

BANGKOK METROPOLITAN ADMINISTRATION

# COMMERCIAL REGISTRATION

## *Guidebook*

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PREPARED BY

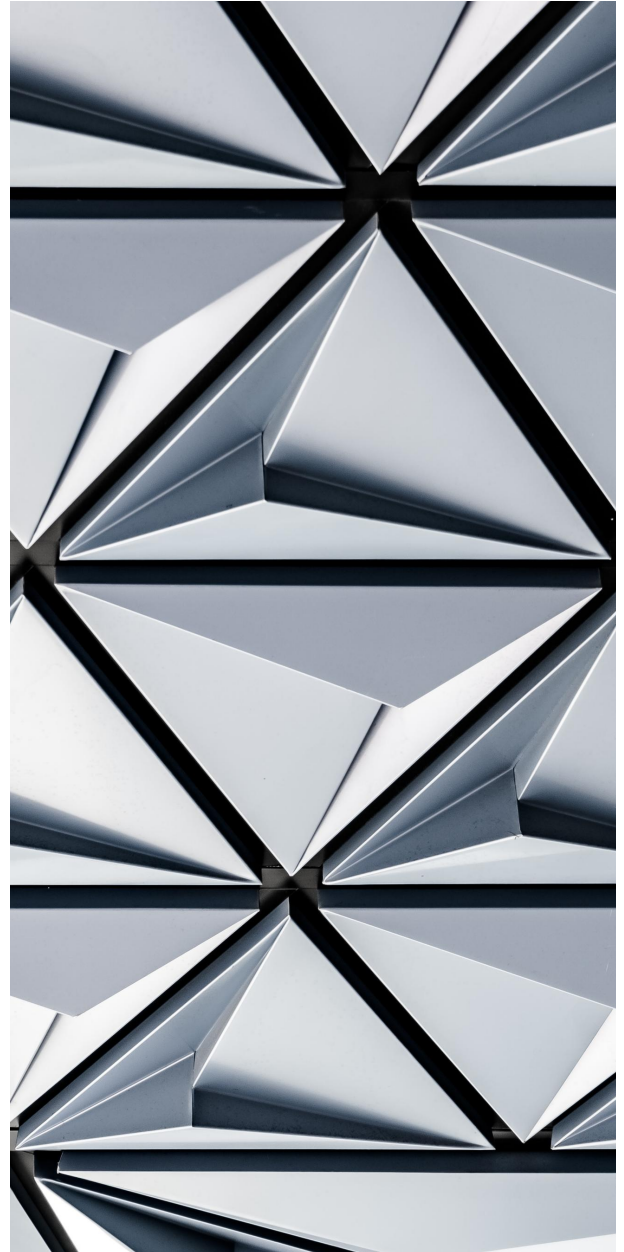
*International Affairs Office,*  
BMA

# ABOUT COMMERCIAL REGISTRATION

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## INTRODUCTION

*Generally, business eligible for commercial registration must be owned by a Thai national, unless it is part of a special Board of Investment (BOI) program. This means that foreigners can only own up to 49% of a Thai company. The 49% limit for certain business activities can be exceeded or exempted if a Foreign Business License is granted. A Foreign Business License is generally granted to foreign-owned businesses that are unique and do not compete with Thai businesses.*



# COMMERCIAL BUSINESSES THAT REQUIRE COMMERCIAL REGISTRATION (I)

*The following Commercial businesses entrepreneurs, except limited partnership, company limited, and public company limited must apply for Commercial Registration:*

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- RICE MILL OR SAWMILL  
*Using Machine*
  - MERCHANDISING
  - BROKER OR SALES AGENT
  - HANDICRAFT OR INDUSTRY AND PRODUCT SALES
  - SHIPPING/EXCHANGE/LENDING/HOTEL  
*Sea Freight/Shipping Services/ Rail Freight/ Mass Transportation/ Auction/ Lending Services/ Foreign Exchange Services/ Land trading / Gambling business/ Pawn Businesses/ Hotel*
  - MULTIMEDIA SALE OR RENTAL FOR ENTERTAINMENT PURPOSE  
*CD/VCD/DVD/Blu-Ray/Recording Tape/Videotape*
  - MULTIMEDIA PRODUCTION OR PRODUCTION OT ORDER FOR ENTERTAINMENT PURPOSE  
*CD/VCD/DVD/Blu-Ray/Recording Tape/Videotape*

# COMMERCIAL BUSINESSES THAT REQUIRE COMMERCIAL REGISTRATION (II)

*The following Commercial businesses entrepreneurs, except limited partnership, company limited, and public company limited must apply for Commercial Registration:*

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- JEWELLERY OR ACCESSORIES SALE
- ELECTRONIC SALE OR SERVICE
- INTERNET SERVICE PROVIDER  
*(only juristic person)*
- LOCATION RENTAL  
*for Computer Server*
- CENTRALMARKETPLACE  
*for Sale and Service Exchange via Internet*
- COMPUTER SERVICE  
*for Internet surfing*
- KARAOKE SERVICE
- GAME SERVICE
- SONG BOOTH SERVICE
- ELEPHANT TUSK ENGRAVING OR HANDICRAFT  
*Including Retail/Wholesale of Product from Elephant Tusk*

# COMMERCIAL BUSINESSES THAT DO NOT REQUIRE COMMERCIAL REGISTRATION

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- STALL BUSINESSES
  - BUSINESSES FOR RELIGION OR CHARITIES
  - JURISTIC PERSON'S BUSINESSES  
*established by Act or Royal Decree*
  - BUSINESSES OF ANY MINISTRIES / SUB-MINISTRIES / DEPARTMENTS
  - BUSINESSES OF FOUNDATIONS/ ASSOCIATIONS/ COOPERATIVES
  - OTHER COMMERCIAL BUSINESSES  
*as stated in the Royal Gazette*

# PERSONS WHO HAVE THE DUTIES FOR COMMERCIAL REGISTRATION

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- BUSINESS OWNER  
(NON-JURISTIC PERSON)
- UNREGISTERED ORDINARY PARTNERSHIP
- REGISTERED ORDINARY PARTNERSHIP
- LIMITED PARTNERSHIP
- COMPANY LIMITED
- BRANCHES OF FOREIGN COMPANY
- COMMUNITY ENTERPRISE
- OTHER JURISTIC PERSONS



# RATE OF FEES

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- COMMERCIAL REGISTRATION (NEWLY ESTABLISHED BUSINESS) **50 Baht**
- COMMERCIAL CERTIFICATE CANCELLATION **20 Baht**
- COMMERCIAL CERTIFICATE CHANGE **20 Baht/each**
- COPY OF COMMERCIAL CERTIFICATE **30 Baht/each**
- COMMERCIAL CERTIFICATE ISSUANCE **30 Baht/each**
- COMMERCIAL REGISTRATION CHECK **20 Baht/each**

# REQUIRED DOCUMENTS

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- **Company's Registration Certificate in Thailand**
- **Letter of authorisation** (*In case of applying by agent or representative*)
- **Commercial Business Application**
- **Commercial Certification Form**

# COMMERCIAL REGISTRATION PROCEDURES

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CONTACT ADMINISTRATION SECTION

*at the local district office or the  
Fiscal Policy Office of the Bangkok  
Metropolitan Administration*



SUBMIT REQUIRED DOCUMENTS

*to Registrar Officer*



REGISTRAR OFFICER CHECK AND  
CERTIFY

*Business Registration Certificate*



FEE PAYMENT

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# NOTE

*Businesses shall be subjected to 2,000 Baht fine and 100 Baht per day until comply with the law, if fail to comply to the following:*

- Apply for Commercial Registration with 30 days.*
  - Demonstrate false transactions.*
  - Fail to meet or give statement to the registrar/ forbid the registrar or related officer to inspect the office.*
  - Do not facilitate the registrar or related officer during inspection.*
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*Businesses shall be subjected to 200 Baht fine and 20 Baht per day until comply with the law, if fail to comply to the following:*

- Apply for Commercial Registration with 30 days.*
  - Display business name in front of the office or branch office.*
  - Display Commercial Certificate at the business office at all time.*
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*Commercial Certificate shall be provoked, if the commercial business committed any deceitful action and subject to 1,000 Baht fine or 1-year imprisonment, or both.*