Others
3. Document requested for copying _____
4. Numbers of pages or pictures as in 3. _____
5. This copy of document will be used for education or research only. If it is published, advertised, or disseminated by copying wholly or partly, the permission must be given from the Fine Art Department. Otherwise, it will be legally offensive.

(Signature) _____

Person giving the intention

Date _____

The document is correctly received.

Permission granted _____

Director of the Office of the National Archives

Copy Recipient

Date _____

Documents requested to make copies

Microfilm code _____ for making copies ☐ in paper ☐ in microfilm

Document Code	Title - Name of series	Page No.	Numbers of pages/pictures/rolls	Size	Remark

Operator _____ Date/month/year _____

Registration No. _____

Form KorJorBor. 3/2560

Receipt No. _____

Group of archive documents and services

Official _____

Application for reproduction of audio-visual archives

1. Name of the person giving the request _____
2. Address / Office _____
3. Type of copy

☐ Print Map

☐ Photo Xerox

☐ Scan the photo onto CD

☐ Scan the photo onto the photo paper

☐ Zoom in the photo

☐ Motion picture

☐ Sound
4. The objectives are for studying, researching, referring, and publishing in _____ only.
5. This document copy will be used for studying, researching, and referring only. The duplicate is prohibited. If it is intended to be published, advertised, or disseminated, the permission must be given by the Fine Art Department. Otherwise, it will be offensive as prescribed by law.

No.	Document Code	Details of document demanded for copying	Quantity	Size	Photo file No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

(Signature) _____

Person giving the intention

Date _____

The document copy has been received correctly.

Permission granted _____

(Signature) _____

Director of National Archives of Thailand

Date _____

For Official

Appointment date of researcher _____

Submission date of photographer _____

Operator _____

Operation Date _____ time _____ time of completion _____

☐ Scan photo onto CD _____ photos ☐ Scan photo onto photo paper _____ photos☐ Motion pictures ☐ Sound Size _____ for _____ photos

Length _____ Minute

☐ Print Map

A0 _____ sheet

A1 _____ sheet

A2 _____ sheet

A3 _____ sheet

A4 _____ sheet

☐ Zoom inSize _____ for _____ photos, film sent for _____ photos Work receipt on _____
sending the copy for _____ photosSize _____ for _____ photos, film sent for _____ photos Work receipt on _____
sending the copy for _____ photos**Remark** _____

People's Manual : Application for taking out archival materials from the National Archives of Thailand to temporarily display

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand Address: Samsen Road, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 2811599 ext. 103, 230 Fax : 02 281 5341 Website: www.nat.go.th Email: contact@nat.go.th/ contact us in person at the above address (note: (lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 7 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Submit a letter notifying the purpose with attached work plan/project. Supporting letter from official organization/private sector is required.	1 day	National Archives of Thailand
2)	Consideration Taking the application into a meeting of the National Library of Thailand for consideration.	3 days	National Archives of Thailand
3)	Signing/Meeting decision Then submit to the Director General for finalized consideration.	3 days	National Archives of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for a permit to take out archival materials from the National Archives of Thailand for temporary display Original (s): 1 Copy (ies) : -	National Archives of Thailand
2)	List of the National Archives of Thailand's archival materials for temporary display. Original (s) : 1 Copy (ies) : 1	National Archives of Thailand
3)	Work plan/project of the archival materials display Original (s): 2 Copy (ies) : -	-
4)	ID card/ID card of government official Original (s): 1 Copy (ies) : - Note: (- Present to authority the original for identification/verification (in case the applicant is ordinary person) - In case the applicant is juristic person, replaced by official document affixed with image of the managing director/manager.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
5)	Agreement on taking out archival materials from the National Archives of Thailand in compliance with criteria and conditions Original (s): 2 Copy (ies) : - Note: (Draft of agreement on loan of the National Archives of Thailand's archival materials for exhibition, repair or other reasons, as it deems necessary.)	National Archives of Thailand
6)	Map displaying directions and location of the archival materials exhibition venue Original (s): 1 Copy (ies) : -	-
7)	Certificate of Juristic Person Original (s): 1 Copy (ies) : - Note: (-In case the applicant is juristic person and must be issued within the last 6 months from the date of application. - Present to authority the original for identification/verification.)	Department of Business Development
8)	Letter of consent to using the place for the archival materials exhibition Original (s): 1 Copy (ies) : 1 Note: (- The letter issued by owner or possessor of the exhibition venue.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	The National Archives of Thailand Complaint Center, Samsen Road, Khet Dusit, Bangkok 10300, Tel: 02 281 1599 ext. 104,228,150 Fax: 02 628 5172 (note: -)
3)	The Fine Arts Department's Website www.finearts.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310, Fax. 0 2209 3561-62 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132

no.	Channels for Complaints / Questions
	- www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for a License to Temporarily Dispatch or take Archives out of National Archives for exhibition
2)	The list of the archives to be out of the National Archives

สำหรับเจ้าหน้าที่ผู้กรอก For official use
เลขรับที่..... Receipt No.
วันที่..... Date
ผู้รับคำขอ..... Application recipient

คำขอรับใบอนุญาตนำเอกสารจดหมายเหตุในหอจดหมายเหตุแห่งชาติออกไปจัดแสดงนอกสถานที่
เป็นการชั่วคราว

Application for a License to Temporarily Dispatch or take Archives out of
National Archives for exhibition

เขียนที่.....

Written at

วันที่.....เดือน.....พ.ศ.

Date Month B.E.

๑. ชื่อผู้ขอรับใบอนุญาต.....

The applicant's name

☐ (๑) เป็นบุคคลธรรมดา อายุ.....ปี สัญชาติ

Being a natural person Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

โดยมีเป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....

Represented by as business operator Age years Nationality

-๒-

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

☐ (๓) เป็นนิติบุคคลประเภท

Being other kinds of juristic person (spectify)

จดทะเบียนเมื่อ เลขทะเบียนที่.....

Date of Registration Register No.

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

โดยมี เป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....

Represented by as business operator Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

๒. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตนำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติ
 ออกไปเพื่อ

The applicant applies for a license to temporarily dispatch or take archives out of National
 Archives for :

☐ จัดแสดง

Exhibition

☐ ซ่อมแซม

Repairing

☐ เหตุจำเป็นอื่นใด

Other case

-๓-

☐ นำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการชั่วคราวออกไปที่ (ระบุชื่อผู้รับ).....

The applicant applies for a license to temporarily dispatch or take archives out of National Archives for exhibition. (specify recipient's name)

อยู่บ้านเลขที่ ตรอก/ซอย.....ถนน.....
 Address No. Trog/Soi Road
 ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ เลขหมายโทรศัพท์.....
 Postcode Telephone Number

โดยจะนำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการชั่วคราว ในวันที่.....เดือน.....พ.ศ.ตามบัญชีรายการเอกสารจดหมายเหตุดังกล่าวที่ขออนุญาตนำออกตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวม.....รายการ และนำเอกสารจดหมายเหตุมาคืนในวันที่ เดือน.....พ.ศ.....

The above mentioned Archives, as appear in the list of archives of The National Archives to be taken out of National Archives made in the form attached herewith, shall be taken out the National Archives on datemonth.....B.E.totallyitems, shall be return to the National Archives on date month..... B.E. totally.....items.

๓. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ

The applicant attaches herewith the related documents and evidence as follows :

☐ (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person;

(ก) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้

จำนวน ๒ ชุด

The list of the archives to be taken out of the National Archives made in the form attached herewith.

2 copies;

☐ (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is a registered ordinary partnership;

(ก) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนจำกัด

จำนวน ๒ ชุด

Copies or photocopies of the house register of the applicant;

2 copies;

-๔-

- (ข) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้

จำนวน ๒ ชุด

The list of the archives to be taken out of the National Archives made in the form attached herewith.

2 copies;

☐ (๓) ในกรณีผู้รับอนุญาตเป็นนิติบุคคลประเภทอื่นๆ

In the case where the applicant is a juristic person

- (ก) หนังสือแจ้งความประสงค์

จำนวน ๒ ชุด

Request letter

2 copies;

- (ข) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแสดงการจดทะเบียน

จำนวน ๒ ชุด

Letter of a certificate or evidence of juristic person status

2 copies;

- (ค) หนังสือมอบอำนาจ

จำนวน ๒ ชุด

Letter of Authority

2 copies;

- (ง) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้

จำนวน ๒ ชุด

The list of archives of National Archives to be taken out of National Archives made in the form attached herewith,

2 copies;

รวม.....ชุด

Total copies

๔. ในกรณีที่ได้รับอนุญาต ผู้ขอรับอนุญาตจะวางหลักประกันเป็นจำนวนเท่ากับราคาประเมินเอกสารจดหมายเหตุที่ได้รับอนุญาตให้นำออกนอกหอจดหมายเหตุแห่งชาติ เป็นการชั่วคราว

The applicant shall upon the granting of license, deposit a security money amounting to assessed value of the archives to be temporarily dispatched of taken out of the National Archives, as follows.

- ☐ ๔.๑ เงินสด จำนวน.....บาท (.....)

Cash in an amount of Baht (.....)

- ☐ ๔.๒ พันธบัตรของรัฐบาลไทย ราคา..... บาท (.....)

The Thai Government bond in an amount ofBaht (.....)

-๕-

☐ ๔.๓ พันธบัตรรัฐวิสาหกิจที่รัฐบาลไทยค้ำประกันราคา บาท
(.....)

The State enterprise bond as guaranteed by Thai Government bond in an amount of.....Baht (.....)

☐ ๔.๔ หนังสือค้ำประกันของธนาคาร เป็นเงินจำนวนบาท
(.....)

The letter of guarantee of a commercial bank in an amount ofBaht
(.....)

เพื่อเป็นหลักประกันว่าจะส่งหรือนำเอกสารจดหมายเหตุที่ได้รับอนุญาตส่งออกนอกสำนักหอจดหมายเหตุแห่งชาติ เป็นการชั่วคราวกลับเข้ามาในสำนักหอจดหมายเหตุแห่งชาติ ภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต

For securing that the archives licensed to be temporarily dispatched or taken out of National Archives shall be brought back into National Archives within the period as specified in the license.

ในกรณีผู้รับใบอนุญาตได้รับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกสำนักหอจดหมายเหตุแห่งชาติเป็นการชั่วคราว และได้ส่งหรือนำเอกสารจดหมายเหตุนั้นออกนอกสำนักหอจดหมายเหตุแห่งชาติแล้ว หากผู้รับใบอนุญาตไม่ได้ส่งหรือนำเอกสารจดหมายเหตุดังกล่าวกลับเข้ามาในสำนักหอจดหมายเหตุแห่งชาติภายในระยะเวลาที่กำหนดไว้ในใบอนุญาตผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินสิบเท่าของราคาประเมินของเอกสารจดหมายเหตุนั้น

In the case where the license to temporarily dispatch or take the archives out of National Archives has been given to the applicant and the archives has been dispatched or taken out of National Archives if the licensee fails to bring the archives back into National Archives within the period as specified in the license, the licensee allows the licensor to fine in and amount of tenfold to the assessed value of such

(ลายมือชื่อ).....ผู้ขอรับใบอนุญาต
(Signature) The Applicant

หมายเหตุ: ให้ใส่เครื่องหมาย ✓ ในช่อง ☐ หน้าข้อความที่ต้องการ

Remark: Put the sign ✓ into the box ☐ in front of the required statement.

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกไปจากสำนักหอจดหมายเหตุแห่งชาติ

The list of the archives to be out of the National Archives

ลำดับ ที่	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	หมายเหตุ
	<input type="checkbox"/> เอกสาร textual archives <input type="checkbox"/> ภาพถ่าย photograph <input type="checkbox"/> फिल्मเนกาตีฟ negative <input type="checkbox"/> फिल्मกระຈກ Glass plate <input type="checkbox"/> สไลด์ slide <input type="checkbox"/> แผนที่ map <input type="checkbox"/> แผนผัง chart, sketch <input type="checkbox"/> แบบแปลน plan, drawing <input type="checkbox"/> แถบบันทึกเสียง tape <input type="checkbox"/> แถบบันทึกภาพ เคลื่อนไหว Video, U-Matic tape <input type="checkbox"/> ซีดี CD <input type="checkbox"/> อื่น ๆ others (ระบุ).....				

หมายเหตุ: ให้ใส่เครื่องหมาย ✓ ในช่อง ☐ หน้าข้อความที่ต้องการ

Remark: Put the sign ✓ into the box ☐ in front of the required statement.

People's Manual : Application for license to export or take out of the Kingdom archival materials

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand Address: Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300 Tel: 0 2281 8883 0 2282 1660 ext. 103,230 Website : www.nat.go.th Email : contact@nat.go.th/ or contact us in person at the above address (note: (lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 7 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Applicant applies for a license to export or take out of the Kingdom archival materials. (Note: (General Administration Section))	1 day	National Archives of Thailand
2)	Consideration Consideration to be made by the Director and submit to the Director General to grant the application of a license. (Note: (General Administration Section))	3 days	National Archives of Thailand
3)	Signing/Meeting decision The Director General of Fine Arts Department asks the Minister of Culture if any comments. (Note: (Ministry of Culture))	3 days	National Archives of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for a license to export or take out of the Kingdom archival materials. Original (s): 1 Copy (ies) : - Note: (-To specify objectives for export or taking out of the Kingdom, place of destination including period of export or taking out of the Kingdom, in case of temporary export.)	National Archives of Thailand
2)	List of archival materials for taking out of the Kingdom. Original (s) : 1 Copy (ies) : -	National Archives of Thailand
3)	ID card/ID card of government official Original (s): 1 Copy (ies) : - Note: (- Present to authority the original for identification/verification (in case the applicant is ordinary person) - In case the applicant is juristic person, replaced by official document affixed with image of the managing director/manager.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
4)	Certificate of Juristic Person Original (s): 1 Copy (ies) : - Note: (-In case the applicant is juristic person and must be issued within the last 6 months from the date of application. - Present to authority the original for identification/verification.)	Department of Business Development
5)	Power of Attorney Original (s): 1 Copy (ies) : - Note: (In case the applicant is juristic person.)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	The National Archives of Thailand Samsen Road, Khet Dusit, Bangkok 10300 Tel : 0 2356 5440, 0 2281 1599 ext. 103,230 (note: -)
3)	The Fine Arts Department's Website, www.finearts.go.th / The National Archives of Thailand's Website www.nat.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310, Fax. 0 2209 3561-62 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for a License to Temporarily Dispatch or Take Archives out of the Kingdom
2)	The list of the archives to be out of the Kingdom

สำหรับเจ้าหน้าที่เป็นผู้กรอก
For official use

เลขรับที่.....
Receipt No.
วันที่.....
Date
ผู้รับคำขอ.....
Application recipient

คำขอรับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักรเป็นการชั่วคราว

Application for a License to Temporarily Dispatch or Take

Archives out of the Kingdom

เขียนที่.....

Written at

วันที่..... เดือน..... พ.ศ.
Date Month B.E.

๑. ชื่อขอรับใบอนุญาต

The applicant's name

☐ (๑) เป็นบุคคลธรรมดา อายุ.....ปี สัญชาติ

Being a natural person Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

☐ (๒) เป็นห้างหุ้นส่วนสามัญ

Being an ordinary partnership

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode Country Telephone Number

โดยมี เป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....

Represented by as business operator Age years Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....

Address No. Trog/Soi Road

- ๒ -

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....
 Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)
 รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....
 Postcode Country Telephone Number

☐ (๓) เป็นนิติบุคคลประเภท

Being other kinds of juristic person (specify)

จดทะเบียนเมื่อ เลขทะเบียนที่.....

Date of Registration

Register No.

สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย..... ถนน.....

Address No.

Trog/Soi

Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode

Country

Telephone Number

โดยมี เป็นผู้ดำเนินการ อายุ.....ปี สัญชาติ.....

Represented by

as business operator

Age

years

Nationality

อยู่บ้านเลขที่ ตรอก/ซอย..... ถนน.....

Address No.

Trog/Soi

Road

ตำบล/แขวง อำเภอ/เขต..... จังหวัด.....

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province)

รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์.....

Postcode

Country

Telephone Number

๒. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักรเป็นการชั่วคราว
 ตามมาตรา ๒๐ เพื่อจะ

The applicant applies for a license to temporarily dispatch or take archives out of the
 Kingdom under section 20 in order to:

☐ ส่งเอกสารจดหมายเหตุออกไปยัง (ระบุชื่อผู้รับ).....

อยู่เลขที่..... เมือง..... ประเทศ.....

Dispatch the archives to (specify recipient's name).....

Address No. City..... Country.....

☐ นำเอกสารจดหมายเหตุออกไปยัง (ระบุชื่อผู้รับ).....
 อยู่เลขที่..... เมือง..... ประเทศ.....
 Take the archives to (specify recipient's name).....
 Address No. City..... Country.....
 โดยจะส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักรภายในวันที่.....
 เดือน..... พ.ศ. ตามบัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งหรือ
 นำออกนอกราชอาณาจักรตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวม.....รายการ
 The above mentioned objects of archives, as appear in the list of archives to be
 exported or taken out of the Kingdom made in the form attached herewith,
 shall be exported or taken out of the Kingdom within the date.....month.....
 B.E. totally.....items

๓. เอกสารจดหมายเหตุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราว ได้มาจาก

.....

 เมื่อวันที่..... เดือน..... พ.ศ.ตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้
 The archives to be temporarily dispatched or taken out of the Kingdom acquired from

on the date.....month.....B.E. The evidence or representation
 of such acquisition is attached herewith.

๔. ผู้ขอรับใบอนุญาต (The applicant)

☐ ได้นำเอกสารจดหมายเหตุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำการตรวจพิสูจน์
 bring the archives to be exported or taken out of the Kingdom for identification.
 และขอให้ทำการตรวจพิสูจน์เอกสารจดหมายเหตุดังกล่าว ณ.....
 But request those items to be identified at.....

๕. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่าง ๆ มาด้วย คือ

The applicant attaches herewith the related documents and evidence as follows :

☐ (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person;

(ก) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบแนบท้าย
คำขอนี้

จำนวน ๒ ชุด

the list of the archives to be exported or taken out of the Kingdom made
in the form attached herewith

2 copies;

(ข) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหมายเหตุ

จำนวน ๒ ชุด

the evidence or representation stating ownership or possessory right over the
archives

2 copies;

(ค) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว

จำนวน ๑ ชุด

Copies of the archives to be temporarily Dispatch or take archives out of the
Kingdom

1 copies;

☐ (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnership;

(ก) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบแนบท้าย
คำขอนี้

จำนวน ๒ ชุด

the list of the archives to be exported or taken out of the Kingdom made in the
form attached herewith

2 copies;

(ข) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหมายเหตุ

จำนวน ๒ ชุด

the evidence or representation stating ownership or possessory right over
the archives.

2 copies;

(ค) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว

จำนวน ๑ ชุด

Copies of the archives to be temporarily Dispatch or take archives out of
the Kingdom.

1 copies;

- ๕ -

☐ (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นนิติบุคคลประเภทอื่นๆ

In the case where the applicant is a juristic person;

- | | |
|--|-------------|
| (ก) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแสดงการจดทะเบียน | จำนวน ๒ ชุด |
| Letter of certificate or evidence of the juristic person | 2 copies; |
| (ข) หนังสือมอบอำนาจ | จำนวน ๒ ชุด |
| Letter of authority | 2 copies; |
| (ค) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบแนบท้ายคำขออนี้ | จำนวน ๒ ชุด |
| the list of the archives to be exported or taken out of the Kingdom made in the form attached herewith | 2 copies; |
| (ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหมายเหตุ | จำนวน ๒ ชุด |
| the evidence or representation stating ownership or possessory right over the archives. | 2 copies; |
| (จ) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราว | จำนวน ๑ ชุด |
| Copies of the archives to be temporarily Dispatch or take archives out of the Kingdom. | 1 copies; |

รวม.....ชุด

Total copies

๖. ในกรณีที่ได้รับอนุญาต ผู้ขอรับใบอนุญาตจะวางหลักประกันเป็นจำนวนเท่ากับราคาประเมินเอกสารจดหมายเหตุที่ได้รับอนุญาตให้ส่งออกนอกราชอาณาจักรเป็นการชั่วคราว

☐ ๖.๑ เงินสด จำนวน.....บาท (.....)

Cash in an amount of.....Baht (.....)

☐ ๖.๒ พันธบัตรของรัฐบาลไทย ราคา.....บาท (.....)

The Thai Government bond in an amount of.....Baht

(.....)

☐ ๖.๓ พันธบัตรรัฐวิสาหกิจที่รัฐบาลไทยค้ำประกันราคา ราคา.....บาท

(.....)

The State enterprise bond as guaranteed by Thai Government bond in

an amount of.....Baht (.....)

- ๖ -

☐ ๖.๔ หนังสือค้ำประกันของธนาคาร เป็นเงินจำนวน.....บาท
(.....)

The letter of guarantee of a commercial bank in
an amount of.....Baht (.....)

เพื่อเป็นหลักประกันว่าจะส่งหรือนำเอกสารจดหมายเหตุที่ได้รับอนุญาตส่งออกนอกราชอาณาจักร
เป็นการชั่วคราวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต

For securing that the archives licensed to be temporarily dispatched or taken out
of the Kingdom shall be brought back into the Kingdom within the period as specified in the
license.

ในกรณีผู้รับใบอนุญาตได้รับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักร
เป็นการชั่วคราว และได้ส่งหรือนำเอกสารจดหมายเหตุนั้นออกนอกราชอาณาจักรแล้ว หากผู้รับใบอนุญาต
ไม่ได้ส่งหรือนำเอกสารจดหมายเหตุดังกล่าวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ใน
ใบอนุญาต ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินสิบเท่าของราคาประเมินของเอกสารจดหมายเหตุ
นั้น

In the case where the license to temporarily dispatch or take the archives out
of the Kingdom has been given to the applicant and the archives has been dispatched or taken
out of the Kingdom, if the licensee fails to bring the archives back into the Kingdom within the
period as specified in the license, the licensee allows the licensor to fine in and amount of tenfold
to the assessed value of such

(ลายมือชื่อ).....ผู้ขอรับใบอนุญาต

(Signature) The Applicant

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกนอกราชอาณาจักร

The list of the archives to be out of the Kingdom

ลำดับ ที่	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	หมายเหตุ
	<input type="checkbox"/> เอกสาร textual archives <input type="checkbox"/> ภาพถ่าย photograph <input type="checkbox"/> फिल्मเนกาตีฟ negative <input type="checkbox"/> फिल्मกระຈກ Glass plate <input type="checkbox"/> สไลด์ slide <input type="checkbox"/> แผนที่ map <input type="checkbox"/> แผนผัง chart, sketch <input type="checkbox"/> แบบแปลน plan, drawing <input type="checkbox"/> แถบบันทึกเสียง tape <input type="checkbox"/> แถบบันทึกภาพ เคลื่อนไหวก Video, U-Matic tape <input type="checkbox"/> ซีดี CD <input type="checkbox"/> อื่น ๆ others (ระบุ).....				

หมายเหตุ: ให้ใส่เครื่องหมาย ✓ ในช่อง ☐ หน้าข้อความที่ต้องการRemark: Put the sign ✓ into the box ☐ in front of the required statement.

People's Manual : Application for license in commercial production or reproduction of archives

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand Address: Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300 Tel: 02 3565440 , 02 2811599 ext. 230,234 Website: contact@nat.go.th Email : contact@nat.go.th / or contact us in person at the above address (note: (lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 11 days

Step	Procedure	Duration	Responsible Agency
1)	Document check Applicant submits an application furnished with detailed objective, number of products and applicant's evidence for commercial production or reproduction of archives. (Note: (Archives and Service Group.))	1 day	National Archives of Thailand
2)	Consideration Taking into consideration by the National Archives of Thailand's meeting and making decision before forwarding to the Director General. (Note: (Archives and Service Group.))	5 days	National Archives of Thailand
3)	Signing/Meeting decision The Director General signs and a letter will be sent to the applicant thereafter. (Note: (Archives and Service Group.))	5 days	National Archives of Thailand

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for license Original (s): 1 Copy (ies) : 1 Note: (Specify purpose of the production together with number of the products)	-
2)	ID card/ID card of government official Original (s): 1 Copy (ies) : - Note: (- Present to authority the original for identification/verification (in case the applicant is ordinary person) - In case the applicant is juristic person, replaced by official document affixed with image of the managing director/manager.)	Department of Provincial Administration
3)	Royal permission Original (s): 1 Copy (ies) : 1 Note: (If the archives related to the royal family.)	

No.	Name of document, number, details (if any)	Document issued by government office
4)	Letter of Consent from copyright owner Original (s): 1 Copy (ies) : 1 Note: (If the document is protected by the copyright law.)	National Archives of Thailand
5)	Power of Attorney Original (s): 1 Copy (ies) : - Note: (In case the applicant is a juristic person.)	-
6)	Certificate of Juristic Person Original (s): 1 Copy (ies) : - Note: (-In case the applicant is juristic person and must be issued within the last 6 months from the date of application. - Present to authority the original for identification/verification.)	Department of Business Development

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Production or reproduction by copying machine, size A-4 paper (Thai nationality), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 6 Baht
2)	Production or reproduction by copying machine, size A-4 paper (other nationalities), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 20 Baht
3)	Production or reproduction by copying machine, size F-4 paper (Thai nationality), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 6 Baht
4)	Production or reproduction by copying machine, size F-4 paper (other nationalities), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 20 Baht
5)	Production or reproduction by copying machine, size A-3 paper (Thai nationality), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 16 Baht
6)	Production or reproduction by copying machine, size A-3 paper (other nationalities), each (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 50 Baht
7)	Production or reproduction of black and white photo, size 3x5 inch (Thai nationality), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 30 Baht

No.	Description	Fees (Baht/Percentage)
8)	Production or reproduction of black and white photo, size 3x5 inch (other nationalities), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 90 Baht
9)	Production or reproduction of black and white photo, size 5x7 inch (Thai nationality), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 120 Baht
10)	Production or reproduction of black and white photo, size 5x7 inch (other nationalities), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 360 Baht
11)	Production or reproduction of black and white photo, size 8x10 inch (Thai nationality), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 210 Baht
12)	Production or reproduction of black and white photo, size 8x10 inch (other nationalities), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 630 Baht
13)	Production or reproduction from slide, negative film or photo and convert to digital file on CD-R CR+D DVD-R, and DVD+R resolution 200 dpi (Thai nationality), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 100 Baht
14)	Production or reproduction from slide, negative film or photo and convert to digital file on CD-R CR+D DVD-R, and DVD+R resolution 200 dpi (other nationalities), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 300 Baht
15)	Production or reproduction from slide, negative film or photo and convert to digital file on CD-R CR+D DVD-R, and DVD+R resolution 800 dpi (Thai nationality), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 270 Baht
16)	Production or reproduction from slide, negative film or photo and convert to digital file on CD-R CR+D DVD-R, and DVD+R resolution 800 dpi (other nationalities), each. (Note: (-New rate of fees under consideration. Referring to the Fine Arts Department's announcement on rate of fees for reproduction of archives and other service charges.))	Fees: 810 Baht
17)	Production or reproduction of colored or black and white map, diagram or plan by charging for taking out to reproduce in a commercial shop outside the National Archives of Thailand (each). (Note: (-The National Archives will collect fees for reproducing as	Fees: 40 Baht

No.	Description	Fees (Baht/Percentage)
	<i>agreed by the shop.</i> <i>-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	
18)	Production or reproduction of microfilm, in case reproduction of microfilm on size A-4 paper (Thai nationality), each. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 20 Baht
19)	Production or reproduction of microfilm, in case reproduction of microfilm on size A-4 paper (other nationalities), each. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 30 Baht
20)	Production or reproduction of microfilm, in case reproduction of microfilm to 35mm. microfilm. (Thai nationality), each reel. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 2,400 Baht
21)	Production or reproduction of microfilm, in case reproduction of microfilm to 35mm. microfilm. (other nationalities), each reel. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 4,000 Baht
22)	Production or reproduction of animation and sound recording tape, analog animation, each minute. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 20 Baht
23)	Production or reproduction of animation and sound recording tape, analog tape-recording, each minute. <i>(Note: (-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 10 Baht
24)	Production or reproduction of animation and sound recording-tape; animation by VCD or DVD or MPEG2 file (for the first 10 minutes) <i>(Note: (- In case over 10 minutes, fees will be 20 Baht/minute.</i> <i>-In case less than 10 minutes, fees are equal to 10 minutes.</i> <i>-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 200 Baht
25)	Production or reproduction of animation and sound recording-tape; tape-recording in MP3 or WAV file (for the first 10 minutes). <i>(Note: (- In case over 10 minutes, fees will be 20 Baht/minute.</i> <i>-In case less than 10 minutes, fees are equal to 10 minutes.</i> <i>-New rate of fees under consideration. Referring to the Fine Arts Department' announcement on rate of fees for reproduction of archives and other service charges.))</i>	Fees: 100 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	The National Archives of Thailand, Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300, Tel: 02 356 5440 , 02 281 1599 ext. 230,234 Fax. 02 281 5341 (note: -)
3)	The Fine Arts Department's Website, www.finearts.go.th / The National Archives of Thailand's Website www.nat.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 02 209 3561 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
	<i>NA</i>

Remarks:

- A People's Manual for commercial production or reproduction of archives is able to use after the regulations, announcement, form are published under the National Archives Act, B.E. 2556 (Work in progress by Legal Group, the Fine Arts Department)
- The applicant shall bring a tape recorder/ video tape /DVD. If not, the applicant is able to use the material from the National Archives and will be charge fee as details below;
 - Compact disc for VCD/ DVD recording: 60 Baht/disc
 - Video tape: 200 Baht/tape
 - Tape recording: 100 Baht/tape
- The applicant must submit 10 copies of the completed documents for distribution to the National Archives to correct as an example

People's Manual : Application for any national monument construction permit

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Office of Traditional Arts, The Fine Arts Department 93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya, Amphoe Phutthamonthon, Nakhon Pathom 73710, Tel. 0 2482 1362 ext. 106/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 76 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Permit applicant submits a letter furnished with supporting documents for consideration. <i>(Note: (Responsible agency; Office of Traditional Arts, the Fine Arts Department.))</i>	1 working day	Fine Arts Department
2)	Document Check Assigned authorities check biography of the king or important individual, site, details of the proposed construction, biography of sculptor, work unit/juristic person responsible for the monument construction, as well as inscription, in order to collect relevant information for consideration by the National Monument Committee. <i>(Note: (Responsible agency; Office of Traditional Arts, Office of Architecture, Office of Literature and History, the Fine Arts Department to join this step.))</i>	30 working days	Fine Arts Department
3)	Consideration The National Monument Committee look into detailed construction of the national monument i.e. establishment site, rationale, sculptor's achievements/biography, prototype of the monument, pedestal design and inscription in order to make a decision based on constructive benefit that aims the general public to keep in mind great contribution made by national important person and also significantly maintaining identity and stability of the country, religion and monarchy.	30 working days	Fine Arts Department

Step	Procedure	Duration	Responsible Agency
4)	Signing/Meeting decision Upon finalized decision made whether the monument construction application granted or not, a letter from the Department will be sent to notify the applicant. <i>(Note: (1) In case the application granted and the monument is a Chakri Dynasty King, the Fine Art Department will submit to the Culture Minister who will further submit for a royal permission through Secretariat of the Cabinet (30 working days). 2) Royal consideration will be notified to the Fine Art Department by Secretariat of the Cabinet (depending when the royal consideration is made. Bureau of the Royal Household will then advise thereafter.) 3) The Fine Arts Department notifies the applicant results of the royal consideration.))</i>	15 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for monument construction permit (for official agency) Original (s): 1 Copy (ies) : - Note: (-In case the applicant is general public/juristic person, to submit the application for national monument construction permit.)	Office of Traditional Arts
2)	ID Card Original (s): 1 Copy (ies) : - Note: (-In case the applicant is general public/juristic person - Or official or government organization employee's ID card - Show authority the original for verification/identification.)	Department of Provincial Administration
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is general public/juristic person, and the certificate must be issued within the last 6 month from the date of application. - Present the original to authority for /identification/verification.)	Department of Business Development
4)	Biography of the King or person whom will be built as a monument Original (s) : - Copy (ies) : 1	-
5)	Rationale and objective Original (s) : 1 Copy (ies) : 1	-
6)	Map displaying the establishment site and nearby area Original (s): 1 Copy (ies) : 1	-
7)	Appearance, size, list of items, diagram and details to furnish with the monument construction. Original (s) : 1 Copy (ies) : 1	-

No.	Name of document, number, details (if any)	Document issued by government office
8)	Draft of the monument's inscription Original (s) : 1 Copy (ies) : 1	-
9)	Details of agency, personnel or juristic person in charge or the monument construction Original (s) : - Copy (ies) : 1	-
10)	Achievements and biography of the sculptor responsible for the prototype Original (s) : 1 Copy (ies) : 1	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	Office of Traditional Arts, The Fine Arts Department 93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya, Amphoe Phutthamonthon, Nakhon Pathom 73710, Tel. 0 2482 1362 ext. 106 (note: -)
3)	The Fine Arts Department's Website www.finearts.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for national monument construction permit

Remark:

The legal definition of words can be found the Ministry of Education's regulations in regard to the national monument construction and building replica of significant Buddha statue 2520 B.E.,

No.2 : Royal Monument/King Monument, Monument, Significant Buddha statue.

Application for national monument construction permit

Written at.....

Date.....Month.....Year.....

Subject Request for national monument construction permit

Dear Sir or Madam, Director General of the Fine Arts Department,

Attachment 1. A copy of a royal biography or a biography of a country's important figure
to be ask for a permission to construct a monument

2. Reasons and purposes of a monument construction

3. A location plan of a monument installation and surrounding area

4. Form, size, listing, plan, and monument construction supplement details

I,....., Identity card

No. Issued by, House no. Village no.

Alley....., Road....., Subdistrict.....

, District....., Province.....Postal code.....

Telephone....., would like to request for a permission to construct a
national monument. Details are attached herewith for your consideration.

Best regards,

(Signed).....Permission requester

(.....)

People's Manual : Application for permit to build replica of any significant Buddha statue

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Office of Traditional Arts, The Fine Arts Department 93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya, Amphoe Phutthamonthon, Nakhon Pathom 73710, Tel. 0 2482 1362 ext. 106/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 76 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Permit applicant submits a letter furnished with supporting documents for consideration. <i>(Note: (Responsible agency; Office of Traditional Arts, the Fine Arts Department.))</i>	1 working day	Fine Arts Department
2)	Document Check Assigned authorities read through rationale/objective in building replica of significant Buddha statue; characteristics, list of particulars, replica size, replica details, biography/achievements of sculptor, work unit/individual/juristic person responsible for building replica of the significant Buddha statue so as to gather relevant information for consideration by the National Monument Committee. <i>(Note: (Responsible agency; Office of Traditional Arts, Office of Architecture, Office of Literature and History, the Fine Arts Department to join this stop.))</i>	30 working days	Fine Arts Department
3)	Consideration The National Monument Committee look into details related to building replica of significant Buddha statue before making a decision based on constructive benefit to essentially promote identity and stability of the country, religion and monarchy.	30 working days	Fine Arts Department

Step	Procedure	Duration	Responsible Agency
4)	Signing/Meeting decision Upon finalized decision made whether the application for building replica of significant Buddha statue granted or not, a letter from the Department will be sent to notify the applicant. <i>(Note: (1) In case the application granted, the Fine Art Department will submit to the Culture Minister who will further submit for royal permission through Secretariat of the Cabinet (30 working days). 2) Royal consideration will be sent to the Fine Art Department by Secretariat of the Cabinet (depending when the royal consideration is made. Bureau of the Royal Household will then advise thereafter.) 3) The Fine Arts Department notifies the applicant results of the royal consideration. (15 working days))</i>	15 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for building replica of significant Buddha statue (for official bureau) Original (s): 1 Copy (ies) : - Note: (-In case the general public/juristic person, submit the application for permit to build replica of significant Buddha statue.)	Office of Traditional Arts
2)	ID Card Original (s): 1 Copy (ies) : - Note: (-In case the general public/juristic person - Or official or government organization employee's ID card - Show authority the original for verification/identification.)	Department of Provincial Administration
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is general public/juristic person, and the certificate must be issued with in the last 6 month from the date of application. - Present the original to authority for identification/verification.)	Department of Business Development
4)	Name and history of the Buddha statue to be built as replica Original (s) : - Copy (ies) : 1	-
5)	Rational and objective for building a replica Original (s) : 1 Copy (ies) : 1	-
6)	Design, size, or particulars list of the replica to be built Original (s): 1 Copy (ies) : 1	-
7)	Number of the requested replicas and materials used in building the replicas Original (s) : 1 Copy (ies) : 1	-

No.	Name of document, number, details (if any)	Document issued by government office
8)	Detailed information of the organization, individual or juristic person responsible for building the replica of significant Buddha statue Original (s) : 1 Copy (ies) : 1	-
9)	Achievements and biography of the sculptor responsible for the prototype Original (s) : 1 Copy (ies) : 1	-

Processing fees

No.	Description	Fees (Baht/Percentage)
<i>No information on processing fees</i>		

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	Office of Traditional Arts, The Fine Arts Department 93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya, Amphoe Phutthamonthon, Nakhon Pathom 73710, Tel. 0 2482 1362 ext. 106 (note: -)
3)	The Fine Arts Department's Website www.finearts.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62 (note: -)
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for Permit to build replica of any significant Buddha statue

Remark:

List of significant Buddha statues attached to the Ministry of Education's regulations in regard to the national monument construction and building replica of significant Buddha statue B.E.2520 (1977).

1. Phra Phuthamaha Maniratana Patimakorn (Emerald Buddha)
2. Phra Phuthayodfa
3. Phra Phuthalertla Naphalai
4. Phra Samphutha Phanni (Temple of Emerald Buddha)
5. Phra Phutbusayaratana Chakraphat Phimolmanimai
6. Phra Phuthamaha Maniratana Patimakorn (Emerald Buddha Noi)

7. Phra Phutbusayaratana
8. Phra Nirantarai
9. Phra Phutphetchayan
10. Phra Phuthnorasi
11. Phra Chainawarat
12. Phra Phuthasihing (Phra Thinang Phuthaisawan, the National Museum, Bangkok)
13. Phra Thewa Patimakorn
14. Phra Phuthasasada
15. Phra Phuthamanwichai
16. Phra Phuthalokanat
17. Phra Phuthachinakorn (Wat Phrachetuphon Wimonmangkhararam)
18. Phra Phuthachinasi (Wat Phrachetuphon Wimonmangkhararam)
19. Phra Phuthapalilai
20. Phra Srisakayamuni
21. Phra Phuttrilokachet
22. Phra Phuttham Missorarat
23. Phra Phuthanarumit
24. Phra Phutachinasi (Wat Bowonniwetwiharn)
25. Phra Sasada (Wat Bowonniwetwiharn)
26. Phra To
27. Phra Saiya
28. Phra Phutha Wachirayan
29. Phra Phuthapanya AK-kha
30. Phra Samutninnat
31. Phra Phutha Anantakhun Adulyaborphit
32. Phra Phuthasihingkhua Patimakorn
33. Phra Phutha Angkhirot
34. Phra Phuthachinarat (Wat Benchamaborphit Dusitwanaram)
35. Phra Sakayasing
36. Phra Hariphunchai Phothisat
37. Phra Phuthanorasingnoi
38. Phra Atharot Srisukhot Thotsaphonyan Borphit
39. Phra Phuttrairatanayok (Wat Kalayanamit)
40. Phra Sasada (Wat Suwannaram)
41. Phra Samphut Phanni (Wat Rachathiwatwiharn)
42. Phra Thotsaphonyan, the attitude of subduing Mara
43. Phra Sitharot
44. Phra Setamamuni
45. Phra Suriphi Phuthaphim
46. Phra Sihing (Wat Phraprathom Chedi)
47. Phra phuthachinarat (Wat Phrasiratana Mahathat, Phitsanulok Province)
48. Phra Ruangrojanarit Sri Inthrahit Thammophat Mahavajiravudh Puchaniyaborphit
49. Phra Samphuthamuni
50. Phra Narumon Thammophat
51. Phra Phuthamaha Lokaphinan
52. Phra Phuthtrairatanayok (Wat Phananchong)
53. Phra Some
54. Phra Saek Kham
55. Phra Chansamor
56. Phra Sai
57. Phra Saenmuang Mahachai
58. Phra Saengmuang Chiangtaeng
59. Phra Inplang
60. Phra Arun
61. Phra Srisakaya Thotsaphonyan, Prathan Phuthamonthon Suthat

Application for Permit to build replica of any significant Buddha statue

Written at.....

Date.....Month.....Year.....

Subject Request for permit to build replica of any significant Buddha statue

Dear Sir or Madam, Director General of the Fine Arts Department,

Attachment 1. A copy of a history of the requested Buddha image and its importance
 2. Reasons and purposes of the Buddha image replication
 3. Form, size, or listing of the replicated Buddha image
 4. Number of replicas and material used for replication

I,....., Identity card

No. Issued by, House no.Village no.

Alley....., Road....., Subdistrict.....

, District....., Province.....Postal code.....

Telephone....., would like to request for a permission to replicate an important Buddha image. Details are attached herewith for your consideration.

Best regards,

(Signed).....Permission requester

(.....)

People's Manual : Application for Use of the National Theatre

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Office of the Performing Arts, The Fine Arts Department 2 Rachini Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel: 0 2225 9097/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The Western National Theatre Changwat Suphan Buri 119 Mu 1, Bangkok - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel : 0 3553 5112/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The Northeastern National Theatre Changwat Nakhon Ratchasima 444 Mu 10, Mittraphap Road, Tambon Khok Kruat, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30280 Tel: 0 4446 6202/contact us in person at the above address (note: -)	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 7 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist -Applicant submits application for use of the National Theatre and complete the application form for use of the National Theatre. - Assigned authority checked detailed information for seeking permission; duration, activity to be held. <i>(Note: (Responsible agency; the Western National Theatre of Suphanburi Province, and the Northeastern National Theatre of Nakhon Ratchasima Province to join this step.))</i>	1 working day	Office of Performing Arts
2)	Document Check Application will be submitted to the Director before forwarding to the Director General for consideration. <i>(Note: (-Bangkok National Theatre takes 1 day to proceed, the Western National Theatre of Suphanburi Province takes 3 days to proceed and the Northeastern National Theatre of Nakhon Ratchasima Province takes 3 days to proceed.))</i>	3 working days	Office of Performing Arts

Step	Procedure	Duration	Responsible Agency
3)	Signing/Meeting decision The Fine Arts Department send a letter notifying the applicant the consideration results. In case the application granted, the applicant will be advised to make an agreement with the National Theatre and make payment for the fees. <i>(Note: (-Bangkok National Theatre takes 2 working days to proceed, the Western National Theatre of Suphanburi Province takes 3 working days to proceed and the Northeastern National Theatre of Nakhon Ratchasima Province takes 3 working days to proceed.))</i>	3 working days	Office of Performing Arts

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for use of the National Theatre Original (s): 1 Copy (ies) : -	-
2)	ID Card Original (s): 1 Copy (ies) : - Note: (- Or official or government organization employee's ID card - Show authority the original for identification/verification.)	Department of Provincial Administration
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is juristic person, and the certificate must be issued within the last 6 month from the date of application. - Present the original to authority for identification/verification.)	Department of Business Development
4)	Power of Attorney (if any) Original (s) : 1 Copy (ies) : -	-
5)	Detailed information of activity/performance to be organized Original (s) : 1 Copy (ies) : -	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Maintenance fees for organizing activity or performance in the National Theatre (big theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 10,000 Baht
2)	Public utility fees for organizing activity or performance in the National Theatre (big theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts</i>	Fees: 10,000 Baht

No.	Description	Fees (Baht/Percentage)
	<i>Revolving Fund Management Committee.))</i>	
3)	Remuneration for the National Theatre staff organizing activity or performance in the National Theatre (big theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 10,000 Baht
4)	Maintenance fees for rehearsal/preparation/finishing up in the National Theatre (big theatre). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 5,000 Baht
5)	Public utility fees for rehearsal/preparation/finishing up in the National Theatre (big theatre), (1,400 Baht/60 minutes). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 1,400 Baht
6)	Remuneration for the National Theatre staff for rehearsal/preparation/finishing up in the National Theatre (big theatre) (7,500 Baht/150 minutes). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 7,500 Baht
7)	Maintenance fees for organizing activity or performance in the National Theatre (small theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 6,000 Baht
8)	Public utility fees for organizing activity or performance in the National Theatre (small theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 6,000 Baht
9)	Remuneration for the National Theatre staff organizing activity or performance (small theatre) (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 6,000 Baht
10)	Maintenance fees for rehearsal/preparation/finishing up in the National Theatre (small theatre). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 3,000 Baht
11)	Public utility fees for rehearsal/preparation/finishing up in the National Theatre (big theatre), (1,400 Baht/60 minutes). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 1,400 Baht
12)	Remuneration for the National Theatre staff for rehearsal/preparation/finishing up in the National Theatre (small theatre) (6,500 Baht/150 minutes). <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))</i>	Fees: 6,000 Baht
13)	Maintenance fees for organizing activity or performance in the Western National Theatre of Suphanburi Province (not exceeding 150 minutes), each show. <i>(Note: (-In case rehearsal before the performance with collecting</i>	Fees: 15,000 Baht

No.	Description	Fees (Baht/Percentage)
	<i>admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	
14)	Public utility fees for organizing activity or performance in the Western National Theatre of Suphanburi Province (not exceeding 150 minutes), each show. <i>(Note: (-In case rehearsal before the performance with collecting admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 7,500 Baht
15)	Remuneration for the Western National Theatre of Suphanburi Province staff organizing activity or performance in the Western National Theatre of Suphanburi Province (not exceeding 150 minutes), each show (300 Baht/person/show). <i>(Note: (-In case rehearsal before the performance with collecting admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 300 Baht
16)	Maintenance fees for rehearsal round before the performance in the Western National Theatre of Suphanburi Province, each show. <i>(Note: (-In case rehearsal before the performance with collecting admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 5,000 Baht
17)	Public utility fees for use of the Western National Theatre of Suphanburi Province; rehearsal round before the performance day, (2,000 Baht/60 minutes), each show. <i>(Note: (-In case rehearsal before the performance with collecting admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 2,000 Baht
18)	Remuneration for the Western National Theatre of Suphanburi Province staff in rehearsal round before the performance day, each show (300 Baht/person/show). <i>(Note: (-In case rehearsal before the performance with collecting admission fees, maintenance fees are equal to those on the real show. -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 300 Baht
19)	Maintenance fees for organizing activity or performance in the Northeastern National Theatre of Nakhon Ratchasima Province (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 10,000 Baht
20)	Maintenance fees for organizing activity or performance in the Northeastern National Theatre of Nakhon Ratchasima Province (not exceeding 150 minutes), each show. <i>(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)</i>	Fees: 7,000 Baht
21)	Remuneration for the Northeastern National Theatre of Nakhon Ratchasima Province staff organizing activity or performance in the Western National Theatre of Suphanburi Province (not	Fees: 300 Baht

No.	Description	Fees (Baht/Percentage)
	exceeding 150 minutes), each show (300 Baht/person/show). (Note: (--New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee)	
22)	Maintenance fees use of the Northeastern National Theatre of Nakhon Ratchasima Province in rehearsal round before the performance day (not exceeding 150 minutes), each show. (Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)	Fees: 5,000 Baht
23)	Public utility fees for use of the Northeastern National Theatre of Nakhon Ratchasima Province; rehearsal round before the performance day, (not exceeding 150 minutes), each show. (Note: (-In case preparation, 1,000 Baht/minute) -New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.)	Fees: 6,000 Baht
24)	Remuneration for the Northeastern National Theatre of Nakhon Ratchasima Province staff for use of the Western National Theatre of Suphanburi Province; rehearsal round before the performance day (not exceeding 150 minutes), each show (300 Baht/person/show). (Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee)	Fees: 300 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
2)	Office of the Performing Arts, The Fine Arts Department 2 Rachini Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel: 0 2225 9097 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
3)	The Western National Theatre Changwat Suphan Buri, 119 Mu 1, Bangkok - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel: 0 3553 5112 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
4)	The Northeastern National Theatre Changwat Nakhon Ratchasima, 444 Ban Don Mu 10, Mittraphap Road, Tambon Khok Kruat, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30280 Tel: 0 4446 6202 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
5)	The Fine Arts Department's Website www.finearts.go.th (note: (In case the delivery of service does not proceed according to the aforementioned procedures))
6)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Bangkok Tel. 0 2209 3561-62 (note: -)
7)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
8)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132

no.	Channels for Complaints / Questions
	- www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for use of the National Theatre
2)	List of supporting documents for use of the National Theatre

Application for use of the National Theatre

No. _____ / B.E. _____
 Written at _____
 Date ____ Month ____ B.E. _____

Subject Request for the use of the National Theater
 To Director of Office of Performing Arts

☐ Case of natural person

I, _____ age _____ years, nationality _____
 ID No. _____ issued at _____ residing
 at the house No. _____ Moo _____ Alley/Lane _____ Road _____
 Sub-district _____ District _____ Province _____
 _____ Postal code _____ Tel. No. _____

☐ Case of juristic person

I, _____ located at No. _____ Moo _____
 Alley/Lane _____ Road _____ Sub-district _____
 District _____ Province _____ Postal code _____
 Tel. No. _____ by _____, the signatory
 authorized person of juristic person according to the Power of Attorney No. _____
 dated _____ month _____ B.E. _____

Would like to use the National Theater

☐ National Theater (Large Hall)

☐ National Theater (Small Hall)

☐ National Theater _____

For performing the show/other activities _____

From _____ Month _____ B.E. _____ at _____ hr.

To _____ Month _____ B.E. _____ at _____ hr.

For the rehearsal

From _____ Month _____ B.E. _____ at _____ hr.

To _____ Month _____ B.E. _____ at _____ hr.

I accept to conform to the criteria, methods, and conditions stipulated in the regulations of Fine Arts Department on the use and fee rates in using the National Theater B.E.2538 in all respects.

Please be informed for consideration.

Sincerely Yours,

(_____)

List of supporting documents for use of the National Theatre

Date/Month/Year.....

Requester's name.....

Please tick “/” in the relevant brackets below;

() legal person () natural person

The National Theatre reservation requester had submitted the following accompany documents along with the reservation request form.

Please tick “/” in the relevant brackets () below;

1.	The National Theatre Reservation Request Form 1 original document () YES () NO
2.	Legal Person Certificate 1 original document () YES () NO Note (If the requester is a legal person whose legal person certificate must be issued within 6 months from the day the National Theatre reservation request form is submitted, the requester need to bring the original certificate to the officer for verification.)
3.	Power of Attorney (If any) 1 original document () YES () NO
4.	Details of a show/performance 1 original document () YES () NO
5.	Reservation schedule for the National Theatre 1 original document () YES () NO

People's Manual : Application for publication permission under copyright of the Fine Arts Department

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Office of Literature and History Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300/ contact us in person at the above address (note: (lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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Procedure, duration, responsible agency

Work Duration: 6 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check Applicant submits application. Authority accepts/checks and advises procedures to follow.	1 working day	Office of Literature and History
2)	Consideration Committee for publication considers the original printed material, publication permission background of the applicant and submits to the Director, Office of Literature and History. - Application granted or not, in case the publication is for charity. -Submit to the Director General in case for commercial purpose. (Note: (In case the publication is for charity, step 1-2 totally take 3 working days to complete the process.))	2 working days	Office of Literature and History
3)	Signing/Meeting decision - The Director General signs to if the application granted or not. -Office of Literature and History informs the applicant to make an agreement for use of the copyright within 30 days, submitting documents and making payment for the copyright. (Note: (In case the publication is for commercial, step 1-2 totally take 3 working days to complete the process.))	3 working days	Fine Arts Department

List of Required Documents

No.	Name of document, number, details (if any)	Document issued by government office
1)	Application for publication under copyright of the Fine Arts Department Original (s): 1 Copy (ies) : -	Office of Literature and History
2)	ID card Original (s) : 1 Copy (ies) : Note: (- Or ID card of government organization ID card -Present to authority the original for identification/verification.)	Department of Provincial Administration

No.	Name of document, number, details (if any)	Document issued by government office
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note:(- Present the original to authority for identification/verification. - Issued within the last 6 months from the application date.)	Department of Business Development
4)	Power of Attorney Original (s) : 1 Copy (ies) : - Note: (In case applying on behalf of juristic person, attach copy of representative of authorization's ID card with signature to certify true copy.)	-
5)	Bank guarantee Original (s) : 1 Copy (ies) : - Note: (5% of the book price, in case juristic person's publication for sale)	-

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	In case the publication permission is for business purpose, over 3,000 copies of the book. (Note: (- To pay by 100 books and 10% of the book price on cover multiply with the edition.)	Fees: 10%
2)	In case the publication permission is for business purpose, over 4,000 copies of the book. (Note: (- To pay by 100 books and 8% of the book price on cover multiply with the edition.)	Fees: 8%
3)	In case the publication permission is for business purpose, over 5,000 copies of the book. (Note: (- To pay by 100 books and 7% of the book price on cover multiply with the edition.)	Fees: 7%
4)	In case the publication permission is for business purpose, over 6,000 copies of the book. (Note: (- To pay by 100 books and 6% of the book price on cover multiply with the edition.)	Fees: 6%
5)	In case the publication permission is for business purpose, over 10,000 copies of the book. (Note: (- To pay by 100 books and 5% of the book price on cover multiply with the edition.)	Fees: 6%

Channels for Complaints and Questions

no.	Channels for Complaints / Questions
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200 (note: -)
2)	Office of Literature and History, 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300 (note: -)
3)	The Fine Arts Department's Website www.finearts.go.th (note: -)
4)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561 (note: -)

no.	Channels for Complaints / Questions
5)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office (note: (1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
6)	The Anti-Corruption Operation Center, (note: (Office of Public Sector Anti-Corruption Commission (PACC) - 99 Mu 4, Software Park Building, 2 nd floor, Chaeng Wattana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 - Hotline 1206 / Tel. 0 2502 6670-80 ext. 1900, 1904- 7 / Fax. 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Form, sample and guide to completing form

No.	Form Title
1)	Application for publication from the original of the Fine Arts Department (for charity)
2)	Application for publication through the use of the Fine Arts Department's original (for commercial sale)

**Application for publication from the original of the Fine Arts Department
(for charity)**

The Fine Arts Department

Office of Literature and History

Date Month Year.....

I,
, residing at House number

.....Telephone

Office address:

.....Telephone

, would like to request for a permission to print a book named,

....., for a total number of (please spell numbers into words)

..... books as a gift in return for
people who attending celebrating ceremony / cremation ceremony / or royally-sponsored
cremation ceremony of

(a person's name, in case the person holds a rank or a title, please advise his or her birth
name and surname too)

The person advised above relates to me as my

The ceremony is scheduled on Date Month Year The
venue of a ceremony is at.....

I promise that I shall conform to the Fine Arts Department's regulations below:

1. Deliver the printed books as a fee to the Fine Arts Department for 20% of all the
printed books, though not over 400 books/set. In case I cannot afford to deliver the books, I
am willing to pay the money as a fee according to the rate specified in the Fine Arts
Department's regulations

2. Send in the proofs to an officer of the Office of Literature and History to perform
proofreading and editing before the officer approves the printing

3. Observe all other related regulations other than the regulations mentioned above
I have already received a master copy of the books requested for printing, and have been
informed of the regulations about permission request for the printing of the Fine Arts
Department's books.

(Signed).....Permission requester

(.....)

(Officer)

Printing house

**Application for publication through the use of the Fine Arts Department's original
(for commercial sale)**

Written at

DateMonth Year.....

I,....., residing at House number,
Road, Subdistrict, District.....,
Province..... Telephone..... Fax....., have been
authorized and appointed as an attorney as stated in the Power of Attorney form dated
....., Office name....., Address number,
Road, Subdistrict,
District.....,Province..... Telephone.....,
Fax....., and would like to request for a permission to use the book
named,
Edition Number....., Name of Publishing House
....., which is copyrighted by the Office of Literature and
History, the Fine Arts Department , as a master copy for printing for commercial use.
Number of books to be printed books/set. Cover price per unit Baht.

I am also willing to send the proofs of the book named
to an officer of the Office of Literature and History to proofread and edit before the printing
of the book, and I shall not edit, add, nor delete any content from the master copy.

I have received the book named.....
in good condition without any damage, or a photocopy of the book named
..... already, and I will return the book/photocopy of
the book within (dd/mm/yy) As for the guarantee for my
compliance with the obligations stated in this permission request form, I have pledged
..... as a collateral, with a value equal that of 5% of a
cover price multiplied by number of books to be printed, totalling Baht
(.....), to the Fine Arts Department already.

(Signed) Permission requester
(.....)

Note A collateral which the Fine Arts Department received will be return to the permission requester once all of the obligations stated in this permission request form have been completely fulfilled.