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

Service Provider: Fine Arts Department, Ministry of Culture

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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	Service Hours opens daily from Monday to
Kamphaeng Phet Historical Park	Friday (except for official holidays) from
Address: Tambon Nong Pling, Amphoe Mueang Kamphaeng	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday to
Phu Phra Bat Historical Park	Friday (except for official holidays) from
Address: 194 Mu 6, Tambon Mueang Phan, Amphoe Ban Phue,	08:30 - 16:30 (except during lunch break)
Udon Thani 41160	00:50 10:50 (except during functi break)
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))	Complete Harman and delite Co. Ad. 1
Branch details	Service Hours opens daily from Monday to
Phimai Historical Park	Friday (except for official holidays) from
Address: Tambon Nai Mueang, Amphoe Phimai, Nakhon	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday to
Phanom Rung Historical Park	Friday (except for official holidays) from
Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang	
Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang Rong, Buri Ram 31110	Friday (except for official holidays) from
Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang	Friday (except for official holidays) from
Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang Rong, Buri Ram 31110	Friday (except for official holidays) from
Phanom Rung Historical Park Address: P.O. Box 3, Nang Rong Post Office, Amphoe Nang Rong, Buri Ram 31110 Tel:0 4466 6251	Friday (except for official holidays) from
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	Friday (except for official holidays) from
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)) Branch details	Friday (except for official holidays) from
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)) Branch details	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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))	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to
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)) Branch details The 1st Regional Office of Fine Arts, Ratchaburi	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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,	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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))	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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)) 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)) Branch details	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to
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)) 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)) Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to
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)) 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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) 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,	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from
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)) 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)) 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	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official holidays) from

Branch details **Service Hours** opens daily from Monday to The 3rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya Friday (except for official holidays) from Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra 08:30 - 16:30 (except during lunch break) Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3524 2501 Service area: Phra Nakhon Si Avutthava, Nakhon Navok, 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)) **Branch details** Service Hours opens daily from Monday to The 4th Regional Office of Fine Arts, Lop Buri Friday (except for official holidays) from Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday to The 5th Regional Office of Fine Arts, Prachin Buri Friday (except for official holidays) from Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday to The 6th Regional Office of Fine Arts, Sukhothai Friday (except for official holidays) from Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday to The 7th Regional Office of Fine Arts, Chiang Mai Friday (except for official holidays) from Address: 451 Chiang Mai-Lampang Superhighway, Tambon 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday to The 8th Regional Office of Fine Arts, Khon Kaen Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) 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))

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)

Procedure, duration, responsible agency Work Duration: 22 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist	1 working day	Fine Arts Department
	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))		
2)	Document Check/Site Inspection	7 working days	Fine Arts Department
	Assigned authorities check details and condition of		
	ancient monument compound where a building will be		
	constructed, approval from local work office, land rigts		
	document, building style to be constructed in ancient		

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 Architechture, 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 Architechture, 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 neccessary))	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 doument, number, details (if any)	Document issued by government office
1)	Letter seeking building construction permission in ancient	Fine Arts Depaertment
	monument compound	
	Original (s): 1	
	Copy (ies): -	
2)	(Note: -)	
2)	ID Card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies): -	
	(Note: (show ID card to authority for verification/identification))	
3)	Monk's ID Card	National Office of
	Original (s): 1	Buddhism
	Copy (ies): -	
	(Note: (In case applicant is monk, show ID card for verification/identification))	
4)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	
	(Note: (In case applicant is juristic person, present certificate to	
	authorities for verification))	
5)	Power of Attoney (if any)	-
	Original (s): 1	
	Copy (ies) : -	
	(Note: (ID card copy of grantor with signature as certified true copy))	

No.	Name of doument, 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	Department of Lands
	Copy (ies) : -	
	(Note : (show the original documents to authority for verification/ identification))	
8)	Letter of land exploitation/certificate of land exploitation in the	-
	area of seeking pemission 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)
	No information on processing fees	

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

W	ritten at		
I	Date	Month	Year
Subject: Application for building construction permit within	in the ancient mo	onument's compound	
Attention:			
I, (Mr/Mrs/Miss/others)			
Having regular domicile at house NoMoo	Soi	Road	
Sub-districtDistrict		Province	
Telephone NoEmail			
Hereby wish to obtain a permit for			
building construction			
carrying out activity (please specify)			
within the ancient monument's compound located at (site a	ddress)		
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 cert	ified true copy)
3. Power of Attorney (if any) original:1co	ру		
4. Building design and list of buildings to be cons	structed within t	he ancient monument's co	ompound together with
buildings location map as earlier presented for ob-	btaining constru	ction permit2	copies
5. Land right or land possessory right document (authority to mak	e 2 copies and have the a	pplicant certify true
copies)			
6. Letter /certificate of land exploitation within th	e compound of t	he application for permit	1copy, issued
by(in case the applicant is not land of	owner or land ho	older)	
7. Others i.e. evidence to confirm existing building	g in case of repla	acement.	
Your kind consideration on construction permit at	nd carrying out a	any activity within the and	cient monument's
compound is highly appreciated, and I acknowledge in com	npliance with all	regulations and condition	as as stipulated by law.
	Your r	espectfully,	
((Sign)	Applicant	
	()	
Note: Please tick / in front of appropriate box and ke	en all required d	ocuments ready	

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	Service Hours opens daily from
The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha	Monday to Friday (except for official holidays) from 08:30 - 16:30 (except
Ratchawang, Khet Phra Nakhon, Bangkok 10200/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	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)

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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	during lunch break)
of Phanom Rung Historical Park, Lunch break 12:00 - 13:00))	

Procedure, duration, responsible agency Work Duration: 22 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist	1 working day	Fine Arts Department
	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.))		F: 4 . 5
2)	Document Check	7 working days	Fine Arts Department
	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 rigts 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.))		
3)	Consideration	7 working days	Fine Arts Department
	Submit for consideration the proposed model for repair,		
	modification, alteration, demolition, addition, destroy,		
	removal of the ancient monument or it's 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 Acedemic 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.))		
4)	Signing/Meeting decision	7 working days	Fine Arts Department
'/	As agreed upon by Academic Committee for Ancient	, working days	Time Aires Department
	Monuments Conservation, the decision will then be		
	submited for the Director General's consideration. Official		
	letter will be signed by him notifying the applicant		
	whether the application granted or not.		

List of Required Documents

No.	Name of doument, 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 doument, 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 (les): 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 pemission 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)
	No information on processing fees	

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)	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, 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
	DateYear
Subject: Application	n for permit to repair, modify, alter, demolish, add on, destroy, remove and excavate
within the	compound of ancient monument
Attention:	
I, (Mr/Mrs	s/Miss/others)
Having regular domi	cile at house NoMooSoiRoad
Sub-district	DistrictProvince
Telephone/Mobile	Email
Hereby wish to obta	ain a permit for
☐ carrying	out activity (please specify)
within the compound	d of ancient monument located at (site address)
Relevant documents	are submitted herewith as follows:
1. ID care	d/monk's ID card
2. Certifi	cate of juristic person (if the applicant is juristic person, authority to make a certified true copy)
☐ 3. Power	of Attorney (if any) original:1copy
4. List of	the monument's current models:2copies
□ 4.1 L	ist of proposed models of the monument to seek permit for repair, modification, alteration, demolition,
ac	ddition, destroy, removal or excavation details.
☐ 4.2 In	mages of all sides, inside, outside of the ancient moument
☐ 4.3 H	listory and importance of the ancient monument
5. Land r	ight 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 permit1copy,
issued by	y (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 ac	knowledge 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.

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
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Service Branches	
Branch details	Service Hours opens daily from
Archaeology Division	Monday to Friday (except for official
Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban,	holidays) from 8:30 - 16:30 (except
Khet Dusit, Bangkok 10300 /contact us in person at the above	during lunch break)
address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
The 1 st Regional Office of Fine Arts, Ratchaburi	Monday to Friday (except for official
Address: 162 Krai Phet Road, Tambon Na Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Ratchaburi, Ratchaburi 70000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 2 nd Regional Office of Fine Arts, Suphan Buri	Monday to Friday (except for official
Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Suphan Buri, Suphan Buri 72000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	Monday to Friday (except for official
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon	holidays) from 8:30 - 16:30 (except
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 4 th Regional Office of Fine Arts, Lop Buri	Monday to Friday (except for official
Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe Mueang	holidays) from 8:30 - 16:30 (except
Lop Buri, Lop Buri 15000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 5 th Regional Office of Fine Arts, Prachin Buri	Monday to Friday (except for official
Address: Prachin Anuson Road, Tambon Na Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Prachin Buri, Prachin Buri 25000	during lunch break)
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))	
1 1	<u> </u>

Branch details Service Hours opens daily from The 6th Regional Office of Fine Arts, Sukhothai Monday to Friday (except for official Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, holidays) from 8:30 - 16:30 (except Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 during lunch break) 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)) **Branch details** Service Hours opens daily from The 7th Regional Office of Fine Arts, Chiang Mai Monday to Friday (except for official Address: 451 Chiang Mai-Lampang Superhighway, Tambon Chang holidays) from 8:30 - 16:30 (except Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 during lunch break) 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)) Branch details Service Hours opens daily from The 8th Regional Office of Fine Arts, Khon Kaen Monday to Friday (except for official Address: 193 Mu 13, Kasikon Thung Sang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 during lunch break) 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)) **Branch details** Service Hours opens daily from The 9th Regional Office of Fine Arts, Ubon Ratchathani Monday to Friday (except for official Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon holidays) from 8:30 - 16:30 (except Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani during lunch break) 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)) **Branch details** Service Hours opens daily from The 10th Regional Office of Fine Arts, Nakhon Ratchasima Monday to Friday (except for official Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 during lunch break) 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)) Branch details Service Hours opens daily from The 11th Regional Office of Fine Arts, Songkhla Monday to Friday (except for official Address: 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, holidays) from 8:30 - 16:30 (except Amphoe Mueang Songkhla, Songkhla 90100 Tel:0 7433 0255-6 during lunch break) 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** Service Hours opens daily from The 12th Regional Office of Fine Arts, Nakhon Si Thammarat Monday to Friday (except for official Address: 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si holidays) from 8:30 - 16:30 (except Thammarat, Nakhon Si Thammarat 80000 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))

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. the1</i> st -12 th Regional Office of Fine Arts Department to join this step.))	1 working day	Office of Archaeology
2)	Document Check Check and take note of information change. (Note: Responsible agency i.e. the1 st -12t ^h Regional Office of Fine Arts Department to join this step.))	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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to take part in this step.))	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. (Note: -)	5 working days	Fine Arts Department

List of Required Documents

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

No.	Name of doument, 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): Note: (Not against the measures to facilitating and lessening the burden of people)	-

Processing fees

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

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>

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 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	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
(note:(Lunch break 12:00 - 13:00))	
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, 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	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address: 451 Chiang Mai-Lampang Superhighway, Tambon	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon	8:30 - 16:30 (except during lunch break)
Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon	
Ratchathani 34000 Tel:0 4531 2845-6	
Service area: Ubon Ratchathani, Mukdahan, Yasothon, Amnat	
person at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
	to Friday (except for official holidays) from
Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	8:30 - 16:30 (except during lunch break)
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	
(make (1) mak hyank 12,00 12,00)	
(note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday
Branch details	·
Branch details The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
Branch details	·
Charoen, Roi Et, Kalasin, and Nakhon Phanom/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) 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	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)	Ancient monument's owner or possesor 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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to join this step.))	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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to join this step.))	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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to join this step.))	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) (Note: Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department to join this step.))	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 doument, 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)	
	No information on processing fees		

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
	<i>NA</i>

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

Ser	vice	R	ran	ch	105

Branch details Archaeology Division Address: Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit, Bangkok 10300	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Service area: Bangkok/contact us in person at the above address (note:(lunch break 12.00-13.00))	
Branch details	Service Hours opens daily from
The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Tel:0 3232 3226-7	during functi breaky
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))	
Branch details	Service Hours opens daily from
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	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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))	
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,	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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))	
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)

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))	
Branch details	Service Hours opens daily from
The 6 th Regional Office of Fine Arts, Sukhothai	Monday to Friday (except for official
Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Sukhothai, Sukhothai 64210	during lunch break)
Tel:0 5569 7364	daring randir breaky
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	
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address (note:(lunch break 12.00-13.00))	Camilaa Harra anana dailu fuana
Branch details	Service Hours opens daily from
The 7 th Regional Office of Fine Arts, Chiang Mai	Monday to Friday (except for official
Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang	holidays) from 8:30 - 16:30 (except
Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 8 th Regional Office of Fine Arts, Khon Kaen	Monday to Friday (except for official
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Khon Kaen, Khon Kaen 40000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	Monday to Friday (except for official
Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon	holidays) from 8:30 - 16:30 (except
Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	Monday to Friday (except for official
Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	holidays) from 8:30 - 16:30 (except
Mueang, Amphoe Phimai, Nakhon Ratchasima 30110	during lunch break)
Tel:0 4447 1518, 4428 5096	daring failer break)
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)) Branch details	Convince Hours opens daily from
	Service Hours opens daily from
The 11 th Regional Office of Fine Arts, Songkhla	Monday to Friday (except for official
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Songkhla, Songkhla 90100	during lunch break)

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	1 working day	Office of Archaeology
	Applicant applies for a witten permit to carry out activity		
	that gain benefit from the compound of registered		
	ancient monument not owned or lawfully possessed by		
	any individual.		
	(Note: Responsible agency i.e. the1 st -12 th Regional Office		
	of Fine Arts Department to join this step.))		
2)	Document Check	5 working days	Office of Archaeology
	Initial consideration by responsible office to further		
	submit to the Director General for finalized consideration		
	whether the application granted or not.		
	(Note: Responsible agency i.e. the1 st -12 th Regional Office		
	of Fine Arts Department to join this step.))		
3)	Consideration	2 working days	Fine Arts Department
	Consideration results by Director General of Fine Arts		
	Department; the application granted or not.		
4)	Signing/Meeting decision	7 working days	Fine Arts Department
	Signing in a contract, in case the application granted by		
	the Derector General.		

List of Required Documents

No.	Name of doument, 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 doument, 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	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	
	Note : (Present to authority the original for verification/identification.)	
5)	ID Card	Department of Provincial
	Original (s): 1	Administration
	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.)	
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)	
	No information on processing fees		

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>

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

Service Branches	
Branch details	Service Hours opens daily from Monday
Office of National Museums	to Friday (except for official holidays) from
Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban,	8:30 - 16:30 (except during lunch break)
Khet Dusit, Bangkok 10300/contact us in person at the above	
address (note:(Lunch break 12:00 - 13:00))	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Branch details The 1st Paginary Office of Fine Arts Patchehouri	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi Address: 162 Krai Phet Road, Tambon Na Mueang,	to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Address: 102 Klai Friet Road, Tamboli Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000	6.30 - 10.30 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address: 17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	8:30 - 16:30 (except during lunch break)
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)) Branch details	Comice Have approach trop Manday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	Service Hours opens daily from Monday to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai,	8:30 - 16:30 (except for official holidays) from
Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya	0.30 10.30 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address:Phraya Chamkat Road, Tambon Tha Hin,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from
Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe	8:30 - 16:30 (except during lunch break)
Mueang Prachin Buri, Prachin Buri 25000	5.55 10.55 (except during lunch break)

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))	
Branch details	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang	8:30 - 16:30 (except during lunch break)
Kao, Amphoe Mueang Sukhothai, Sukhothai 64210	0.50 10.50 (except during lanen break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address: 451 Chiang Mai-Lampang Superhighway, Tambon	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address: 193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	8:30 - 16:30 (except during lunch break)
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 forthe	
compound of Phu Phra Bat Historical Park/contact us in person	
at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road,	8:30 - 16:30 (except during lunch break)
Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani,	0.50 10.50 (except during functi break)
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))	
Branch details	Comica Hours onens daily from Monday
	Service Hours opens daily from Monday
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	6.50 - 16.50 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from

Address:733 Mu 2, Si Yaek Thanadi Road,Tambon Phawong,Amphoe Mueang Songkhla,Songkhla 90100	8:30 - 16:30 (except during lunch break)
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	Service Hours opens daily from Monday
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	to Friday (except for official holidays) from
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	8:30 - 16:30 (except during lunch break)
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))	Company We do and a Thomas
Branch details	Service Hours Wednesday, Thursday,
Phra Nakhon Khiri National Museum	Friday, Saturday, Sunday, (except for
Address: 97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	official holidays) from 08:30 - 16:30
Amphoe Mueang Phetchaburi, Phetchaburi 76000	(except during lunch break)
Tel:0 3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday, Saturday, Sunday, (except for
Address:325/1 Woradet Road, Tambon Na Mueang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Ratchaburi,Ratchaburi 70000	(except during lunch break)
Tel:0 3232 1513/contact us in person at the above address	(except during functi break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
U Thong National Museum	Friday, Saturday, Sunday, (except for
Address: Malai Maen Road, Tambon U Thong, Amphoe U Thong,	official holidays) from 08:30 - 16:30
Suphan Buri 72160	(except during lunch break)
Tel:0 3555 1021/contact us in person at the above address	(charpe daming rames areally
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Suphan Buri National Museum	Friday, Saturday, Sunday, (except for
Address: Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	official holidays) from 08:30 - 16:30
Amphoe Mueang Suphan Buri, Suphan Buri 72000	(except during lunch break)
Tel:0 3553 5330/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chaona Thai National Museum	Friday, Saturday, Sunday (except for
Address:Suphan Buri - Chai Nat Road,Tambon Sanam Chai,	official holidays) from 08:30 - 16:30
Amphoe Mueang Suphan Buri,Suphan Buri 72000	(except during lunch break)
Tel:0 3553 6113/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service HoursWednesday, Thursday,
Phra Pathom Chedi National Museum	Friday, Saturday, Sunday (except for
Address:Khwa Phra Road,Amphoe Mueang Nakhon	official holidays) from 08:30 - 16:30
Pathom, Nakhon Pathom 73000	(except during lunch break)
Tel:0 3427 0300/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ban Kao National Museum	Friday, Saturday, Sunday (except for
Address: Tambon Ban Kao, Amphoe Mueang Kanchanaburi,	official holidays) from 08:30 - 16:30
Kanchanaburi 71000	(except during lunch break)

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Tel:08 1994 9873/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chao Sam Phraya National Museum	Friday, Saturday, Sunday (except for
Address: 108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon	official holidays) from 08:30 - 16:30
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	(except during lunch break)
Tel:0 3524 1587/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chantharakasem National Museum	Friday, Saturday, Sunday (except for
Address: Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si	official holidays) from 08:30 - 16:30
Ayutthaya,Phra Nakhon Si Ayutthaya 13000	(except during lunch break)
Tel:0 3525 1586/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
In Buri National Museum	Friday, Saturday, Sunday (except for
Address:Thep Suthimoli Road,Tambon In Buri,Amphoe In Buri,	official holidays) from 08:30 - 16:30
Sing Buri 16110	(except during lunch break)
Tel:0 3658 1986/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Somdet Phra Narai National Museum	Friday, Saturday, Sunday (except for
Address:Sorasak Road,Tambon Tha Hin,	official holidays) from 08:30 - 16:30
Amphoe Mueang Lop Buri, Lop Buri 15000	(except during lunch break)
Tel:0 3641 1458/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chai Nat Muni National Museum	Friday, Saturday, Sunday (except for
Address: Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat,	official holidays) from 08:30 - 16:30
Chai Nat 17000	(except during lunch break)
Tel:0 5640 5621/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Prachin Buri National Museum	Friday, Saturday, Sunday (except for
Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000	official holidays) from 08:30 - 16:30
Tel:0 3721 1586/contact us in person at the above address	(except during lunch break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
National Maritime Museum Chanthaburi,	Friday, Saturday, Sunday (except for
Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang	official holidays) from 08:30 - 16:30
Chanthaburi,Chanthaburi 22000	(except during lunch break)
Tel:0 3939 1431/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ramkhamhaeng National Museum	Friday, Saturday, Sunday (except for
Address:Tambon Mueang Kao,Amphoe Mueang	official holidays) from 08:30 - 16:30
Sukhothai, Sukhothai 64210	(except during lunch break)
Tel:0 5569 7367/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Sawankhaworanayok National Museum	Friday, Saturday, Sunday (except for
Address:69 Pracharat Sawankhaworanayok Road, Tambon	official holidays) from 08:30 - 16:30
Mueang Sawankhalok, Amphoe Sawankhalok, Sukhothai 64110	(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	Service Hours Wednesday, Thursday,
Kamphaeng Phet National Museum	Friday, Saturday, Sunday (except for
Address:120 Pin Damri Road, Tambon Nai Mueang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Kamphaeng Phet,Kamphaeng Phet 62000	(except during lunch break)
Tel:0 5571 1570/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Phra Buddha Chinnaraj National Museum	Friday, Saturday, Sunday (except for
Address:Phuttha Bucha Road,Tambon Nai Mueang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Phitsanulok, Phitsanulok 65000	(except during lunch break)
Tel:0 5524 1717/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday, Saturday, Sunday (except for
Address: Phakong Road, Tambon Nai Wiang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Nan, Nan 55000	(except during lunch break)
Tel:0 5477 2777/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday, Saturday, Sunday (except for
Address:451 Mu 2, Chiang Mai-Lampang Superhighway,	official holidays) from 08:30 - 16:30
Tambon Chang Phueak, Amphoe Mueang Chiang Mai,	(except during lunch break)
Chiang Mai 50300	(except during fuller break)
Tel:0 5322 1308/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Hariphunchai National Museum	Friday, Saturday, Sunday (except for
Address:122 Inthayongyot Road, Tambon Nai Mueang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Lamphun,Lamphun 51000	(except during lunch break)
Tel:0 5351 1186/contact us in person at the above address	(except during functi break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30
Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen,	, ,
Chiang Rai 57150	(except during lunch break)
Tel:0 5377 7102/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	Complex Hours Wadsander: Thursday
Branch details	Service Hours Wednesday, Thursday,
Khon Kaen National Museum	Friday, Saturday, Sunday (except for
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	official holidays) from 08:30 - 16:30
Amphoe Mueang Khon Kaen,Khon Kaen 40000 Tel:0 4323	(except during lunch break)
8173/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ban Chiang National Museum	Friday, Saturday, Sunday (except for
Address: Tambon Ban Chiang, Amphoe Nong Han, Udon Thani	official holidays) from 08:30 - 16:30
41320	(except during lunch break)
Tel:0 4220 8340	
/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	

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

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	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for
Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110	official holidays) from 08:30 - 16:30 (except during lunch break)
Tel:0 7637 9895-7/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	(CACCPE during furior 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. (Note: Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department and the national museum in locality to join this step.))	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. (Note: Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department and national museum in locality take part in this step.))	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	Office of the National Museum
	of a registered antique or object of art	
	Original (s): 1	
	Copy (ies) : -	
	Note:	
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 doument, 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	Department of Provincial
	Original (s): 1	Administration
	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.)	
7)	Power of Attorney giving the power to act as notifier in	-
	regard to receiving the resgistered 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)	
	No information on processing fees		

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
DateYearYear
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,
Issued at
Road
Province
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

Service Branches	
Branch details	Service Hours opens daily from
Office of National Museums	Monday to Friday (except for official
Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban,	holidays) from 8:30 - 16:30 (except
Khet Dusit, Bangkok 10300/contact us in person at the above	during lunch break)
address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
The 1 st Regional Office of Fine Arts, Ratchaburi	Monday to Friday (except for official
Address:162 Krai Phet Road, Tambon Na Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Ratchaburi,Ratchaburi 70000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 2 nd Regional Office of Fine Arts, Suphan Buri	Monday to Friday (except for official
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Suphan Buri, Suphan Buri 72000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	Monday to Friday (except for official
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon	holidays) from 8:30 - 16:30 (except
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 4 th Regional Office of Fine Arts, Lop Buri	Monday to Friday (except for official
Address:Phraya Chamkat Road,Tambon Tha Hin,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Lop Buri, Lop Buri 15000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 5 th Regional Office of Fine Arts, Prachin Buri	Monday to Friday (except for official
Address:Prachin Anuson Road,Tambon Na Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Prachin Buri, Prachin Buri 25000	during lunch break)
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))	

Branch details Service Hours opens daily from The 6th Regional Office of Fine Arts, Sukhothai Monday to Friday (except for official Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang holidays) from 8:30 - 16:30 (except Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 during lunch break) 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)) **Branch details** Service Hours opens daily from The 7th Regional Office of Fine Arts, Chiang Mai Monday to Friday (except for official Address: 451 Chiang Mai-Lampang Superhighway, holidays) from 8:30 - 16:30 (except Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai during lunch break) 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)) **Branch details Service Hours** opens daily from The 8th Regional Office of Fine Arts, Khon Kaen Monday to Friday (except for official Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 during lunch break) 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)) **Branch details** Service Hours opens daily from The 9th Regional Office of Fine Arts, Ubon Ratchathani Monday to Friday (except for official Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, holidays) from 8:30 - 16:30 (except Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, during lunch break) 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)) **Branch details Service Hours** opens daily from The 10th Regional Office of Fine Arts, Nakhon Ratchasima Monday to Friday (except for official Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 during lunch break) 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)) **Branch details Service Hours** opens daily from The 11th Regional Office of Fine Arts, Songkhla Monday to Friday (except for official Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, holidays) from 8:30 - 16:30 (except Amphoe Mueang Songkhla, Songkhla 90100 during lunch break) 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	Service Hours opens daily from
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	Monday to Friday (except for official
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	holidays) from 8:30 - 16:30 (except
Thammarat, Nakhon Si Thammarat 80000	during lunch break)
Tel:0 7535 6458 , 0 7532 4479	daring farier breaky
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))	Constant Harman Made and an Thomas
Branch details	Service Hours Wednesday, Thursday,
Phra Nakhon Khiri National Museum	Friday (except for official holidays)
Address:97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	from 8:30 - 16:30 (except during
Amphoe Mueang Phetchaburi, Phetchaburi 76000	lunch break)
Tel:0 3242 5600/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday (except for official holidays)
Address:325/1 Woradet Road, Tambon Na Mueang,	from 8:30 - 16:30 (except during
Amphoe Mueang Ratchaburi,Ratchaburi 70000	lunch break)
Tel:0 3232 1513/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
U Thong National Museum	Friday (except for official holidays)
Address:Malai Maen Road,Tambon U Thong,	from 8:30 - 16:30 (except during
Amphoe U Thong, Suphan Buri 72160	lunch break)
Tel:0 3555 1021/contact us in person at the above address	,
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Suphan Buri National Museum	Friday (except for official holidays)
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	from 8:30 - 16:30 (except during
Amphoe Mueang Suphan Buri, Suphan Buri 72000	lunch break)
Tel:0 3553 5330/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chaona Thai National Museum	Friday (except for official holidays)
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	from 8:30 - 16:30 (except during
Amphoe Mueang Suphan Buri, Suphan Buri 72000	lunch break)
Tel:0 3553 6113/contact us in person at the above address	iditeri bi edity
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Phra Pathom Chedi National Museum	Friday (except for official holidays)
Address:Khwa Phra Road,Amphoe Mueang Nakhon	from 8:30 - 16:30 (except during
Pathom, Nakhon Pathom 73000	lunch break)
Tel:0 3427 0300/contact us in person at the above address	iunich break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Sorvice Hours Wednesday Thursday
	Service Hours Wednesday, Thursday,
Ban Kao National Museum	Friday (except for official holidays)
Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi,	from 8:30 - 16:30 (except during
Kanchanaburi 71000	lunch break)
Tel:08 1994 9873/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	Comica Harma Wada and Thurs
Branch details	Service Hours Wednesday, Thursday,
Chao Sam Phraya National Museum	Friday (except for official holidays)
Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon	from 8:30 - 16:30 (except during
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	lunch break)
Tel:0 3524 1587/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	

Branch details Chantharakasem National Museum	Service Hours Wednesday, Thursday, Friday (except for official holidays)
Address: Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si	from 8:30 - 16:30 (except during
Ayutthaya, Phra Nakhon Si Ayutthaya 13000 Tel:0 3525 1586/contact us in person at the above address	lunch break)
(note:(lunch break 12:00 - 13:00))	
Branch details In Buri National Museum Address:Thep Suthimoli Road,Tambon In Buri,Amphoe In Buri, Sing Buri 16110	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Tel:0 3658 1986/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
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))	Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	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	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
(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 (except for official holidays) from 8:30 - 16:30 (except during lunch break)

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

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)) Branch details	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday,
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))	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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)	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 transfered. (Note: Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department and the national museum in locality to join this step.)	9 days	Office of the National Museum
3)	Signing/Meeting decision Submit to Derector 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 doument, 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 writtig (in case of gratuitous transfer) Original (s): Copy (ies): 2	-
4)	Images and description of the antique or object of art to be transfered Original (s): 2 Copy (ies): -	-
5)	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)
No information on processing fees		

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 ntique or object of art

Written at		
DateYearYear		
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		
MooSoiSub-district		
District		
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		
Soi		
District		
Telephone/Mobile On Date Month		
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

Service Branches	
Branch details	Service Hours opens daily from
Office of National Museums	Monday to Friday (except for official
Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban,	holidays) from 8:30 - 16:30 (except
Khet Dusit, Bangkok 10300/contact us in person at the above	during lunch break)
address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
The 1 st Regional Office of Fine Arts, Ratchaburi	Monday to Friday (except for official
Address:162 Krai Phet Road, Tambon Na Mueang,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Ratchaburi,Ratchaburi 70000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 2 nd Regional Office of Fine Arts, Suphan Buri	Monday to Friday (except for official
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	holidays) from 8:30 - 16:30 (except
Amphoe Mueang Suphan Buri, Suphan Buri 72000	during lunch break)
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))	
Branch details	Service Hours opens daily from
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	Monday to Friday (except for official
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon	holidays) from 8:30 - 16:30 (except
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	during lunch break)
Tel:0 3524 2501	daming ranter predity
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))	
Branch details	Service Hours opens daily from
The 4 th Regional Office of Fine Arts, Lop Buri	Monday to Friday (except for official
Address:Phraya Chamkat Road,Tambon Tha Hin,Amphoe	holidays) from 8:30 - 16:30 (except
Mueang Lop Buri,Lop Buri 15000 Tel:0 3641 2510	during lunch break)
Service area: Lop Buri,Chai Nat,Nakhon Sawan, Petchabun, and	during functi break)
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))	
Branch details	Sorvice Hours opens daily from
The 5 th Regional Office of Fine Arts, Prachin Buri	Service Hours opens daily from
,	Monday to Friday (except for official
Address:Prachin Anuson Road,Tambon Na Mueang,Amphoe	holidays) from 8:30 - 16:30 (except
Mueang Prachin Buri, Prachin Buri 25000	during lunch break)
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))	

Branch details Service Hours opens daily from The 6th Regional Office of Fine Arts, Sukhothai Monday to Friday (except for official Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, holidays) from 8:30 - 16:30 (except Amphoe Mueang Sukhothai, Sukhothai 64210 Tel: 0 5569 7364 during lunch break) 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)) **Branch details** Service Hours opens daily from The 7th Regional Office of Fine Arts, Chiang Mai Monday to Friday (except for official Address: 451 Chiang Mai-Lampang Superhighway, holidays) from 8:30 - 16:30 (except Tambon Chang Phueak, Amphoe Mueang Chiang Mai, during lunch break) 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)) **Branch details** Service Hours opens daily from The 8th Regional Office of Fine Arts, Khon Kaen Monday to Friday (except for official Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 during lunch break) 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)) **Branch details Service Hours** opens daily from The 9th Regional Office of Fine Arts, Ubon Ratchathani Monday to Friday (except for official Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, holidays) from 8:30 - 16:30 (except Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani, during lunch break) 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)) **Branch details Service Hours** opens daily from The 10th Regional Office of Fine Arts, Nakhon Ratchasima Monday to Friday (except for official Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai holidays) from 8:30 - 16:30 (except Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 during lunch break) 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)) **Branch details Service Hours** opens daily from The 11th Regional Office of Fine Arts, Songkhla Monday to Friday (except for official Address:733 Mu 2, Si Yaek Thanadi Road, Tambon holidays) from 8:30 - 16:30 (except Phawong, Amphoe Mueang Songkhla, Songkhla 90100 during lunch break) 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 Service Hours opens dally from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours wednesday, Thursday, Friday (except for official holidays) from 8:30 -		
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 Romanate, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Phra Nakhon Khiri National Museum Address: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:(lunch break 12:00 - 13:00)) Branch details U Thong 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)) Branch details U Thong National Museum Address:Malai Mean Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3553 1031/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) 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 16113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) 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 16113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) 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 16113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Chaona Thai National Museum Address:Suphan Buri Augumana Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3542 70300/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) 12:00 - 13:00		Service Hours opens daily from
Thammarat, Nakhon Si Thammarat 80000 Tel:0 353 56458, 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)) Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Phetchaburi 70000 Tel:0 3242 5600/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3323 1513/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Suphan Buri 72160 Tel:0 3525 1501/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) 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 1513/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 1513/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Phra Pathom Chedi National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 1513/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Phra Pathom Chedi National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 1513/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Phra Pathom Chedi National Museum Address:Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi 73000 Tel:0 3427 0300/contact us in person at the above address (note: (lunch break 12:00 - 13:00)) Branch details Phra Pathom Chedi National Museum Address:Tambon Ban Kao, Ampho	The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	Monday to Friday (except for official
Teil: 0.7533 6458 , 0.7532 4479 Service area : Nakhon ST 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)) Branch details Phra Nakhon Khiri National Museum Address: 74 Khiri Ratthaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76:000 Teil: 0.3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Ratchaburi National Museum Address: 325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Teil: 0.3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details U Thong National Museum Address: Malail Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Teil: 0.3553 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Unanch details	Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	holidays) from 8:30 - 16:30 (except
Teil: 0.7533 6458 , 0.7532 4479 Service area : Nakhon ST 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)) Branch details Phra Nakhon Khiri National Museum Address: 74 Khiri Ratthaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76:000 Teil: 0.3242 5600/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Ratchaburi National Museum Address: 325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000 Teil: 0.3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details U Thong National Museum Address: Malail Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Teil: 0.3553 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Unanch details	Thammarat, Nakhon Si Thammarat 80000	during lunch break)
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)) Branch details Phra Nakhon Khiri National Museum Address: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:(lunch break 12:00 - 13:00)) Branch details Ratchaburi National Museum Address:257_I 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)) Branch details Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 2000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 2000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 2000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 7000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Branch details Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan B		,
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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)) Branch details Suphan Buri Ational 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)) 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 5313/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) 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)) 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)) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)		Comica Harma Wadaaadaa Tharada
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Ayutthaya, Phra Nakhon Si Ayutthaya 13000 break) Tel:0 3524 1587/contact us in person at the above address	•	, , , ,
Tel:0 3524 1587/contact us in person at the above address		break)
	(note:(lunch break 12:00 - 13:00))	

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

Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday (except for official holidays) from
Address:Phakong Road,Tambon Nai Wiang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Nan,Nan 55000	break)
Tel:0 5477 2777/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday (except for official holidays) from
Address:451 Mu 2, Chiang Mai-Lampang Superhighway,	8:30 - 16:30 (except during lunch
Tambon Chang Phueak, Amphoe Mueang Chiang Mai,	break)
Chiang Mai 50300	,
Tel:0 5322 1308/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Hariphunchai National Museum	Friday (except for official holidays) from
Address:122 Inthayongyot Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Lamphun,Lamphun 51000	break)
Tel:0 5351 1186/contact us in person at the above address	2.55.7
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday (except for official holidays) from
Address:702 Mu 3, Tambon Wiang,Amphoe Chiang Saen,	8:30 - 16:30 (except during lunch
Chiang Rai 57150	break)
Tel:0 5377 7102/contact us in person at the above address	bieak)
(note:(lunch break 12:00 - 13:00))	
Branch details	Samina Haura Wadnasday, Thursday
Khon Kaen National Museum	Service Hours Wednesday, Thursday, Friday (except for official holidays) from
	, , ,
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Khon Kaen, Khon Kaen 40000	break)
Tel:0 4323 8173/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ban Chiang National Museum	Friday (except for official holidays) from
Address:Tambon Ban Chiang,Amphoe Nong Han, Udon Thani	8:30 - 16:30 (except during lunch
41320 Tel:0 4220 8340/contact us in person at the above	break)
address (note:(lunch break 12:00 - 13:00))	Complex House W. L. T.
Branch details	Service Hours Wednesday, Thursday,
Roi Et National Museum	Friday (except for official holidays) from
Address: Phloen Chit Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Roi Et, Roi Et 45000	break)
Tel:0 4351 9306/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ubon Ratchathani National Museum	Friday (except for official holidays) from
Address:318 Khuean Thani Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000	break)
Tel:0 4525 1015/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday (except for official holidays) from
Address:Tha Songkran Road,Tambon Nai Mueang,Nakhon	8:30 - 16:30 (except during lunch
Ratchasima 30110	break)
Tel:0 4448 1269/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	

Branch details	Service Hours Wednesday, Thursday,
Maha Viravong National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	8:30 - 16:30 (except during lunch
Road, Tambon Nai Mueang,Amphoe Mueang Nakhon	break)
Ratchasima, Nakhon Ratchasima 30000	
Tel:0 4424 2958/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Surin National Museum	Friday (except for official holidays) from
Address:214/4 Mu 13, Surin - Chong Chom Road,	8:30 - 16:30 (except during lunch
Tambon Chaniang, Amphoe Mueang Surin, Surin 32000	break)
Tel:0 4415 3054/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Songkhla National Museum	Friday (except for official holidays) from
Address:Chana Road,Amphoe Mueang Songkhla,Songkhla 90000	8:30 - 16:30 (except during lunch
Tel:0 7431 1728/contact us in person at the above address	break)
(note:(lunch break 12:00 - 13:00))	0
Branch details	Service Hours Wednesday, Thursday,
Satun National Museum	Friday (except for official holidays) from
Address:Satun Thani Road,Tambon Phiman,	8:30 - 16:30 (except during lunch
Amphoe Mueang Satun, Satun 91000	break)
Tel:0 7472 3140/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	Camila a Harris Wada andari Thuradari
Branch details	Service Hours Wednesday, Thursday,
Nakhon Si Thammarat National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000	8:30 - 16:30 (except during lunch break)
Tel:0 7534 1075/contact us in person at the above address	Diedk)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chaiya National Museum	Friday (except for official holidays) from
Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani	8:30 - 16:30 (except during lunch
84110 Tel:0 7743 1066/contact us in person at the above	break)
address (note:(lunch break 12:00 - 13:00))	break)
Branch details	Service Hours Wednesday, Thursday,
Chumphon National Museum	Friday (except for official holidays) from
Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe	8:30 - 16:30 (except during lunch
Mueang Chumphon, Chumphon 86000	break)
Tel:0 7765 8358/contact us in person at the above address	· · · · · · · · · · · · · · · ·
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Thalang National Museum	Friday (except for official holidays) from
Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang,	8:30 - 16:30 (except during lunch
Phuket 83110	break)
Tel:0 7637 9895-7/contact us in person at the above address	,
(note:(lunch break 12:00 - 13:00))	
(Hotel (lane) Break 12100 15100))	

Procedure, duration, responsible agency Work Duration: 19 days

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

Step	Procedure	Duration	Responsible Agency
	checks whether the applicant has compiled correctly and completely with the required documents.		
	(<i>Note: Responsible agency i.e. the1</i> st -12 th Regional Office		
	of Fine Arts Department and the national museum in		
	locality to join this step.))		
2)	Consideration	11 days	Office of the National
	Entrusted authorities visit site in the event of;	II days	Museum
	Damages; the Registration, National Museum Storage		i idodaiii
	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. the1st-12th Regional Office		
	of Fine Arts Department and the national museum in		
	locality to participate in this step.))		
3)	Signing/Meeting decision	7 days	Fine Arts Department
	A letter signed by the Director General notifying the		
	applicant for acknowledgement.		

List of Required Documents

No.	Name of doument, 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)
No information on processing fees		

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 ot lost or removed

		Written at	
		Date	MonthYear
Subject: Notification of	the registered antique	or object of art is being	g damaged
	the registered antique	or object of art is being	lost
	the registered antique	or object of art is being	removed
Attention: Director Genera	ıl of Fine Arts Departm	ent	
Enclosures:1.Description as	nd images of the antiqu	e or object of art2	.copies
2. Police report	at police station (in cas	se of loss of the antique	or object of art2copies
3. Map showing	g location where the ant	tique or object of art is	stored (in case of removal)2. copies
I,		ID Card	Number
Issued at	House Numbe	er Moo	Soi
Road	Sub-district	1	District
Province	Post Code	Telephor	ne/Mobile
as owner of the registered ar	ntique or object of art i	i.e	
The above-mentioned objec			
☐ damaged	□ lost	\square removed	
On Date	Month		Year
Details and docume	entation are attached he	rewith.	
For your information	on.		
		Your respectfu	ılly,
		(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	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
(note:(lunch break 12:00 - 13:00)) 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)

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))	
Branch details	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	to Friday (except for official holidays) from
Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	8:30 - 16:30 (except during lunch break)
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))	

Branch details	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	to Friday (except for official holidays) from
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Nakhon Khiri National Museum	Friday (except for official holidays) from
Address:97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	8:30 - 16:30 (except during lunch break)
Amphoe Mueang Phetchaburi, Phetchaburi 76000	,
Tel:0 3242 5600/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday (except for official holidays) from
Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe	8:30 - 16:30 (except during lunch break)
Mueang Ratchaburi,Ratchaburi 70000	,
Tel:0 3232 1513/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
U Thong National Museum	Friday (except for official holidays) from
Address: Malai Maen Road, Tambon U Thong, Amphoe U Thong,	8:30 - 16:30 (except during lunch break)
Suphan Buri 72160	
Tel:0 3555 1021/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Suphan Buri National Museum	Friday (except for official holidays) from
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chaona Thai National Museum	Friday (except for official holidays) from
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Pathom Chedi National Museum	Friday (except for official holidays) from
Address:Khwa Phra Road, Amphoe Mueang Nakhon Pathom.	
Address:Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000	8:30 - 16:30 (except during lunch break)
Nakhon Pathom 73000	

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

	T
Branch details	Service Hours Wednesday, Thursday,
Sawankhaworanayok National Museum	Friday (except for official holidays) from
Address:69 Pracharat Sawankhaworanayok Road,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Kamphaeng Phet National Museum	Friday (except for official holidays) from
Address:120 Pin Damri Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Buddha Chinnaraj National Museum	Friday (except for official holidays) from
Address:Phuttha Bucha Road,Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
Amphoe Mueang Phitsanulok, Phitsanulok 65000	old Told (except daring latter breaky
Tel:0 5524 1717/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday (except for official holidays) from
Address:Phakong Road,Tambon Nai Wiang,	8:30 - 16:30 (except during lunch break)
	6.50 - 10.50 (except during functi break)
Amphoe Mueang Nan, Nan 55000	
Tel:0 5477 2777/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	Combanda Mada ada Thomada
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday (except for official holidays) from
Address: 451 Mu 2, Chiang Mai-Lampang Superhighway,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Hariphunchai National Museum	Friday (except for official holidays) from
Address:122 Inthayongyot Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
Amphoe Mueang Lamphun, Lamphun 51000	
Tel:0 5351 1186/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday (except for official holidays) from
Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen,	8:30 - 16:30 (except during lunch break)
Chiang Rai 57150 Tel:0 5377 7102/contact us in person at the	
above address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Khon Kaen National Museum	Friday (except for official holidays) from
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Ban Chiang National Museum	Friday (except for official holidays) from
Address:Tambon Ban Chiang, Amphoe Nong Han, Udon Thani	8:30 - 16:30 (except during lunch break)
41320	
Tel:0 4220 8340/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
(

	To
Branch details	Service Hours Wednesday, Thursday,
Roi Et National Museum	Friday (except for official holidays) from
Address:Phloen Chit Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Ubon Ratchathani National Museum	Friday (except for official holidays) from
Address:318 Khuean Thani Road, Tambon Nai Mueang,	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday (except for official holidays) from
Address:Tha Songkran Road,Tambon Nai Mueang, Nakhon	8:30 - 16:30 (except during lunch break)
Ratchasima 30110	
Tel:0 4448 1269/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Maha Viravong National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	8:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Surin National Museum	Friday (except for official holidays) from
Address: 214/4 Mu 13, Surin - Chong Chom Road,	8:30 - 16:30 (except during lunch break)
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))	Camila a Harris Wadaaaday Thuraday
Branch details	Service Hours Wednesday, Thursday,
Songkhla National Museum	Friday (except for official holidays) from
Address:Chana Road, Amphoe Mueang Songkhla, Songkhla 90000 Tel:0 7431 1728/contact us in person at the above	8:30 - 16:30 (except during lunch break)
address (note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Satun National Museum	Friday (except for official holidays) from
Address:Satun Thani Road,Tambon Phiman, Amphoe Mueang	8:30 - 16:30 (except during lunch break)
Satun, Satun 91000	6.50 - 10.50 (except during functi break)
Tel:0 7472 3140/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nakhon Si Thammarat National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe	8:30 - 16:30 (except during lunch break)
Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000	10100 (except during failer break)
Tel:0 7534 1075/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chaiya National Museum	Friday (except for official holidays) from
Address: 155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani	8:30 - 16:30 (except during lunch break)
84110 Tel:0 7743 1066/contact us in person at the above	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
address (note:(lunch break 12:00 - 13:00))	

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

Procedure, duration, responsible agency Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	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. (Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.))	1 day	Office of the National Museum
2)	Consideration Assigned authorities to examine details and duplicating model of the antique or object of art. (Note: Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department and the national museum in locality to join this step.))	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	Office of the National
	antique or object of art under duplication control	Museum
	Original (s): 1	
	Copy (ies): -	
2)	ID card	Department of Provincial
	Original (s): 1	Administration
	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.)	
3)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	

No.	Name of doument, 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.)	
	objects of the under duplication control.)	

Processing fees

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

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: N	otifying list of the productions of a duplicate antique or object of art under duplication control
Attention:	Director General of the Fine Arts Department
Enclosures	s: 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, .	
ID Card	
House/Offi	ce (Juristic Person) Number
Road	Sub-district District
	Ordinary person Juristic person representative, name, incorporated/partnership limited,/company limited,/others (please specify)
Soi	
District	Province
Telephone	
Would like	to notify in regard to the productions of a duplicate antique or objects of art under duplication
control as f	follows.
1.	Purpose of the productions (for commercial or dissemination
2.	Production site atNumberMooSoi
Road	
Province	
3.	List of duplicate antiques and objects of art attached herewith.

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.

(Sign)	Notifier
()

Your respectfully,

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

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 Dierector General. (Note: Return the case to people takes 1 working day)	7 working 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 antiques or objects of art	Office of the National Museum
	display for collecting admission fee or any other fees	
	Original (s): 1	
	Copy (ies) : -	
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 doument, 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)		
No information on processing fees				

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		
ĺ	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

	Writ	iten at	
	Dat	te	MonthYear
Subject: Notification	of antiques or objects of arts disp	play for coll	ellecting admission fee or any other fees
Attention:		•••••	
Enclosures: 1. Image	es of antiques and objects of art:	ima	nage (s)
2. List o	of antiques and objects of art for d	isplay	
3. Descr	ription for antiques or objects of a	arts on displa	olay:sheet (s)
4. Rates	of admission fees or any other fe	es:	sheet (s)
5. Plan o	of building for display or exhibition	on	
I,	Aged	Occ	ecupation
Nationality		Number	Moo
Soi	Road		Sub-district
District	Province	Pc	Post Code
Telephone/Mobile	Fax:		would like to notify rates of admission
fees or any other fees	s to be collected at		Details are enclosed herewith
I agree to con	mply with the Fine Arts Departme	ent's annou	uncement regarding all criteria, methods and
condition in antiques	or objects of arts display/exhibiti	ion.	
For your info	ormation.		
		You	our respectfully,
	(Si ₂	gn)	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,	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except
Khet Dusit, Bangkok 10300	during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday, Saturday, Sunday (except for
451 Chiang Mai-Lampang Superhighway, Tambon Chang	official holidays) from 08:30 - 16:30
Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300,	(except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Thalang National Museum	Friday, Saturday, Sunday (except for
217/3 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110,	official holidays) from 08:30 - 16:30
Tel. 0 7637 9895-7/contact us in person at the above address	(except during lunch break)
(note:(Thalang National Museum closes on Monday and Tuesday	
for they are official weekly holidays, lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum 702 Mu 3,	Friday, Saturday, Sunday (except for
Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150,	official holidays) from 08:30 - 16:30
Tel. 0 5377 7102/contact us in person at the above address (note:(Chiang Saen National Museum closes on Monday and	(except during lunch break)
Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Khon Kaen National Museum	Friday, Saturday, Sunday (except for
193 Lang Sun Ratchakan Road, Tambon Nai Mueang, Amphoe	official holidays) from 08:30 - 16:30
Mueang Khon Kaen, Khon Kaen 40000,	(except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Ubon Ratchathani National Museum	Friday, Saturday, Sunday (except for
318 Khuean Thani Road, Tambon Nai Mueang, Amphoe Mueang Ubon Ratchathani, Ubon Ratchathani 34000,	official holidays) from 08:30 - 16:30 (except during lunch break)
Tel. 0 4525 1015/contact us in person at the above address	(except during function break)
(note:(Ubon Ratchathani National Museum closes on Monday and	
Tuesday for they are official weekly holidays, lunch break 12:00 -	
13:00))	
Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday, Saturday, Sunday (except for
Tha Songkran Road, Tambon Nai Mueang, Amphoe Phimai, Nakhon	official holidays) from 08:30 - 16:30
Ratchasima 30110, Tel. 0 4448 1269, 0 4447 1167/contact us in	(except during lunch break)
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))	

Branch details Service Hours Wednesday, Thursday, Songkhla National Museum Friday, Saturday, Sunday (except for Chana Road, Tambon Bo Yang, Amphoe Mueang Songkhla, Songkhla official holidays) from 08:30 - 16:30 90000, Tel. 0 7431 1728/contact us in person at the above address (except during lunch break) (note:(Songkhla National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Service Hours Wednesday, Thursday, Nakhon Si Thammarat National Museum Friday, Saturday, Sunday (except for Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang official holidays) from 08:30 - 16:30 (except during lunch break) 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)) Branch details Service Hours Wednesday, Thursday, Ratchaburi National Museum Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000, Tel. 0 3232 1513, 0 3232 (except during lunch break) 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)) Branch details Service Hours Wednesday, Thursday, U Thong National Museum Friday, Saturday, Sunday (except for Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri official holidays) from 08:30 - 16:30 72160, Tel. 0 3555 1021/contact us in person at the above address (except during lunch break) (note:(U Thong National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) **Branch details** Service Hours Wednesday, Thursday, Suphan Buri National Museum Friday, Saturday, Sunday (except for Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe official holidays) from 08:30 - 16:30 Mueang Suphan Buri, Suphan Buri 72000, (except during lunch break) 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)) **Branch details** Service Hours Wednesday, Thursday, Chao Sam Phrava National Museum Friday, Saturday, Sunday (except for Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si official holidays) from 08:30 - 16:30 Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the (except during lunch break) 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)) **Branch details** Service Hours Wednesday, Thursday, Somdet Phra Narai National Museum Friday, Saturday, Sunday (except for Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, official holidays) from 08:30 - 16:30 Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above (except during lunch break) address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) **Branch details** Service Hours Wednesday, Thursday, Prachin Buri National Museum Friday, Saturday, Sunday (except for Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin official holidays) from 08:30 - 16:30 Buri, Prachin Buri 25000, Tel. 0 3721 1586/contact us in person at (except during lunch break) 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))	
Branch details	Service Hours opens everyday
Ramkamhaeng National Museum	(except for official holidays) from 08:30
Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210,	- 16:30 (except during lunch break)
Tel. 0 5569 7026/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Kamphaeng Phet National Museum	Friday, Saturday, Sunday (except for
120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang	official holidays) from 08:30 - 16:30
Kamphaeng Phet, Kamphaeng Phet 62000,	(except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday, Saturday, Sunday (except for
Phakong Road, Tambon Nai Wiang, Amphoe Mueang Nan, Nan	official holidays) from 08:30 - 16:30
55000, Tel. 0 5477 2777, 0 5471 0561/contact us in person at the	(except during lunch break)
above address	
(note:(Nan National Museum closes on Monday and Tuesday for	
they are official weekly holidays, lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Phra Nakhon Khiri Historical Park	Friday, Saturday, Sunday (except for
97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	official holidays) from 08:30 - 16:30
Amphoe Mueang Phetchaburi, Phetchaburi 76000,	(except during lunch break)
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))	
Branch details	Service Hours opens daily from
Chaona Thai National Museum	Monday to Friday (except for official
Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	holidays) from 08:30 - 16:30 (except
Amphoe Mueang Suphan Buri, Suphan Buri 72000,	during lunch break)
Tel. 0 3553 6113/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ban Kao National Museum	Friday, Saturday, Sunday (except for
Tambon Ban Kao, Amphoe Mueang Kanchanaburi, Kanchanaburi	official holidays) from 08:30 - 16:30
71000,	(except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chantharakasem National Museum	Friday, Saturday, Sunday (except for
Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si Ayutthaya,	official holidays) from 08:30 - 16:30
Phra Nakhon Si Ayutthaya 13000,	(except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
In Buri National Museum	Friday, Saturday, Sunday (except for
Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri	official holidays) from 08:30 - 16:30

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

Procedure, duration, responsible agency Work Duration: 19 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist	1 day	Office of the National
	- Applicant files application form (Form Sor Kor 1) or via		Museum
	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.		
	(Note: (Responsible agency i.e. regional national		
	museum to join this step.))		

Step	Procedure	Duration	Responsible Agency
2)	Consideration The application be further submited 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. (Note: (Responsible agency i.e. regional national museum to join this step.))	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. (Note: (Responsible agency i.e. regional national museum to join this step.))	8 days	Office of the National Museum
4)	Signing/Meeting decision Authority in charge of issueing a license submits to the Director of 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.))	7 days	Office of the National Museum

List of Required Documents

No.	Name of doument, 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	Office of the National Museum
	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.)	
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 orginal 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 doument, number, details (if any)	Document issued by
	For regional office, percenally submit the excitation authority at any	government office
	- For regional office, personally submit the orginal to authority at any regional national museum which is serice 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	Department of Business
	registration or certificate of VAT registration	Development
	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.qo.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.)	
7)	List of partners and their natioanlity	Department of Business
,	Original (s): 1	Development
	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, personnaly 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.)	

No.	Name of doument, 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	Department of Provincial Administration
	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 orginal 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.)	
9)	House registration of all partners	Department of Provincial
	Original (s): 1	Administration
	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, personnaly submit the orginal 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.)	
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	Department of Business
	registration and objectives of that registered ordinary	Development
	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.)	

No.	Name of doument, number, details (if any)	Document issued by government office
12)	ID card or other official card to replace ID card of managing	Department of Provincial
,	partner or manager	Administration
	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 orginal to authority at any	
	regional national museum which is service provider for verification/	
	identification. Photocopy of ID card/other official card of managing	
12)	partner or manager is made by authority to be used for consideration.)	Department of Ducy in sigl
13)	Managing partner or manager's house registration	Department of Provincial Administration
	Original (s): 1	Administration
	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 orginal 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.)	
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	
45	museum which is service provider)	
15)	Certificate of Partnership Company Registrar indicating	Department of Business
	registration and objectives of that company limited	Development
	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.)	
16)	List of all shares held by Thai nationals and all shares held	Department of Business
	by aliens	Development
	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	

No.	Name of doument, 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	Department of Business
	sharesholders by aliens	Development
	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.)	
18)	House registration of company limited's all board members	Department of Provincial
10)	Original (s): 1	Administration
	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 orginal 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	
10)	certified true copy.)	Department of Drevincial
19)	ID card or other official card to replace ID card of company limited's all board members	Department of Provincial Administration
	Original (s): 1	Administration
	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 orginal 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 offical card with certified true copy.)	
20)	Half-body image, look straight, not wearing a hat, size 5x6	
20)	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	10,000
	(Note: (for each application))	
2)	License trade of objects of art	2,000
	(Note: (for each application))	

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 procedure			
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
	For official use
☐ Applicatio	n for a license to trade antiques
☐ Application	n for a license to trade objects of art
	Written at
	DateB.E
1. The applicant's name	
☐ (1) Being a natural pers	son Ageyears Nationality
Address No Alley/Lane.	RoadMoo
Sub-district District	tProvince
Postcode Tel No	
☐ (2) Being an ordinary p	partnership Office Address No
Alley/LaneRoad	Sub-district
District Province	Postcode
Tel NoRepresent	ted by as business operator
Ageyears Nationality	
Road Moo	Sub-district District
Province Postcode	e Tel No
☐ (3) Being a type of juri	stic person (specify)
Date of Registration	Register No
Office Address No Alley/	/LaneRoadMoo
Sub-districtDis	strictProvince
Postcode Tel No	Represented by
as business operator on behalf of the ju	uristic person Ageyears Nationality

Alley/Lane Road Moo	
Province	
Tel No	
me of Trading Place	
Province	
e applicant requests for	
Antiques trading license	
Objects of art trading license	
e applicant represents that the applicant's license has not been suspention 30 <i>bis</i> paragraph two or section 30 <i>ter</i> paragraph two of the Act on ques, Objects of Art and National Museums, B.E. 2504 (1961) as amendation of the Monuments, Antiques, Objects of Art and National Museums (No.2)	Ancient nded by
e applicant attaches herewith the related documents and evidences as follows:	ows:
In the case where the applicant is a natural person;	
A photocopy of the identity card or its equivalence of the applicant; A copy or photocopy of the house register of the applicant; Two half-length photocopies, size 5x6 cm., which are taken no later to months, with straight face and no cap of the applicant; A location map of the trading place; A copy or photocopy of commercial registration certificate, trade lice VAT registration.	
In the case where the applicant is an ordinary partnership;	
The list of names and nationalities of every partner; A photocopy of the identity card or its equivalence of the managing part Copies or photocopies of house registers of every partner; Two half-length photocopies, size 5x6 cm., which are taken no later to months, with straight face and no cap of the managing partner; A location man of the trading place:	
m · · · · · · · · · · · · · · · · · · ·	District

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

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

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

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))	

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 aational 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 Committe 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 Committe submit insepction 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 doument, 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)	Office of the National Museum
	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.)	
2)	ID card or other official card to replace ID card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies) : -	

No.	Name of doument, number, details (if any)	Document issued by government office
	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.)	
3)	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 serice provider for verification/identification. A copy of house registration is made by authority to be used for consideration.)	Department of Provincial Administration
4)	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.)	-
5)	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 license 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.)	-
6)	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	Department of Business Development

No.	Name of doument, number, details (if any)	Document issued by
	For earlier of the Bounce and book are although the sum of the	government office
	- 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 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.)	
7)	Photocopy of license trade of antiques or objects of art	Office of the National Museum
'	Original (s):	omee or the manorial mascam
	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 casethe 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, personnally submit the original at any	
	regional national museum which is service provider.)	
8)	List of all partners and their natioanlity	Department of Business
	Original (s): 1	Development
	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.)	
9)	ID card or other official card to replace ID card of	Department of Provincial
	managing partner	Administration
	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	
10\	is made by authority to be used for consideration.)	Department of Provincial
10)	House registration of all shareholders	Department of Provincial Administration
	Original (s): 1 Copy (ies): -	AUITIIIIISU AUON
	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	
	ac <u>neepon//norminoar.orgoren</u>	

No.	Name of doument, 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. 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.) 	government office
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 licensee applicant is registered ordinary partnership or 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 verification/identification. A copy of certificate is made by authority to be used for consideration.)	Office of the National Museum
12)	Managing partner'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 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 documents at any regional national museum which is service provider.)	-
13)	ID card or other official card to replace ID card 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. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration

No.	Name of doument, number, details (if any)	Document issued by government office
14)	House registration of managing partner or manager Original (s): 1 Copy (ies): -	Department of Provincial Administration
	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 orginal 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.)	
15)	Certificate of Partnership Company Registrar indicating registration and objectives of that company limited	Department of Business Development
	Original (s): 1	Бечеюринене
	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	
16)	for consideration.)	Department of Business
16)	List of all shares held by Thai nationals and all shares held by aliens	Department of Business Development
	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	
17)	consideration.) List of shareholders numbers by Thai nationals and	Department of Business
1,,	sharesholders by aliens	Development
	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.)	

No.	Name of doument, 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 offical 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 doument, 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	10,000
	(Note: (for each application))	
2)	License trade of objects of art	2,000
	(Note: (for each application))	

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
	For official use
☐ Application for renewa	l of license trade of aniques
☐ Application for renewal o	of license trade of objects of art
	 Written at
	DateB.E
1. The applicant's name	
☐ (1) Being a natural person Age	years Nationality
Address No Alley/Lane	RoadMoo
Sub-district District	Province
Postcode Tel No	
☐ (2) Being an ordinary partnership	Office Address No
Alley/LaneRoad	MooSub-district
District Province	Postcode
Геl No Represented by	as business operator
Ageyears Nationality	Address No Alley/Lane
Road Moo Sub-d	istrict District
Province Postcode	Tel No
☐ (3) Being a type of juristic person	(specify)
Date of Registration	Register No
Office Address No Alley/Lane	RoadMoo
Sub-district District	Province
Postcode Tel No	Represented by
as business operator on behalf of the juristic pers	on Ageyears Nationality

Address No	o
Sub-distric	t
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:
	\square (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
	\square (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.
\square (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 registration 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
\square (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)
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

B 11.0	
Branch details	Service Hours opens daily from Monday
Office of National Museums	to Friday (except for official holidays) from
Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban,	08:30 - 16:30 (except during lunch break)
Khet Dusit, Bangkok 10300/contact us in person at the above	
address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi	to Friday (except for official holidays) from
Address:162 Krai Phet Road, Tambon Na Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra	08:30 - 16:30 (except during lunch break)
Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	Construction (except daming name of carry
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))	
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address: Phraya Chamkat Road, Tambon Tha Hin, Amphoe	08:30 - 16:30 (except during lunch break)
Mueang Lop Buri, Lop Buri 15000 Tel:0 3641 2510	colso 10130 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from
Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
Mueang Prachin Buri, Prachin Buri 25000	00.30 10.30 (except during functi break)
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))	
the above address (hote-(Edhich bleak 12.00 - 13.00))	

Branch details Service Hours opens daily from Monday The 6th Regional Office of Fine Arts, Sukhothai to Friday (except for official holidays) from Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, 08:30 - 16:30 (except during lunch break) 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)) Branch details Service Hours opens daily from Monday The 7th Regional Office of Fine Arts, Chiang Mai to Friday (except for official holidays) from Address:451 Chiang Mai-Lampang Superhighway, Tambon 08:30 - 16:30 (except during lunch break) 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 **Branch details** The 8th Regional Office of Fine Arts, Khon Kaen to Friday (except for official holidays) from Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 9th Regional Office of Fine Arts, Ubon Ratchathani to Friday (except for official holidays) from Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 10th Regional Office of Fine Arts, Nakhon Ratchasima to Friday (except for official holidays) from Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai 08:30 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 11th Regional Office of Fine Arts, Songkhla to Friday (except for official holidays) from Address: 733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, 08:30 - 16:30 (except during lunch break) 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))

Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	Service Hours opens daily from Monday to Friday (except for official holidays) from
Address: 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	08:30 - 16:30 (except during lunch break)
Thammarat, Nakhon Si Thammarat 80000	30.50 10.50 (except during functi bleak)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Nakhon Khiri National Museum	Friday (except for official holidays) from
Address:97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Phetchaburi, Phetchaburi 76000	color color (charpe during turion produty
Tel:0 3242 5600/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday (except for official holidays) from
Address:325/1 Woradet Road, Tambon Na Mueang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Ratchaburi, Ratchaburi 70000	
Tel:0 3232 1513/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
U Thong National Museum	Friday (except for official holidays) from
Address:Malai Maen Road, Tambon U Thong, Amphoe U Thong,	08:30 - 16:30 (except during lunch break)
Suphan Buri 72160	
Tel:0 3555 1021/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Suphan Buri National Museum	Friday (except for official holidays) from
Address: Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chaona Thai National Museum	Friday (except for official holidays) from
Address: Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	08:30 - 16:30 (except during lunch break)
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))	Comica Harma Wada day Throng
Branch details Phys Dathern Chedi National Museum	Service Hours Wednesday, Thursday,
Phra Pathom Chedi National Museum	Friday (except for official holidays) from
Address: Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000	08:30 - 16:30 (except during lunch break)
Tel:0 3427 0300/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00)) Branch details	Sorvice Hours Wednesday Thursday
Ban Kao National Museum	Service Hours Wednesday, Thursday,
Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi,	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Kanchanaburi 71000 Tel:08 1994 9873/contact us in person at	00.30 - 10.30 (except during functi break)
the above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chao Sam Phraya National Museum	Friday (except for official holidays) from
Address:108/1 Mu 2, Tambon Pratu Chai, Amphoe Phra Nakhon	08:30 - 16:30 (except during lunch break)
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	00.30 - 10.30 (except during functi bleak)
Tel:0 3524 1587/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
(1000)	<u> </u>

Branch details	Service Hours Wednesday, Thursday,
Chantharakasem National Museum	Friday (except for official holidays) from
Address: Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
In Buri National Museum	Friday (except for official holidays) from
Address:Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri,	08:30 - 16:30 (except during lunch break)
Sing Buri 16110	,
Tel:0 3658 1986/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Somdet Phra Narai National Museum	Friday (except for official holidays) from
Address: Sorasak Road, Tambon Tha Hin, Amphoe Mueang	08:30 - 16:30 (except during lunch break)
Lop Buri, Lop Buri 15000	construction (except during runter shound)
Tel:0 3641 1458/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chai Nat Muni National Museum	Friday (except for official holidays) from
Address:Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat,	08:30 - 16:30 (except during lunch break)
Chai Nat 17000	co.so torso (except during furior break)
Tel:0 5640 5621/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Prachin Buri National Museum	Friday (except for official holidays) from
Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000	08:30 - 16:30 (except during lunch break)
Tel:0 3721 1586/contact us in person at the above address	10.30 (except during luner break)
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
National Maritime Museum Chanthaburi	Friday (except for official holidays) from
Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang	08:30 - 16:30 (except during lunch break)
Chanthaburi, Chanthaburi 22000	10.30 (except during larien break)
Tel:0 3939 1431/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ramkhamhaeng National Museum	Friday (except for official holidays) from
Address: Tambon Mueang Kao, Amphoe Mueang Sukhothai,	08:30 - 16:30 (except during lunch break)
Sukhothai 64210	10.30 (except during functi break)
Tel:0 5569 7367/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Sawankhaworanayok National Museum	Friday (except for official holidays) from
Address:69 Pracharat Sawankhaworanayok Road,	08:30 - 16:30 (except during lunch break)
Tambon Mueang Sawankhalok, Amphoe Sawankhalok,	00.30 10.30 (except during functi bleak)
Sukhothai 64110	
Tel:0 5564 1571/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Kamphaeng Phet National Museum	1
· •	Friday (except for official holidays) from
Address: 120 Pin Damri Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	

Branch details	Service Hours Wednesday, Thursday,
Phra Buddha Chinnaraj National Museum	Friday (except for official holidays) from
Address:Phuttha Bucha Road, Tambon Nai Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
Mueang Phitsanulok, Phitsanulok 65000	
Tel:0 5524 1717/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday (except for official holidays) from
Address: Phakong Road, Tambon Nai Wiang, Amphoe Mueang	08:30 - 16:30 (except during lunch break)
Nan, Nan 55000	, , ,
Tel: 0 5477 2777/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday (except for official holidays) from
Address:451 Mu 2, Chiang Mai-Lampang Superhighway,	08:30 - 16:30 (except during lunch break)
Tambon Chang Phueak, Amphoe Mueang Chiang Mai,	Color Tolor (checke dailing land)
Chiang Mai 50300	
Tel:0 5322 1308/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Hariphunchai National Museum	Friday (except for official holidays) from
Address:122 Inthayongyot Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
	00.30 - 10.30 (except during functi break)
Amphoe Mueang Lamphun, Lamphun 51000	
Tel:0 5351 1186/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	Compies House Wadaaaday Thursday
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday (except for official holidays) from
Address: 702 Mu 3, Tambon Wiang, Amphoe Chiang Saen,	08:30 - 16:30 (except during lunch break)
Chiang Rai 57150	
Tel:0 5377 7102/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Khon Kaen National Museum	Friday (except for official holidays) from
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Ban Chiang National Museum	Friday (except for official holidays) from
Address: Tambon Ban Chiang, Amphoe Nong Han, Udon Thani	08:30 - 16:30 (except during lunch break)
41320	
Tel:0 4220 8340/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Roi Et National Museum	Friday (except for official holidays) from
Address:Phloen Chit Road, Tambon Nai Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Ubon Ratchathani National Museum	Friday (except for official holidays) from
Address:318 Khuean Thani Road,Tambon Nai Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
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))	
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Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday (except for official holidays) from
Address:Tha Songkran Road, Tambon Nai Mueang, Nakhon	08:30 - 16:30 (except during lunch break)
Ratchasima 30110	
Tel:0 4448 1269/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Maha Viravong National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Surin National Museum	Friday (except for official holidays) from
Address:214/4 Mu 13, Surin - Chong Chom Road,	08:30 - 16:30 (except during lunch break)
Tambon Chaniang, Amphoe Mueang Surin, Surin 32000	color length daming ramen breamy
Tel:0 4415 3054/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Songkhla National Museum	Friday (except for official holidays) from
Address:Chana Road, Amphoe Mueang Songkhla, Songkhla	08:30 - 16:30 (except during lunch break)
90000	00.30 10.30 (except during functi break)
Tel:0 7431 1728/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Satun National Museum	Friday (except for official holidays) from
Address:Satun Thani Road, Tambon Phiman, Amphoe Mueang	08:30 - 16:30 (except during lunch break)
Satun, Satun 91000	00.30 - 10.30 (except during functi break)
Tel:0 7472 3140/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nakhon Si Thammarat National Museum	
	Friday (except for official holidays) from
Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chaiya National Museum	Friday (except for official holidays) from
Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani	08:30 - 16:30 (except during lunch break)
84110	
Tel:0 7743 1066/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chumphon National Museum	Friday (except for official holidays) from
Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe	08:30 - 16:30 (except during lunch break)
Mueang Chumphon, Chumphon 86000	
Tel:0 7765 8358/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Thalang National Museum	Friday (except for official holidays) from
Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang,	08:30 - 16:30 (except during lunch break)
Phuket 83110	
Tel:0 7637 9895-7/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	

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. Authoity checks whether the applicant has compiled correctly and completely with the required documents. (Note: (Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department, and the national museum in locality to join this step.))	1 day	Office of the National Museum
2)	Consideration Assigned authorities to visit site, examine details and circumstace of the place of display or storage of antiques or objects of art which are the national property and under the custory and care of the Fine Arts Department. (Note: (Responsible agency i.e. the1 st -12 th Regional Office of Fine Arts Department, and the national museum in locality to participate in this step.))	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)	Committ's Meeting decision Conclusion of resolution or decision in the Committee's meeting be forwarded to the Derector 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 doument, 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)
	No information on processing fees	

Channels for Complaints and Questions

no.	Channels for Complaints / Questions		
1)	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 p			
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 NA

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	Service Hours opens daily from Monday
Office of National Museums	to Friday (except for official holidays) from
Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban,	08:30 - 16:30 (except during lunch break)
Khet Dusit, Bangkok 10300/contact us in person at the above	
address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi	to Friday (except for official holidays) from
Address:162 Krai Phet Road, Tambon Na Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra	08:30 - 16:30 (except during lunch break)
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))	D 1 11 C M 1
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address:Phraya Chamkat Road, Tambon Tha Hin, Amphoe	08:30 - 16:30 (except during lunch break)
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))	Constant House areas 1.21.6. M. J.
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from

Address:Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296, 0 3721 2610	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	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Sukhothai, Sukhothai 64210	color 10150 (except daring lanen break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address:451 Chiang Mai-Lampang Superhighway, Tambon	08:30 - 16:30 (except during lunch break)
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))	Compies Harris anama daily frame Manday
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen	Service Hours opens daily from Monday to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	08:30 - 16:30 (except during lunch break)
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	00.30 - 10.30 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	to Friday (except for official holidays) from
Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	08:30 - 16:30 (except during lunch break)
Mueang, Amphoe Phimai, Nakhon Ratchasima 30110	and the second control of the second
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))	

Branch details	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	to Friday (except for official holidays) from
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	08:30 - 16:30 (except during lunch break)
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))	Comice Harma Wadaaaday, Thursday
Branch details Phra Nakhon Khiri National Museum	Service Hours Wednesday, Thursday,
Address:97 Khiri Ratthaya Road, Tambon Khlong Krachaeng,	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
	06.50 - 16.50 (except during functi break)
Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5600/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday (except for official holidays) from
Address:325/1 Woradet Road, Tambon Na Mueang,Amphoe	08:30 - 16:30 (except during lunch break)
Mueang Ratchaburi, Ratchaburi 70000	00.30 - 10.30 (except during functi break)
Tel:0 3232 1513 /contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
U Thong National Museum	Friday (except for official holidays) from
Address: Malai Maen Road, Tambon U Thong, Amphoe U Thong,	08:30 - 16:30 (except during lunch break)
Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the	construction
above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Suphan Buri National Museum	Friday (except for official holidays) from
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chaona Thai National Museum	Friday (except for official holidays) from
Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Pathom Chedi National Museum	Friday (except for official holidays) from
Address: Khwa Phra Road, Amphoe Mueang Nakhon Pathom,	08:30 - 16:30 (except during lunch break)
Nakhon Pathom 73000	
Tel:0 3427 0300/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Ban Kao National Museum	Friday (except for official holidays) from
Address: Tambon Bankao, Amphoe Mueang Kanchanaburi,	08:30 - 16:30 (except during lunch break)
Kanchanaburi 71000	

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Branch details	Service Hours Wednesday, Thursday,
Kamphaeng Phet National Museum	Friday (except for official holidays) from
Address:120 Pin Damri Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phra Buddha Chinnaraj National Museum	Friday (except for official holidays) from
Address: Phuttha Bucha Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Phitsanulok, Phitsanulok 65000	
Tel:0 5524 1717/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nan National Museum	Friday (except for official holidays) from
Address:Phakong Road,Tambon Nai Wiang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Nan, Nan 55000	construction (consept among terrority
Tel:0 5477 2777/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chiang Mai National Museum	Friday (except for official holidays) from
Address:451 Mu 2, Chiang Mai-Lampang Superhighway,	08:30 - 16:30 (except during lunch break)
Tambon Chang Phueak, Amphoe Mueang Chiang Mai,	00.30 10.30 (except during functi break)
Chiang Mai 50300	
Tel:0 5322 1308/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Hariphunchai National Museum	Friday (except for official holidays) from
Address:122 Inthayongyot Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Lamphun, Lamphun 51000	06.30 - 16.30 (except during functi break)
Tel:0 5351 1186/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00)) Branch details	Camilea Harre Wadnesday, Thursday
	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday (except for official holidays) from
Address:702 Mu 3, Tambon Wiang, Amphoe Chiang Saen,	08:30 - 16:30 (except during lunch break)
Chiang Rai 57150	
Tel:0 5377 7102/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	Comban Harry Wada and a Thomas
Branch details	Service Hours Wednesday, Thursday,
Khon Kaen National Museum	Friday (except for official holidays) from
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	Comdes Harma Wadarada T
Branch details	Service Hours Wednesday, Thursday,
Ban Chiang National Museum	Friday (except for official holidays) from
Address:Tambon Ban Chiang,Amphoe Nong Han,Udon Thani	08:30 - 16:30 (except during lunch break)
41320	
Tel:0 4220 8340/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	10 1 11 11 11 11
Branch details	Service Hours Wednesday, Thursday,
Roi Et National Museum	Friday (except for official holidays) from
Address:Phloen Chit Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	

Branch details	Service Hours Wednesday, Thursday,
Ubon Ratchathani National Museum	Friday (except for official holidays) from
Address:318 Khuean Thani Road, Tambon Nai Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday (except for official holidays) from
Address: Tha Songkran Road, Tambon Nai Mueang, Nakhon	08:30 - 16:30 (except during lunch break)
Ratchasima 30110	and the control of th
Tel:0 4448 1269/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Maha Viravong National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	08:30 - 16:30 (except during lunch break)
Road, Tambon Nai Mueang, Amphoe Mueang Nakhon	00.50 10.50 (except during functi break)
Ratchasima, Nakhon Ratchasima 30000	
Tel:0 4424 2958/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00)) Branch details	Sorvice Hours Wednesday, Thursday
Surin National Museum	Service Hours Wednesday, Thursday,
	Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Address:214/4 Mu 13, Surin - Chong Chom Road,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Songkhla National Museum	Friday (except for official holidays) from
Address: Chana Road, Amphoe Mueang Songkhla, Songkhla	08:30 - 16:30 (except during lunch break)
90000	
Tel:0 7431 1728/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Satun National Museum	Friday (except for official holidays) from
Address:Satun Thani Road, Tambon Phiman, Amphoe Mueang	08:30 - 16:30 (except during lunch break)
Satun,Satun 91000	
Tel:0 7472 3140/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nakhon Si Thammarat National Museum	Friday (except for official holidays) from
Address:Ratchadamnoen Road,Tambon Nai Mueang, Amphoe	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours Wednesday, Thursday,
Chaiya National Museum	Friday (except for official holidays) from
Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani	08:30 - 16:30 (except during lunch break)
84110	50.50 10.50 (except during functi bleak)
Tel:0 7743 1066/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Sorvice Hours Wednesday, Thursday
	Service Hours Wednesday, Thursday,
Chumphon National Museum	Friday (except for official holidays) from
Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Chumphon, Chumphon 86000	
Tel:0 7765 8358/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	

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

Procedure, duration, responsible agency Work Duration: 68 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist	1 day	Office of the National
	Filing application to responsible office for a license to		Museum
	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. Authoity checks whether		
	the applicant has compiled correctly and completely with		
	the required documents.		
	(Note: (Responsible agency i.e. the1st-12th Regional		
	Office of Fine Arts Department, and the national		
	museum in locality to take part in this step.))		
2)	Consideration	5 days	Office of the National
	Assigned authorities review details, list of antiques, and	•	Museum
	research project.		
	(Note: (Responsible agency i.e. the1st-12th Regional		
	Office of Fine Arts Department, and the national		
	museum in locality to take part in this step.))		
3)	Consideration	55 days	Office of the National
	Consideration by advisors and the Committee for	-	Museum
	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.		
	(Note: (Responsible agency i.e. the Museum Storage		
	Registration and Information Group, Research Group))		
4)	Signing/Meeting decision	7 days	Fine Arts Department
	Then submit to the Derector 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.		
	(Note: (Responsible agency i.e. Office of the National		
	Museum to take part in this step.))		

List of Required Documents

No.	Name of doument, 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 doument, 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)	
	No information on processing fees		

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 <u>www.finearts.go.th</u> (note:-)
5	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 NA

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

Procedure, duration, responsible agency Work Duration: 8 days

Step	Procedure	Duration	Responsible Agency
1)	-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 Authoity 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 licenseLicense 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 doument, 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	Office of the National Museum
	museum which is service provider.)	
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 orginal 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 doument, number, details (if any)	Document issued by government office
4)	House registration (in case the licensee applicant is ordinary	Department of Provincial
	person)	Administration
	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 orginal to authority at any regional national museum which is serice provider for verification/	
	identification. A copy of house registration is made by authority to be	
	used for consideration.)	
5)	Evidence or ownership certificate of the antique or object of	-
,	art (in case the licensee applicant is ordinary person, in case	
	the icensee 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 orginal to authority at any regional	
	national museum which is serice 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 orginal to authority at any regional	
	national museum which is serice provider.)	
7)	ID card or other official card to replace ID card of managing	Department of Provincial Administration
	partner (in case the licensee applicant is ordinary partnership)	Administration
	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 orginal 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.)	

No.	Name of doument, number, details (if any)	Document issued by government office
8)	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	Department of Provincial Administration
	National Single Window, the Fine Arts Department at https://nsw.finearts.go.th	
	- For regional office, personally submit the orginal to authority at any regional national museum which is serice provider for verification/ identification. A copy of house registration is made by authority to be used for consideration.)	
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)	Department of Business Development
	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.)	
10)	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)	Department of Provincial Administration
	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 orginal 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.)	
11)	House registration of managing partner (in case the licensee applicant is registered ordinary partnership or partnership limited)	Department of Provincial Administration
	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 orginal to authority at any regional national museum which is serice provider for verification/ identification. A copy of house registration is made by authority to be used for consideration.)	

No.	Name of doument, 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 offical 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 serice 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	Fees: 2,000 Baht
	icon which the Fine Arts Department deems as dated in the	
	period from Ayuthaya and earlier periods (each)	
	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.)	

No.	Description	Fees (Baht/Percentage)
2)	Antique or object of art which is Buddha statue or religious	Fees: 1,000 Baht
,	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)	
	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.)	
3)	Antique or object of art which is Buddha statue or religious	Fees: 800 Baht
	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)	
	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	
41	with Section 22.)	
4)	Antique or object of art which is Buddha statue or religious	ค่าธรรมเนียม 500 บาท
	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)	
	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.)	
5)	Antique or object of art which is Buddha statue or religious	Fees: 800 Baht
٠,	icon which Fine Arts Department deems as dated in the	1 0001 000 24
	period later than Ayuthaya Period : Ratanakosin Period	
	between B.E.2454 and B.E.2489, size over 100 cm. in height	
	or length. (each)	
	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.)	
6)	Antique or object of art which is Buddha statue or religious	Fees: 500 Baht
	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)	
	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	
71	with Section 22.)	Food: 200 Pobb
7)	Antique or object of art which is Buddha statue or religious	Fees: 300 Baht
	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)	
	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.)	
8)	Antique or object of art which is Buddha statue or religious	Fees: 300 Baht
٥,	icon which Fine Arts Department deems as dated in the	. 333. 300 Bank
	period later than Ayuthaya Period : Ratanakosin Period	
	between B.E.2490 -present, size over 100 cm. in height or	

No.	Description	Fees (Baht/Percentage)
	length. (each)	
	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.)	
9)	Antique or object of art which is Buddha statue or religious	Fees: 200 Baht
	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)	
	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.)	
10)	Antique or object of art which is Buddha statue or religious	Fees: 100 Baht
	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)	
	Note: (Licensee to export or take out of the Kingdom antiques or	
	objects of art which is Buddha statue or religious icon in accordance	
11\	with Section 22.)	Face, 1 000 Pabt
11)	Antique or object of art which is Buddha statue or religious	Fees: 1,000 Baht
	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)	
12)	Antique or object of art which is Buddha statue or religious	Fees: 750 Baht
12)	icon which Fine Arts Department deems as dated from	rees. 750 bane
	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)	
13)	Antique or object of art which is Buddha statue or religious	Fees: 500 Baht
- /	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)	
14)	Antique or object of art which is Buddha statue or religious	Fees: 500 Baht
	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)	
15)	Antique or object of art which is Buddha statue or religious	Fees: 300 Baht
	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	
45	height or length. (each)	
16)	Antique or object of art which is Buddha statue or religious	Fees: 150 Baht
	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.	
17\	(each)	Face, 200 Pobb
17)	Antique or object of art which is Buddha statue or religious	Fees: 200 Baht
	icon which Fine Arts Department deems as dated from	

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	Fees: 100 Baht
	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)	
19)	Antique or object of art which is Buddha statue or religious	Fees: 50 Baht
	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)	
20)	Antique or object of art which is Buddha statue or religious	Fees: 30 Baht
	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 hight or length. (each)	
21)	Antique or object of art which is Buddha statue or religious	Fees: 10 Baht
	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)	

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,
2)	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,
3)	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
- 0)	(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)	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 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	
วนท 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
	วัน	ูเพื่เ	.ดือน	
	Da	ate N	Month	B.E.
o. ชื่อใ	งุ้ขอรับใบอนุญาต			
The	e applicant's name			
	🗖 (๑) เป็นบุคคลธรรมดา	í	อายุปี	สัญชาติ
	Being a natural pers	son /	Age yea	rs Nationality
อยู่บ้านเลขที่	ตรอก/ซอย	ถน	เน	
Address No.	Trog/Soi	Roa	ad	
ตำบล/แขวง	อำเภอ/เขต		จัง'	หวัด
Tambol/Khwaeng	Amphoe/Khet		Ch	angwat
รหัสไปรษณีย์	ประเทศ	เลขหม	มายโทรศัพท์	
Postcode	Country	Teleph	none Numbe	er
	🗖 (๒) เป็นห้างหุ้นส่วนสามัญ			
	Being an ordinary p	artnership		
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน	
Address No.	Trog/Soi		Road	

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ตำบล/แขวง	อำเภอ/เขต	จังหวัด			
Tambol/Khwaeng	Amphoe/Khet	Changwat			
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์			
Postcode	Country		Telephone N	lumber	
โดยมี	เป็นผู้ดำเนินกิจการ	อายุ	ปี	สัญชาติ	
Represented by	as business operator	Age	years	Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน		
Address No.	Trog/Soi		Road		
ตำบล/แขวง	อำเภอ/เขต.		จังห	วัด	
Tambol/Khwaeng	Amphoe/K	het	Chai	ngwat	
รหัสไปรษณีย์	ประเทศ		เลขหมายโทร	ศัพท์	
Postcode	Country		Telephone N	lumber	
	๓) เป็นนิติบุคคลประเภท				
	Being other kinds of juristic	oerson (s	specify)		
จดทะเบียนเมื่อ		เลขทะ	เบียนที่		
Date of Registration		Registe	er No.		
Date of Registration	ตรอก/ซอย	_			
Date of Registration		_			
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No.	ตรอก/ซอย		ถนน Road		
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No.	ตรอก/ซอย Trog/Soi		กนน Road		
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng	ตรอก/ซอย Trog/Soi อำเภอ/เขต		Road	จังหวัด Changwat	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet		Road	จังหวัด Changwat ศัพท์	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ		Road Roadเลขหมายโทร Telephone N	จังหวัด Changwat ศัพท์ Jumber	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ Country	อายุ	Roadเลขหมายโทร Telephone N	จังหวัด Changwat ศัพท์ Jumber สัญชาติ	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ Country ี่ป็นผู้ดำเนินกิจการ	อายุ Age	ถนน Road เลขหมายโทร Telephone N ปี years	จังหวัด Changwat ศัพท์ Jumber สัญชาติ Nationality	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ Country เป็นผู้ดำเนินกิจการ as business operator ตรอก/ซอย	อายุ Age	ถนน Road เลขหมายโทร Telephone N ปี years	จังหวัด Changwat ศัพท์ Jumber สัญชาติ Nationality	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No.	ตรอก/ซอย Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ Country เป็นผู้ดำเนินกิจการ as business operator ตรอก/ซอย	อายุ Age	Road ถนน Road ถึงหมายโทร Telephone Nปี yearsถนน	จังหวัด Changwat ศัพท์ Jumber สัญชาติ Nationality	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No.	ตรอก/ซอยอำเภอ/เขต Amphoe/Khetประเทศ Countryเป็นผู้ดำเนินกิจการ as business operatorตรอก/ซอย	อายุ Age	ถนน Road เลขหมายโทร Telephone N years ถนน Road	จังหวัด Changwat ศัพท์ Jumber สัญชาติ Nationality	
Date of Registration สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng	Trog/Soi Trog/Soi	อายุ Age	ถนน Road เลขหมายโทร Telephone N years ถนน Road	จังหวัด Changwat ศัพท์ Iumberสัญชาติ Nationalityจังหวัด	

ពា

ම	. ผู้ขอรับใบอนุญาต		🗖 ไม่เคยได้รับ
	The applicant	has obtained the following	never been obtained any license.
		license :	arry ticerise.
	🗖 ใบอนุญาตทำก	i	
	Antiques tra	ding license No.	
	🗖 ใบอนุญาตทำก	าารค้าศิลปวัตถุเลขที่	
	Objects of a	rt trading license No.	
តា	. ผู้ขอรับใบอนุญาตขอรับใ	บอนุญาตส่งหรือนำโบราณวัตถุหร็	รื่อศิลปวัตถุออกนอกราชอาณาจักร
ตามมาตรา ๒๒ เพื่	อจะ		
	he applicant applies fo under section 22 in ord		antiques or objects of art out
	🗖 ส่งโบราณวัตถุ	หรือศิลปวัตถุออกไปยัง (ระบุชื่อผู้	(รับ)
อยู่เลขที่	เมือง	ประ	เทศ
	·	ntiques or object of art to (sAddress No	specify recipient's name)
City		Country	
	🗖 ส่งโบราณวัตถุ	หรือศิลปวัตถุที่เป็นพระพุทธรูปห์	รื่อรูปเคารพในศาสนา ออกไปยัง
(ระบุชื่อผู้รับ)		อยู่เลขที่้	มือง
ประเทศ	เพื่อ	(ระบุวัตถุประสงค์)	
	Export the a	antiques or object of art whi	ch are Buddha images or
			/for
(specity purpose			
. d	•	· · ·	บู้รับ)
อยูเลขท์			เทศ
		iques of objects of arts to (s	
City		Country	
		หรือศิลปวัตถุที่เป็นพระพุทธรูปห	5
(ระบุชื่อผู้รับ)		อยู่เลขที่	เมือง
ประเทศ	เพื่อ	(ระบุวัตถุประสงค์)	
			are Buddha images or religious
		City or (specify purpose)	

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	โดยจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวออกนอกราชอาณาจักร
ภายในวันที่	เดือนพ.ศพ.ศตามบัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาต
ส่งหรือนำออกรา	าชอาณาจักรตามแบบแนบท้ายคำขอรับในอนุญาตนี้รวมรายการรายการ
	The above mentioned antiques or objects of art, as appear in the list of
antiques or o	bjects of art to be exported or taken out of the Kingdom made in the form attached
herewith, shall	ll be exported or taken out of the Kingdom within the date
Month	B.E, totallyitems,pieces.
	๔. โบราณวัตถุหรือศิลปวัตถุที่นำมาขออนุญาตส่งหรือนำออกนอกราชอาณาจักรซื้อหรือได้มาจาก
เมื่อวันที่	เดือนพ.ศพ.ศตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้
	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	
representation	n 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.
	ไม่ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำการตรวจพิสูจน์
	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)
และขอให้ทำการ	รตรวจพิสูจน์โบราณวัตถุหรือศิลปวัตถุดังกล่าว ณ
But requests t	those items to be identified at
	๖. ผู้ขอรับใบอนุญาตขอรับรองว่ามิได้เป็นผู้ถูกสั่งพักใช้ใบอนุญาตหรือถูกสั่งเพิกถอนใบอนุญาตตาม
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 ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่าง ๆ มาด้วย คือ The applicant attached herewith the related documents and evidences as

🗖 (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

follows:

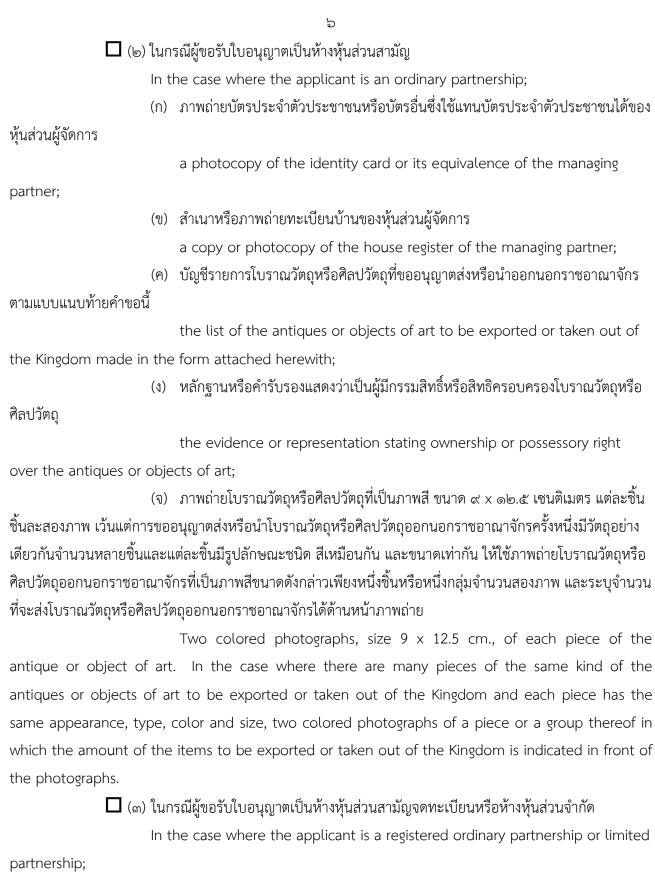
the list of the antiques or objects of art to be exported or taken out of the Kingdom made in the form attached herewith;

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุ หรือศิลปวัตถุ

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

(จ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตรแต่ละชิ้น ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่าง เดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือ ศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวน ที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9×12.5 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.



(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) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของ หุ้นส่วนผู้จัดการหรือผู้จัดการ

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
- (ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร ตามแบบแนบท้ายคำขอนี้

manager;

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) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือ ศิลปวัตถุ

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

(a) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้น ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่าง เดียวกันจำนวนหลายชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือ ศิลปวัตถุออกนนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุ จำนวนที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

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) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้งวัตถุประสงค์ ของบริษัทจำกัดนั้น

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

	ಡ	
(খ)	ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวป	ระชาชนได้ของ
กรรมการของบริษัทจำกัด	จทุกคน	
	a photocopy of the identity card or its equivalence of eac	h director of the
limited company;		
(ค)	สำเนาหรือภาพถ่ายทะเบียนบ้านของกรรมการของบริษัทจำกัดทุกคน	
	a copy or photocopy of the house register of each director	or of the limited
company;		
(ง) แบบแนบท้ายคำขอนี้	บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกรา	าชอาณาจักรตาม
	the list of the antiques or objects of art to be exported or	taken out of the
Kingdom made in the	e form attached herewith;	
(নৃ)	หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบ	ราณวัตถุหรือ
ศิลปวัตถุ		
	The evidence or representation stating ownership or poss	essory right over
the antiques or object	cts of art;	
(ର)	ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเม	มตร แต่ละชิ้น
ชิ้นละสองภาพ เว้นแต่กา	ารขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนนอกราชอาณาจักร	ครั้งหนึ่งมีวัตถุอย่าง
	ต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบ	
ศิลปวัตถุออกนอกราชอา	ณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภ	าพ และระบุจำนวน
ที่จะส่งโบราณวัตถุหรือศิล	ลปวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย	
	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 an	tiques or objects
of art to be exported	or taken out of the Kingdom and each piece has the same a	ppearance, type,
color and size, two co	olored photographs of a piece or a group thereof in which the	e amount of the
items to be exported	or taken to be exported or taken out of the Kingdom is indic	ated in front of
the photographs.		
	(ลายมือชื่อ)	ผู้ขอรับใบอนุญาต
	(Signature)	The applicant

หมายเหตุ : ให้ใส่เครื่องหมาย \checkmark ในช่อง \square หน้าข้อความที่ต้องการ Remark : Put the sign \checkmark into the box \square 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				รหัสไปรษณี	ຢ໌		หมายเลขโทรศัพท์	
Date				Postcode			Telephone Number	
				ขา	มาด (เซนติเ <u>ม</u>	าตร		
ลำดับที่	รายการ ^(๑)	ชนิด	สมัย	Dir	mension (C	lm.)	จำนวน (ชิ้น)	หมายเหตุ ^(๖)
No.	ltems	Type	Period	กว้าง	ยาว	สูง	Total (pieces)	Remarks
				Width	Length	Height		

Specify appearance, color, type etc.

ระบุลักษณะ สี ประเภทาลา

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

Procedure, duration, responsible agency Work Duration: 5 days

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

List of Required Documents

No.	Name of doument, 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 doument, number, details (if any)	Document issued by government office
4)	House registration	Department of Provincial Administration
	Original (s): 1	Auministration
	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.)	
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	Department of Provincial
	partner (in case licensee applicant is ordinary partnership)	Administration
	Original (s): 1	
	Copy (ies) : -	
	Note: (- In case the licensee applicant is ordinary partnership	
	- Other card to replice 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	
0)	for consideration.)	
8)	House registration of managing partner (in case the licensee	Department of Provincial
	applicant is ordinary partnership)	Administration
	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	
0)	ID house registration is made by authority to be used for consideration.)	Danastos ant CD :
9)	Registrar's Certificate of Partnership Company indicating	Department of Business
	registration and objectives of registered ordinary partnership or	Development
	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	
40)	- Present to authority the original for identification/verification.)	
10)	ID card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies) : -	
	Note: (- In case the licensee applicant is registered ordinary partnership	
	or partnership limited	
	- Other card to replce ID card of managing partner or manager	

No.	Name of doument, 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	Department of Provincial Administration
12)	house registration is made by authority to be used for consideration.) 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)	
	No information on processing fees		

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)	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 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	W.A	
		Date	Month	B.E.	
๑. ชื่อผู้ขอรับ	เใบอนุญาต				
The app	lication's name				
☐ (e	 เป็นบุคคลธรรมดา 	อายุ	ขี	สัญชาติ	
	Being a natural person	Age	years	Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน		
Address No.	Trog/Soi		Road		
ตำบล/แขวง	อำเภอ/เขต		ຖື	วังหวัด	
Tambol/Khwaeng	Amphoe/Kh	et		Changwat	
รหัสไปรษณีย์	ประเทศ	เล	ขหมายโทรศัพท	ń	
Postcode	Country	Te	lephone Nur	nber	
) เป็นห้างหุ้นส่วนสามัญ				
	Being an ordinary partner	ship			
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน .		
Address No.	Trog/Soi		Road		

71 1001/ 000 0 1	อำเภอ/เขต	จังหวัด	
Tambol/Khwaeng	Amphoe/Khet	Changwat	
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
โดยมี	เป็นผู้ดำเนินกิจการ	ร อายุ ปี สัญชาติ	
Represented by	as business opera	tor 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	
☐ (m)	เป็นนิติบุคคลประเภท		
	Being other kinds of juristic pe	erson (specify)	
จดทะเบียนเมื่อ	เลขา	าะเบียนที่	
Date of Registration	Reg	ster No.	
สำนักงานตั้งอยู่เลขที่	m=00/m081		
ยาหมาการพบอดียยกม	ชาวยา/พอย	ถนน	••••
Address No.	หรอก/ชอย Trog/Soi	ถนน	
Address No.	Trog/Soi		
Address No.	Trog/Soi	Road	
Address No. ตำบล/แขวง Tambol/Khwaeng	Trog/Soi อำเภอ/เขต Amphoe/Khet	Road จังหวัด	
Address No. ตำบล/แขวง Tambol/Khwaeng	Trog/Soi อำเภอ/เขต Amphoe/Khet	Road จังหวัด Changwat	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode	Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ Country	Road จังหวัด Changwat เลขหมายโทรศัพท์	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode	Trog/Soi อำเภอ/เขต	Road จังหวัด Changwat เลขหมายโทรศัพท์ Telephone Number	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by	Trog/Soi อำเภอ/เขต	Road จังหวัด Changwat เลขหมายโทรศัพท์ Telephone Number ร อายุ	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by	Trog/Soi อำเภอ/เขต	Road จังหวัด Changwat เลขหมายโทรศัพท์ Telephone Number ภ อายุปี สัญชาติ	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No.	Trog/Soiอำเภอ/เขต Amphoe/Khetประเทศ Countryเป็นผู้ดำเนินกิจการ as business opera ตรอก/ซอย	Road Changwat Laขหมายโทรศัพท์ Telephone Number อายุปี สัญชาติ	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No.	Trog/Soiอำเภอ/เขต Amphoe/Khetประเทศ Countryเป็นผู้ดำเนินกิจการ as business opera ตรอก/ซอย	Road Changwat Laขหมายโทรศัพท์ Telephone Number อายุปี สัญชาติ tor Age years Nationality Road	
Address No. ตำบล/แขวง Tambol/Khwaeng รหัสไปรษณีย์ Postcode โดยมี Represented by อยู่บ้านเลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng	Trog/Soi อำเภอ/เขต Amphoe/Khet ประเทศ เป็นผู้ดำเนินกิจการ as business opera ตรอก/ซอย	Road Changwat Laขหมายโทรศัพท์ Telephone Number Tor Age years Nationality Road Road	

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ම.	ผู้ขอรับใบอนุญาต	🔲 เคยได้รับ	🔲 ไม่เคยได้รับ
	The applicant	has obtained the	never been obtained
		fallowing license.	any license.
	🗖 ใบอนุญาตทำกา	รค้าโบราณวัตถุเลขที่	
	Antiques tradi	ng license No.	
	🗖 ใบอนุญาตทำกา	รค้าศิลปวัตถุเลขที่	
	Objects tradin		
តា.	ผู้ขอรับใบอนุญาตขอรับใง	บอนุญาตส่งหรือนำโบราณวัตถุหรื	อศิลปวัตถุออกนอกราชอาณาจักรเป็น
การชั่วคราว	" ตามมาตรา ๒๓ เพื่อจะ		·
Th	e applicant applies fo	r a license to temporarily dis	spatch or take antiques or objects
of art out c	of the Kingdom under	section 23 in order to:	
	🛘 ส่งโบราณวัตถุหรื	อศิลปวัตถุออกไปยัง (ระบุชื่อผู้รับ	J)
อยู่เลขที่	•		ประเทศ
Ü	dispatch the ar	ntiques or objects of art to (s	specify recipient's name)
	Addre	ss No City	Country
	🛘 ส่งโบราณวัตถุหรื	อศิลปวัตถุที่เป็นพระพุทธรูปหรือ	รูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ)	•		เมือง
ง ประเทศ		้ พื่อ (ระบุวัตถุประสงค์)	
			ch are Buddha images or religious
idols to (sp	ecify recipient's name)	Address No
City		. Country	for (specify purpose)
•••••	🛘 นำโบราณวัตถุหร	รือศิลปวัตถุออกไปที่ (ระบุชื่อผู้รับ)
อยู่เลขที่	เมือง	ประเ	ทศ
	take the antiq	ues or objects of art to (spec	cify recipient's name)
	Addre	ess No City	Country
	🛘 นำโบราณวัตถุหร	รื่อศิลปวัตถุที่เป็นพระพุทธรูปหรือ	รูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ)		อยู่เลขที่	เมือง
ประเทศ	ا	พื่อ (ระบุวัตถุประสงค์)	
	take the antiq	ues or objects of art which a	re Buddha images or religious idols
to (specify	recipient's name)	Add	ress No City
Country	fc	or (specify purpose)	

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โดย	จะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวออกนอกราชอาณาจักร ภายในวันที่
เดือน	พ.ศ. พ.ศ ตามบัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือ
	เบบแนบท้ายคำขอรับใบอนุญาตนี้ รวมรายการ ชิ้น
The	e 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. โบราณ	วัตถุหรือศิลปวัตถุที่นำมาขออนุญาตส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราวได้
มาจาก	
เมื่อวันที่ เดือ	อนพ.ศ. พ.ศ. ตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้
๕. ผู้ขอรับ	ใบอนุญาต
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	e items to be identified at

๖. ผู้ขอรับใบอนุญาตขอรับรองว่ามิได้เป็นผู้ถูกสั่งพักใช้ใบอนุญาตหรือถูกสั่งเพิกถอนใบอนุญาตตาม 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

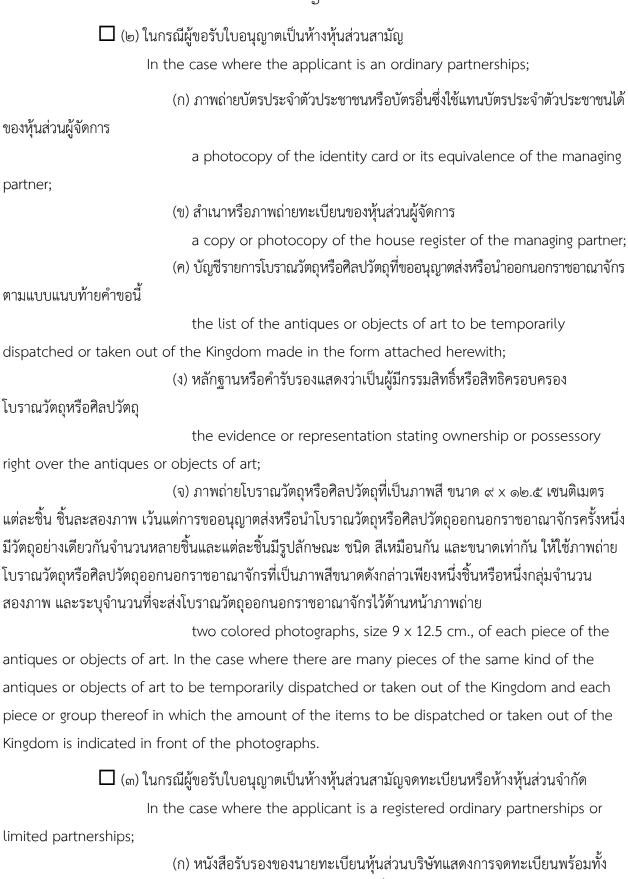
the list of the antiques or objects of art to be temporarily dispatched or taken out of the Kingdom made in the form attached herewith;

(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 ให้ใช้ภาพถ่าย โบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวน สองภาพ และระบุจำนวนที่จะส่งโบราณวัตถุออกนอกราชอาณาจักรไว้ด้านหน้าภาพถ่าย

two colored photographs, size 9×12.5 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.



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) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ ของหุ้นส่วนผู้จัดการหรือผู้จัดการ

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

(ค) สำเนาหรือภาพถ่ายทะเบียนของหุ้นส่วนผู้จัดการหรือผู้จัดการ a copy or photocopy of the house register of the managing partner

or manager;

partner or manager;

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

(a) 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.

🗖 (๔) ในกรณีผู้ขอรับใบอนุญาตเป็นบริษัทจำกัด

In the case where the applicant is a limited company;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้ง วัตถุประสงค์ของบริษัทจำกัดนั้น

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
- (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;

limited company;

(จ) หลักฐานหรือคำรับรองเสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิศรอบครองโบราณัตถุหรือศิลปภัตถุ 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 9×12.5 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:

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🔲 ๘.๑ เงินสด จำนวน	บาท ()	
Cash in an amount of	Baht ()
🔲 ๘.๒ พันธบัตรของรัฐบาลไทย ช	ราคา	บาท	
()			
the Thai Government	bond in an amount	of	Baht
()			
🔲 ๘.๓ พันธบัตรรัฐวิสาหกิจที่รัฐเ	บาลไทยค้ำประกันราคา	ราคา	บาท
()			
the State enterprise be	ond as guaranteed b	y Thai Government in an	
amount of Baht ()	
🔲 ๘.๔ หนังสือค้ำประกันของธนา	าคาร เป็นเงินจำนวน	บาท	
()			
the letter of guarantee	e of a commercial b	ank in an amount of	
Baht ()	
เพื่อเป็นหลักประกันว่าจะส่งหรือนำโบราณวัตถุหรือค	ศิลปวัตถุที่ได้รับอนุญาต	ส่งออกนอกราชอาณาจักรเป็นก	าวร
ชั่วคราวกลับเข้ามาในราชอาณาจักรภายในระยะเวล	าที่กำหนดไว้ในใบอนุญ	าต	
For securing that the antiques or objects of	art licensed to be te	emporarily dispatched or ta	ıken
out of the Kingdom shall be brought back into t	:he Kingdom within th	e period as specified in the lic	cense.
ในกรณีที่ผู้ขอรับใบอนุญาตได้รับใบอนุญา	ตส่งหรือนำโบราณวัตถุเ	หรือศิลปวัตถุออกนอกราชอาณา	าจักร
เป็นการชั่วคราวและได้ส่งหรือนำโบราณวัตถุหรือศิล	ปวัตถุนั้นออกนอกราชอ	าณาจักรแล้ว หากผู้รับใบอนุญา	าตไม่ได้
ส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวกลับเข้าม	มาในราชอาณาจักรภาย	ในระยะเวลาที่กำหนดไว้ในใบอเ	นุญาต
ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเรื	งินเท่ากันราคาประเมินข	Jองโบราณวัตถุหรือศิลปวัตถุนั้น	
In the case where the license to te	mporarily dispatch c	or take the antiques or obje	ects of
art out of the Kingdom has been given to th	e applicant and the	antiques or objects of art	has
been dispatched or taken out of the Kingdo	m, if the license fails	s to bring the antiques or	
objects of art back into the Kingdom within	the period as specifi	ed in the license, the licen	ısee
allows the licensor to fine in an amount equ	ual to the assessed v	value of such antiques or	
objects of arts.			
	(ลายขือตื่อ)	ผู้ขอรับใบอ	าขากเกต
	(Signature)	The applic	
หมายเหตุ: ให้ใส่เครื่องหมาย 🗸 ในช่อง 🗖 หน้าข้อ	อความที่ต้องการ		
Remark: Put the sign \checkmark into the box \square in f	front of the required	statement	

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

ผู้ขอรับใบอนุญาต		ชื่อสถานที่ที่จะส่งไป						
	olicant's name			Destination				
คำขอรับใบอนุญาต เลขรับที่			ที่อยู่					
		Address						
ลงวันที่ .				รหัสไปรเ	ษณีย์	1	หมายเลขโทรศัพท์	Í
Date			Postcode Telephone Number					
ลำดับที่	รายการ ^(๑)	ชนิด	สมัย	ขนาด (เซนติเมตร) Dimension (Cm.)			จำนวน (ชิ้น)	หมายเหตุ ^(๒)
No.	Items	Туре	Type Period			<u> </u>	Total (pieces)	Remarks
				กวาง	ยาว	สูง		

the number of receipt of the trader who sold the antiques or objects of art shall be specified.

⁽๑) ระบุสี ประเภท าลา 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,

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	Service Hours opens daily from Monday
Office of National Museums	to Friday (except for official holidays) from
Address:81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban,	08:30 - 16:30 (except during lunch break)
Khet Dusit, Bangkok 10300/contact us in person at the above	
address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi	to Friday (except for official holidays) from
Address:162 Krai Phet Road, Tambon Na Mueang,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Suphan Buri, Suphan Buri 72000	10130 (except during furier break)
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))	
Branch details	Service Hours opens daily from Monday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra	08:30 - 16:30 (except during lunch break)
Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	00.30 - 10.30 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address:Phraya Chamkat Road,Tambon Tha Hin, Amphoe	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from
Address:Prachin Anuson Road, Tambon Na Mueang,	08:30 - 16:30 (except during lunch break)
Amphoe Mueang Prachin Buri, Prachin Buri 25000	,
Tel:0 3721 1296, 0 3721 2610	
	I .

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	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address:451 Chiang Mai-Lampang Superhighway, Tambon	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	08:30 - 16:30 (except during lunch break)
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	Total Caracha and Same areas
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 forthe	
compound of Phu Phra Bat Historical Park/contact us in person	
at the above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road,	08:30 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	to Friday (except for official holidays) from
Address:274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	08:30 - 16:30 (except during lunch break)
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))	

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 Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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 08:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address: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:(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)

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

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

Procedure Duration Responsible Agency Step 1) **Document check** 1 day Office of the National Apply to repair, modify or alter a registered antique or Museum object of art. Authority-in-charge checks whether the applicant has compiled correctly and completely with the required documents. (Note: (Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department and the national museum in locality to join this step.)) Office of the National 2) Consideration 14 days Site visit by assigned authorities to examine the Museum 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. (Note:-) 3) Signing/Meeting decision 7 days Office of the National Submit a letter to the Director General for signing to Museum notify the applicant if the application for a permit granted or not. (Note: (Responsible agency i.e. Administration Division, Office of the National Museum, Central Division (Legal Group.))

List of Required Documents

No.	Name of doument, 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 doument, 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 modfication (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 posessor). Original (s): Copy (ies): 2	-

Processing fees

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

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 alte	r 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 detaile	d information:2	2copies
2. Proposed model for repair, modification an	d alteration (if	any):2copies	
3. Letter of consent from owner of the antique	e or object of ar	t (if the applicant	is not
possessor)2copies			
I, ID Card		Number	
Issued at House Number	Moo	Soi	
Road Sub-district		District	
Province Post Code	Teleph	none/Mobile	
as possessor of the registered antique or object of art i.e.			
Would like to apply for obtaining a permit to repair	ir, modify or al	ter the registered a	ntique or object of
art. Detailed information and relevant documents are attac	hed herewith a	nd I hereby agree	to comply with all
conditions and regulations of the Fine Arts Department.			
	Your respectfu	ally,	
(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)

Branch details Service Hours opens daily from Monday The 5th Regional Office of Fine Arts, Prachin Buri to Friday (except for official holidays) from Address: Prachin Anuson Road, Tambon Na Mueang, 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 6th Regional Office of Fine Arts, Sukhothai to Friday (except for official holidays) from Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 7th Regional Office of Fine Arts, Chiang Mai to Friday (except for official holidays) from Address: 451 Chiang Mai-Lampang Superhighway, 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 8th Regional Office of Fine Arts, Khon Kaen to Friday (except for official holidays) from Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 9th Regional Office of Fine Arts, Ubon Ratchathani to Friday (except for official holidays) from Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road, 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 10th Regional Office of Fine Arts, Nakhon Ratchasima to Friday (except for official holidays) from Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai 9:00 - 16:30 (except during lunch break)

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))	
Branch details	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	to Friday (except for official holidays) from
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	9:00 - 16:30 (except during lunch break)
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))	

Procedure, duration, responsible agency

Work Duration: 7 working days

Step	Procedure	Duration	Responsible Agency
1)	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	1 working day	National Library of Thailand
	compiled correctly and completely with the required documents from e-service.nlt.go.th. and the original sent by mail. (<i>Note:</i> (<i>Responsible agency i.e.</i> – <i>Special Services:</i> ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department the to join this step.))		
2)	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)	2 working days	National Library of Thailand

Step	Procedure	Duration	Responsible Agency
	ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department the to join this step.))		
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. (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 the to participate in this step.))	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) (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department the to participate in this step.))	1 working day	National Library of Thailand

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application, subject: printing recordation of a newspaper	National Library of Thailand
	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)	
2)	Form Phor 1 (for printing recordation by the newspaper	National Library of Thailand
	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.	

No.	Name of doument, 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.	3
	- 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	
4)	Arts Department located in the area of the newspaper office setting.) 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-fille 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 doument, 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	Fees: 5,000 Baht
	(Note: (-Each particular 5,000 Baht	
	- Payment for printing recordation to be made through a commercial	
	bank))	

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: (in case of ordinary person))
2)	Printing Recordation Form for a newspaper proprietor (Form Phor 1)
	(Note: (in case of juristic person))
3)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor
	(Form Phor 1)
	(Note: (in case of ordinary person))
4)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor
	(Form Phor 1)
	(Note: (in case of juristic person))
5)	Submission letter, Subject: Printing Recordation of a Newspaper
	(Note: (in case of ordinary person))
6)	Submission letter, Subject: Printing Recordation of a Newspaper
	(Note: (in case of juristic person))
7)	Sample and guide to completing the sumission letter, Subject:Printing Recordation of a newspaper
	(Note: (in case of ordinary person))
8)	Sample and guide to completing the sumission letter, Subject:Printing Recordation of a newspaper
	(Note: (in case of juristic person))
9)	Power of Attorney
4.0)	(Note: (in case of ordinary person))
10)	Power of Attorney
4.43	(Note: (in case of juristic person))
11)	Sample and guide to completing Power of Attorney
40)	(Note: (in case of juristic person))
12)	Sample and guide to completing Power of Attorney
	(Note: (in case of ordinary person))

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

ordinary person

Form Phor 1

Printing Recordation of...a newspaper proprietor

S and a state of the state of t	Photo
Written at	Size 4x6 cm or
Date:B.EB.E	2 inch

Iw	vould like to apply for printing recordation to p	rinting recordation official fo	r Province:
as follows.			
1.	I,		.Ageyears
Race	NationalityHaving Regula	ar Domicile at House No	Road
Sub-district	tDistrict	Province	
Occupation	nThai National IC	Card No	
Date of Issu	ueDate of E	xpiry	
2.	Would like to apply as		Newspaper
as the follo	owing.		
(b) (c) (d) (e)	Name of the newspaper;	iper	
Located at.	Moo Soi	Sub-d	istrict
	Province		
(g)	Office Name of the Publisher		
Located at	NoRoad	Sub-district	
District	Province	Tel	
(h)	Name of the Printing House or Printing Locat	ion	
Located at	NoRoad	Sub-district	
District	Province	Tol	

(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 propriet	or as I am
together w	ith this printing recordation form.	
	I have attached herewith my photo as required by the Ministry's recordation form.	egulations together with this
	I have the qualifications and not be under any of prohibitions in acal regulation.	cordance with those prescribed in
	Sign(
	Certificate of the Newspaper Proprie	tor
named the applica	herein certify thatnt for a printing recordation has the qualifications and not be under inting Recordation Act B.E.2550.	

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

tees addistration a newspaper proprietor	111000
Written at	Size 4x6 cm or
Date:B.EB.E	2 inch

Photo

I	would	d like to apply for printing	recordation to printir	ng recordation official for P	rovince:
as follow	'S.				
1	L. I, .		by		Ageyears
Race		Nationality	Having Regula	Domicile at House No	Road
Sub-distr	ict	District		.Province	
Occupati	on		.Thai National ID Card	No	
Date of Is	ssue		Date of Expiry		
2	2. W	ould like to apply as			Newspaper
as the fol	llowir	ng.			
(a) Na	ame of the newspaper;			
(b) Ol	ojective			
(c) Tiı	me interval of issuance of	the newspaper;		
(d) La	nguage used in the issuar	ice of the newspaper		
(e) Ty	pe of the newspaper			
Located a	at No.	Soi	Road	Sub-distr	ct
District			Province	Tel	
(:	g) Of	fice Name of the Publishe	er		
Located a	at No.	Soi	Road	Sub-district	
District			Province	Tel	
(h) Na	ame of the Printing House	or Printing Location		
Located a	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 proprieto	r.
3.	I have attached herewith a certification of the newspa	per proprietor as I am
together w	rith this printing recordation form.	
	I have attached herewith my photo as required by the cordation form.	Ministry's regulations together with this
	I have the qualifications and not be under any of probal regulation.	ibitions in accordance with those prescribed in
	•	Applicant)
	Certificate of the Newspap	<u>er Proprietor</u>
named the applica	herein certify the contact of the co	nat
		gnCertifier)

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 atLove Reading University9RoadSamsen
Sub-districtDusitDistrictDusitBangkok
(date of application>>) Date:2Month:NovemberB.E2558
Locald like to each for existing accordation to existing accordation official for Decisions

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,Age29years
RaceThaiNationalityThaiHaving Regular Domicile at House No9RoadSamsen
Sub-districtDusitDusitProvinceBangkokBangkok
OccupationemployeeThai National ID Card No1-2345-6789-12-3
Date of Issue1January2557Date of Expiry1January2565
2. Would like to apply asproprietor ofNewspaper
as the following.
(a) Name of the newspaper;
Located atLove Tower BuildingNo12/1 Moo 12SoiRoadSub-districtPakkred
DistrictPakkredProvinceNonthaburiTel0-2280-9845
Located at No9SoiRoadSamsenSub-districtDusit
DistrictDusitProvinceBangkokTel0-2280-9845
Located at No959SoiSuthiphornRoadPrachasongkhroSub-districtDindaeng
DistrictDindaengProvinceBangkokTel0-2641-9135-8

(i) This news	paper having	Miss Love-readin	g Like-reading	as the printer
Miss Love-reading	Like-readingas t	he publisher	Miss Love-reading Like	e-readingas the editor
Miss Love-	reading Like-reading	as the newspa	per proprietor.	
3. I have atta	ached herewith a cert	ification of the nev	vspaper proprietor as I a	amthe proprietor
together with this prin	nting recordation form	ı.		
		noto as required by	the Ministry's regulation	ons together with this
printing recordation for 5. I have the a ministerial regulatio	e qualifications and no	t be under any of p	prohibitions in accordan	ce with those prescribed in
		_	Ap	•
		(MI	ss Love-reading Like-rea	iding)
	<u>Certificat</u>	e of the News	paper Proprietor	
I,Miss	Love-readingLike-re	eading	as pr	oprietor of the Newspaper
namedGOOD Citiz	en Newshereir	n certify that	Miss Love-reading	Like-reading
the applicant for a pri with the Printing Reco	_	•	and not be under any of	prohibitions in accordance
			Sign	Certifier
			(Miss Love-reading Lik	ce-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

Printing Recordation ofa newspaper proprietor		
(address of the newspaper office>) Written atLove Reading University9RoadSamsen	Size 4x6 cm or	
Sub-districtDusitDusitBangkok		
(date of application>) Date2Month:NovemberB.E2558		

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

1. I,Love Reading UniversitybyMiss Love-readingLike-reading Age29years
RaceThaiNationalityThaiHaving Regular Domicile at House No9RoadSamsen
Sub-districtDusitDusitProvinceBangkokBangkok
OccupationemployeeThai National ID Card No1-2345-6789-12-3
Date of Issue1January2557Date of Expiry1January2565
2. Would like to apply asproprietor ofnewspaper
as the following.
 (a) Name of the newspaper;THAI CULTURE News
Located atNo9SoiRoadSamsenSub-districtDusit
DistrictDusitProvinceBangkokTel0-2280-9845
(g) Office Name of the PublisherLove Reading University
Located at No9SoiRoadSub-districtDusit
DistrictDusitProvinceBangkokTel0-2280-9845
(h) Name of the Printing House or Printing LocationCyber Printing Group Com.,Ltd
Located at No959SoiSuthiphornRoadPrachasongkhroSub-districtDindaeng
DistrictDindaengProvinceBangkokTel0-2641-9135-8

(i)	This newspaper havingMr.Good-reading Like-readingas the printer
Mr.Goo	d-reading Like-readingas the publisherMiss Love-reading Like-readingas the editor
	Love Reading Universityas the newspaper proprietor.
3.	I have attached herewith a certification of the newspaper proprietor as I amthe proprietor
together w	ith this printing recordation form.
	I have attached herewith my photo as required by the Ministry's regulations together with this cordation form.
5.	I have the qualifications and not be under any of prohibitions in accordance with those prescribed in all regulation.
	SignApplicant (Miss Love-reading Like-reading)
	Certificate of the Newspaper Proprietor
named the applica	Love Reading UniversitybyMiss Love-readingLike-readingas proprietor of the Newspaper THAI CULTURE Newsherein certify thatMiss Love-reading Like-readingnt for a printing recordation has the qualifications and not be under any of prohibitions in accordance inting Recordation Act B.E.2550.
	SignCertifier (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

	AddressMonth:B.EB.E
Subject:	Printing recordation of a newspaper
Attention:	Printing Recordation Official for Province
Enclosure:	Copy of Juristic Person Document for printing a newspaper
recordatior	of a newspaper named
	is the proprietor of the newspaper named, inon behalf ofas printer and publisher and editor of the mentioned newspaper.
You	ur kind consideration in taking action is highly appreciated.
	Yours respectfully,
	()
	Newspaper Proprietor

juristic person

Submission Letter

		Address
•	Printing recordation of a newspape	
	Printing recordation official for Prov	
Enclosure:	Copy of Juristic Person document for	or printing a newspaper
l,	by	would like to
apply for a	printing recordation of a newspaper	named,
in	with the objective to	o disseminate news on Thai cultural information.
	by	is the proprietor
of the new	spaper named	,
in	on behalf of	as printer ,
publisher a	and as editor of the mentioned news	paper.
You	ur kind consideration in taking action	is highly appreciated.
		Yours respectfully,
		()
		Newspaper Proprietor

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

	(address if the newspaper office>>>	>) AddressLove Tower Building	g9RoadSamsen
		Sub-districtDusitDistrict	DusitBangkok
	(date of application>>>)	Date:2Month:Nove	mberB.E2558
Subject:	Printing recordation of a newspape	žr	
Attention:	Printing Recordation Official for Pro	ovinceNonthaburi	
Enclosure:	Copy of Juristic Person Document f	or printing a newspaper	
ecordation objective to	Miss Love-reading Like of a newspaper namedGOOD of disseminate news on good deeds, of exemplary performance.	Citizen News,monthly	inThaiwith the
GOOD Citiz	ss Love-reading Like-readingTlen NewsmonthlyinTlen publisher and editor of the mention	haion behalf of Miss. Love-re	• •
You	ur kind consideration in taking action	n is highly appreciated.	
		Yours respe	ectfully,
			ng Like-reading)
		Newspaper	r Proprietor

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

	(address of the newspaper office>>) AddressLove Reading University9RoadSamsen
	Sub-districtDusitDistrictDusitBangkok
	(date of application>>>) Date:2Month:NovemberB.E2558
Subject:	Printing recordation of a newspaper
•	Printing recordation official for ProvinceBangkok
	Copy of Juristic Person document for printing a newspaper
l,	Love Reading UniversitybyMiss Love-reading Like-readingwould like to
apply for a	printing recordation of a newspaper namedTHAI CULTURE News,semiannually
inThai, Er	nglish and Chinesewith the objective to disseminate news on Thai cultural information.
Lov	ve Reading UniversitybyMiss Love-reading Like-readingis
	etor of the newspaper namedTHAI CULTURE NewssemiannuallyinThai,
	d Chineseon behalf of Mr. Good-reading Like-reading as printer and publisher and
Miss. Love-	reading Like-reading as editor of the mentioned newspaper.
Voi	ur kind consideration in taking action is highly appreciated
101	ur kind consideration in taking action is highly appreciated.
	Yours respectfully,
	Tours respectivity,
	(Miss Love-reading Like-reading)
	Newspaper Proprietor

Letter of Consent

l,	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 p	lace
	to give full consent to	
to use $\;\square$ building $\;\square$ commercial	building apartment others (sp	ecify)mentioned
	B.EIn	
	Sign	Grantor
	(
	Sign(
	Sign(

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 MeesabmakRes	ding at House No258	Moo
Sub-districtBangchanDistrict	TalingchanProvinceE	Bangkok
Located on Title Deed No77777Thai	National ID Card1-2222-555	55—88-4
Position in the Company (if any)	as owner possessing the place	No9
RoadSamsenSub-districtDus	itDistrictDusitBang	skok
This letter is to certify that I agree to give full	consent toMiss Love-reading Li	ke-readingto
use building commercial building	apartment others (specify)mentioned
above as the printing house for a newspaper	namedGood Citizen News	
fromDate2MonthNovember	B.E2558In witness where	eof, I therefore
sign this letter in the presence of witnesses.		
	Sign	Grantor
	(Mr. Sonsin Meesabn	nak)
	Sign	Witness
	(Mr.Keng Chopno	k)
	Sign	Witness
	(Mr.Chalard Khidde	ee)

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 MeesabmakRe	siding at House No258Moo	
Sub-districtBangchanDistrict.	TalingchanProvinceBangkok	
Located on Title Deed No77777Thai	National ID Card1-2222-5555—88-4	
Position in the Company (if any)	as owner possessing the place No9	
RoadSamsenSub-districtDu	sitBangkokDusitBangkok	
This letter is to certify that I agree to give ful	I consent toLove Reading University	to
use building commercial building	apartment others (specify)mentione	d
above as the printing house for a newspaper	namedTHAI CULTURE News	
fromDate2MonthNovember	B.E2558In witness whereof, I therefor	re
sign this letter in the presence of witnesses.		
	SignGra	ntor
	(Mr. Sonsin Meesabmak)	
	SignWit	ness
	(Mr.Keng Chopnok)	
	SignWit	ness
	(Mr. Chalard Khiddee)	

revenue stamp 10 B.

Power of Attorney

		Address		
		Date:	Month:	B.E
This Power of	Attorney, I		by	
	·		· · · · · · · · · · · · · · · · · · ·	
On	living at House No	Soi	Roac	ł
Sub-district	District		Province	Post Code
•				rd
No	Issued at		On	
Living at House No	Soi	Road	Sub-dist	rict
District	Province.		Po	st Code
To be lawful and legal	attorney on behalf of m	nyself for the fo	ollowing.	
alter the typos and sig 2. The author Any action pe the Grantor hereby as	gn for change in list of do ity hereby granted to un	ocuments in frondertake all act in accordance s as if I have pe	ont of the printing ions within scope with objectives o rsonally undertak	of this Power of Attorney. of this Power of Attorney, een all these actions. In
		Sign		Grantor
		()
		Sign		Grantee
		()
		•		Witness)
		,		Witness

Sample: In case the newspaper proprietor is ordinary person

revenue stamp 10 B.

Power of Attorney

	AddressLove Tower BuildingNo12 Sub-districtPakkredDistrictPak Date:2Month:November	kkredNonthaburi
This Power of Attorney, I1-234 Holder of Thai National ID Card No1-234 On1 January 2557living at House No Sub-districtDusitDistrict	9SoiRoad	try of Interior Samsen
Hereby authorizeMiss Phloisai Nar No3-2222-11111-12-3Issued atMir Living at House No25SoiProvince DistrictBangrakProvince	BangkokPost Code	.E.2557 Bangrak
namedGOOD Citizen Newsto the printing amend and alter the typos and sign for chang official.		to clarify,
	e in accordance with objectives of this Pov s as if I have personally undertaken all the	wer of Attorney,
	Sign(Miss Love-reading Like-reading)	
	Sign(Miss Phloisai Namchai-ngam)	Grantee
	Sign(Mr.Chalard Khwamkhiddee)	Witness
	Sign(Mr.Yodyiam Rakrian)	Witness

Sample: In case the newspaper proprietor is juristic person

revenue stamp 10 B.

Po	ower of Attorney
	AddressLove Reading University9Road .Samsen Sub-districtDusitDistrictDusitBangkok Date:2Month:NovemberB.E2558
Holder of Thai National ID Card No1-23 On1 January 2557living at House No	ading Universityby Miss Love-reading Like-reading 45-67890-12-3Issued atMinistry of Interior SoiRoadSamsen DusitProvinceBangkokPost Code10300
No3-2222-11111-12-3Issued atMii Living at House No25Soi	nmchai-ngamHolder ofThai National ID Card
namedTHAI Culture Newsto the printing amend and alter the typos and sign for chang official.	documents for a printing recordation of a newspaper g recordation official ofBangkokto clarify, ge in list of documents in front of the printing recordation ndertake all actions within scope of this Power of Attorney.
	e in accordance with objectives of this Power of Attorney, es as if I have personally undertaken all these actions. In of Attorney in the presence of witnesses.
	SignGrantor (Miss Love-reading Like-reading)
	SignGrantee (Miss Phloisai Namchai-ngam)
	SignWitness (Mr.Chalard Khwamkhiddee)
	SignWitness (Mr.Yodviam Rakrian)

People's Manual:

Application for alteration to the item in the recordation evidence

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Busineh dataila	Compile a Harris and an ability from Manday
Branch details	Service Hours opens daily from Monday
Special Service ISSN ISBN	to Friday (except for official holidays) from
and Press Act Section, Information Resources Service Group,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi	to Friday (except for official holidays) from
Address:162 Krai Phet Road, Tambon Na Mueang,	9:00 - 16:30 (except during lunch break)
Amphoe Mueang Ratchaburi, Ratchaburi 70000	5.00 10.50 (except during funer break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra Nakhon	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address:Phraya Chamkat Road,Tambon Tha Hin,	9:00 - 16:30 (except during lunch break)
	3.00 - 10.30 (except during functi bleak)
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))	
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from
Address:Prachin Anuson Road, Tambon Na Mueang,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Correigo Hours anone daily from Manday
	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address:451 Chiang Mai-Lampang Superhighway, Tambon	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	9:00 - 16:30 (except during lunch break)
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	3.00 10.30 (except during funer break)
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))	Complete Harris 1, 2, 5, 14, 5
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address:78 Mu 10, Soi Si Phanom, Liang Mueang Road,	9:00 - 16:30 (except during lunch break)
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))	
, , , , , , , , , , , , , , , , , , , ,	

Branch details	Service Hours opens daily from Monday
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima	to Friday (except for official holidays) from
Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat	to Friday (except for official holidays) from
Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	9:00 - 16:30 (except during lunch break)
Thammarat, Nakhon Si Thammarat 80000	
Tel:0 7535 6458	

Procedure, duration, responsible agency Work Duration: 7 working days

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))

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 working day	National Library of
	1.1Newspaper proprietor submits required documents for		Thailand
	alternation to the item in the recordation evidence printing		
	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.		
	(Note: (Responsible agency i.eSpecial Service: ISSN		
	ISBN, Printing Recordation, Information Resources Service		
	Group, the National Library of Thailand		
	- the1 st -12 th Regional Office of Fine Arts Department to		
	join this step.))		
2)	Consideration ,	2 working days	National Library of
	A letter will be sent to related office by printing		Thailand
	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		

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 - the1 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 - the1st-12th 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 - the1st-12th Regional Office of Fine Arts Department to join this step.))	1 working day	National Library of Thailand

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by
1)	Culturisaion latter Culticat. Alteration to the items in the	government office
1)	Submission letter, Subject: Alteration to the item in the	National Library of
	Recordation Evidence	Thailand
	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.)	
2)	Form Phor 1 (for printing recordation by the newspaper	National Library of
	proprietor)	Thailand
	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	

No.	Name of doument, 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	
4)	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 doument, number, details (if any)	Document issued by
9)	The newspaper office inside and outside photos showing its	government office -
	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	
11)	the area of the newspaper setting.) Power of Attorney	_
11)	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	
42)	the area of the newspaper office setting.)	
12)	ID Card Original (s): 1	Department of Provincial Administration
	Original (s): 1 Copy (ies): -	Administration
	Note: (- Present to authority the original for verification/identification	
	- ID card of the newspaper proprietor, printer, publisher and editor.)	
13)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	
	Note : (Present to authority the original for verification/identification	
	together with list of shareholders.)	
14)	Association or Organization or Foundation License and	Department of Provincial
	registration of the Association/Foundation's Board	Administration
	Original (s): 1	
	Copy (ies) : - Note : (Present to authority the original for verification/identification.)	
15)	Accreditation of Private Higher Education Institution, Thor Mor 4	_
13)	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

N	lo.	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: (in case of ordinary person))
2)	Submission letter, Subject: Alteration to the item in the Recordation Evidence
	(Note: (in case of juristic person))
3)	Sample and guide to completing the submission letter, Subject: Alteration to the item in the
	Recordation Evidence
	(Note: (in case of ordinary person))
4)	Sample and guide to completing the submission letter, Subject: Alteration to the item in the
	Recordation Evidence
	(Note: (in case of juristic person))
5)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation
	Evidence
	(Note: (in case of ordinary person))
6)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation
	Evidence
	(Note: (in case of juristic person))
7)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to
	the item in the Recordation Evidence
	(Note: (in case of ordinary person))

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: (in case of juristic person))
9)	Letter of consent to using the place for newspaper busines
	(Note: (in case of ordinary person, juristic person))
10)	Sample and guide to completing letter of consent to using the place for newspaper business
	(Note: (in case of ordinary person))
11)	Sample and guide to completing letter of consent to using the place for newspaper business
	(Note: (in case of juristic person))
12)	Power of Attorney
	(Note: (in case of juristic person))
13)	Sample of Power of Attorney
	(Note: (in case of ordinary person))
14)	Sample of Power of Attorney
	(Note: (in case of juristic person))

ordinary person

Form Phor 3

		Written at .		
		Date	Month	Year
With regard	to		Дде	Race
				Road
				Province
Has received a printi	ng recordation of			
According to official	document indicating the	Recordation R	egistration No	
	onth			
		to make a	lteration or ca	has been authorized b ncellation to item in recordatio
official a Province		in the fol	llowing.	with recordation
				Applicant

juristic person

Form Phor 3

		W	/ritten at		
		D	ate	Month	Year
	With regard to			by	
Age	Race	Nationality			. Having Regular Domicile at House
					ct
					No
	Month			-	
Datea.					has been authorized by
					r cancellation to item in recordation
					with recordation
	• •				with recordation
	a Province			_	
•••••					
				-	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 t	the newspaper office>>>)	Written atNo.88. Soi Phaholyothin1.Road.Phaholyothin Sub-districtBangchanDistrictTalingchanBangkok
	(date of application>>>)	Date:14Month:FebruaryB.E2558
RaceTha Sub-district Has received of a newspal According to Dated At the	iNationalityTi	re-reading Like-readingAge26years ThaiHaving Regular Domicile at House No9RoadSamsen Bangkokprovinceproprietor
1.	Alteration of the newsp	aper's objective from dissemination of literature, production and
advertiseme	nt to be dissemination of a	warded literature, reading promotion activity, public relations and
advertiseme	nt.	
2	Alteration of time interval o	if issuance of the newspaper from monthly to be quarterly.
3.	Alteration of the newspape	r language from Thai to be Thai and English.
4.	Other particulars remain un	changed.

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

Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

	ten atPhloisai Com.,Ltd88Prakobsin Building Phaholyothin 1RoadPhaholyothin
	-districtBangchanDistrictTalingchanBangkok
	14BangenanbistrictTainigenanbangkok
(date of application>>>) Date	14D.E2336
With regard toLove Reading Com.,LtdbyMiss I	
RaceThaiNationalityThaiHaving Reg Sub-districtDusitDistrictDusitProvir	
Has received a printing recordation ofSanook Reading	
According to official document indicating the Recordation Re	
Dated17MonthMarchB.E2557	
At this time I,Phloisai Com.,Ltdby Miss	Phloisai Namchai-ngamhas been authorized by
Love Reading Com., Ltdby Miss Love-reading Like-reading	gto make alteration or cancellation to item in
recordation evidence of the newspaper named	Sanook Reading
with recordation official at ProvinceBang	kokin the following.
1. Alteration of the newspaper proprietor from Lov	ve Reading Com.,Ltd. by Miss Love-reading
Like-reading to be Phloisai Com.,Ltdby Miss Phloisai N	lamchai-ngam.
2. Alteration of printer fromMiss Love-reading Lik	ke-reading to beMiss Phloisai Namchai-ngam.
3. Alteration of publisher fromMiss Love-reading	Like-reading to beMiss Phloisai Namchai-ngam.
4. Alteration of editor fromMiss Love-reading Like	e-reading to beMiss Phloisai Namchai-ngam.
5. Alteration of name and location of the newspape	er office from Love Reading Com.,Ltdto be
No9RoadSamsenSub-districtDusitDistrictDusitF	•
No88Prakobsin BuildingSoi Phaholyothin 1Road	PhaholyothinSub-districtBangchan
DistrictTalingchanProvinceBangkok.	
6. Alteration of publisher's name and office locatio	
No9RoadSamsenSub-districtDusitDistrictDusit No88Prakobsin BuildingSoi Phaholyothin 1Road	
DistrictTalingchanProvinceBangkok.	.FilanoryotiniSub-districtBangchan
-	location from Good Printing Com.,LtdNo11
RoadCharansanitwongSub-districtBanchanglorDis	
Thai Writing Com., LtdNo.1456SoiOmnoiRoa	
District TalingchanProvinceBangkok.	anni ann Benammineae aistrictinin ann Benammin
8. Other particulars remain unchanged.	
o. Other particulars remain unchanged.	
	A P
	Applicant
(N	Aiss Phloisai Namchai-ngam)

ordinary person

Submission Letter

		Address	
		Date Month	Year
Subject:	Alteration to item in the Recordati	on Evidence	
Attention:	Printing Recordation Official for Pr	ovince	••••
Enclosure:	-		
Ref	Ferring to (Mr/Mrs/Ms)		's printing
recordation	n of a newspaper named		Time interval of issuance of the
newspaper		Langua	gewith the
objective t	o		
which was	approved on Date Month	Year	Registration No
In t	his connection, (Mr/Mrs/Ms)		
	to make alternations to item		
	with enclosed supporting documen		
	, , , , , , , , , , , , , , , , , , ,		
You	ur kind consideration in taking actio	n is highly appreciated.	
		You	urs respectfully,
		()
		Dosition	
		Position:	
Tel/Fax:			

juristic person

Submission Letter

		Address		
		Date	Month	Year
Subject:	Alteration to item in the Recorda	tion Evidence		
Attention:	Printing Recordation Official for P	rovince		
Enclosure:	(Copy of the Juristic Person who i	s the newspap	er publishe	er)
Re	ferring to (Mr/Mrs/Ms)		by	's printing
recordatio	n of a newspaper named			Time interval of issuance of the
newspaper	·		Langua	gewith the
objective t	TO			
which was	approved on Date Month		Year	Registration No
In t	this connection, (Mr/Mrs/Ms)			by
would like	e to make alternations to item			
I have here	with enclosed supporting docume	nts for the alte	eration req	uest.
Yo	ur kind consideration in taking acti	on is highly ap	preciated.	
			Yo	urs respectfully,
		()
		Position:		
Tal/F				
rei/ rax:				

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(add	ress of the newspaper office>>>)	Sub-districtBangchanDistrictTalingchanBangkok
	(date of application>>>)	Date14Month:FebruaryB.E2558
Subject:	Alteration to item in the Recordation	on Evidence
Attention: Enclosure:	Printing Recordation Official for Pro	ovinceBangkok
named cultural lite B.E2557. In f item relatii	Sanook Reading,monthlyin erature, production and advertiseme Registration NoSor Sor Chor23 this connection,Miss Love-reading to objective, time interval of issua	se-reading's printing recordation of a newspaper nThai, with the objective to disseminate news on Thai ent which was approved on Date17MonthMarch 9/2557. Ing Like-readingwould like to make alternations to nace of the newspaper, and language to be used in the rting documents for the alteration request.
Yo	ur kind consideration in taking actior	ı 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>>>)	AddressPhloisai Com., Ltd88Prakobsin Building Soi Phaholyothin1RoadPhaholyothin
		Sub-districtBangchanDistrictTalingchanBangkok
	(date of application>>>)	Date14B.E2558
Subject:	Alteration to item in the Recordation	on Evidence
Attention	n: Printing Recordation Official for Bar	ngkok
Enclosur	e: Copy of Juristic Person Certificate for	or publishing a newspaper
F	Referring to Love Reading Com. Ltd	byMiss Love-reading Like-reading's printing
		Reading,monthly inThai, with the objective
	, ,	production and advertisement which was approved on
		Registration NoSor Sor Chor222/2557.
Jate1	/IVIOIIti1IVIai ti1	Negistration No301 301 Chor222/2337.
L	.ove Reading Universitybyby	Miss Love-reading Like-readingwould like to
nake alt	ernations to item relating to the news	paper proprietor, printer, publisher, editor, name and
	•	ation of the publisher's office, name and location of the
		porting documents for the alteration request.
31 II ICII 18 1	Touse Have herewith choosed sup	porting documents for the diteration request.
Υ	our kind consideration in taking actior	is highly appreciated.
		Yours respectfully,
		Tours respectivity,
		(Miss Phloisai Namchai-ngam)
		Position: Board Member
		1 OSICIONI DOGINA MICHIDEI

Tel/Fax: 0-2234-5678

Letter of Consent

l,	Residing at House No	Moo
	District	
Located on Title Deed No	Thai National ID Card.	
Position in the Company (if ar	ny)as owner possessing the p	place
This letter is to certify that I a	gree to give full consent to	
	ercial building	
	B.EIn	
	Sign	Grantor
	()
	Sign(
	Sign(

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

Letter of Consent

	Residing at House No258MoorictTalingchanProvinceBangkok	
	Гhai National ID Card1-2222-55555—88-4	
	as owner possessing the place No9	
, , , , , , , , , , , , , , , , , , , ,	.DusitDistrictDusitBangkok	
This letter is to certify that I agree to give	e full consent toMiss Love-reading Like-readingto)
<u> </u>	the newspaper business namedGood Citizen News	
, ,	erB.E2558In witness whereof, I therefore	
sign this letter in the presence of witness	ses.	
	SignGran	tor
	(Mr. Sonsin Meesabmak)	
	SignWitn	ess
	(Mr.Keng Chopnok)	C 33
	SignWitn	ess
	(Mr.Chalard Khiddee)	

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

Letter of Consent

I,Mr.Sonsin MeesabmakResidi	ing at House No258Moo	
Sub-districtBangchanDistrict	TalingchanProvinceBangkok	
Located on Title Deed No77777Thai Na	ational ID Card1-2222-55555—88-4	
Position in the Company (if any)board membe	eras owner possessing the place No88	
Prakobsin BuildingSoi Phaholyothin 1Phaho	olyothin RoadSub-districtBangchan	
DistrictBangkok	C	
This letter is to certify that I agree to give full co	onsent toPhloisai Com., Ltdto	
use building commercial building a	apartment others (specify)mentioned	
above as the printing house for running the ne	wspaper business namedGood Citizen News	
fromDate5MonthFebruaryB.	E2558In witness whereof, I therefore	
sign this letter in the presence of witnesses.		
	SignGranto	or
	(Mr. Sonsin Meesabmak)	
	SignWitne	SS
	(Mr.Keng Chopnok)	
	Sign Witne	
	SignWitne	55
	(Mr.Chalard Khiddee)	

revenue stamp 10 B.

Power of Attorney

		Address			
		Date:	Month:	B.E	•••
This Power o	f Attorney. I		bv		
	•				
				d	
				Post Code	
Hereby autho	orize		Holder of the ca	ard	.
No	Issued at		On		
Living at House No	Soi	.Road	Sub-dis	trict	
District	Province.		P	ost Code	
To be lawful and lega	l attorney on behalf of m	nyself for the f	following.		
alter the typos and si 2. The author Any action pe the Grantor hereby a	gn for change in list of dority hereby granted to underformed by the Grantee	ocuments in front occuments in front occuments in accordance as if I have possible.	ront of the printing tions within scop e with objectives ersonally underta	of this Power of Attorned of this Power of Attorney aken all these actions. In	≥γ.
		Sign		Grantor	
		()	
		•		Grantee	
		()	
		•		Witness	
				Witness)	

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of A	ittorney
Sub-distr	No.88 Soi Phaholyothin 1Road Phaholyothin rictBanghanDistrictTaingchanBangkok 14Month:FebruaryB.E2558
This Power of Attorney, IMiss P	Phloisai Namchai-ngam
Holder of Thai National ID Card No3-51407-8888	8-25-7Issued atMinistry of Interior
On8 July 2555Residing at House No24.	SoiRoad
Sub-districtChatuchakDistrictChatuchak	ProvinceBangkokPost Code11400
Hereby authorizeMiss Love-reading Like-re	eadingHolder ofThai National ID Card
No3-2222-11111-12-3Issued atMinistry of I	-
Living at House No25SoiRoad	
DistrictBangrakProvinceBa To be lawful and legal attorney on behalf of myself for	
To submit application and evident documer namedSanook Readingto the printing recordation and alter the typos and sign for change in list of documentation. Z. The authority hereby granted to undertake	n official ofBangkokto clarify, amend
Any action performed by the Grantee in accor	dance with objectives of this Power of Attorney,
the Grantor hereby assume all responsibilities as if I ha	ave personally undertaken all these actions. In
witness whereof, I therefore sign this Power of Attorn	ey 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

Power of Attorney
AddressPhloisai Com.,LtdNo88Prakobsin Building Soi Phaholyothin 1 Road Phaholyothin Sub-district.Bangha DistrictTalingchanProvinceBangkok Date14MontFebruaryB.E2558
This Power of Attorney, IPhloisai Com.,LtdbyMiss Phloisai Namchai-ngam
Hereby authorizeMiss Love-reading Like-readingHolder ofThai National ID Card No3-2222-11111-12-3Issued atMinistry of InteriorOn25MayB.E.2557 Living at House No25SoiRoadSub-districtBangrak DistrictBangrakProvinceBangkokPost Code14511
 To submit application and evident documents for a printing recordation of a newspaper namedSanook Readingto the printing recordation official ofBangkokto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official. 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.
SignGrantor (Miss Phloisai Namchai-ngam)
SignGrantee (Miss Love-reading Like-reading)
SignWitness (Mr.Chalard Khwamkhiddee)
SignWitness (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	Service Hours opens daily from Monday
Special Service ISSN ISBN	to Friday (except for official holidays) from
and Press Act Section, Information Resources Service Group,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi	to Friday (except for official holidays) from
Address:162 Krai Phet Road, Tambon Na Mueang,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 2 nd Regional Office of Fine Arts, Suphan Buri	to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 3 rd Regional Office of Fine Arts, Phra Nakhon Si Ayutthaya	to Friday (except for official holidays) from
Address: Uthong Road, Tambon Pratu Chai, Amphoe Phra	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 4 th Regional Office of Fine Arts, Lop Buri	to Friday (except for official holidays) from
Address:Phraya Chamkat Road,Tambon Tha Hin,Amphoe	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 5 th Regional Office of Fine Arts, Prachin Buri	to Friday (except for official holidays) from
Address:Prachin Anuson Road, Tambon Na Mueang,Amphoe	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 6 th Regional Office of Fine Arts, Sukhothai	to Friday (except for official holidays) from
Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao,	9:00 - 16:30 (except during lunch break)
Amphoe Mueang Sukhothai, Sukhothai 64210	2100 10100 (except during failer break)
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))	
Branch details	Service Hours opens daily from Monday
The 7 th Regional Office of Fine Arts, Chiang Mai	to Friday (except for official holidays) from
Address:451 Chiang Mai-Lampang Superhighway, Tambon	9:00 - 16:30 (except during lunch break)
Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300	5.00 10.50 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 8 th Regional Office of Fine Arts, Khon Kaen	to Friday (except for official holidays) from
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	9:00 - 16:30 (except during lunch break)
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	5.00 10.50 (except during functi break)
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))	
Branch details	Service Hours opens daily from Monday
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	to Friday (except for official holidays) from
Address: 78 Mu 10, Soi Si Phanom, Liang Mueang Road,	9:00 - 16:30 (except during lunch break)
Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani,	5.55 10.55 (except during functi break)
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))	
(hotelfulion broak 12:00 15:00))	

Branch details Service Hours opens daily from Monday The 10th Regional Office of Fine Arts, Nakhon Ratchasima to Friday (except for official holidays) from Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 11th Regional Office of Fine Arts, Songkhla to Friday (except for official holidays) from Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, 9:00 - 16:30 (except during lunch break) 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)) **Branch details** Service Hours opens daily from Monday The 12th Regional Office of Fine Arts, Nakhon Si Thammarat to Friday (except for official holidays) from 328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si 9:00 - 16:30 (except during lunch break) 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))

Procedure, duration, responsible agency Work Duration: 4 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 working day	National Library of
	1.1Newspaper proprietor submits required documents		Thailand
	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.		
	(Note: (Responsible agency i.eSpecial Service: ISSN		
	ISBN, Printing Recordation, Information Resources		
	Service Group, the National Library of Thailand		
	- the1 st -12 th Regional Office of Fine Arts Department to		
	take part in this step.))		

Step	Procedure	Duration	Responsible Agency
2)	Consideration, A letter to be prepared by printing recordation authority in respose to the applicant for the requested cancellation of being a printer, publisher, editor and newspaper proprietor. (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department to take part in this step.))	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. (Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department to take part in this step.))	1 working day	National Library of Thailand

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Submission letter, Subject: Cancellation of publishing	National Library of
	a newspaper	Thailand
	Original (s): 1	
	Copy (ies) : -	
	Note : (1. Complete and submit the letter signed by the newspaper	
	proprietorvia 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)	
2)	Form Phor 3 (for alteration or cancellation to the item in	National Library of
	recordation evidence)	Thailand
	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)	

No.	Name of doument, number, details (if any)	Document issued by
3)	Photo of the newspaper proprietor, facing the camera, no	government office
3)	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	
5)	Fine Arts Department located in the area of the newspaper office setting.) The official document displaying the printing recordation (Form	_
3)	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	
	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	
- 0)	in the area of the newspaper office setting.)	
8)	ID Card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies): - Note: (- Present to authority the original for verification/identification	
	- ID card of the newspaper proprietor, printer, publisher and editor.)	
9)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	2 Croiopinione
	Note : (Present to authority the original for verification/identification	
	associated with list of shareholders.)	

No.	Name of doument, 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	0.	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: (in case of juristic person))					
2)	Form Phor 3; for printing recordation, alteration or cancellation to the item in the Recordation					
	Evidence					
	(Note: (in case of ordinary person))					
3)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to					
	the item in the Recordation Evidence					
	(Note: (in case of juristic person))					
4)	Sample and guide to completing Form Phor 3; for printing recordation, alteration or cancellation to					
	the item in the Recordation Evidence					
	(Note: (in case of ordinary person))					
5)	Submission letter, Subject: Cancellation of publishing a newspaper					
	(Note:(In case of juristic person))					
6)	Submission letter, Subject: Cancellation of publishing a newspaper					
	(Note:(In case of ordinary person))					
7)	Sample and guide to completing submission letter, Subject: Cancellation of Printing a Newspaper					
	(Note: (in case of ordinary person))					
8)	Sample and guide to completing submission letter, Subject: Cancellation of Printing a Newspaper					
	(Note: (in case of juristic person))					
9)	Power of Attorney					
	(Note: (in case of ordinary person))					
10)	Power of Attorney					
	(Note: (in case of juristic person))					
11)	Sample of Power of Attorney					
	(Note: (in case of ordinary person))					
12)	Sample of Power of Attorney					
	(Note: (in case of juristic person))					

ordinary person

Form Phor 3

		Written at			
		Date	Month	Year	
With regard t	0		Age	Race	
Nationality	Having Regular Do	omicile at Ho	ouse No	Road	
				ovince	
_	nth		-		
				has been authorized by	
				cellation to item in recordation	
				with recordation	
			•		
		S	ign	Applicant	
			-)	
			,		

juristic person

Form Phor 3

Written at				
	Date	Month	YearY	
With regard to		by		
			. Having Regular Domicile at House	
			ct	
	Province			
			No	
~	B.E	-		
			has been authorized by	
•			r cancellation to item in recordation	
			with recordation	
• •	in t		with recordation	
		•		
 ••••••		••••••		
		Sign	Applicant	
		-)	
		,	,	

Sample: In case the newspaper proprietor is an ordinary person

Form Phor 3

(address of the newspaper office>>) Written at88.Soi. Phaholyothin 1RoadPhaholyothin Sub-districtBangchanDistrictTalingchanBangkok (date of application>>>) Date:14Month:FebruaryB.E2558
With regard toLove Reading Com.,Ltdby. Miss Love-reading Like-readingAge26years RaceThaiNationalityThaiHaving Regular Domicile at House No9Moo SoiSub-districtDusitProvinceBangkok Has received a printing recordation asproprietorproprietorproprietor
DatedB.E2557B.E2557
At this time I,Miss Love-reading Like-readinghas been authorized by
Love Reading Com., Ltdto make alteration or cancellation to item in recordation evidence of the
newspaper namedwith recordation
official for Provincein the following.
Cancellation of publishing the newspaper namedSanook Readingfrom 14 February 2558
SignApplicant
(Miss Love-reading Like-reading)

Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

(address of the newspaper office>)					_
	Soi Phaholyo			•	
	Sub-district	.Bangchan	.DistrictTa	lingchan	Bangkok
(date of application>>>)	Date14	Month	February	B.E2	.558
With regard toLove Reading C	ComLtdbv. I	Miss Love-re	eading Like	-reading	Age26vears
RaceThaiNationalityThai	•		_	_	-
SoiRoadR					
DistrictProvince			, , , , , , , , , , , , , , , , , , ,		
Has received a printing recordation as	_		rietor		
of a newspaper namedSanool					
	_				
According to official document indicatin	~	_			
Dated17	viontn	ıvıarcn		B.E	255/
At this time I,Miss	Love-reading	Like-readi	nσ	has heen	authorized by
Love Reading Com., Ltdto make all					
newspaper named	Sanook Re	ading		W	ith recordation
official for Province	3angkok		in the	following.	
Cancellation of publishing the news	spaper named	lSanook R	eadingfroi	m 14 Febru	ıary 2558
		Sign		Δnn	licant
		31811	• • • • • • • • • • • • • • • • • • • •	үрр	carre
		(Miss I	ove-reading	like-read	ing)
		(ove reduing	, Line read	···b/

ordinary person

Submission Letter

				Yeaı	
Subject: Attention:	Cancellation of publis Printing Recordation	_	•		
Enclosure:	-				
Ref	ferring to (Mr/Mrs/Ms	5)			's printing
recordation	n of a newspaper nam	ed		Tim	ne interval of
				inguage	
with the ob	ojective to				
	-			Registration No	
In t	this connection,				
would like	to make a cancellatio	n of publishing	the newspaper name	ed	
I have here	with enclosed suppor	ting documents	for the cancellation	request.	
You	ur kind consideration i	n taking action	is highly appreciated	d.	
			Y	ours respectfully,	
			•)	
			Position:		
Tel/Fax:					

juristic person

Submission Letter

		Address	
		Date Month	Year
Subject:	Cancellation of publishing the new	rspaper	
Attention:	Printing Recordation Official for Pr	ovince	
Enclosure:	(Copy of the Juristic Person who is	the newspaper publisher)	
Ref	ferring to (Mr/Mrs/Ms)	by	's printing
recordatior	n of a newspaper named		Time interval of
issuance of	the newspaper	Language	
with the ob	jective to		
which was	approved on Date Month	Year Registra	ation No
In t	this connection,	by	
would like	to make a cancellation of publishin	g the newspaper named	
I have here	with enclosed supporting documen	its for the cancellation request.	
You	ur kind consideration in taking actio	n is highly appreciated.	
		Yours respect	fully
		Tours respect	uny,
		(
		Position:	•
		rosition	
Tel/Fax:			

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(addres	ss of the newspaper office>>>)	Address:.88Soi Phaholyothin1Road Phaholyothin Sub-districtBangchanDistrictTalingchanBangkok
	(date of application>>>)	Date14Month:FebruaryB.E2559
Subject: C	ancellation of publishing the news	paper
Attention: P Enclosure: -	rinting Recordation Official for Pro	vinceBangkok
namedS cultural litera	anook Reading,monthlyir	e-reading's printing recordation of a newspaper nThai, with the objective to disseminate news on Thai nt which was approved on Date17MonthMarch 9/2557.
of publishing		ng Like-reading would like to make a cancellation Reading Date17MonthMarch B.E2559 s 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>>>)	AddressPhloisai Com., Ltd88Prakobsin Building Soi Phaholyothin1RoadPhaholyothinSub-districtBangchanDistrictTalingchanBangkok.
(date of application>>>)	Date14Month:FebruaryB.E2559
Subject: Cancellation of publishing the news	paper
Attention: Printing Recordation Official for Bar	ngkok
Enclosure: Copy of Juristic Person Certificate for	or publishing a newspaper
recordation of a newspaper namedSanook to disseminate news on Thai cultural literature, Date17MonthMarchB.E2557	byMiss Love-reading Like-reading's printing Reading,monthly inThai, with the objective production and advertisement which was approved onRegistration NoSor Sor Chor222/2557.
	er named Sanook Reading Date17 osed 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 o	f Attorney. I		bv		
	•				
				d	
				Post Code	
Hereby autho	orize		Holder of the ca	ard	.
No	Issued at		On		
Living at House No	Soi	.Road	Sub-dis	trict	
District	Province.		P	ost Code	
To be lawful and lega	l attorney on behalf of m	nyself for the f	following.		
alter the typos and si 2. The author Any action pe the Grantor hereby a	gn for change in list of dority hereby granted to underformed by the Grantee	ocuments in front occuments in front occuments in accordance as if I have possible.	ront of the printing tions within scop e with objectives ersonally underta	of this Power of Attorned of this Power of Attorney aken all these actions. In	≥γ.
		Sign		Grantor	
		()	
		•		Grantee	
		()	
		•		Witness	
				Witness)	

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of Attorney

Power of Accorney
Address88Soi Phaholyothin 1 RoadPhaholyothin Sub-district BangchanDistrictTalingchan ProvinceBangkok
Date14MonthFebruaryB.E2558
This Power of Attorney, IMiss Love-reading Like-readingMisstry of Interior Holder of Thai National ID Card No 3-2222-11111-12-3Issued atMinistry of Interior On25 May 2557Residing at House No25SoiRoad
Sub-districtBangrakDistrictBangrakProvinceBangkokPost Code14511
Hereby authorizeMiss Phloisai Namchai-ngamHolder ofThai National ID Card No3-51407-88888-25-7Issued atMinistry of InteriorOn8JulyB.E.2555 Residing at House No24SoiRoadSub-districtChatuchak DistrictChatuchakProvinceBangkokPost Code11400 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
namedSanook Readingto the printing recordation official for ProvinceBangkokto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.
2. The government have by a wanted to condentate all patients within accordant this Davyay of Attanage.

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.Yodviam Rakrian)	

Sample: In case the newspaper proprietor is a juristic person

revenue stamp 10 B.

	Power of Attorney
	AddressLove Reading Com.,LtdNo88Prakobsin BuildingSoi Phaholyothin 1Road. Phaholyothin Sub-districtBangchanDistrictTalingchanProvinceBangkokBangkokBangkok
Holder of Thai National ID Card No3 Dn25 May 2557residing at Hou	reading Com.,LtdbyMiss Love-reading Like-reading
No3-51407-88888-25-7Issued at Residing at House No24Soi	isai Namchai-ngamHolder ofThai National ID Card
namedSanook Readingto the printin amend and alter the typos and sign for ch official.	ent documents for a printing recordation of a newspaper g recordation official for ProvinceBangkokto clarify, range in list of documents in front of the printing recordation o undertake all actions within scope of this Power of Attorney.
Any action performed by the Granth characteristics and the Grantor hereby assume all responsibilities.	ntee in accordance with objectives of this Power of Attorney, lities as if I have personally undertaken all these actions. In ver of Attorney in the presence of witnesses.
	SignGrantor (Miss Love-reading Like-reading) SignGrantee (Miss Phloisai Namchai-ngam) SignWitness (Mr.Chalard Khwamkhiddee)

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	Service Hours opens daily from Monday	l
The National Archives of Thailand	to Friday (except for official holidays) from	l
Address:Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300	8:30 - 16:30 (except during lunch break)	l
Tel: 02 356 5440, 02 281 1599 ext. 228,150		l
Fax. 02 2815341		l
Website: www.nat.go.th		l
/ or contact us in person at the above address		l
(note: (lunch break 12.00 - 13.00))		l

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 Dierector General.	3 days	National Archives of Thailand

List of Required Documents

No.	Name of doument, 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)	Fees: 50 Baht
	(Note: (-Rate of fees under consideration))	
2)	Size: larger than A-4 (each)	Fees: 60 Baht
	(Note: (-Rate of fees under consideration))	
3)	Large size sheet (map, plan, diagram) size less than 16x2 inch	Fees: 500 Baht
	(each)	
	(Note: (-Rate of fees under consideration))	

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			
I	2)	The list of the archives to be exported for repairing			

สำหรับเจ้าหน้าที่เป็นผู้กรอก For official use
FOI Official use
เลขรับที่
Receipt No.
Receipt No. วันที่
Date
นั่รับคำขอ
ผูวบคาขอ
Åpplication recipient

คำขอรับใบอนุญาตซ่อมแซมเอกสารจดหมายเหตุนอกสังกัดกรมศิลปากร Application for a License to Repair Objects of Archives out of the Fine Arts Department

		เขียนที่		
		Written at		
	วันที่	เดือน		
	Date	Month	B.E.	
๑. ชื่อขอรับใบอนุญาต				
The applicant's name				
ั 🔲 (๑) เป็นบุคคลธรรมด	า อายุปี	สัญชาติ		
·	erson Age years			
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน	
Address No.	Trog/Soi		Road	
ตำบล/แขวง	อำเภอ/เขต		จังหวัด	
Tambol/Khwaeng (Sub-District	t) Amphoe/Khe ⁻	t (District)	Changwat (P	rovince)
รหัสไปรษณีย์ ช				
Postcode	Country	Telepl	none Number	
🔲 (๒) เป็นห้างหุ้นส่วนส	สาขักเ			
Being an ordinary	-			
สำนักงานตั้งอยู่เลขที่			ถนน	
Address No.	Trog/Soi		Road	
ตำบล/แขวง	9			
Tambol/Khwaeng (Sub-District				
รหัสโปรษณีย์ ว	•		-	
	Country	Telepl		
โดยมี		•		
	as business operator			

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อยู่บ้านเลขที่		ตรอก/ซอย			ถนน
-		Trog/Soi			Road
ตำบล/แขวง		อำเภอ/เขต			จังหวัด
Tambol/Khwaeng (Sub-Distric	ct)	Amphoe/Khet	(District)		Changwat (Province)
รหัสไปรษณีย์	ประเทศ		เลข	ขหมายโทร	ศัพท์
Postcode	Countr	У	Te	elephone	Number
🗖 (๓) เป็นนิติบุคคลประ	ะเภท				
·		ıristic person (s			
จดทะเบียนเมื่อ					
Date of Registration		Re	gister No.		
สำนักงานตั้งอยู่เลขที่		.ตรอก/ซอย			ถนน
Address No.		Trog/Soi			Road
ตำบล/แขวง					จังหวัด
Tambol/Khwaeng (Sub-Distric					
รหัสไปรษณีย์	ประเทศ		เลข	ขหมายโทร	ศัพท์
Postcode	Countr	У	Te	elephone	Number
โดยมี	. เป็นผู้ดำ	เนินกิจการ	อายุ	ปี สัญข	ภาติ
Represented by		·			
อยู่บ้านเลขที่		ตรอก/ซอย			ถนน
		Trog/Soi			
ตำบล/แขวง					
Tambol/Khwaeng (Sub-Distric					
รหัสไปรษณีย์					
Postcode	Countr	У	Te	elephone	Number
๒. ผู้ขอรับใบอนุญาตขอรับใบอนุถุ	บาตส่งเอก	าสารจดหมายเหต	าซ่อมแซมไป	ยัง	
The applicant applies for a li	-		•		the Fine Arts
Department to specify recipie		, ,			
(๑) เป็นบุคคลธรรม	ดา ฮ	อายุปี	สัญชาติ		
Being a natural p		1	-		
อยู่บ้านเลขที่		ตรอก/ซอย			.ถนน
Address No.		Trog/Soi			Road
ตำบล/แขวง		อำเภอ/เขต			จังหวัด
Tambol/Khwaeng (Sub-Distric	ct)	Amphoe/Khet	(District)		Changwat (Province)
รหัสไปรษณีย์	ประเทศ		เลข	ขหมายโทร	ศัพท์
Postcode	Countr	у	Te	elephone	Numbe

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🔲 (๒) เป็นห้างหุ้นส่วน	สามัญ					
Being an ordinary	•	'				
สำนักงานตั้งอยู่เลขที่		ตรอก/ซอย			ถนน	
Address No.		Trog/Soi			Road	
ตำบล/แขวง		อำเภอ/เขต			จังหวัด	
Tambol/Khwaeng (Sub-Distric	ct)	Amphoe/Khet	(District	t)	Changwat (Province	∋)
รหัสไปรษณีย์	ประเทศ			เลขหมา	ยโทรศัพท์	
Postcode	Countr	У		Teleph	none Number	
โดยมี	. เป็นผู้ดำ	แนินกิจการ	อายุ	ปี	สัญชาติ	
Represented by	as busi	ness operator	Age	years	Nationality	
อยู่บ้านเลขที่		ตรอก/ซอย			ถนน	
Address No.		Trog/Soi			Road	
ตำบล/แขวง		อำเภอ/เขต			จังหวัด	
Tambol/Khwaeng (Sub-Distric	ct)	Amphoe/Khet	(District	t)	Changwat (Province	∋)
รหัสไปรษณีย์	ประเทศ			เลขหมา	ยโทรศัพท์	
Postcode	Countr	У		Teleph	none Number	
🗖 (๓) เป็นนิติบุคคลประ	ะเภท					
1		ıristic person (s				
จดทะเบียนเมื่อ		เล•	ขทะเบียา	นที่		
Date of Registration			gister N			
สำนักงานตั้งอยู่เลขที่		.ตรอก/ซอย			ถนน	
Address No.		Trog/Soi			Road	
ตำบล/แขวง		อำเภอ/เขต			จังหวัด	
Tambol/Khwaeng (Sub-Distric	ct)	Amphoe/Khet	(District	t)	Changwat (Province	(ج
รหัสไปรษณีย์						
Postcode	Countr	У		Telepł	none Number	
โดยมี	. เป็นผู้ดำ	เนินกิจการ	อายุ	ปี่	สัญชาติ	
Represented by	•		•			
อยู่บ้านเลขที่						
Address No.		Trog/Soi			Road	
ตำบล/แขวง		อำเภอ/เขต			จังหวัด	
Tambol/Khwaeng (Sub-Distric						
รหัสไปรษณีย์						
Postcode		У				

โดยจะส่งเอกสารจดหมายเหตุที่มีสภาพชำรุดไปซ่อมแซมนอกสังกัดกรมศิลปากรภายใน	ูเวันที่
เดือนพ.ศ. พ.ศ. ตามบัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาต	าส่งซ่อมแซม
เอกสารจดหมายเหตุตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวมรายการ	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 a	ttached
herewith, shall be totallyitems,pieces.	
๓. ผู้ขอรับใบอนุญาต	
The applicant	
🗖 ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิสูจ	าน์แล้ว
bring the archives to be exported for repairing out of the Fine Arts Depart	ment for
identification.	
🗖 ไม่ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิ	•
Does not bring the archives to be exported for repairing out of the Fine A	ırts
Department for identification	
เนื่องจาก (ระบุเหตุผล)	•••••
Because (specify reason)	
๔. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ	
The applicant attaches herewith the related documents and evidence as follows:	WS:
(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) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากร	รมศิลปากร
	จำนวน ๒ ชุด
the certificate of approval conservation from the fine arts department tha	at person or
agencies can operate to repair archives equivalence of the Fine Arts Depa	artment
	2 copies;
	, ,

่ 🔲 (๒) ใน	เกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ	
ln	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 par	tner
		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)	ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากร	
		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) ใน	เกรณีผู้ขอรับใบอนุญาตเป็นนิติบุคคลประเภทอื่น ๆ	
ln	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 persor	n 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;
(4)	บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้	จำนวน ๒ ชุด
	The list of the archives to be exported for repairing out of the Fine Arts	
(ລ)	Department made in the form attached herewith ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากร	2 copies;
(1)	· · · · · · · · · · · · · · · · · · ·	
		จำนวน ๒ ชุด
	the certificate of approval conservation from the fine arts department to	.nat person
	or agencies can operate to repair archives equivalence of the Fine Arts	
	Department.	2 copies;

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		รวมขุด Total copies
	(ลายมือชื่อ)	ผู้ขอรับใบอนุญาต
	(Signature)	The Applicant
หมายเหตุ : ให้ใส่เครื่องหมาย ✔ ในช่อง 🏻 หน้าข้อคา	วามที่ต้องการ	
Remark : Put the sign \checkmark into the box \square in fro	nt of the required stateme	ent.

บัญซีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซม The list of the archives to be exported for repairing

ลำดับที่	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	สภาพชำรุด	ภาพประกอบ	หมายเหตุ
	่ □เอกสาร						
	textual archives						
	ا ق ا						
	(524)						

กลุ่มอนุรักษ์เอกสาร

People's Manual: Application for reproduction of archival materials

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details	Service Hours opens daily from
The National Archives of Thailand (Kromluang Phichitpreechakorn Room)	Monday to Saturday (except for
Address: Samsen Road, Khet Dusit, Bangkok 10300	official holidays) from 08:30 - 16:00
Tel: 02 356 5440, 02 2811599 ext. 103, 230	(except during lunch break)
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))	
Branch details	Service Hours opens daily from
The National Archives of Thailand (Burachat Room)	Monday to Friday (except for official
Address: Samsen Road, Khet Dusit, Bangkok 10300	holidays) from 8:30 - 16:00 (except
Tel: 02 356 5440, 02 2811599 ext. 230, 233 Fax: 0 2281 5341	during lunch break)
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))	

Procedure, duration, responsible agency Work Duration: 5 days

the application for reproduction.

Step **Procedure Duration** Responsible Agency National Archives of 1) **Document check** 1 day Applicant for reproduction of archival materials submits Thailand the application. (Note: (Only the registered individual is elegible to apply at this step.)) 2) Consideration 3 days National Archives of Consideration for the reproduction of archival materials Thailand is made by the Director or entrusted authority. 3) Signing/Meeting decision 1 day National Archives of Director of the National Library of Thailand signs to grant Thailand

List of Required Documents

No.	Name of doument, 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	Fees: 3 Baht
	(Thai nationality), each	
	(Note: (-New rate of fees under consideration))	
2)	Reproduction with copying machine, size A-4 paper	Fees: 10 Baht
	(other nationalities), each	
	(Note: (-New rate of fees under consideration))	
3)	Reproduction with copying machine, size F-4 paper	Fees: 3 Baht
	(Thai nationality), each	
4)	(Note: (- New rate of fees under consideration))	For 10 Debt
4)	Reproduction with copying machine, size F-4 paper	Fees: 10 Baht
	(other nationalities), each	
E)	(Note: (-New rate of fees under consideration))	Fees: 8 Baht
5)	Reproduction with copying machine, size A-3 paper (Thai nationality), each	rees: o ballt
	(Note: (- New rate of fees under consideration))	
6)	Reproduction with copying machine, size A-3 paper	Fees: 25 Baht
0)	(other nationalities), each	rees. 25 bane
	(Note: (-New rate of fees under consideration))	
7)	Reproduction of a photo, size 5x7 inch (Thai nationality), each	Fees: 60 Baht
,	(Note: (- New rate of fees under consideration))	
8)	Reproduction of a photo, size 5x7 inch (other nationalities),	Fees: 180 Baht
,	each	
	(Note: (- New rate of fees under consideration))	
9)	Reproduction of a photo, size 8x10 inch (Thai nationality),	Fees: 105 Baht
	each	
	(Note: (- New rate of fees under consideration))	
10)	Reproduction of a photo, size 8x10 inch (other nationalities),	Fees: 315 Baht
	each	
44)	(Note: (- New rate of fees under consideration))	- 20.5.1.
11)	Scan on bromide paper, size 5x7 inch (Thai nationality), each	Fees: 20 Baht
12)	(Note: (- New rate of fees under consideration))	Face CO Dabb
12)	Scan on bromide paper, size 5x7 inch (other	Fees: 60 Baht
	nationalities),each	
13)	(Note: (- New rate of fees under consideration))	Fees: 80 Baht
13)	Scan on bromide paper, size 8x10 inch (Thai nationality), each (Note: (- New rate of fees under consideration))	rees: 60 banc
14)	Scan on bromide paper, size 8x10 inch (other nationalities),	Fees: 120 Baht
,	each	1 663. 120 Built
	(Note: (- New rate of fees under consideration))	
15)	Reproduction from a slide, negative film or photo and convert	Fees: 50 Baht
- 7	to digital file on CD-R and DVD-R, resolution 300 dpi	
	(Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
16)	Reproduction from a slide, negative film or photo and convert	Fees: 150 Baht
	to digital file on CD-R and DVD-R, resolution 300 dpi	
	(other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
17)	Reproduction from a slide, negative film or photo and convert	Fees: 135 Baht
	to digital file on CD-R and DVD-R, resolution 800 dpi	
	(Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	

No.	Description	Fees (Baht/Percentage)
18)	Reproduction from a slide, negative film or photo and convert	Fees: 405 Baht
	to digital file on CD-R and DVD-R, resolution 800 dpi	
	(other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
19)	Reproduction of a colored or black and white map, diagram or	Fees: 70 Baht
	plan, size 120 gms A-4 paper (Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
20)	Reproduction of a colored or black and white map, diagram or	Fees: 210 Baht
	plan, size 120 gms A-4 paper (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
21)	Reproduction of a colored or black and white map, diagram or	Fees: 120 Baht
,	plan, size 120 gms A-3 paper (Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
22)	Reproduction of a colored or black and white map, diagram or	Fees: 360 Baht
,	plan, size 120 gms A-3 paper (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
23)	Reproduction of a colored or black and white map, diagram or	Fees: 200 Baht
- /	plan, size 120 gms A-2 paper (Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
24)	Reproduction of a colored or black and white map, diagram or	Fees: 600 Baht
,	plan, size 120 gms A-2 paper (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
25)	Reproduction of a colored or black and white map, diagram or	Fees: 250 Baht
,	plan, size 120 gms A-1 paper (Thai nationality), each.	1 3331 233 24
	(Note: (- New rate of fees under consideration))	
26)	Reproduction of a colored or black and white map, diagram or	Fees: 750 Baht
_0,	plan, size 120 gms A-1 paper (other nationalities), each.	1 0001 7 50 50.10
	(Note: (- New rate of fees under consideration))	
27)	Reproduction of a colored or black and white map, diagram or	Fees: 350 Baht
_, ,	plan, size 120 gms A-0 paper (Thai nationality), each.	i dedi da banc
	(Note: (- New rate of fees under consideration))	
28)	Reproduction of a colored or black and white map, diagram or	Fees: 1,050 Baht
20)	plan, size 120 gms A-0 paper (other nationalities), each.	1 cc3. 1,030 banc
	(Note: (- New rate of fees under consideration))	
29)	Reproducation from microfilm, in case of the reproduction on	Fees: 10 Baht
23)	size A-4 paper (Thai nationality), each.	rees. 10 Banc
	(Note: (- New rate of fees under consideration))	
30)	Reproducation from microfilm, in case of the reproduction on	Fees: 15 Baht
30)	size A-4 paper (other nationalities), each.	rees. 15 banc
	(Note: (- New rate of fees under consideration))	
31)	Reproduction from microfilm, in case of the reproduction on	Fees: 1,200 Baht
31)	35.mm microfilm (Thai nationality), each.	1 cc3. 1,200 banc
	(Note: (- New rate of fees under consideration))	
32)	Reproduction from microfilm, in case of the reproduction on	Fees: 2,000 Baht
32)	35.mm microfilm (other nationalities), each.	1 ees. 2,000 bant
	(Note: (- New rate of fees under consideration))	
33)	Reproduction of animation on DVD or MPEG2 file for the first	Fees: 100 Baht
JJ)	10 minutes.	i ees. 100 Danit
241	(Note: (- New rate of fees under consideration))	Food: F Poht
34)	Reproduction of animation and magnetic sound-recording	Fees: 5 Baht
	tape in MP3 or WAV file, over the first 10 minutes, each minute.	
	(Note: (-In case of less than 10 minutes, fees are equal to 10 minutes.	
	-New rate of fees under consideration))	

No.	Description	Fees (Baht/Percentage)
35)	For Item 29, and 30, those who wish to reproduce pictures or	Fees: 30 Baht
	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.	
26)	(Note: (- New rate of fees under consideration))	- 100 5 1
36)	For Item 29, and 30, those who wish to reproduce pictures or	Fees: 100 Baht
	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))	
37)	For Item 29, and 30, those who wish to reproduce pictures or	Fees: 50 Baht
37)	sound, bring your own picture recording-tape, video or DVD, if	rees. 30 bank
	not but wish to use the National Library of Thailand's	
	materials, service charges to be paid for picture recording-tape,	
	magnetic sound recording-tap, 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))	
38)	Other service charges: In case bringing your own Notebook or	Fees: 100 Baht
	Laptop but using electricity in the National Library of	
	Thailand, the rate is for each time/day.	
	(Note: (- New rate of fees under consideration))	

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-vidual archives.

Receipt No. Registration No. Form KorBorSor. 1/2547 Responsible Person _____ Service group 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 \square 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 \square in paper \square in microfilm Title -Numbers of Document Code Page No. Size Remark Name of series pages/pictures/rolls

Operator _____ Date/month/year _____

				Regis	tration l	No
Form 1	KorJorBor. 3/256	0		Recei	pt No	
Group of archive documents and services			Offici	al		
	Appl	ication for reproduction	of audio-v	idual arc	hives	
1. 2.		son giving the request				
	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 The objectives are for studying, researching, referring, and publishing in					
5.	duplicate is prol	copy will be used for straining the hibited. If it is intended to the given by the Fine Art w.	be published	d, advertis	ed, or d	isseminated, the
No.	Document Code	Details of document demanded	d for copying	Quantity	Size	Photo file No.
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	7		Perso	on giving the	intention
Permission granted					
remission granted		(Sig	gnature)		
Director of National Archiv	es of Thailand	Date	e		
	For	· Official			
		Appointment da Submission date			
Operator					
Operation Date	time	time of cor	mpletion _		
☐ Scan photo onto CD	photos	☐ Scan photo	onto photo	paper	photos
☐ Motion pictures ☐ Sou	·	for	photo	S	
Length Minu	ite	Map			
		sheet			
	A4 _	sheet			
☐ Zoom in					
Size for	=	nt for pho	otos Wor	k receipt on _	
sending the copy for					
Size for		nt for pho	otos Wor	k receipt on _	
sending the copy for	_ photos				
<u>Remark</u>					

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	Service Hours opens daily from
The National Archives of Thailand	Monday to Friday (except for official
Address: Samsen Road, Khet Dusit, Bangkok 10300	holidays) from 8:30 - 16:30 (except
Tel: 02 356 5440, 02 2811599 ext. 103, 230	during lunch break)
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))	

Procedure, duration, responsible agency

Work Duration: 7 days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 day	National Archives of
	Submit a letter notifying the purpose with attached work		Thailand
	plan/project. Supporting letter from official		
	organization/private sector is required.		
2)	Consideration	3 days	National Archives of
	Taking the application into a meeting of the National		Thailand
	Library of Thailand for consideration.		
3)	Signing/Meeting decision	3 days	National Archives of
	Then submit to the Dierector General for finalized		Thailand
	consideration.		

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application for a permit to take out archival materials from	National Archives of Thailand
	the National Archives of Thailand for temporary display	
	Original (s): 1	
	Copy (ies) : -	
2)	List of the National Archives of Thailand's archival	National Archives of Thailand
	materials for temporary display.	
	Original (s): 1	
	Copy (ies) : 1	
3)	Work plan/project of the archival materials display	-
	Original (s): 2	
	Copy (ies) : -	
4)	ID card/ID card of government official	Department of Provincial
	Original (s): 1	Administration
	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.)	

No.	Name of doument, 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 Devlopment
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)
	No information on processing fees	

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	
			Date	Month	B.E.
๑. ชื่อผู้ขอรับใบอนุญาต					
The applicant's na					
		ายปี	สัญชาติ		
Being a natural p		1	•		
อยู่บ้านเลขที่		-			ถนน
Address No.		Trog/Soi	••••••		Road
ตำบล/แขวง		-			
Tambol/Khwaeng (Sub-Distric					
รหัสโปรษณีย์		•			•
Postcode	Country	,	lei	ephone	Number
🔲 (๒) เป็นห้างหุ้นส่วน	เสาขักเ				
Being an ordinary		chin			
สำนักงานตั้งอยู่เลขที่	•	•		ຄ	นน
Address No.		Trog/Soi			Road
ตำบล/แขวง		•			จังหวัด
Tambol/Khwaeng (Sub-Distric					
รหัสไปรษณีย์		•			-
Postcode	Country	,	Tel	lephone	Number
โดยมี	•			•	
Represented by	•		•		

อยู่บ้านเลขที่		ตรอก/ซอย	ถนน
Address No.		Trog/Soi	Road
ตำบล/แขวง		อำเภอ/เขต	จังหวัด
			Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เลขา	ามายโทรศัพท์
Postcode	Countr	y Tele	ephone Number
🗖 (๓) เป็นนิติบุคคลประ	ะเภท		
•		ristic 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-Distric	t)	Amphoe/Khet (District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เลขา	ามายโทรศัพท์
Postcode	Countr	y Tele	ephone Number
โดยมี	. เป็นผู้ดำ	เนินกิจการ อายุ	ปี สัญชาติ
Represented by		ness operator Age yea	
อยู่บ้านเลขที่		ตรอก/ซอย	ถนน
Address No.		Trog/Soi	Road
			จังหวัด
			Changwat (Province)
รหัสไปรษณีย์	ประเทศ		ามายโทรศัพท์
Postcode	Countr	y Tele	ephone Number
ผู้ขอรับใบอนุญาตขอรับใบอนออกไปเพื่อ	ุ่ญาตนำ	เอกสารจดหมายเหตุที่เก็บรัก	ษาไว้ในหอจดหมายเหตุแห่งชาติ
The applicant applies for a li	cense to	o temporarily dispatch or t	ake archives out of National
Archives for :			
🗖 จัดแสดง			
Exhibition			
🔲 ช่อมแซม			
Repairing			
🔲 เหตุจำเป็นอื่นใด			
Other case			

🗖 นำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็น	
การชั่วคราวออกไปที่ (ระบุชื่อผู้รับ)	
The applicant applies for a license to temporarily dispatch or take archives	out
of National Archives for exhibition. (specify recipient's name)	
อยู่บ้านเลขที่ถนน	
Address No. Trog/Soi Road	
ตำบล/แขวง	
Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Prov รหัสไปรษณีย์	/ince)
Postcode Telephone Number	
โดยจะนำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็ ชั่วคราว ในวันที่เดือนพ.ศ. พ.ศพ.ศ. ตามบัญชีรายการเอกสารจดหม	
ดังกล่าวที่ขออนุญาตนำออกตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวมรายการ	และ
นำเอกสารจดหมายเหตุมาคืนในวันที่เดือนพ.ศพ.ศ	
The above mentioned Archives, as appear in the list of archives of The National	l
Archives to be taken out of National Archives made in the form attached herewith, sha	ıll be
taken out the National Archives on datemonthB.Etotally	
items, shall be return to the National Archives on date month	
B.Eitems.	
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) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจ่	์ ที่ด
้. แสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้	
จำนวง	า (อ
The list of the archives to be taken out of the National Archives made in	1
	opies;
🔲 (๒) ในกรณีผู้รับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ	, ,
In the case where the applicant is a registered ordinary partnership;	
(ก) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนจำกัด จำนวน	୭ ୩ଉ
·	copies;

(ข) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรั	้ กษาไว้ในหอจดหมายเหตุแห่งชาติ	^ล ้ออกไปเพื่อจัด
แสดงเป็นการชั่วคราว ตามแบบแนบท้าย	ุ บคำขอนี้	
		จำนวน ๒ ชุด
The list of the archives to be taken	out of the National Archive	s made in the
form attached herewith.		2 copies;
🗖 (๓) ในกรณีผู้รับอนุญาตเป็นนิติบุคคลประเภทอื่	9 ຄົງ	
In the case where the applicant is a juris		
(ก) หนังสือแจ้งความประสงค์	stic persori	จำนวน ๒ ชุด
		1
Request letter (ข) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแล	x0 1005000001	2 copies;
1		จำนวน ๒ ชุด
Letter of a certificate or evidence	e of Juristic person status	2 copies;
(ค) หนังสือมอบอำนาจ		จำนวน ๒ ชุด
Letter of Authority	ፊ ለ አህ	2 copies;
(ง) บัญชีรายการเอกสารจดหมายเหตุที่เก็ง	Δ,	าต่ออกไปเพื่อจัด
แสดงเป็นการชั่วคราว ตามแบบแนบทั	ายค้าขอนี	_
		จำนวน 🔊 ชุด
The list of archives of National A	rchives to be taken out of N	ational Archives
made in the form attached here	with,	2 copies;
	57.	วมชุด
	To	otal copies
		3
๔. ในกรณีที่ได้รับอนุญาต ผู้ขอรับอนุญาตจะวางหลักประ เหตุที่ได้รับอนุญาตให้นำออกนอกหอจดหมายเหตุแห่งชา		าหาดแย เริ่มผมชาก
1 1 2		
The applicant shall upon the granting of licer	•	
assessed value of the archives to be temporarily	/ dispatched of taken out of	the National
Archives, as follows.		
🗖 ๔.๑ เงินสด จำนวน		
Cash in an amount of		
🗖 ๔.๒ พันธบัตรของรัฐบาลไทย ราคา	บาท ()
The Thai Government bond in an an	nount of	Baht
()

🗖 ๔.๓ พันธบัตรรัฐวิสาหกิจที่รัฐบาลไทยค้ำประกันราคาบาท

()
The State enterprise bond as guaranteed by Thai Government bond in an amount
ofBaht ()
🗖 ๔.๔ หนังสือค้ำประกันของธนาคาร เป็นเงินจำนวนบาท
()
The letter of guarantee of a commercial bank in an amount ofBaht
()
เพื่อเป็นหลักประกันว่าจะส่งหรือนำเอกสารจดหมายเหตุที่ได้รับอนุญาตส่งออกนอกสำนักหอจดหมาย
เหตุแห่งชาติ เป็นการชั่วคราวกลับเข้ามาในสำนักหอจดหมายเหตุแห่งชาติ ภายในระยะเวลาที่กำหนดไว้ใน ใบอนุญาต
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.
ในกรณีผู้ขอรับใบอนุญาตได้รับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกสำนักหอจดหมาย
เหตุแห่งชาติเป็นการชั่วคราว และได้ส่งหรือนำเอกสารจดหมายเหตุนั้นออกนอกสำนักหอจดหมายเหตุ
แห่งชาติแล้ว หากผู้รับใบอนุญาตไม่ได้ส่งหรือนำเอกสารจดหมายเหตุดังกล่าวกลับเข้ามาในสำนักหอจดหมาย
เหตุแห่งชาติภายในระยะเวลาที่กำหนดไว้ในใบอนุญาตผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงิน
สิบเท่าของราคาประเมินของเอกสารจดหมายเหตุนั้น
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
หมายเหต ุ: ให้ใส่เครื่องหมาย ✔ ในช่อง □ หน้าข้อความที่ต้องการ
Remark : Put the sign \checkmark into the box \square in front of the required statement.

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกไปจากสำนักหอจดหมายเหตุแห่งชาติ The list of the archives to be out of the National Archives

ลำดับ	૧	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	หมายเหตุ
ที่						
		เอกสาร				
		texual archives				
		ภาพถ่าย				
		photograph				
		ฟิล์มเนกาตีฟ				
		negative				
		ฟิล์มกระจก				
		Glass plate				
		สไลด์				
		slide				
		แผนที่				
		map				
		แผนผัง				
		chart, sketch				
		แบบแปลน				
		plan, drawing				
		แถบบันทึกเสียง				
		tape				
		แถบบันทึกภาพ				
		เคลื่อนไหว				
		Video,				
		U-Matic tape				
		ซีดี				
		CD				
		อื่น ๆ				
		others				
		(ระบุ)				

หมายเหตุ : ให้ใส่เครื่องหมาย	🗸 ในช่อง 🗖 หน้าข้อความที่ต้องการ
Remark: Put the sign ✓ i	nto the box \square 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	Service Hours opens daily from
The National Archives of Thailand	Monday to Friday (except for
Address: Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300	official holidays) from 8:30 - 16:30
Tel: 0 2281 8883	(except during lunch break)
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))	

Procedure, duration, responsible agency

Work Duration: 7 days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 day	National Archives of
	Applicant applies for a license to export or take out of		Thailand
	the Kingdom archival materials.		
	(Note: (General Administration Section))		
2)	Consideration	3 days	National Archives of
	Consideration to be made by the Diretor and submit to	-	Thailand
	the Dierector General to grant the application of a license.		
	(Note: (General Administration Section))		
3)	Signing/Meeting decision	3 days	National Archives of
	The Dierector General of Fine Arts Department asks the	-	Thailand
	Minister of Culture if any comments.		
	(Note: (Ministry of Culture))		

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office	
1)	Application for a license to export or take out of the	National Archives of Thailand	
	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.)		
2)	List of archival materials for taking out of the Kingdom.	National Archives of Thailand	
	Original (s): 1		
	Copy (ies) : -		
3)	ID card/ID card of government official	Department of Provincial	
	Original (s): 1	Administration	
	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.)		

No.	Name of doument, 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 Devlopment
5)	Power of Attorney Original (s): 1 Copy (ies): - Note: (In case the applicant is juristic person.)	-

Processing fees

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

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				
4)	(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

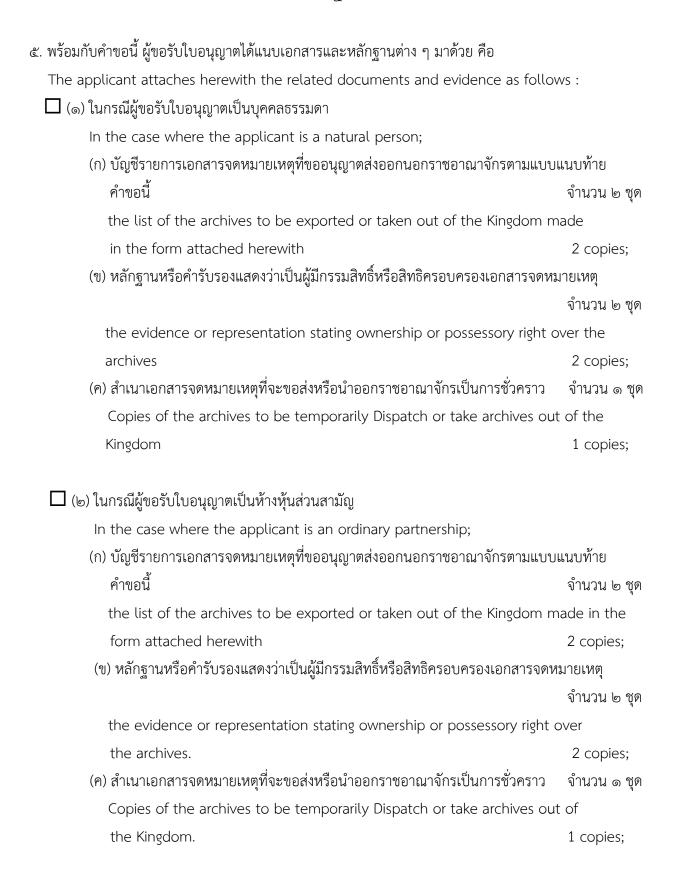
คำขอรับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักรเป็นการชั่วคราว Application for a License to Temporarily Dispatch or Take Archives out of the Kingdom

			2	.	
			เขียนที่	i	
			Writte	en at	
		วันที่	เดือน	พ.ศ	
		Date	Month	B.E.	
h. ชื่อขอรับใบอนุญาต					
The applicant's name					
🔲 (๑) เป็นบุคคลธรรมดา	อายุนี้	l สัญข	ชาติ		
Being a natural pe	erson Age	years	Nationality		
อยู่บ้านเลขที่	ตรอ	ก/ซอย		ถนน	
Address No.	Trog	g/Soi		Road	
ตำบล/แขวง	อำเภ	าอ/เขต		จังหวัด	
Tambol/Khwaeng (Sub-Di	strict) Amp	ohoe/Kh	net (District)	Changwat (P	rovince)
รหัสไปรษณีย์	ประเทศ		เลขห	เมายโทรศัพท์	
Postcode	Country		Tele	phone Number	
(๒) เป็นห้างหุ้นส่วนสามัญ					
Being an ordinary p					
ชานักงานตั้งอยู่เลขที่		/ ₈		09.19.1	
v			•••••		
Address No.	Tro	•		Road	
ตำบล/แขวง					
Tambol/Khwaeng (Sub-Dis	'			9	
รหัสไปรษณีย์					
Postcode	,			ohone Number	
โดยมี	เป็นผู้ดำเนินกิจก	าาร	อายุปี	สัญชาติ	
Represented by	as business o	perator	Age years	Nationality	
อยู่บ้านเลขที่	ตรอก/ซอ)ຢ		ถนน	
Address No.	Trog/So	i	Ro	ad	

ตำบล/แขวง	อำเภอ/เขต	จังหวัด	
Tambol/Khwaeng (Sub-Di	strict) Amphoe/Khet ([istrict) Changwat (Pr	ovince)
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
☐ (๓) เป็นนิติบุคคลประเภท	1		
	of juristic person (spectif		
จดทะเบียนเมื่อ	เลขท	ะเบียนที่	
Date of Registration	Regis	ter No.	
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	
ตำบล/แขวง	อำเภอ/เขต	จังหวัด	
Tambol/Khwaeng (Sub-Di	strict) Amphoe/Khet ([istrict) Changwat (Pr	ovince)
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
		Telephone Number	
โดยมี	. เป็นผู้ดำเนินกิจการ อ	ายุปี สัญชาติ	
Represented by	as business operator A	ge years Nationality	
·		ถนน	
Address No.	Trog/Soi	Road	
		จังหวัด	
	·	District) Changwat (Pr	
	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
ม ย ๆ ย ๆ	ا طا ہ	અ હ	ا ا
	ทูาตสงหรอนาเอกสารจดหมา	ยเหตุออกนอกราชอาณาจักรเป็นการ	ชวคราว
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:		
🗖 ส่งเอกสารจดหมายเหตุออ	กไปยัง (ระบุชื่อผู้รับ)		
		ประเทศ	
· ·			
•			

ම.

🛘 นำเอกสา	ารจดหมายเหตุออกไร	ปยัง (ระบุชื่อผู้รับ)	
อยู่เลขที่.		เมือง	ประเทศ
Take th	e archives to (spe	cify recipient's name	e)
Address	No	City	Country
โดยจะส่ง	เหรือนำเอกสารจดหม	มายเหตุออกนอกราชอา	ณาจักรภายในวันที่
			ชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งหรือ ในอนุญาตนี้ รวมรายการ
The abo	ove mentioned ob	ejects of archives, as	appear in the list of archives to be
exporte	d or taken out of	the Kingdom made	in the form attached herewith,
	e exported or take	_	m within the datemonth
า. เอกสารจดห	มายเหตุที่ขออนุญาต	ส่งหรือนำออกนอกราช	อาณาจักรเป็นการชั่วคราว ได้มาจาก
			ตามหลักฐานหรือคำรับรองที่แนบมาพร้อม
The archive	es to be temporar	ily dispatched or tak	ken out of the Kingdom acquired from
of such acc	quisition is attache	d nerewith.	
ะ. ผู้ขอรับใบอเ	มุญาต (The applica	nt)	
🗆 ได้นำเอก	สารจดหมายเหตุที่ข	ออนุญาตส่งหรือนำออก	นอกราชอาณาจักรมาให้ทำการตรวจพิสูจน์
_		•	ut of the Kingdom for identification. กล่าว ณ
Put roa	uest those items i	to he identified at	



🗖 (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) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบง	Jแนบท้ายคำขอนี้
	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) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดห	ามายเหตุ
	จำนวน ๒ ชุด
the evidence or representation stating ownership or possessory right	over
the archives.	2 copies;
(จ) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว	จำนวน ๑ ชุด
Copies of the archives to be temporarily Dispatch or take archives o	ut of
the Kingdom.	1 copies;
5 2ມ	ଫୁନ
Tota	·
	1
๖. ในกรณีที่ได้รับอนุญาต ผู้ขอรับใบอนุญาตจะวางหลักประกันเป็นจำนวนเท่ากับราคาประเมินเ จดหมายเหตุที่ได้รับอนุญาตให้ส่งออกนอกราชอาณาจักรเป็นการชั่วคราว	อกสาร
🗖 ๖.๑ เงินสด จำนวนบาท ()
Cash in an amount ofBaht(Baht)	
🗖 ๖.๒ พันธบัตรของรัฐบาลไทย ราคาบาท (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 ofBaht (Baht))

🗖 ๖.๔ หนังสือค้ำประกันของธนาคาร เป็นเงินจำนวนบาท	
)
The letter of guarantee of a commercial bank in	
an amount ofBaht (Baht))
เพื่อเป็นหลักประกันว่าจะส่งหรือนำเอกสารจดหมายเหตุที่ได้รับอนุญาตส่งออกนอกราชอาณ	าจักร
ป็นการชั่วคราวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต	
For securing that the archives licensed to be temporarily dispatched or taken or	ut
of the Kingdom shall be brought back into the Kingdom within the period as specified in the	
cense.	
ในกรณีผู้ขอรับใบอนุญาตได้รับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณา	จักร
ป็นการชั่วคราว และได้ส่งหรือนำเอกสารจดหมายเหตุนั้นออกนอกราชอาณาจักรแล้ว หากผู้รับใบอนุญ	าต
ม่ได้ส่งหรือนำเอกสารจดหมายเหตุดังกล่าวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ใน	
บอนุญาต ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินสิบเท่าของราคาประเมินของเอกสารจดห หตุนั้น	เมาย
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 taker	١
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 ten	fold
o the assessed value of such	
(ลายมือชื่อ)ผู้ขอรับใบอนุ	ญาต
(Signature) The Appli	

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกนอกราชอาณาจักร The list of the archives to be out of the Kingdom

ลำดับ ที่	૧	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	หมายเหตุ
		เอกสาร				
		texual archives				
		ภาพถ่าย				
		photograph				
		ฟิล์มเนกาตีฟ				
	ш	negative				
		พิล์มกระจก				
		Glass plate				
		สไลด์				
		slide				
		แผนที่				
		map				
		แผนผัง				
		chart, sketch				
		แบบแปลน				
		plan, drawing				
		แถบบันทึกเสียง				
		tape				
		แถบบันทึกภาพ				
		เคลื่อนไหว				
		Video,				
		U-Matic tape				
		ซีดี				
		CD				
		อื่น ๆ				
		others				
		(2ะภ์)				

หมายเหตุ : ให้ใส่เครื่องหมาย	🗸 ในช่อง 🗖 หน้าข้อความที่ต้องการ
Remark: Put the sign ✓	nto the box \square in front of the required statemen

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	Service Hours opens daily from
The National Archives of Thailand	Monday to Friday (except for official
Address: Samsen Road, Tha Wasukri, Khet Dusit, Bangkok 10300	holidays) from 8:30 - 16:30 (except
Tel: 02 3565440 , 02 2811599 ext. 230,234	during lunch break)
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))	

Procedure, duration, responsible agency

Work Duration: 11 days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 day	National Archives of
	Applicant submits an application furnished with detailed		Thailand
	objective, number of products and applicant's edivence		
	for commercial production or reproduction of archives.		
	(Note: (Archives and Service Group.))		
2)	Consideration	5 days	National Archives of
	Taking into consideration by the National Archives of		Thailand
	Thailand's meeting and making decision before		
	forwarding to the Director General.		
	(Note: (Archives and Service Group.))		
3)	Signing/Meeting decision	5 days	National Archives of
	The Director General signs and a letter will be sent to	-	Thailand
	the applicant thereafter.		
	(Note: (Archives and Service Group.))		

List of Required Documents

No.	Name of doument, 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 doument, number, details (if any)	Document issued by government office
4)	Letter of Consent from copyright owner	National Archives of Thailand
	Original (s): 1	
	Copy (ies): 1	
	Note : (If the document is protected by the copyright law.)	
5)	Power of Attorney	-
	Original (s): 1	
	Copy (ies) : -	
	Note: (In case the applicant is a juristic person.)	
6)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	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.)	

Processing fees

No.	Description	Fees (Baht/Percentage)
1)	Production or reproduction by copying machine, size A-4	Fees: 6 Baht
	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	
2)	of archives and other service charges.))	5 20 P-l-t
2)	Production or reproduction by copying machine, size A-4	Fees: 20 Baht
	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.))	
3)	Production or reproduction by copying machine, size F-4	Fees: 6 Baht
3)	paper (Thai nationality), each	rees. o banc
	(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.))	
4)	Production or reproduction by copying machine, size F-4	Fees: 20 Baht
.,	paper (other nationalities), each	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	(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.))	
5)	Production or reproduction by copying machine, size A-3	Fees: 16 Baht
	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.))	
6)	Production or reproduction by copying machine, size A-3	Fees: 50 Baht
	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	
7)	of archives and other service charges.))	Face 20 Dalet
7)	Production or reproduction of black and white photo, size	Fees: 30 Baht
	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.))	
<u> </u>	טו מונווויבי מווע טנוופו צפו יונפ נוומו (שביי))	

No.	Description	Fees (Baht/Percentage)
8)	Production or reproduction of black and white photo, size	Fees: 90 Baht
	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.))	
9)	Production or reproduction of black and white photo, size	Fees: 120 Baht
	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.))	
10)	Production or reproduction of black and white photo, size	Fees: 360 Baht
	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.))	
11)	Production or reproduction of black and white photo, size	Fees: 210 Baht
_	8x10 inch (Thai nationality), each.	
	(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.))	
12)	Production or reproduction of black and white photo, size	Fees: 630 Baht
_	8x10 inch (other nationalities), each.	
	(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.))	
13)	Production or reproduction from slide, negative film or	Fees: 100 Baht
	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' announcement on rate of fees for reproduction of	
	archives and other service charges.))	
14)	Production or reproduction from slide, negative film or	Fees: 300 Baht
	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' announcement on rate of fees for reproduction of	
_	archives and other service charges.))	
15)	Production or reproduction from slide, negative film or	Fees: 270 Baht
	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' announcement on rate of fees for reproduction of	
10)	archives and other service charges.))	Fac: 010 D-L-
16)	Production or reproduction from slide, negative film or	Fees: 810 Baht
	photo and convert to digital file on CD-R CR+D DVD-R, and	
	DVD+R resolution 800 dpi (other nationalies), each.	
	(Note: (-New rate of fees under consideration. Referring to the Fine	
	Arts Department' announcement on rate of fees for reproduction of	
17\	archives and other service charges.))	Foca: 40 Pobt
17)	Production or reproduction of colored or black and white	Fees: 40 Baht
	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	
	Triote. (- The Mational Archives Will collect fees for reproducting as	

No.	Description	Fees (Baht/Percentage)
	agreed by the shop.	
	-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.))	
18)	Production or reproduction of microfilm, in case	Fees: 20 Baht
	reproduction of microfilm on size A-4 paper (Thai	
	nationality), each.	
	(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.))	
19)	Production or reproduction of microfilm, in case	Fees: 30 Baht
	reproduction of microfilm on size A-4 paper (other	
	nationalities), each.	
	(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.))	
20)	Production or reproduction of microfilm, in case	Fees: 2,400 Baht
	reproduction of microfilm to 35mm. microfilm. (Thai	
	nationality), each reel.	
	(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.))	
21)	Production or reproduction of microfilm, in case	Fees: 4,000 Baht
	reproduction of microfilm to 35mm. microfilm. (other	
	nationalites), each reel.	
	(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.))	
22)	Production or reproduction of animation and sound	Fees: 20 Baht
	recording tape, analog animation, each minute.	
	(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.))	
23)	Production or reproduction of animation and sound	Fees: 10 Baht
	recording tape, analog tape-recording, each minute.	
	(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.))	
24)	Production or reproduction of animation and sound	Fees: 200 Baht
	recording-tape; animation by VCD or DVD or MPEG2 file	
	(for the first 10 minutes)	
	(Note: (- In case over 10 minutes, fees will be 20 Baht/minute.	
	-In case less than 10 minutes, fees are equal to 10 minutes.	
	-New rate of fees under consideration. Referring to the Fine Arts	
	Department' announcement on rate of fees for reproduction of	
25)	archives and other service charges.))	- 100 F L:
25)	Production or reproduction of animation and sound	Fees: 100 Baht
	recording-tape; tape-recording in MP3 or WAV file (for the	
	first 10 minutes).	
	(Note: (- In case over 10 minutes, fees will be 20 Baht/minute.	
	-In case less than 10 minutes, fees are equal to 10 minutes.	
	-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.))	

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	Service Hours opens daily from
The Fine Arts Department	Monday to Friday (except for official
Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha	holidays) from 8:30 - 16:30 (except
Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/	during lunch break)
or contact us in person at the above address	
(note: (Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
Office of Traditional Arts, The Fine Arts Department	Monday to Friday (except for official
93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya,	holidays) from 8:30 - 16:30 (except
Amphoe Phutthamonthon, Nakhon Pathom 73710,	during lunch break)
Tel. 0 2482 1362 ext. 106/ or contact us in person at the above	
address (note: (Lunch break 12:00 - 13:00))	

Procedure, duration, responsible agency Work Duration: 76 working days

Step	Procedure	Duration	Responsible Agency
1)	Permit applicant submits a letter furnished with supporting documents for consideration. (Note: (Responsible agency; Office of Traditional Arts, the Fine Arts Department.))	1 working day	Fine Arts Department
2)	Assigned authorities check biography of the king or important invidual, site, details of the proposed construction, biography of sculptor, work unit/juristic peron responsible for the monument construction, as well as inscription, in order to collect relevant information for consideration by the National Monument Committee. (Note: (Responsible agency; Office of Traditional Arts, Office of Architecture, Office of Literature and History, the Fine Arts Department to join this stop.))	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 maintaing identity and stability of the country, religion and monarchy.	30 working days	Fine Arts Department

Step	Procedure	Duration	Responsible Agency
4)	Signing/Meeting decision	15 working days	Fine Arts Department
	Upon finalized decision made whether the monument		
	construction application granted or not, a letter from		
	the Department will be sent to notify the applicant.		
	(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 therafter.)		
	3) The Fine Arts Department notifies the applicant		
	results of the royal consideration.))		

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application for monument construction permit (for official	Office of Traditional Arts
	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.)	
2)	ID Card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies): -	
	Note: (-In case the applicant is general public/juristic person	
	- Or official or government organization employee's ID card	
2)	- Show authority the original for verification/identification.) Certificate of Juristic Person	Department of Business
3)	Original (s): 1	Department of Business Development
	Copy (ies) : -	Development
	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.)	
4)	Biography of the King or person whom will be built as a	-
	munument	
	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 monumentc onstruction.	
	Original (s): 1	
	Copy (ies) : 1	

No.	Name of doument, 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)		
	No information on processing fees			

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 natioal 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
		Da	teYearYear
Subject Requ	est for national mo	onument construc	ction permit
Dear Sir or Ma	adam, Director Gen	eral of the Fine A	rts Department,
Attachment 1. A copy of a royal biography or to be ask for a permission to c			biography of a country's important figure
	2. Reasons and purposes of a monument construction		
	3. A location plar	n of a monument	installation and surrounding area
	4. Form, size, listing, plan, and monument construction supplement details		
	l,	, lo	dentity card
No	lssu	ed by	Village no
Alley	, Road		, Subdistrict
, District		, Province	Postal code
Telephone		, would like	e to request for a permission to construct a
national mon	ument. Details are	attached herewith	h 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	Service Hours opens daily from
The Fine Arts Department	Monday to Friday (except for official
Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha	holidays) from 8:30 - 16:30 (except
Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/	during lunch break)
or contact us in person at the above address	
(note: (Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
Office of Traditional Arts, The Fine Arts Department	Monday to Friday (except for official
93 Mu 3, Phutthamonthon 5 Road, Tambon Salaya,	holidays) from 8:30 - 16:30 (except
Amphoe Phutthamonthon, Nakhon Pathom 73710,	during lunch break)
Tel. 0 2482 1362 ext. 106/ or contact us in person at the above	
address	
(note: (Lunch break 12:00 - 13:00))	

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. (Note: (Responsible agency; Office of Traditional Arts, the Fine Arts Department.))	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. (Note: (Responsible agency; Office of Traditional Arts, Office of Architecture, Office of Literature and History, the Fine Arts Department to join this stop.))	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	15 working days	Fine Arts Department
	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.		
	(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 therafter.)		
	3) The Fine Arts Department notifies the applicant		
	results of the royal consideration. (15 working days))		

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application for building replica of significant Buddha statue	Office of Traditional Arts
	(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.)	
2)	ID Card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies) : -	Administration
	Note: (-In case the general public/juristic person	
	- Or official or government organization employee's ID card	
	- Show authority the original for verification/identification.)	
3)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	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.	
4)	- Present the original to authority for identification/verification.)	
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 doument, 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)
	No information on processing fees	

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 natioal 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 Phutbusayaratananoi
- 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 Wimonmangkhlararam)
- 18. Phra Phuthachinasi (Wat Phrachetuphon Wimonmangkhlararam)
- 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 Phuthasihingkha 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. Pha 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 Phrasriratana Mahathat, Phitsanulok Province)
- 48. Phra Ruangrojanarit Sri Inthrathit Thammophat Mahavajiravudh Puchaniyaborphit
- 49. Phra Samphuthamuni
- 50. Phra Narumon Thammophat
- 51. Phra Phuthamaha Lokaphinan
- 52. Phra Phuthtrai Ratananayok (Wat Phananchoeng)
- 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 Requ	uest for permit to build replica o	of any signi	ficant Buddha stat	ue
Dear Sir or Ma	adam, Director General of the Fi	ine Arts De	partment,	
Attachment	1. A copy of a history of the re	equested E	Buddha image and	its importance
	2. Reasons and purposes of th	ne Buddha	image replication	
	3. Form, size, or listing of the	replicated	Buddha image	
	4. Number of replicas and ma	terial used	for replication	
	l,	, Identit	y card	
No	Issued by		, House no	Village no
Alley	, Road	, Subo	district	
, District	, Province.		Postal co	ode
Telephone	, woul	ld like to re	equest for a permis	ssion to replicate an
important Bu	ddha image. Details are attache	d herewith	for your consider	ation.
		Best reg	ards,	
	(Signed))	Perm	nission 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** Document checklist Office of Performing 1) 1 working day -Applicant submits application for use of the National Arts 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. (Note: (Responsible agency; the Western National Theatre of Suphanburi Province, and the Norteastern National Theatre of Nakhon Ratchasima Province to join this step.)) 2) **Document Check** 3 working days Office of Performing Application will be submitted to the Director before Arts fowarding to the Director General for consideration. (Note: (-Bangkok National Theatre takes 1 day to proceed, the Western National Theatre of Suphanburi Province takes 3 days to proceed and the Norteastern National Theatre of Nakhon Ratchasima Province takes 3 days to proceed.))

Step	Procedure	Duration	Responsible Agency
3)	Signing/Meeting decision	3 working days	Office of Performing
	The Fine Arts Department send a letter notifying the		Arts
	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.		
	(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 Norteastern National Theatre of		
	Nakhon Ratchasima Province takes 3 working days		
	to proceed.))		

List of Required Documents

No.	Name of doument, 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	Department of Provincial
	Original (s): 1	Administration
	Copy (ies) : -	
	Note: (- Or official or government organization employee's ID card	
	- Show authority the original for identification/verification.)	
3)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	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.)	
4)	Power of Attorney (if any)	-
	Original (s): 1	
	Copy (ies) : -	
5)	Deailed 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. (Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))	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. (Note: (-New rate of fees under consideration of the Performing Arts	Fees: 10,000 Baht

No.	Description	Fees
	Payalving Fund Management Committee \\	(Baht/Percentage)
3)	Revolving Fund Management Committee.)) Remuneration for the National Theatre staff organizing activity	Fees: 10,000 Baht
3)	or performance in the National Theatre (big theatre) (not	rees: 10,000 Dant
	exceeding 150 minutes), each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
4)	Maintenance fees for rehearsal/preparation/finishing up in the	Fees: 5,000 Baht
'	National Theatre (big theatre).	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
5)	Public utility fees for rehearsal/preparation/finishing up in the	Fees: 1,400 Baht
	National Theatre (big theatre), (1,400 Baht/60 minutes).	·
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
6)	Remuneration for the National Theatre staff for	Fees: 7,500 Baht
	rehearsal/preparation/finishing up in the National Theatre (big	
	theatre) (7,500 Baht/150 minutes).	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
7)	Maintenance fees for organizing activity or performance in the	Fees: 6,000 Baht
	National Theatre (small theatre) (not exceeding 150 minutes),	
	each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee.))	
8)	Public utility fees for organizing activity or performance in the	Fees: 6,000 Baht
	National Theatre (small theatre) (not exceeding 150 minutes),	1 CC3. 0,000 Danc
	each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
9)	Remuneration for the National Theatre staff organizing activity	Fees: 6,000 Baht
	or performance (small theatre) (not exceeding 150 minutes),	
	each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
10)	Maintenance fees for rehearsal/preparation/finishing up in the	Fees: 3,000 Baht
	National Theatre (small theatre).	
	(Note: (-New rate of fees under consideration of the Performing Arts	
11\	Revolving Fund Management Committee.))	Face: 1 400 Pabt
11)	Public utility fees for rehearsal/preparation/finishing up in the National Theatre (big theatre), (1,400 Baht/60 minutes).	Fees: 1,400 Baht
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
12)	Remuneration for the National Theatre staff for	Fees: 6,000 Baht
12)	rehearsal/preparation/finishing up in the National Theatre	1 000. 0,000 Danc
	(small theatre) (6,500 Baht/150 minutes).	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.))	
13)	Maintenance fees for organizing activity or performance in the	Fees: 15,000 Baht
	Western National Theatre of Suphanburi Province (not	•
	exceeding 150 minutes), each show.	
	(Note: (-In case rehearsal before the performance with collecting	

No.	Description	Fees
	admisssion fees, maintenance fees are equal to those on the real show.	(Baht/Percentage)
	-New rate of fees under consideration of the Performing Arts Revolving	
	Fund Management Committee.)	
14)	Public utility fees for organizing activity or performance in the	Fees: 7,500 Baht
1 1/	Western National Theatre of Suphanburi Province (not	1 003. 7/300 Bane
	exceeding 150 minutes), each show.	
	(Note: (-In case rehearsal before the performance with collecting	
	admisssion 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.)	
15)	Remuneration for the Western National Theatre of Suphanburi	Fees: 300 Baht
ĺ	Province staff organizing activity or performance in the	
	Western National Theatre of Suphanburi Province (not	
	exceeding 150 minutes), each show (300 Baht/person/show).	
	(Note: (-In case rehearsal before the performance with collecting	
	admisssion 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.)	
16)	Maintenance fees for rehearsal round before the performance	Fees: 5,000 Baht
	in the Western National Theatre of Suphanburi Province, each	
	show.	
	(Note: (-In case rehearsal before the performance with collecting	
	admisssion fees, maintenance fees are equal to those on the real show.	
	-New rate of fees under consideration of the Performing Arts Revolving	
47)	Fund Management Committee.)	E 2.000 D LI
17)	Public utility fees for use of the Western National Theatre of	Fees: 2,000 Baht
	Suphanburi Province; rehearsal round before the performance day, (2,000 Baht/60 minutes), each show.	
	(Note: (-In case rehearsal before the performance with collecting	
	admisssion 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.)	
18)	Remuneration for the Western National Theatre of Suphanburi	Fees: 300 Baht
	Province staff in rehearsal round before the performance day,	
	each show (300 Baht/person/show).	
	(Note: (-In case rehearsal before the performance with collecting	
	admisssion 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.)	
19)	Maintenance fees for organizing activity or performance in the	Fees: 10,000 Baht
	Northeastern National Theatre of Nakhon Ratchasima Province	
	(not exceeding 150 minutes), each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
20)	Revolving Fund Management Committee.)	Face, 7,000 P-1-1
20)	Maintenance fees for organizing activity or performance in the	Fees: 7,000 Baht
	Northeastern National Theatre of Nakhon Ratchasima Province	
	(not exceeding 150 minutes), each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
21)	Rewolving Fund Management Committee.) Remuneration for the Northeastern National Theatre of Nakhon	Fees: 300 Baht
21)	Ratchasima Province staff organizing activity or performance in	i ccs. Juu Dalit
	the Western National Theatre of Suphanburi Province (not	
L	the western reducing means of Suprialibuli Fromite (not	

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	Fees: 5,000 Baht
	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.)	
23)	Public utility fees for use of the Northeastern National Theatre	Fees: 6,000 Baht
	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.)	
24)	Remuneration for the Northeastern National Theatre of Nakhon	Fees: 300 Baht
	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	

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)			
	(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 douments for use of the National Theatre

Application for use of the National Theatre

			N	0/ E	3.E
			Written a	t	
			Date Me	onth	B.E
Subject	Request for the us	e of the National Th	eater		
Го	-	of Performing Arts			
O C	ase of natural person				
I.		age	vears, na	tionality	
at the house	No	Moo	_ Alley/Lane	Road	
	Postal code		I'el. No		
O C	ase of juristic person				
Ι,		lo	cated at No	Moo _	
Alley/Lane _	Road		Sub-district _		
	erson of juristic personal month			ey No	
Wou	ld like to use the Nat	ional Theater	O Nation	al Theater (Lar	ge Hall)
			O Nation	al Theater (Sm	all Hall)
			O Nation	al Theater	
For performi	ing the show/other ac	ctivities			
From	Month	B.E	at		hr.
Го	Month	B.E	at		hr.
For the rehea	arsal				
From	Month	B.E	at		hr.
Го	Month	B.E.	at		hr.
I acc Fine Arts De	ept to conform to the epartment on the use	e criteria, methods, a	nd conditions sti	pulated in the r	egulations of
espects.					
Pleas	se be informed for co	onsideration.			
			Si	ncerely Yours,	
			Sı	ncerely Yours,	

List of supporting douments for use of the National Theatre

			Date/	/Month/Year
Requ	ester's name			
Pleas	e tick "/" in the relevant	brackets below;		
	() legal person	() natural person		
The N	National Theatre reservation	on requester had sub	mitted the	e following accompany documents
along	g with the reservation requ	uest form.		
Pleas	e tick "/" in the relevant	brackets () below;		
1.	The National Theatre Re	servation Request For	m	
	1 original document	() YES	() NO	
2.	Legal Person Certificate			
	1 original document	() YES	() NO	
	Note (If the requester is a	a legal person whose	legal pers	on certificate must be issued within 6
	months from the day the	e National Theatre res	servation i	request form is submitted, the
	requester need to bring	the original certificate	to the of	ficer for verification.)
3.	Power of Attorney (If any	<i>y</i>)		
	1 original document	() YES	() NO	
4.	Details of a show/perform	mance		
	1 original document	() YES	() NO	

5.

Reservation schedule for the National Theatre

() YES

() NO

1 original document

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	Service Hours opens daily from
Office of Literature and History	Monday to Friday (except for official
Address: 81/1 Si Ayutthaya Road, Khwaeng Wachira Phayaban,	holidays) from 8:30 - 16:30 (except
Khet Dusit, Bangkok 10300/ contact us in person at the above	during lunch break)
address	
(note: (lunch break 12.00 - 13.00))	

Procedure, duration, responsible agency Work Duration: 6 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 working day	Office of Literature
	Applicant submits application. Authority		and History
	accepts/checks and advises procedures to follow.		
2)	Consideration	2 working days	Office of Literature
	Committee for publication considers the original		and History
	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.))		
3)	Signing/Meeting decision	3 working days	Fine Arts Department
	- 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.))		

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application for publication under copyright of the Fine	Office of Literature and
	Arts Department	History
	Original (s): 1	
	Copy (ies) : -	
2)	ID card	Department of Provincial
	Original (s): 1	Administration
	Copy (ies) :	
	Note: (- Or ID card of government organization ID card	
	-Present to authority the original for identification/verification.)	

No.	Name of doument, number, details (if any)	Document issued by government office
3)	Certificate of Juristic Person	Department of Business
	Original (s): 1	Development
	Copy (ies) : -	
	Note: (- Present the original to authority for identification/verification.	
	- Issued within the last 6 months from the application date.)	
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
l,
, 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	
		Date	.Month	Year
l,	,		, residing at Hc	ouse number,
Road	, Subdistrict	, Di	strict	,
Province	Telephone	Fa	3XX	, have been
authorized and	appointed as an attorney	y as stated in the	Power of Atto	orney form dated
	, Office name		, Address	number,
Road		, Subdistrict		,
District	,Province		Telephon	e,
Fax	, and would like	e to request for	a permission to	o use the book
named,				
Edition Number		, Name of	Publishing Hou	ise
		., which is copyri	ghted by the C	Office of Literature and
History, the Fin	e Arts Department , as a	master copy for	printing for co	mmercial use.
Number of bool	ks to be printed	. books/set. Cove	er price per un	it Baht.
I am also	o willing to send the prod	ofs of the book r	named	
to an officer of	the Office of Literature a	nd History to pro	ofread and ed	lit before the printing
of the book, and	d I shall not edit, add, no	or delete any cor	ntent from the	master copy.
I have re	eceived the book named.			
in good conditic	on without any damage, o	or a photocopy o	of the book na	med
		already, and I	will return the	book/photocopy of
the book within	(dd/mm/yy)		As for	r the guarantee for my
compliance with	h the obligations stated in	n this permission	request form,	, I have pledged
	as	a collateral, with	n a value equa	al that of 5% of a
cover price mul	tiplied by number of boo	oks to be printed	l, totalling	Baht
(), to	o the Fine Arts D	epartment alr	eady.
	(9	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.