

## Document Request Acknowledgement Form for LTR Application

I..... (applicant's name)  
LTR application number.....

I hereby confirm that

1. I am aware that the One Stop Service Center for Visa and Work Permit (OSS) might request additional documents or information **while my LTR application is on process**
  - Health insurance policy covering entire course of stay in Thailand, with coverage for hospitalization treatment of no less than 50,000 USD and the remaining period of no less than 10 months
  - A letter of verification issued from the country of my nationality or residence stating that I have no criminal record
2. I am aware that the Department of Employment might request additional documents or information **while my work permit application is on process especially;**
  - Employment certificate (WP.46) signed by the company's director and the company seal affixed (if any), accompanied with the company registration certificate and documents in A or B;
    - A. In case WP46 is signed by a foreign citizen that is the director of the company, please also attach a copy of work permit of the director
    - B. In case WP46 is signed by an authorized person that is not the director of the company, please attach, a letter of the power of attorney with 10Baht of stamp duty, a signed copy of ID and work permit (in case of a foreign citizen) of the company's director and the grantee
  - Recent medical Certificate (no less than 1 month)
3. I am aware that the Immigration Bureau will request additional documents or information **during the pre-approval process for LTR Visa issuance especially;**
  - Photocopy of passport which includes the biodata page and pages with all Thai immigration stamps. The file must be scanned both left and right pages per one sheet AND ALL SHEETS MERGED IN ONE PDF FILE.
  - photocopy of TM.6 (front of your arrival/departure card) (in case you have entered Thailand before July 1st, 2022 or entered through the immigration control at land border checkpoints and have received TM. 6 card)
  - Original TM.47's receipt of notification (previous notifications of staying over 90 days)

Signature.....