

The Fine Arts Department



People's Manual of the Fine Arts Department Phase 2 (Revised Edition B.E. 2562)

> Public Sector Development Group, The Fine Arts Department

People's Manual of the Fine Arts Department Phase 2 (Revised Edition B.E. 2562)

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Preface

Based on the Act on Ancient Monuments, Antiques, Objects of Art and National Museums, the Printing Recordation Act, the National Archives Act, and other relevant acts, the Fine Arts Department is a government agency that has mainly tasked with inheriting, protecting, preserving, reviving, promoting, creating, and disseminating the national art and cultural heritage. Therefore, any person who undertakes all activities involved with the above process is required to seek permission, license, and registration by submitting a prior notification. According to the Licensing Facilitation Act, B.E. 2558 (2015), all government agencies that issue the license to do any act required by law, shall prepare the licensing manuals for the public within 180 days since the above-mentioned act was published in the Government Gazette (21 July B.E. 2558) and make them public. The first edition of the people's manual of the Fine Arts Department was permitted for dissemination in August B.E. 2558 through a centralized data system of the people's manual implemented by the Office of the Public Sector Development Commission totaling 29 tasks.

Due to the cabinet resolution on 26 September B.E. 2560 on the subject "Government Service Enhancement Plan Phase 2", in accordance with the Licensing Facilitation Act, B.E. 2558, stated that government agencies are required to improve the licensing manuals for the public phase 2 (plan 1). The Fine Arts Department has therefore assigned the Public Sector Development Group and the Legal Group including other work offices responsible for any mission as to their people's manuals to review and improve the manuals be more appropriate so that their names shall be changed more properly, and the procedures as well as periods for consideration and completion can be efficiently reduced more than 30-50 percent. Moreover, the list of documents to be submitted for license application will be lessened in accordance with the cabinet resolution on 2 October B.E. 2561 on the subject "Measures to Achieve Facilitation and Relief for the Public" (no copy of government publications required from the public). In this regard, the Fine Arts Department has imported its people's manual phase 2 (revised edition B.E. 2562) totaling 29 tasks into the centralized database system of the people's manual which was approved by the Office of the Public Sector

Development Commission for dissemination to the Government Service Information system via <u>https://www.info.go.th</u>, effective from 5 August B.E. 2562. As for the preparation of bilingual forms of government publications (plan 2) that needs to be completed by B.E. 2562 in accordance with the above-mentioned cabinet resolution, the Fine Arts Department prepared the forms regarding service/application and the bilingual people's manual (revised edition B.E. 2562) (Thai and English) disseminated via <u>http://www.finearts.go.th/?ltemid=283</u>.

The Fine Arts Department sincerely hopes that the people's manual phase 2 (revised edition B.E. 2562) will appropriately provide the public, officials, and related sectors with benefit, same understanding, and facilitation.

P. Phengtako.

(Mr.Prateep Phengtako) Director General The Fine Art Department

เอกสารราชการที่ประกอบการการยื่นคำขอที่ปรากฏในคู่มือสำหรับประชาชนของกรมศิลปากร ระยะที่ 2 ที่ได้ยกเลิกการขอสำเนาเอกสารราชการ จากประชาชน

ตามมาตรการอำนวยความสะดวกและลดภาระแก่ประชาชน (มติคณะรัฐมนตรี เมื่อวันที่ 2 ตุลาคม 2561)

ลำดับที่	ชื่อสำเนาเอกสารราชการ		หมายเหตุ
1	บัตรประจำตัวประชาชน	1.	กรณีจำเป็นและต้องใช้สำเนาเอกสารดังกล่าวเก็บไว้เป็น
2	ทะเบียนบ้าน	1	เอกสารหลักฐาน ให้เจ้าหน้าที่เป็นผู้จัดทำสำเนาเอกสาร
3	แบบรับรองรายการทะเบียนราษฎร์ ท.ร. 14/1		ดังกล่าวเอง และห้ามมิให้เรียกเก็บค่าใช้จ่ายที่เกิดจาก
4	ใบอนุญาตจัดตั้งสมาคมหรือองค์การทะเบียนสมาคม		การจัดทำสำเนาเอกสารนั้น
	(ส.ค.2)	2.	กรณีมอบอำนาจให้บุคคลอื่นดำเนินการแทน ให้ใช้
5	ใบสำคัญแสดงการจดทะเบียนแต่งตั้งกรรมการของ		สำเนาบัตรประจำตัวประชาชนของผู้มอบอำนาจ พร้อม
	สมาคม (ส.ค.6)	1.	ลงนามรับรองสำเนาถูกต้อง มาประกอบการยื่นเรื่อง
6	ใบสำคัญแสดงการจดทะเบียน ม.น.3	N L	
7	เอกสารการเปลี่ยนแปลงกรรมการ ม.น.4		
8	หนังสือรับรองนิติบุคคล (หนังสือรับรองของ		
	นายทะเบียนหุ้นส่วนบริษัท (ห้างหุ้นส่วนสามัญ,		
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9	ใบทะเบียนพาณิชย์ หรือ ใบทะเบียนการค้า		
10	บัญชีรายชื่อผู้ถือหุ้น (บัญชีรายชื่อและสัญชาติของ		
	ผู้เป็นหุ้นส่วน / บัญชีแสดงจำนวนหุ้นทั้งหมดที่ถือ		
	โดยบุคคล ซึ่งมีสัญชาติไทยและจำนวนหุ้นทั้งหมด		
	โดยคนต่างด้าว / บัญชีแสดงจำนวนผู้ถือหุ้น ซึ่งมี		•
	สัญชาติไทยและจำนวนผู้ถือหุ้นซึ่งเป็นคนต่างด้าว /		
	บัญชีรายชื่อผู้ถือหุ้นแบบ บอจ.5 (บริษัท จำกัด) /		
	บอจ.6 (บริษัท จำกัด (มหาชน))		
11	ใบทะเบียนภาษีมูลค่าเพิ่ม		
12	ใบสุทธิประจำตัวพระสงฆ์		
13	หนังสือแสดงกรรมสิทธิ์หรือสิทธิ์ครอบครองที่ดิน /		
	เอกสารการจดทะเบียนที่ดิน/โฉนดที่ดิน นส.3		
14	หนังสือรับรองวิทยฐานะสถาบันอุดมศึกษาเอกชน		
	ทม.4 / ใบอนุญาตให้เป็นผู้บริหารสถาบันอุดมศึกษา		
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People's Manual : Application for Building Construction Permission in accordance with Building Control Law in Ancient Monuments Compound Service Provider: Fine Arts Department, Ministry of Culture

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

	1
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	
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))	
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))	
Pranch dotails	
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
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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
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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 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	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
(note:(Lunch break 12:00 - 13:00))	
Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3721 1296, 0 3721 2610 Service area : Prachin Buri, Chachoengsao, Chon Buri, Chanthaburi, Rayong, Trat, and Sa Kaeo/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 6 th Regional Office of Fine Arts, Sukhothai Address: 216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7364 Service area : Sukhothai, Tak, Kamphaeng Phet, Phichit, Phitsanulok, and Uttaradit, except for the compound of Sukhothai Historical Park, the compound of Si Satchanalai Historical Park, and the compound of Kamphaeng Phet Historical Park/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 7 th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak, Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262 Service area : Chiang Mai, Chiang Rai, Lamphun, Mae Hong Son, Nan, Phayao, Phrae, and Lampang/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen Address:193 Mu 13, Kasikon Thung Sang Road,Tambon Nai Mueang,Amphoe Mueang Khon Kaen,Khon Kaen 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))	Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

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

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

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

Step	Procedure	Duration	Responsible Agency
	monument compound, not complicated for inspection that can be made by information technology i.e. check via online map. (Note: (responsible agency i.e. Office of 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) : -	
	(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)	Buiding design and list of buildings to be constructed in ancient monument compound together with map showing construction site. Original (s): -	_
	Copy (ies) : 2 (Note: -)	
7)	Land right or land possessory right document Original (s) : 1 Copy (ies) : - (Note: (show the original documents to authority for verification/	Department of Lands
8)	identification)) 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 (Note: -)

	Written at.		
	Date	Month	Year
Subject: Application for building construction per	mit within the anci	ent monument's compou	nd
Attention:			
I, (Mr/Mrs/Miss/others)			
Having regular domicile at house NoM	100Soi	Road	1
Sub-districtDistrict		Province	
Telephone NoEr	nail		
Hereby wish to obtain a permit for			
building construction			
carrying out activity (please specify)			
within the ancient monument's compound located			
Relevant documents are submitted herewith as foll-			
1. ID card/monk's ID card			
2. Certificate of juristic person (if the app	olicant is a juristic p	person, authority to make	e a certified true copy)
3. Power of Attorney (if any) original:	1сору		
4. Building design and list of buildings to	be constructed w	thin the ancient monum	ent's compound together with
buildings location map as earlier present	ed for obtaining co	onstruction permit	.2copies
5. Land right or land possessory right doe	cument (authority t	o make 2 copies and hav	e the applicant certify true
copies)			
6. Letter /certificate of land exploitation	within the compour	nd of the application for	permit1copy, issue
by(in case the applicant is r	not land owner or la	und holder)	
7. Others i.e. evidence to confirm existing			
Your kind consideration on construction			
compound is highly appreciated, and I acknowledg	ge in compliance wi	th all regulations and co	nditions as stipulated by law.

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

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

People's Manual :

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

Service Provider: Fine Arts Department, Ministry of Culture

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

Prachin Buri, Chachoengsao, Sa Kaeo, Chon Buri, Rayong,	
Chanthaburi, and Trat, Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
The 6 th Regional Office of Fine Arts, Sukhothai	Monday to Friday (except for official
216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe	holidays) from 08:30 - 16:30 (except
Mueang Sukhothai, Sukhothai 64210, Tel. 0 5569 7364/contact us	during lunch break)
in person at the above address	
(note:(Service area : Sukhothai, Kamphaeng Phet, Tak, Phichit,	
Phitsanulok, and Uttaradit, except for the compound of Sukhothai	
Historical Park, the compound of Si Satchanalai Historical Park,	
and the compound of Kamphaeng Phet Historical Park, Lunch	
break 12:00 - 13:00))	Construction and a state for an
Branch details	Service Hours opens daily from
The 7 th Regional Office of Fine Arts, Chiang Mai	Monday to Friday (except for official
451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,	holidays) from 08:30 - 16:30 (except
Amphoe Mueang Chiang Mai, Chiang Mai 50300, Tel. 0 5322	during lunch break)
2262/contact us in person at the above address	
(note:(Service area : Chiang Mai, Chiang Rai, Lamphun,	
Mae Hong Son, Nan, Phayao, Phrae, and Lampang, Lunch break	
12:00 - 13:00))	
Branch details	Service Hours opens daily from
The 8 th Regional Office of Fine Arts, Khon Kaen	Monday to Friday (except for official
193 Mu 13, Kasikon Thung Sang Road, Tambon Nai Mueang,	holidays) from 08:30 - 16:30 (except
Amphoe Mueang Khon Kaen, Khon Kaen 40000, Tel. 0 4324 2129,	during lunch break)
0 4333 7629/contact us in person at the above address	
(note:(Service area : Khon Kaen, Loei, Nong Khai, Bueng Kan,	
Nong Bua Lam Phu, Udon Thani, and Sakon Nakhon, except for	
the compound of Phu Phra Bat Historical Park, Lunch break 12:00	
- 13:00))	
Branch details	Service Hours opens daily from
The 9 th Regional Office of Fine Arts, Ubon Ratchathani	Monday to Friday (except for official
78 Mu 10, Soi Si Phanom, Liang Mueang Road, Tambon	holidays) from 08:30 - 16:30 (except
Chaeramae, Amphoe Mueang Ubon Ratchathani, Ubon	during lunch break)
Ratchathani 34000, Tel. 0 4531 2845-6/contact us in person at the above address (note:(Service area : Ubon Ratchathani,	
Mukdahan, Yasothon, Amnat Charoen, Roi Et, Kalasin, and	
Nakhon Phanom, Lunch break 12:00 - 13:00))	Convies Hours on one daily from
Branch details	Service Hours opens daily from
The 10 th Regional Office of Fine Arts, Nakhon Ratchasima 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai Mueang,	Monday to Friday (except for official
	holidays) from 08:30 - 16:30 (except
Amphoe Phimai, Nakhon Ratchasima 30110, Tel. 0 4447 1518, 0	during lunch break)
4428 5096/contact us in person at the above address	
(note:(Service area : Nakhon Ratchasima, Chaiyaphum, Buri Ram,	
Surin, Maha Sarakham, and Si Sa Ket, except for the compound of	
Phimai Historical Park, the compound of Phanom Rung Historical	
Park, and the compound of Prasat Mueang Tam, Lunch break $12:00 - 12:00$	
12:00 - 13:00)) Branch details	Service Heure opens deily from
	Service Hours opens daily from
The 11 th Regional Office of Fine Arts, Songkhla	Monday to Friday (except for official
733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe	holidays) from 08:30 - 16:30 (except
Mueang Songkhla, Songkhla 90100, Tel. 0 7433 0255-6/contact	during lunch break)
us in person at the above address (note:(Service area : Songkhla,	
Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang, 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
328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si	holidays) from 08:30 - 16:30 (except
Thammarat, Nakhon Si Thammarat 80000, Tel. 0 7535 6458, 0	during lunch break)
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))	
Branch details	Service Hours opens daily from
Mueang Sing Historical Park	Monday to Friday (except for official
Tambon Sing, Amphoe Sai Yok, Kanchanaburi 71150, Tel. 0 3467	holidays) from 08:30 - 16:30 (except
1264-5/contact us in person at the above address	during lunch break)
(note:(Service area : the compound of Mueang Sing Historical	
Park, Lunch break 12:00 - 13:00))	
Branch details	Comise Heure energidaily from
	Service Hours opens daily from
Phra Nakhon Si Ayutthaya Historical Park	Monday to Friday (except for official
196 Mu 4, Khlong Tho Road, Tambon Pratu Chai, Amphoe Phra	holidays) from 08:30 - 16:30 (except
Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	during lunch break)
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))	
Branch details	Service Hours opens daily from
Sukhothai Historical Park	Monday to Friday (except for official
948/12 Tambon Mueang Kao, Amphoe Mueang Kao, Sukhothai	holidays) from 08:30 - 16:30 (except
64210, Tel. 0 5569 7527/contact us in person at the above address	during lunch break)
(note:(Service area : the compound of Sukhothai Historical Park,	
Lunch break 12:00 - 13:00))	
Branch details	Service Hours opens daily from
	Service Hours opens daily from Monday to Friday (except for official
Si Satchanalai Historical Park	Monday to Friday (except for official
Si Satchanalai Historical Park Tambon Si Satchanalai, Amphoe Si Satchanalai, Sukhothai 64190,	Monday to Friday (except for official holidays) from 08:30 - 16:30 (except
Si Satchanalai Historical Park Tambon Si Satchanalai, Amphoe Si Satchanalai, Sukhothai 64190, Tel. 0 5595 0714/contact us in person at the above address	Monday to Friday (except for official
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	Monday to Friday (except for official holidays) from 08:30 - 16:30 (except
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))	Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
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)) Branch details	Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours opens daily from
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)) Branch details Kamphaeng Phet Historical Park	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
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)) Branch details Kamphaeng Phet Historical Park Tambon Nong Pling, Amphoe Mueang Kamphaeng Phet,	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 08:30 - 16:30 (except
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)) 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	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
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)) 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	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 08:30 - 16:30 (except
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)) 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))	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 08:30 - 16:30 (except during lunch break)
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)) 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)) Branch details	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 08:30 - 16:30 (except during lunch break) Service Hours opens daily from
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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)) 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)) Branch details Phu Phra Bat Historical Park 194 Mu 6, Tambon Mueang Phan, Amphoe Ban Phue, Udon Thani	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 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
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)) 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)) 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	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 08:30 - 16:30 (except during lunch break) Service Hours opens daily from Monday to Friday (except for official
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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.))		
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,	5 - 7 -	
	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		
	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.		
	whether the application granted of 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) : 2 Note: (-Images of all sides, inside, outside and the ancient monument's compound as part of seeking a permit - History/importance of the ancient monument for the permit.)	-
6)	Land right or land possessory right document Original(s): 1 Copy (ies) : - Note: (Bring the original for verification)	Department of Lands
7)	Letter/certificate of land exploitation in the area of seeking 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
DateYearYear
Subject: Application for permit to repair, modify, alter, demolish, add on, destroy, remove and excavate
within the compound of ancient monument
Attention:
I, (Mr/Mrs/Miss/others)
Having regular domicile at house NoMooSoiSoi
Sub-districtProvince
Telephone/Mobile Email
Hereby wish to obtain a permit for
Carrying out activity (please specify)
within the compound of ancient monument located at (site address)
Relevant documents are submitted herewith as follows:
1. ID card/monk's ID card
2. Certificate of juristic person (if the applicant is juristic person, authority to make a certified true copy)
3. Power of Attorney (if any) original:1copy
4. List of the monument's current models:2copies
4.1 List of proposed models of the monument to seek permit for repair, modification, alteration, demolition,
addition, destroy, removal or excavation details.
4.2 Images of all sides, inside, outside of the ancient moument
4.3 History and importance of the ancient monument
5. Land right or land possessory right document (authority to make 2 copies and ask the owner to certify true
copies)
\Box 6. Letter /certificate of land exploitation on land where applying for a permit1copy,
issued by (if the applicant is not land owner or land holder)
7. Others i.e.
Your kind consideration for a permit to carry out any activity within the ancient monument's compound is highly
appreciated, and I acknowledge in compliance with all regulations and conditions as stipulated by law.

Your respectfully,

(Sign).....Applicant

(.....)

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

People's Manual : Report of transfer, or obtaining ownership by inheritance or by will of the registered ancient monument

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches	
Branch details	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))	Com to a literary and a daily frame
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))	

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 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 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	5 ,
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	holidays) from 8:30 - 16:30 (except
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	during lunch break)
Tel:0 4324 2129 , 04333 7629	5 ,
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	5 7
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	5 ,
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 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 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 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)
· · · ·	<i>z</i> ,

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

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. the1st-12th Regional Office</i> <i>of Fine Arts Department to join this step.</i>))	1 working day	Office of Archaeology
2)	Document Check Check and take note of information change. (<i>Note: Responsible agency i.e. the1st-12t^h Regional Office</i> 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. (<i>Note: Responsible agency i.e. the1st-12t^h Regional Office</i> 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. (<i>Note:</i> -)	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) : 2 Note: (Not against the measures to facilitating and lessening the burden of people)	_

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
2)	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
5)	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
3)	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
-	NA

People's Manual : Notification of collecting admission fee or any other fees at the ancient monument owned or lawfully possessed by any person Service Provider: Fine Arts Department, Ministry of Culture

Service Branches	
Branch details	Service Hours opens daily from Monday
Archaeology Division	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))	
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,	8:30 - 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,	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	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	8:30 - 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))	
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 for official holidays) from
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))	Comico Hours anona daily frame March
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,	8:30 - 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/contact us in person at	
the above address (note:(Lunch break 12:00 - 13:00))	
Branch details	Comise Harre anone deily from Monday
	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	
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	
Address: 274 Mu 17, Phimai-Chum Phuang Road, Tambon Nai	to Friday (except for official holidays) from
	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/ 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	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))	

Procedure, duration, responsible agency Work Duration: 13 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist 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. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> 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. (<i>Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to join this step.</i>))	5 working days	Office of Archaeology
3)	Consideration Reponsible office sends a memo to the Director General reporting the collection of admission fees or any other fees at the ancient monument. (<i>Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department to join this step.</i>))	2 working days	Office of Archaeology
4)	Signing/Meeting decision Official letter signed by the Director General will be sent to the applicant acknowledging rates of admission fee and other charges. (starting from the day of acknowledgement by Director General) (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> 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
	NA

People's Manual :

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

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches	
Branch details	Service Hours opens daily from
Archaeology Division	Monday to Friday (except for official
Address: Si Ayutthaya Road, Khwaeng Wachira Phayaban, Khet Dusit,	holidays) from 8:30 - 16:30 (except
Bangkok 10300	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	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))	Convigo Hours opens deily from
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 Si	holidays) from 8:30 - 16:30 (except
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 Tel:0 3641 2510	during lunch 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
The 5 th Regional Office of Fine Arts, Prachin Buri	Monday to Friday (except for official
Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang	holidays) from 8:30 - 16:30 (except
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 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	5 ,
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 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	
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 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	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	
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: 15 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist 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. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> of Fine Arts Department to join this step.))	1 working day	Office of Archaeology
2)	Document Check Initial consideration by responsible office to further submit to the Director General for finalized consideration whether the application granted or not. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> of Fine Arts Department to join this step.))	5 working days	Office of Archaeology
3)	Consideration Consideration results by Director General of Fine Arts Department; the application granted or not.	2 working days	Fine Arts Department
4)	Signing/Meeting decision Signing in a contract, in case the application granted by the Derector General.	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 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	Department of Provincial
	Original (s) : 1	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.)	
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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
	NA

People's Manual : Notification of obtaining ownership of a registered antique or object of art by inheritance or by will

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches			
Branch details	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))			
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,	8:30 - 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,	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	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,	8:30 - 16:30 (except during lunch break)		
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))			
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			
(note:(Lunch break 12:00 - 13:00)) Branch details The 5 th Regional Office of Fine Arts, Prachin Buri Address: Prachin Anuson Road, Tambon Na Mueang, Amphoe	to Friday (except for official holidays) from		

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	
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))	Construction de la forme Mandau
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,	
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	8:30 - 16:30 (except during lunch break)
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))	
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, 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	
(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	
(note:(lunch break 12:00 - 13:00))	Comise House Wednesday, Thursday,
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 (except during lunch break)
Amphoe Mueang Suphan Buri, Suphan Buri 72000	(except during functioneak)
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	(except during functi break)
(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)

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))	Comico Houne Wodecodou Thursdou
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	Sorving Hours Wednesday, Thursday
	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 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 Take 4220 8240	(except during lunch break)
Tel:0 4220 8340	
/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	

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

Procedure, duration, responsible agency Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Responsible official receives an application and check whether the applicant has compiled correctly and completely with the required documents. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> <i>of Fine Arts Department and the national museum in</i> <i>locality to join this step.</i>))	1 day	Office of the National Museum
2)	Consideration Site inspection to be conducted by entrusted staff examining condition, parts to ensure authenticity of the antique, object of arts under obtained ownership. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> 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			
		Date	Month	Year
Subject: Noti	ification of obtaining ownership of a	registered antique of	or object of arts by inhe	ritance or by will
Attention: D	Director General of the Fine Arts Depa	artment		
Enclosures: 1	1. Copy of will (in case obtaining own	nership as a result o	of the will)	
	2. Dead certificate of deity or testator			
3	3. Description and images of antiques	or objects of arts b	y obtaining ownership	
2	4. Copy of court decree (in case of in	heritance by legal h	eir)	
4	5. Power of attorney giving power to	act as notifier in re	gard to receiving a regi	stered antique or object of art by
inheritance or	by will (in case many heirs or legate	es to receiving the	antique or object of art).
I,		ID Card		Number
Issued at	House	Number	Моо	Soi
Road	Sub-district		I	District

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,

(.....)

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

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	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 7 th 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 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	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))	Comise House anone deily from
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,	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 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	
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 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	<i>,</i>
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	
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)
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	Sorvice Hours Wednesday, Thursday
	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	
(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	,
(note:(lunch break 12:00 - 13:00))	
Branch details	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))	
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	Service Hours Wednesday, Thursday,
Chantharakasem National Museum	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	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 (except for official holidays)
Address: Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri,	from 8:30 - 16:30 (except during
Sing Buri 16110	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 (except for official holidays)
Address:Sorasak Road,Tambon Tha Hin,	from 8:30 - 16:30 (except during
Amphoe Mueang Lop Buri,Lop Buri 15000	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 (except for official holidays)
Address:Mu 6, Tambon Chai Nat,Amphoe Mueang Chai Nat,	from 8:30 - 16:30 (except during
Chai Nat 17000	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 (except for official holidays)
Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000	from 8:30 - 16:30 (except during
Tel:0 3721 1586/contact us in person at the above address	lunch break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
National Maritime Museum Chanthaburi,	Friday (except for official holidays)
Address:80 Mu 8, Tambon Bang Kacha,	from 8:30 - 16:30 (except during
Amphoe Mueang Chanthaburi, Chanthaburi 22000	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 (except for official holidays)
Address:Tambon Mueang Kao,Amphoe Mueang	from 8:30 - 16:30 (except during
Sukhothai,Sukhothai 64210	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 (except for official holidays)
Address:69 Pracharat Sawankhaworanayok Road,	from 8:30 - 16:30 (except during
Tambon Mueang Sawankhalok, Amphoe Sawankhalok,	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 (except for official holidays)
Address:120 Pin Damri Road, Tambon Nai Mueang,	from 8:30 - 16:30 (except during
Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000	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 (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	
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	
(note:(lunch break 12:00 - 13:00))	
Branch details	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))	
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))	
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Branch details	Service Hours Wednesday, Thursday,
Phimai National Museum	Friday (except for official holidays)
Address: Tha Songkran Road, Tambon Nai Mueang,	from 8:30 - 16:30 (except during
Nakhon Ratchasima 30110	lunch 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)
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	from 8:30 - 16:30 (except during
Road, Tambon Nai Mueang, Amphoe Mueang Nakhon	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 (except for official holidays)
Address:214/4 Mu 13, Surin - Chong Chom Road,	from 8:30 - 16:30 (except during
Tambon Chaniang, Amphoe Mueang Surin, Surin 32000	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 (except for official holidays)
Address:Chana Road, Amphoe Mueang Songkhla, Songkhla 90000	from 8:30 - 16:30 (except during
Tel:0 7431 1728/contact us in person at the above address	lunch break)
(note:(lunch break 12:00 - 13:00))	,
Branch details	Service Hours Wednesday, Thursday,
Satun National Museum	Friday (except for official holidays)
Address:Satun Thani Road,Tambon Phiman,	from 8:30 - 16:30 (except during
Amphoe Mueang Satun, Satun 91000	lunch 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)
Address:Ratchadamnoen Road,Tambon Nai Mueang,	from 8:30 - 16:30 (except during
Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat	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 (except for official holidays)
Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 84110	from 8:30 - 16:30 (except during
Tel:0 7743 1066/contact us in person at the above address	lunch break)
(note:(lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Chumphon National Museum	Friday (except for official holidays)
Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe	from 8:30 - 16:30 (except during
Mueang Chumphon, Chumphon 86000	lunch 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)
Address:217/12 Mu 3, Tambon Si Sunthon,Amphoe	from 8:30 - 16:30 (except during
Thalang,Phuket 83110	lunch break)
Tel:0 7637 9895-7/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	
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Procedure, duration, responsible agency Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant files an application. Responsible office checks whether the applicant has compiled correctly and completely with the required documents. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> <i>of Fine Arts Department and the national museum in</i> <i>locality to join this step.</i>)	1 day	Office of the National Museum
2)	Consideration Entrusted authorities visit and examine details and authenticity of the antique, object of art that is transfered. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> 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 transferedOriginal (s) :2Copy (ies) :-	-
5)	ID card Original (s) : 1 Copy (ies) : - Note: (- ID card of transferor - Or officially issued document affixed with image of heir or legatee - Present the original to authority for verification/identification - In the event of many heirs or legatees, ID card copies of everyone must be attached.	Department of Provincial Administration
6)	ID card Original (s) : 1 Copy (ies) : - Note: (- ID card of transferee - Or officially issued document with image of transferee - Present the original to authorities for verification/identification - In the event of many heirs or legatees, ID card of everyone must be attached)	Department of Provincial Administration

Processing fees

No.	Description	Fees (Baht/Percentage)
	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

	Written at			
		Date	Month	Year
Subject: Notification	on of transfer of a registered	l antique or object o	of art	
Attention: Directo	or General of the Fine Arts I	Department		
Enclosures: 1. Sale	e contract (in case having sa	le agreement)		
2. Trai	nsfer in writing (in case of g	gratuitous transfer)		
3. Des	scription and images of the a	antique or object of	art to be transferred	l
I,		ID Card		
Number	Issued a	t	House Nur	nber
MooSo	oiRoad		Sub-distric	xt
District	Province	Po	ost Code	
Telephone/Mobile.				
-	to notify the transfer of a re			
Number	Issued at		House Number	Moo
Soi	Road		Sub-district	
District	Provi	nce		Post Code
Telephone/Mobile	(On Date Mon	th	Year
For your in	nformation.			

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

Your respectfully,

(Sign)..... Applicant

(.....)

People's Manual : Notification of the registered antique or object of art is being damaged or lost or removed

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches	
Branch details	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, Amphoe Mueang Ratchaburi, Ratchaburi 70000	holidays) from 8:30 - 16:30 (except 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	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	
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, 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 The 6 th Regional Office of Fine Arts, Sukhothai Address:216 Mu 3, Sai Mueang Kao Road, Tambon Mueang Kao, Amphoe Mueang Sukhothai,Sukhothai 64210 Tel:0 5569 7364	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except 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 7 th Regional Office of Fine Arts, Chiang Mai Address:451 Chiang Mai-Lampang Superhighway, Tambon Chang Phueak,Amphoe Mueang Chiang Mai, Chiang Mai 50300 Tel:0 5322 2262	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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 Address:193 Mu 13, Kasikon Thung Sang Road,Tambon Nai Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000 Tel:0 4324 2129, 04333 7629	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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 Address:78 Mu 10, Soi Si Phanom,Liang Mueang Road,	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except
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	during lunch break)
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 Address:274 Mu 17, Phimai-Chum Phuang Road,Tambon Nai Mueang, Amphoe Phimai, Nakhon Ratchasima 30110 Tel:0 4447 1518, 4428 5096	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch 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	Service Hours opens daily from
The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road,Tambon	Monday to Friday (except for official holidays) from 8:30 - 16:30 (except
Phawong,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 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	
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
Amphoe Mueang Phetchaburi, Phetchaburi 76000	break)
Tel:0 3242 5600/contact us in person at the above address	Diedk)
(note:(lunch break 12:00 - 13:00))	Comice House Wednesday, Thursday
Branch details	Service Hours Wednesday, Thursday,
Ratchaburi National Museum	Friday (except for official holidays) from
Address:325/1 Woradet Road, Tambon Na Mueang,	8:30 - 16:30 (except during lunch
Amphoe Mueang Ratchaburi, Ratchaburi 70000	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,	8:30 - 16:30 (except during lunch
Suphan Buri 72160	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) from
Address:Suphan Buri - Chai Nat Road,Tambon Sanam	8:30 - 16:30 (except during lunch
Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000	break)
Tel:0 3553 5330/contact us in person at the above address	broany
(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
Amphoe Mueang Suphan Buri, Suphan Buri 72000	
	break)
Tel:0 3553 6113/contact us in person at the above address	
(note:(lunch break 12:00 - 13:00))	Combo Harry Wada aday. Thursday
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,	8:30 - 16:30 (except during lunch
Nakhon Pathom 73000	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 (except for official holidays) from
Address:Tambon Ban Kao,Amphoe Mueang Kanchanaburi,	8:30 - 16:30 (except during lunch
Kanchanaburi 71000 Tel:08 1994 9873 / contact us in person at	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 Si	8:30 - 16:30 (except during lunch
Ayutthaya, Phra Nakhon Si Ayutthaya 13000	break)
Tel:0 3524 1587/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,
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))	,
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))	breaky
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	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	
(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	
(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
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))	
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 detailsService Hours Wednesday, Thursday, Triday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima, Nakhon Ratchasima Road, Tambon Nai Mueang,Amphoe Mueang Nakhon Ratchasima, Jakhon Ratchasima, Jakhon Ratchasima, Suono Tel:0 4422 4258/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 detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Songkiha National Museum Address:Chana Road, Amphoe Mueang Songkhla, Songkhla Stonal Museum Address:Schana Road, Amphoe Mueang Songkhla, Songkhla Stono Net:(Junch 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 Sturn National Museum Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang Nakhon Si Thammarat,	Describe to to the	Combo Harry Wednesday. Threeday
Address:Ratchädammoen Maha Viravong Nakhon Ratchasima 8:30 - 16:30 (except during lunch Rada, Tambon Nai Mueang,Amphoe Mueang Nakhon break) Ratchasima,Nakhon Ratchasima 30000 fei:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Variable of the set 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, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 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))break)Branch details Surin National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chainang, 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 Chote:(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 Mueang Nakhon Si Thammarat National Museum Address:155-156 Tambon Waing,Amphoe Chaiya National Museum Address: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:12:01 - 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 Chaiya National Museum Address:125-156 Tambon Nai Mueang,Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7743 1066/contact us in person at the above address (note:(lunch break 12:00		
Ratchasima,Nakhon Ratchäsima 30000 Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch details Songkhla National Museum Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin, Surin 32000 Tel:0 4115 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:Satun Thani Road, Tambon Phiman, Address:Satun Thani Road, Tambon Phiman, Address:Satun Thani Road, Tambon Phiman, Address:Satun Thani Road, Tambon Phiman, Address:Satun Thani Road, Tambon Phiman, Address:Ratchadamnoen Road, Tambon Nai Mueang, Amphoe Mueang Satun, Satu 91000 Tel:0 7473 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 Chaiva National Museum Address:155-156 Tambon Wiang, Amphoe Chaiya, Surat Thani 8110 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 Chaiva National Museum Address:312 Mu 1, Trairat Road, Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 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	5	
Tel:0 4424 2958/contact us in person at the above address (note:(lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)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 Songkhla National Museum Address:Schana 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:Statun 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 Chaiya National Museum Address:155-156 Tambon Wiang,Amphoe Chaiya,Surat Thani Rddress:12 Mu 1, Traitat Road,Tambon Na 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:12 Mu 1, Traitat Road,Tambon Na Cha-ang,Amphoe Mueang Satkonad Museum Address:12 Mu 1, Traitat Road,Tambon Na Cha-ang,Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7743 1056/contact us in person at the above address (note:(lunch break 12:00 - 13:00))		break)
(note:(lunch break 12:00 - 13:00))Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holiday	,	
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Surin National MuseumFriday (except for official holidays) fromAddress: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))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 Chumphon National Museum Address:12.12 Mu 1, Trairat Road,Tambon Na Cha-ang,Amphoe Meang 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 Chumphon National Museum Address:1		
Address:214/4 Mu 13, Surin - Chong Chom Road, Tambon Chaniang, Amphoe Mueang Surin,Surin 32000 Tel:0 413 3054/contact us in person at the above address (note:(lunch break 12:00 - 13:00))8:30 - 16:30 (except during lunch break)Branch details 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 Address:Staun 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 Address:Stath Thani Road,Tambon Nai Mueang,Amphoe Mueang Nakhon Si Thammarat,		
Tambon Chaniang, Amphoe Mueang Surin, Surin 32000break)Tei:0 4415 3054/contact us in person at the above addressbreak)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Address: Chana Road, Amphoe Mueang Songkhla, Songkhla 90000Branch detailsSongkhla National MuseumService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)Branch detailsService Hours W		
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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))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 (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 (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 (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 (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 (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)		
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Tel:0 7637 9895-7/contact us in person at the above address	Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang,	8:30 - 16:30 (except during lunch
	Phuket 83110	break)
(note:(lunch break 12:00 - 13:00))	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: 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 antique or object of art is being damage, lost or removed from the place at which it is stored. Authority-in-charge		Museum

Step	Procedure	Duration	Responsible Agency
	checks whether the applicant has compiled correctly and completely with the required documents. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> <i>of Fine Arts Department and the national museum in</i> <i>locality to join this step.</i>))		
2)	 Consideration Entrusted authorities visit site in the event of; 1. Damages; the Registration, National Museum Storage and Information Group to take action. 2. Removal for storage; report the National Museum Storage and Information Group to update information in database and modification in the Government Gazette. 3. Loss; to report the Registration, National Museum Storage and Information Group to record in database and ask cooperation from other agencies to look for it. (<i>Note: Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department and the national museum in locality to participate in this step.</i>)) 	11 days	Office of the National Museum
3)	Signing/Meeting decision A letter signed by the Director General notifying the applicant for acknowledgement.	7 days	Fine Arts Department

List of Required Documents

No.	Name of 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	Month	Year
Subject: Notification of the registered antique or object the registered antique or object the registered antique or object Attention: Director General of Fine Arts Department	ct of art is being	lost	
Enclosures: 1. Description and images of the antique or objective	ect of art2	.copies	
2. Police report at police station (in case of loss	s of the antique	or object of art.	2copies
3. Map showing location where the antique or	object of art is s	stored (in case of	of removal)2. copies
I, ID Car Issued at House Number Road Sub-district Province Post Code as owner of the registered antique or object of art i.e	Moo I Telephon	Soi District e/Mobile	
The above-mentioned object has been: damaged lost On DateMonth Details and documentation are attached herewith. For your information.	□ removed	Year	

Your respectfully,

(Sign).....Notifier

(.....)

People's Manual :

Notification of the productions, trade or possession in a place of business of a duplicate antique or duplicate object of under duplication control Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Service Branches	
Branch details Office of National Museums Address:81/1 Si Ayutthaya Road,Khwaeng Wachira Phayaban, Khet Dusit,Bangkok/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road,Tambon Na Mueang,Amphoe Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3232 3226-7 Service area : Ratchaburi,Phetchaburi,Prachuap Khiri Khan, Samut Sakhon, Samut Songkhram, and Samut Prakan, except for the compound of Phra Nakhon Khiri Historical Park/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 2 nd Regional Office of Fine Arts, Suphan Buri Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7 Service area : Suphan Buri, Kanchanaburi, Nakhon Pathom,	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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 Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
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 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 Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch 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 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 energy daily from Manday
	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 Pung	
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 area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road,Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458, 0 7532 4479 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Nakhon Khiri National Museum Address:97 Khiri 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 (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Ratchaburi National Museum Address:325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi,Ratchaburi 70000 Tel:0 3232 1513/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details U Thong National Museum Address:Malai Maen Road, Tambon U Thong, Amphoe U Thong, Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 5330/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Chaona Thai National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3553 6113/contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Phra Pathom Chedi National Museum Address:Khwa Phra Road, Amphoe Mueang Nakhon Pathom, Nakhon Pathom 73000 Tel:0 3427 0300 /contact us in person at the above address (note:(lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

Branch details	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))	
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))	
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))	

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	
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)
Amphoe Mueang 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,	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 Heure Wednesday, Thursday
	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))	

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

Procedure, duration, responsible agency Work Duration: 17 days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Applicant to notify the responsible office list of production items wishing to produce or possessing in a place of business. Authority checks whether the applicant has compiled correctly and completely with the required documents. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> 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. (<i>Note: Responsible agency i.e. the1st-12th Regional Office</i> <i>of Fine Arts Department and the national museum in</i> <i>locality to join this step.</i>))	9 days	Office of the National Museum
3)	Signing/Meeting decision Derector General signs in official letter notifying the applicant.	7 days	Fine Arts Department

List of Required Documents

No.	Name of doument, number, details (if any)	Document issued by government office
1)	Application form notifying list of productions of a duplicate	Office of the National
	antique or object of art under duplication control Original (s): 1	Museum
	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 chiests of art under duplication control.)	
	objects of art 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
Subject: Notifying list of the productions of a duplicate antique or object of art under duplication control
Attention: Director General of the Fine Arts Department
Enclosures : 1. Certified true copy of the applicant's ID card (copy made by authority and ask the applicant
to sign)
2. Certified true copy of certificate of juristic person or certificate of commercial registration
from Ministry of Commerce (authority to make a copy and ask the applicant to sign)
3. Map showing location of the production site
4. Prototype model
I, Aged Nationality
ID CardIssued at
House/Office (Juristic Person) Number Moo Soi
Road District District
Province Post Code Telephone
□ Ordinary person
☐ Juristic person representative, name, incorporated/partnership limited,/company limited,/others
(please specify)
Soi Sub-district
District Province Post Code
Telephone
Would like to notify in regard to the productions of a duplicate antique or objects of art under duplication
control as follows.
1. Purpose of the productions (for commercial or dissemination
2. Production site atNumber MooSoi
RoadDistrict
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.

Your respectfully,

(Sign).....Notifier

(.....)

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

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details	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, Khet Dusit, Bangkok 10300/contact us in person at the above address	08:30 - 16:30 (except during lunch break)
(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 display for collecting admission fee or any other fees Original (s): 1 Copy (ies) : -	Office of the National Museum
2)	Conspicuous colored images of antiques or objects of art for display, size 9 x 12.5 cm. Original (s) : 2 Copy (ies) : - Note: (2 for each image)	-
3)	List of antiques or objects of art for display Original (s) : - Copy (ies) : 2	-
4)	Description for antiques or objects of art on display Original (s) : - Copy (ies) : 2	-

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

Application form for Notification of antiques or objects of art display for

collecting admission fee or any other fees

	Written at
	DateYear
Subject: Notification of antiques or objects of ar	ts display for collecting admission fee or any other fees
Attention:	
Enclosures: 1. Images of antiques and objects of	art:image (s)
2. List of antiques and objects of art	for display
3. Description for antiques or object	s of arts on display:sheet (s)
4. Rates of admission fees or any ot	her fees:sheet (s)
5. Plan of building for display or exl	nibition
І, Ад	ed Occupation
Nationality Residing at H	ouse Number Moo
SoiRoad	Sub-district
District Province	Post Code
Telephone/MobileFax	x:would like to notify rates of admission
fees or any other fees to be collected at	Details are enclosed herewith.
I agree to comply with the Fine Arts Dep	partment's announcement regarding all criteria, methods and

condition in antiques or objects of arts display/exhibition.

For your information.

Your respectfully,

(Sign).....Applicant

(.....)

People's Manual : Application for license trade of antiques or objects of art Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Drench dataila	Convice Hours anone daily from
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 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	(except during lunch break)
(note:(Chiang Saen 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,
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	official holidays) from 08:30 - 16:30
Ubon Ratchathani, Ubon Ratchathani 34000,	(except during lunch break)
Tel. 0 4525 1015/contact us in person at the above address	
(note: (Ubon Ratchathani National Museum closes on Monday and	
Tuesday for they are official weekly holidays, lunch break 12:00 -	
13:00))	
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
Nakhon Si Thammarat, Nakhon Si Thammarat 80000,	(except during lunch break)
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
325/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang	official holidays) from 08:30 - 16:30
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	(except during lanen break)
for they are official weekly holidays, lunch break 12:00 - 13:00)	
Branch details	Service Hours Wednesday Thursday
Branch details Suphan Buri National Museum	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for
Suphan Buri National Museum	Friday, Saturday, Sunday (except for
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000,	Friday, Saturday, Sunday (except for
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 -	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday,
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya 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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si	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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the	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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address	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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and	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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	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)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) 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,
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai 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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri,	 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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above	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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on	 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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch	 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
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00))	 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)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) 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, 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)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Prachin Buri 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 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)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Prachin Buri National Museum Prachin Anuson Road, Tambon Na Mueang,Amphoe Mueang Prachin	 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) Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Suphan Buri National Museum Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel. 0 3553 6100/contact us in person at the above address (note:(Suphan Buri National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Chao Sam Phraya National Museum Rotchana Road, Amphoe Phra Nakhon Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000, Tel. 0 3524 1587/contact us in person at the above address (note:(Chao Sam Phraya National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Somdet Phra Narai National Museum Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, Lop Buri 15000, Tel. 0 3641 1458/contact us in person at the above address (note:(Somdet Phra Narai National Museum closes on Monday and Tuesday for they are official weekly holidays, lunch break 12:00 - 13:00)) Branch details Prachin Buri 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 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)

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

16110	(except during lunch break)
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))	
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	Service Hours Wednesday, Thursday,
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))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
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))	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details	Service Hours Wednesday, Thursday,
Roi Et National Museum Phloen Chit Road, Tambon Nai Mueang, Amphoe Mueang Roi Et, Roi Et 45000	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

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

Procedure, duration, responsible agency Work Duration: 19 days

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

Step	Procedure	Duration	Responsible Agency
2)	Consideration The application be further 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. (<i>Note: (Responsible agency i.e. regional national museum to join this step.)</i>)	3 days	Office of the National Museum
3)	Consideration The committee is sent for inspection of the place of business or display venue Sending the committee to inspect the place of business or display venue for antiques and objects of art. Visit results will support to finalize consideration whether a license to be issued or not. (<i>Note: (Responsible agency i.e. regional national museum to join this step.)</i>)	8 days	Office of the National Museum
4)	Signing/Meeting decision Authority in charge of 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. (<i>Note: The Director of Office of the National Museum</i> <i>signs in trade license, processing fees paid and the case</i> <i>is returned to the applicant.</i>))	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 National Single Window, Fine Arts Department	Office of the National Museum
	at <u>https://nsw.finearts.go.th</u> - 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 <u>https://nsw.finearts.go.th</u> - 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 <u>https://nsw.finearts.go.th</u>	Department of Provincial Administration

No.	Name of doument, number, details (if any)	Document issued by 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 <u>https://nsw.finearts.go.th</u> - 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 <u>https://nsw.finearts.go.th</u> - For regional office, submit required documents at any regional national museum which is service provider.)	-
6)	Certificate of commercial registration, commercial registration or certificate of VAT registration Original (s) : 1 Copy (ies) : - Note: (- In case the applicant is ordinary person -In case the applicant is ordinary partnership - In case the applicant is registered ordinary partnership or partnership limited - In case the applicant is company limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit the original at any regional national museum which is service provider for verification/ identification. A copy of certificate made by authority to be used for consideration.)	Department of Business Development
7)	List of partners and their natioanlity Original (s) : 1 Copy (ies) : - Note: (- In case the applicant is ordinary partnership - In case the applicant is registered ordinary partnership or partnership limited - For central office, the applicant may attach documents via National Single Window, Fine Arts Department at <u>https://nsw.finearts.go.th</u> - 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.)	Department of Business Development

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	Department of Provincial Administration
	Original (s) : 1	
	Copy (ies) : - Note: (-In case applicant is ordinary partnership	
	- For central office, applicant may attach documents via National	
	Single Window, Fine Arts Department at https://nsw.finearts.go.th	
	- For regional office, personally submit the 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 <u>https://nsw.finearts.go.th</u>	
	-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 verificatiion/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 partner or manager Original (s): 1 Copy (ies): -	Department of Provincial Administration
	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 <u>https://nsw.finearts.go.th</u> 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 or manager is made by authority to be used for consideration.)	
13)	Managing partner or manager's house registration Original (s): 1	Department of Provincial 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 <u>https://nsw.finearts.go.th</u>	
	- 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 <u>https://nsw.finearts.go.th</u> For regional office, submit documents at any regional national 	
15)	museum which is service provider) Certificate of Partnership Company Registrar indicating registration and objectives of that company limited	Department of Business 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.	
16)	A copy of certificate made by authority to be used for consideration.) List of all shares held by Thai nationals and all shares held	Department of Business
- /	by aliens Original (s) : 1	Development
	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 <u>https://nsw.finearts.go.th</u> 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 <u>https://nsw.finearts.qo.th</u>	
	- 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
,	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 <u>https://nsw.finearts.go.th</u>	
	- 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	
	certified true copy.)	
19)	ID card or other official card to replace ID card of company	Department of Provincial
- 1	limited's all board members	Administration
	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 <u>https://nsw.finearts.go.th</u>	
	- 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	
-	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 <u>https://nsw.finearts.go.th</u>	
	- 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
-	(<i>Note</i> : (for each application))	
2)	License trade of objects of art	2,000
-	(<i>Note</i> : (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 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)		
	(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

Receipt No Date	
Recipient For official use	

□ Application for a license to trade antiques

$\hfill\square$ Application for a license to trade objects of art

Written at
DateB.E
1. The applicant's name
\Box (1) Being a natural person Age
Address No Alley/LaneRoadMoo
Sub-district District Province
Postcode Tel No
□ (2) Being an ordinary partnership Office Address No
Alley/LaneRoadMooSub-district
District Province Postcode
Tel No as business operator
Ageyears Nationality Address No Alley/Lane
Road Moo Sub-district District
Province Postcode Tel No
□ (3) Being a type of juristic person (specify)
Date of Registration Register No
Office Address No Alley/LaneRoad
Sub-district Province
Postcode Tel No Represented by
as business operator on behalf of the juristic person Ageyears Nationality

F.A.1

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

3. The applicant requests for

□ Antiques trading license

□ Objects of art trading license

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

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

 \Box (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.

 \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.

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

- (a) The certificate of registration issued by the partnership and company registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;
- (b) The list of names and nationalities of every partner;
- (c) A photocopy of the identity card or its equivalence of the managing partner;
- (d) A copy or photocopy of house register of the managing partner or manager;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner or manager;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
- \Box (4) In the case where the applicant is a limited company;
 - (a) The certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such limited company;
 - (b) The list stating all shares held by both Thai and foreign nationals;
 - (c) The list stating the number of shareholders with Thai nationality and foreign nationality;
 - (d) Photocopies of the identity cards or their equivalence of every executive directors of the limited company;
 - (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the director with authorization to sign an agreement on behalf of the limited company;
 - (f) A location map of the trading place;
 - (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.

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

Remark: Put the sign \checkmark into the box \square 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	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 <u>https://nsw.finearts.go.th/</u>	
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 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))	
Branch details	Service Hours Wednesday, Thursday,
Thalang National Museum	Friday, Saturday, Sunday (except for
217/3 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket	official holidays) from 08:30 - 16:30
83110, Tel. 0 7637 9895-7/contact us in person at the above	(except during lunch break)
address	(cxcept during lanen break)
(note:(Thalang National Museum closes on Monday and Tuesday	
for they are official weekly holidays, lunch break 12:00 - 13:00))	Construction Mindre and an Thomas days
Branch details	Service Hours Wednesday, Thursday,
Chiang Saen National Museum	Friday, Saturday, Sunday (except for
Tambon Wiang, Amphoe Chiang Saen, Chiang Rai 57150 Tel. 0	official holidays) from 08:30 - 16:30
5377 7102/contact us in person at the above address	(except during lunch break)
(note:(Chiang Saen 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,
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	official holidays) from 08:30 - 16:30
Ubon Ratchathani, Ubon Ratchathani 34000/contact us in person	(except during lunch break)
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))	
13.00//	

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	(except during function break)
(note:(Songkhla National Museum closes on Monday and Tuesday	
for they are official weekly holidays, lunch break 12:00 - 13:00))	Comise House Wednesday, Thursday
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	(except during function 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,	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))	

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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	(except during lunch break)
above address	
(note:(Somdet Phra Narai National Museum closes on Monday and	
Tuesday for they are official weekly holidays, lunch break 12:00 -	
13:00))	
Branch details	Service Hours Wednesday, Thursday,
Prachin Buri National Museum	Friday, Saturday, Sunday (except for
Prachin Anuson Road, Tambon Na Mueang, Amphoe Mueang	official holidays) from 08:30 - 16:30
Prachin Buri, Prachin Buri 25000, Tel. 0 3721 1586/contact us in	(except during lunch break)
person at the above address	
(note:(Prachin Buri National Museum closes on Monday and	
Tuesday for they are official weekly holidays, lunch break 12:00 -	
13:00))	
Branch details	Service Hours opens everyday (except
Ramkamhaeng National Museum	for official holidays) from 08:30 - 16:30
Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai	(except during lunch break)
64210, 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
Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang	official holidays) from 08:30 - 16:30
Kamphaeng Phet, Kamphaeng Phet 62000, Tel. 0 5571	(except during lunch break)
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 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, Tel:0 3242	(except during lunch break)
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 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, Tel:0 3553	(except during lunch break)
6113/contact us in person at the above address	
(note:(Chaona Thai National Museum closes on Monday and	
Tuesday for they are official weekly holidays, lunch break 12:00 -	
13:00))	
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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, 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
Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang	official holidays) from 08:30 - 16:30
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,
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:(Sawankhaworanayok National Museum closes on Monday	
and Tuesday for they are official weekly holidays, lunch break	
12:00 - 13:00))	Comito House Westernate The L
Branch details	Service Hours Wednesday, Thursday,
Phra Buddha Chinnaraj National Museum	Friday, Saturday, Sunday (except for
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))	

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)
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official holidays) from 08:30 - 16:30
(except during lunch break)
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official holidays) from 08:30 - 16:30
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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,
Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for

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. (<i>Note: (Responsible agency i.e. regional aational museum to join this step.)</i>) 	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. (<i>Note: (Responsible agency i.e. regional national museum to join this step.)</i>)	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. (<i>Note: (Responsible agency i.e. regional national museum to join this step.)</i>)	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. (<i>Note: The Director of Office of the National Museum</i> 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) 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 <u>https://nsw.finearts.go.th</u> - For regional office, form available, submit completed form at any regional national museum which is service provider.)	Office of the National Museum
2)	ID card or other official card to replace ID card	Department of Provincial
	Original (s) : 1 Copy (ies) : -	Administration

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	Department of Provincial Administration
	at <u>https://nsw.finearts.go.th</u> - 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.)	
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 <u>https://nsw.finearts.go.th</u> - 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 <u>https://nsw.finearts.go.th</u> - 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 government office
	- For central office, the licensee applicant may attach documents	
	via National Single Window, Fine Arts Department	
	at <u>https://nsw.finearts.go.th</u>	
	- 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) : -	
	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
0)	Original (s) : 1	Development
	Copy (ies) : -	Development
	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 <u>https://nsw.finearts.go.th</u>	
	- 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) : -	AUTIIIIISU AUOTI
	Note: (-In case the licensee applicant is ordinary partnership	
	- For central office, the licensee applicant is ordinary partnership	
	via National Single Window, Fine Arts Department	
	at https://nsw.finearts.go.th	

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.)	
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 <u>https://nsw.finearts.go.th</u> - For regional office, personally submit documents at any regional national museum which is service provider for verificatiion/identification. A copy of certificate is made by	Office of the National Museum
12)	authority to be used for consideration.) 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 <u>https://nsw.finearts.go.th</u> - 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) : - 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 <u>https://nsw.finearts.go.th</u> - 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	Department of Provincial Administration
15)	authority to be used for consideration.) Certificate of Partnership Company Registrar indicating registration and objectives of that company limited Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for identification/ verification. A copy of certificate is made by authority to be used for consideration.)	Department of Business Development
16)	List of all shares held by Thai nationals and all shares held by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at <u>https://nsw.finearts.go.th</u> - For regional office, personally submit the original at any regional national museum which is service provider for identification/ verification. A document copy is made by authority to be used for consideration.)	Department of Business Development
17)	List of shareholders numbers by Thai nationals and sharesholders by aliens Original (s) : 1 Copy (ies) : - Note: (-In case the licensee applicant is company limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at https://nsw.finearts.go.th - For regional office, personally submit documents at any regional national museum which is service provider for identification/ verification. A document copy is made by authority to be used for consideration.)	Department of Business Development

No.	Name of 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 orginal 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 <u>https://nsw.finearts.go.th</u> - For regional office, personally submit the orginal to authority at any regional national museum which is service provider for identification/verification. Photocopy of ID card/other official card of company limited's all board members are made by authority to be used for consideration. - In the case that board member is unable to personally submit the original document to authority at any national museum, please attach a copy of the board member's ID card/ other official card with certified true copy.)	Department of Provincial Administration
20)	Half-body image, look straight, not wearing a hat, size 5x6 cm. taken within the last six months of managing partner or manager Original (s) : 2 Copy (ies) : - Note: (-In case the licensee applicant is registered ordinary partnership or partnership limited - For central office, the licensee applicant may attach documents via National Single Window, Fine Arts Department at <u>https://nsw.finearts.go.th</u> - 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 <u>https://nsw.finearts.go.th</u> - 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
	(<i>Note</i> : (for each application))	
2)	License trade of objects of art	2,000
_	(<i>Note</i> : (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

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

□ Application for renewal of license trade of aniques

$\hfill\square$ Application for renewal of license trade of objects of art

	Writte	en at	
	DateMonth		.B.E
1. The applicant's name			
\Box (1) Being a natural person Age	years Natio	onality	
Address No Alley/Lane	Road	••••••	Moo
Sub-district District	Province	e	
Postcode Tel No			
\Box (2) Being an ordinary partnership	Office Address	No	
Alley/Lane Road	Moo	Sub-district	
District Province	Postco	ode	
Tel No Represented by		as busin	ness operator
Ageyears Nationality	Address No	Alley/Lane.	
Road Moo Sub-dis	trict	District	
Province Postcode	Tel No		
\Box (3) Being a type of juristic person ((specify)		
Date of Registration	Register No		
Office Address No Alley/Lane	Road		.Moo
Sub-district District		Province	
Postcode Tel No	Represented by		
as business operator on behalf of the juristic perso	n Ageye	ars Nationality	

F.A.4

Address No Alley/Lane Road Moo
Sub-district Province District
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:
\Box (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.

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

- (a) The certificate of registration issued by the partnership and company registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;
- (b) The list of names and nationalities of every partner;
- (c) A photocopy of the identity card or its equivalence of the managing partner;
- (d) A copy or photocopy of house register of the managing partner or manager;
- (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the managing partner or manager;
- (f) A location map of the trading place;
- (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
- (h) A copy or photocopy of the previous license or duplicate license
- \Box (4) In the case where the applicant is a limited company;
 - (a) The certificate of registration issued by the Partnership and Company Registrar stating its registration and objectives of such limited company;
 - (b) The list stating all shares held by both Thai and foreign nationals;
 - (c) The list stating the number of shareholders with Thai nationality and foreign nationality;
 - (d) Photocopies of the identity cards or their equivalence of every executive directors of the limited company;
 - (e) Two half-length photocopies, size 5x6 cm., which are taken no later than six months, with straight face and no cap of the director with authorization to sign an agreement on behalf of the limited company;
 - (f) A location map of the trading place;
 - (g) A copy or photocopy of commercial registration certificate, trade license, or VAT registration.
 - (h) A copy or photocopy of the previous license or duplicate license

(Signature)..... The applicant

(.....)

Remark: Put the sign \checkmark into the box \Box in front of the required statement.

People's Manual :

Application for storage of antiques or objects of Art which are the State property and under the custody and care of the Fine Arts Department Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details	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	Service Hours opens daily from Monday to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road,Tambon Rua Yai,	08:30 - 16:30 (except for official folidays) from
Address.1771 Md 4, Malar Maen Road, Tambon Rua Tai, 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))	
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, 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))	

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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	
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 for ornear hondays) norn
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	Service Hours opens daily from Monday
The 11 th Regional Office of Fine Arts, Songkhla	to Friday (except for official holidays) from
The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong,	
The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100	to Friday (except for official holidays) from
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	to Friday (except for official holidays) from
The 11 th Regional Office of Fine Arts, Songkhla Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Amphoe Mueang Songkhla, Songkhla 90100	to Friday (except for official holidays) from
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	to Friday (except for official holidays) from

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))	
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	
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))	Convice Hours Madacaday, Thursday
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 Ban Kao,Amphoe Mueang Kanchanaburi,	08:30 - 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	08:30 - 16:30 (except during lunch break)
Si Ayutthaya, Phra Nakhon Si Ayutthaya 13000	
Low 3574 158 //contact us in person at the above address	
Tel:0 3524 1587/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	

Chantbrakasem National Museum Address:Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon Si Authaya, 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, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Address: Sing Sufficient Museum Address: Sing Sufficient Museum Chanthaburi, Chanthaburi Address: Tambor Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3321 431/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 08:30 - 16:30 (except during lunch break) Chanthaburi, Chanthaburi 22000 Tel:0 3321 431/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 08:30 - 16:30 (except during lunch break) Check:(Lunch break 12:00 - 13:00)) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Sing (except for official holidays) from 08:30 - 16:30 (except during lunch break) Sing (except for official holidays) fro	Decembral de la	Comise House Wednesdey, Thursday
Address:Uthong Road, Tambon Hua Ro, Amphoe Phra Nakhon SI vulttaya, Phra Nakhon SI shy Muttaya 13000 08:30 - 16:30 (except during lunch break) Yearnch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Yearnch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Yearnch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Somdet Phra Narai National Museum Address: Yearsak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri 15000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Somdet Phra Narai National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat 17000 Tel:0 5641 16521/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Ratin Barnoh details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Ratin Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)	Branch details	Service Hours Wednesday, Thursday,
Ayuthaya, Phra Nakhon Si Ayuthaya 13000 Tel:0 3255 1586/contact us in person at the above address In Buri National Museum Address: Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Somet Phra Nakhon Si Ayuthaya 13000 Tel:0 3255 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Somet Phra Naki National Museum Address: Sorasa 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)) Branch details Chai Nat Mun National Museum Address: Ambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat Mun National Museum Address: Amboe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3641 1458 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chait, Mational Museum Address: Amboe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 3541 1331/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Branch details Service Hours Wedne		
Tel:0 3525 1586/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Address: Amphoe Mueang Chai Nat, Chai Nat 17000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Address: Amphoe Mueang Prachin Buri, Prachin Buri 25000 Tel:0 556/ 056/21/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from		08:30 - 16:30 (except during lunch break)
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Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Sing Buri 16110 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Somdet Phra Narai National Museum Address: Sorasak Road, Tambon Tha Hin, Amphoe Mueang Lop Buri, LSOD0 Tel: 0.3641 1458/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Chai Nat Muni National Museum Address: They Gottomet us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Chai Nat 17000 Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat 17000 Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Tel: 0 540 5621/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Branch details Address: Romboe 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)) Branch details Subnohai 64210 Tel: 0 540 5567 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))		
In Buri National Museum Address: Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, Sing Buri 16110 Tel:0 3588 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Chai Nat Muni National Museum Address: Sonasa 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)) Branch details Chai Nat Muni National Museum Address: Mu 6, Tambon Chai Nat, Amphoe Mueang Chai Nat, Chai Nat Muni National Museum Address: Amphoe Mueang Prachin Buri 25000 Tel:0 5721 1586/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 08:30 - 16:30 (except during lunch break) Chattiburi, Chanthaburi Address: 80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chattiburi, Chanthaburi 22000 Tel:0 3573 1236/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 08:30 - 16:30 (except during lunch break) Chattiburi, Chanthaburi 22000 Tel:0 3573 767/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Sawankhaworanayok National Museum Address: Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64110 Tel:0 5567 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Sawankhaworanayok National Museum Address: 120 Pin Damri Road, Tambon Nai Mueang, Amphaeng Phet National Museum Address: 120 Pin Damri Road, Tambon Nai Mueang, Amphaeng Phet National Museum Address: 120 Pin Damri Road, Tambon Nai Mueang, Amphaeng Phet National Museum Address: 120 Pin Damri Road, Tambo	(note:(Lunch break 12:00 - 13:00))	
Address: Thep Suthimoli Road, Tambon In Buri, Amphoe In Buri, 08:30 - 16:30 (except during lunch break) Sing Buri 16110 13:00) Branch details Service Hours Wednesday, Thursday, Somdet Phra Narai National Museum Address: Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64110 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Sukhothai 6	Branch details	Service Hours Wednesday, Thursday,
Sing Buri 16110 Tel: 0 3658 1980/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 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Parach details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Prachin Buri National Museum Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Prach details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Hat Muni Mational Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Hat Muni Mational Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Hat Mathine Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during l	In Buri National Museum	Friday (except for official holidays) from
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Tel:0 3658 1986/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) (except for official holidays) from 08:30 - 16:30 (except during lunch break) Day Buri, Lop Buri 15000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat Muni National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai Nat 17000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Deficient National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Deficient National Museum Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Chai National Museum Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)		
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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))08:30 - 16:30 (except during lunch break)Branch details National Maritime Museum Chanthaburi Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)Branch details Ramkhamhaeng National Museum Address: Tambon Mueang Kao, Amphoe Mueang Sukhothai, Sukhothai 64210 Tel:0 5569 7367/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)Branch details Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)Branch details Sukhothai 64110 Tel:0 5564 1571/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)Branch details Sukhothai 64110 Tel:0 5574 1570/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)Branch details Namphaeng Phet National Museum Address: 120 Pin Damri Road, Tambon Nai Mueang, Amphoe Mueang Kamphaeng Phet, Kamphaeng Phet 62000 	Prachin Buri National Museum	
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Tel:0 5571 1570/contact us in person at the above address		08:30 - 16:30 (except during lunch break)
(note:(Lunch break 12:00 - 13:00))		
	(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,	
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	
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,	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
	08:30 - 16:30 (except during lunch break)
Address:193 Lang Sun Ratchakan Road, Tambon Nai Mueang,	08.50 - 10.50 (except during functi 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))	

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
	08:30 - 16:30 (except during lunch break)
Address:Ratchadamnoen Maha Viravong Nakhon Ratchasima	06.50 - 16.50 (except during functi 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	
Tel:0 4415 3054/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,
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	
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
	08:30 - 16:30 (except during lunch break)
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))	
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. (<i>Note: (Responsible agency i.e. the1st-12th Regional Office of Fine Arts Department, and the national museum in locality to join this step.)</i>)	1 day	Office of the National Museum
2)	Consideration Assigned authorities to visit site, examine details and 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. (<i>Note: (Responsible agency i.e. the1st-12th Regional Office</i> 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)	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	
7)	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))	
L		

No.	Form Title
	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

Drench dataila	Correios Hours anona daily from Monday
Branch details Office of National Museums	Service Hours opens daily from Monday
	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))	
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
	to mady (checpt for official holidays) holi

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
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))	Construction Harmonia de ita francia Mandara
Branch details The 8 th Regional Office of Fine Arts, Khon Kaen	Service Hours opens daily from Monday
Address:193 Mu 13, Kasikon Thung Sang Road, Tambon Nai	to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Mueang, Amphoe Mueang Khon Kaen, Khon Kaen 40000	08.50 - 10.50 (except 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 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 Service Hours opens daily from Monday Descriptional Office of Fine Arts, Songkhla Service Hours opens daily from Monday Address:237 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, Service Hours opens daily from Monday Tel:0 7433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phatthalung, and Trang /contact us in person at the above address: 28 Ratchadamnoe Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Service Hours opens daily from Monday Tel:0 7535 6458, 0 7532 4479 Service Hours opens daily from Monday Service area : Nakhon Si Thammarat 80000 Service Hours opens daily from Monday Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Service Hours Wednesday, Thursday, Phra Nakhon Khin National Museum Service Hours Wednesday, Thursday, Address:325 Kuiri Rathaya Road, Tambon Khlong Kracheang, Service Hours Wednesday, Thursday, Ratchaburi National Museum Service Hours Wednesday, Thursday, Riday (except for official		
Address:733 Mu 2, Si Yaek Thanadi Road, Tambon Phawong, 08:30 - 16:30 (except during lunch break) Amphoe Mueang Songkhla, Songkhla 90100 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) Paranch details Service Hours wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Phra Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-riga, And Krabi/Contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Phra Nakhon Khini National Museum Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Mueang Ratchaburi, Ratchaburi, Phetchaburi 76000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Mueang Ratchaburi, Ratchaburi, Ratchaburi, Ratchaburi, Ratchaburi, Ratchaburi, Ratchaburi, Ratchaburi, Suphan Buri 72000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Suphan Buri 72160 Tel: 0355 1021/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break)		
Amphoe Mueang Songkhla, Songkhla 90100 Pich 27433 0255-6 Service area : Songkhla, Satun, Pattani, Yala, Narathiwat, Phathalung, and Trang (contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Pranch details Pranch details Pranch details Pranch details Pranch details Paranch details Pranch details Pranch details Paranch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 323 151 / contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details V Thong National Museum Address: 2b/1 Woradet Road, Tambon Na Mueang, Amphoe Mueang Rathaburi, Ratchaburi 70000 Paranch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) <td></td> <td></td>		
Tei:0.7433 0255-6 Songkha, 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 06:30 - 16:30 (except during lunch break) Thammarat, Nakhon Si Thammarat 80000 Tei:0.7325 645 (0.7322 4479 Service Hours opens daily from Monday to Friday (except for official holidays) from 06:30 - 16:30 (except during lunch break) Branch details Teabove address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Address:97 Khiri Ratthaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3222 550/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Wueang Ratchaburi, Ratchaburi 70000 Tel:0 3222 555 (10 contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details U Thong National Museum Address: Salycontact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Suphan Buri 72:000 Service Hours Wednesday, Thursday, Friday (except for		08:30 - 16:30 (except during lunch break)
Service area : Songkha, 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) Phammart, Nakhon Si Thammarat 80000 Service Hours opens daily from Monday to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Pham, 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 Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Marbie Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3242 5601/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Mueang Ratchaburi, Ratchaburi 70000 Tel:0 3221 513 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address indet.(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Suphan Buri 72160 Tel:0 3555 1021/contact us in person at the above address inter in person at the above address (notet.(Lunch break 12:00 - 13:00)) <		
Phatthalung, and Trang /contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details The 12 [®] Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat (Suoupho, Surat Thai, 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:32571 Woradet Road, Tambon Khong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Tel:0 3232 5600/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details Branch details Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Friday (except for official holidays) from 08:30 - 16:30 (except		
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Branch details Service Hours opens daily from Monday The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Service Hours opens daily from Monday Tha Tammarat, Nakhon Si Thammarat 80000 Finday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Print Ratina Rate, 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 Paranch details Check Lunch break 12:00 - 13:00) Branch details Quescept for official holidays) from Medress:325/1 Woradet Road, Tambon Na Mueang,Amphoe Mueang Ratchaburi, Ratchaburi Atohaburi, Atchaburi 70000 Tel:0 3222 1513 /contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details V Thong National Museum Address:Suphan Buri 72160 Tel:0 3525 1021/contact us in person at the above address Suphan Buri National Museum Address:Suphan Buri - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3535 3330/contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Branch details <t< td=""><td></td><td></td></t<>		
The 12 [®] Regional Office of Fine Arts, Nakhon Si Thammarat to Friday (except for official holidays) from Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si to Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Private Ratchadamnoen Road, Amphoe Mueang Nakhon Si Paranch details Phra Nakhon Khiri National Museum Address:97 (Khiri Ratthaya Road, Tambon Khlong Krachaeng, Amphoe Mueang Phetchaburi, Phetchaburi 76000 Ratchaburi Autional Museum Address:97 (Khiri Ratthaya Road, Tambon Na Mueang,Amphoe Mueang Ratchaburi, Ratchaburi National Museum Address:97 (Lunch break 12:00 - 13:00)) Branch details Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Museum Ratchaburi, Ratchaburi 70000 Tel: 0.323 1513 / contact us in person at the above address (note:(Lunch break 12:00 - 13:00)) Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Branch details Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Mureang Suphan Buri 2000 Service Hours Wednesday, Thursday, Friday (except for official holidays) from 08:30 - 16:30 (except during lunch break) Suphan Buri National Museum <t< td=""><td>address (note:(Lunch break 12:00 - 13:00))</td><td></td></t<>	address (note:(Lunch break 12:00 - 13:00))	
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	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	
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,	
Chiang Mai 50300	
Tel:0 5322 1308/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	Comission Wednesday. Three days
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	
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,	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 Lamphun, 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,	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))	

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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	
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	
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	
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,	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 Filing application to responsible office for a license to export or take out of the Kingdom antiques, objects of art, or parts of them which are in possession of the Fine Arts Department for the purpose of education, analysis, research, repair or assembly. Authoity checks whether the applicant has compiled correctly and completely with the required documents. (<i>Note: (Responsible agency i.e. the1st-12th Regional</i> <i>Office of Fine Arts Department, and the national</i> <i>museum in locality to take part in this step.)</i>)	1 day	Office of the National Museum
2)	ConsiderationAssigned authorities review details, list of antiques, and 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.))	5 days	Office of the National Museum
3)	Consideration Consideration by advisors and the Committee for determining a cash prize for finders of antiques, objects of art or national treasures as well as determining the age, value and worth of antiques, objects of art, duplicate antiques including duplicate objects of art. Then submit to the Director General the consideration results. (<i>Note: (Responsible agency i.e. the Museum Storage Registration and Information Group, Research Group)</i>)	55 days	Office of the National Museum
4)	Signing/Meeting decision Then submit to the 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. (<i>Note: (Responsible agency i.e. Office of the National Museum to take part in this step.)</i>)	7 days	Fine Arts Department

List of Required Documents

No.	Name of 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 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))

No.	Form Title
	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)	Document checklist -Applicant personally applies Form Sor Kor 6 with required documents and the antique or object of art to be exported or taken out of the Kingdom or apply online via https://nsw.finearts.go.th. - Authoity checks whether the applicant has compiled correctly and completely with the required documents. (<i>Note: (Responsible agency i.e. the national museum in locality to take part in this step.)</i>)	1 day	Office of the National Museum
2)	Consideration The antique or object of art is examined by the Committee for test or authenticity and propose comments prior to issuing a license. -License is issued by authority. (<i>Note: (Responsible agency i.e. the seven national</i> <i>museums in locality to provide such service.)</i>)	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 <u>https://nsw.finearts.go.th</u> -For regional office, Form Sor Kor 6 available at any regional national museum which is service provider.)	Office of the National Museum
2)	List of antiques or objects of art to be exported or taken out of the Kingdom Original (s) : 1 Copy (ies) : -	Office of the National Museum
3)	ID card or other official card to replace ID card (in case the licensee applicant is ordinary person) Original (s) : 1 Copy (ies) : - Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at <u>https://nsw.finearts.go.th</u> - 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 person) Original (s): 1 Copy (ies) : -	Department of Provincial Administration
	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.qo.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
	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) : -	Department of Provincial Administration
	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.)	
9)	Registrar's Certificate of Partnership Company indicating registration and objectives of registered ordinary partnership or that partnership limited (in case the licensee applicant is registered ordinary partnership or partnership limited) Original (s): 1	Department of Business Development
	Copy (ies) : - Note : (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at <u>https://nsw.finearts.go.th</u>	
	- 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) Original (s) : 1 Copy (ies) : -	Department of Provincial Administration
	Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at <u>https://nsw.finearts.go.th</u>	
	- 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) Original (s) : 1 Copy (ies) : -	Department of Provincial Administration
	Note: (- For central office, the applicant may attach documents via National Single Window, the Fine Arts Department at <u>https://nsw.finearts.go.th</u> - 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
10)		government office
12)	Registrar's Certificate of Partnership Company indicating	Department of Business
	registration and objectives of that limited company (in case	Development
	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 <u>https://nsw.finearts.go.th</u>	
	- 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	
13)	consideration.) ID card or other official card to replace ID card of company	Department of Provincial
13)	limited's all board members (in case the licensee applicant is	Department of Provincial Administration
	company limited)	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.	
	- 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.)	
14)	House registration of company limited's all board members (in	Department of Provincial
	case the licensee applicant is limited company)	Administration
	Original (s) : 1	
	Copy (ies) : -	
	Note: (- For central office, the applicant may attach documents via	
	National Single Window, Fine Arts Department	
	at <u>https://nsw.finearts.go.th</u>	
	- 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.	
	- 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.)	

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	
4	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
3)	icon which Fine Arts Department deems as dated in the	
	period later than Ayuthaya Period : Ratanakosin Period	
	between B.E.2454 and B.E.2489, size over 100 cm. in height	
	or length. (each)	
	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	
	with Section 22.)	
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	
0)	with Section 22.)	
8)	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.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	
	with Section 22.)	
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
	icon which Fine Arts Department deems as dated from	
	Ayuthaya and earlier periods : Thonburi or Ratanakosin	
	Period between B.E.2310 and B.E.2453, size over 50 cm. in	
12)	height or length but not over 100 cm. (each)	Face FOO Babt
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
14)	icon which Fine Arts Department deems as dated from	rees: 500 banc
	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
13)	icon which Fine Arts Department deems as dated from	
	Ayuthaya and earlier periods : Ratanakosin Period between	
	B.E.2454 and B.E.2489 size over 50 cm. but below 100 cm. in	
	height or length. (each)	
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.	
	(each)	
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 icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2490 – present, size over 50 cm. but below 100 cm. in height or length. (each)	Fees: 100 Baht
19)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : Ratanakosin Period between B.E.2490 – present, size below 50 cm. in height or length. (each)	Fees: 50 Baht
20)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : part or fragment of antique or object of art, size over 5 cm. in hight or length. (each)	Fees: 30 Baht
21)	Antique or object of art which is Buddha statue or religious icon which Fine Arts Department deems as dated from Ayuthaya and earlier periods : part or fragment of antique or object of art, size below 5 cm. in height or length. (each)	Fees: 10 Baht

Channels for Complaints and Questions

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

no.	Channels for Complaints / Questions
10)	Anti-Corruption Operation Center, Office of the Permanent Secretary, Ministry of Culture, 10 Thiam
	Ruam Mit Road, Khwaeng Huai Khwang, Khet Huai Khwang, Bangkok 10310 Tel. 0 2209 3561-62
	(note:-)
11)	Center of Public Service, Office of the Permanent Secretary, Prime Minister Office
	(note:(1 Phitsanulok Road, Khet Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th /P.O. Box
	1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300))
12)	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))

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

ศก. ๖

FA. 6

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

คำขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักร

Application for a license to Export or Take Antiques or

Objects of Art out of the Kingdom

		I	เขียนที่
		N	Written at
	วันที่	เดือน	พ.ศ
	Date	Month	B.E.
๑.ชื่อยุ	งู้ขอรับใบอนุญาต		
The	e applicant's name		
	🗖 (๑) เป็นบุคคลธรรมดา	อายุปี	สัญชาติ
	Being a natural person	Age years	Nationality
อยู่บ้านเลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	
ตำบล/แขวง	อำเภอ/เขต	จังหว่	วัด
Tambol/Khwaeng	Amphoe/Khet	Char	ngwat
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
	🗖 (๒) เป็นห้างหุ้นส่วนสามัญ		
	Being an ordinary partn	ership	
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	

ตำบล/แขวง	อำเภอ/เขต	-	
Tambol/Khwaeng	Amphoe/Khet	Changwat	
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
โดยมี	เป็นผู้ดำเนินกิจการ	อายุปีสัญชาติ	
Represented by	as business operator	Age years Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	
ตำบล/แขวง	อำเภอ/เขต.	จังหวัด	
Tambol/Khwaeng	Amphoe/K	Khet Changwat	
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
	๓) เป็นนิติบุคคลประเภท		
	Being other kinds of juristic	person (specify)	
จดทะเบียนเมื่อ		เลขทะเบียนที่	
Date of Registration	1	Register No.	
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	
ตำบล/แขวง	อำเภอ/เขต	จังหวัด	
Tambol/Khwaeng	Amphoe/Khet	Changwat	
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	
โดยมี	เป็นผู้ดำเนินกิจการ	อายุสัญชาติ	
Represented by	as business operator	Age years Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย	ถนน	
Address No.	Trog/Soi	Road	
ตำบล/แขวง	อำเภอ/เขต	จังหวัด	
Tambol/Khwaeng	Amphoe/Khet	Changwat	
รหัสไปรษณีย์	ประเทศ	เลขหมายโทรศัพท์	
Postcode	Country	Telephone Number	

		តា	
๒. ผู้ขอรับใ The ap	olicant	has obtained the following license :	ไม่เคยได้รับ never been obtained any license.
	Antiques trading licer	1	
	Objects of art trading	1	
m ม้ขอรับใจ	-		<i>ื่อศิ</i> ลปวัตถุออกนอกราชอาณาจักร
ตามมาตรา ๒๒ เพื่อจะ			
		e to export or take	antiques or objects of art out
	1	1 1 0	່ຮັບ)
อยู่เลขที่	เมือง	ประ	เทศ
			pecify recipient's name)
			รื่อรูปเคารพในศาสนา ออกไปยัง เมือง
		•	
0.3067111			ch are Buddha images or
religious idols to (specify		-	
Address No	City	Country	′for
(specify purpose)			
			(່ຈັບ)
อยู่เลขที่	เมือง	ประ	เทศ
	take the antiques of o	objects of arts to (s	pecify recipient's name)
	Add	ress No	
City	Country	/	
	·		รือรูปเคารพในศาสนาออกไปยัง เมือง
		Ū	
			are Buddha images or religious
idols to (specify recipient			
Address No		City	
Country	for (specif	y purpose)	

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	โดยจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวออกนอกราชอาณาจักร
ภายในวันที่	เดือนวัตถุหรือศิลปวัตถุที่ขออนุญาต
ส่งหรือนำออกรา	ชอาณาจักรตามแบบแนบท้ายคำขอรับในอนุญาตนี้รวมรายการรายการรายการ
	The above mentioned antiques or objects of art, as appear in the list of
antiques or ob	ojects of art to be exported or taken out of the Kingdom made in the form attached
herewith, shal	l be exported or taken out of the Kingdom within the date
Month	B.E, totallyitems,items,
	 ๔. โบราณวัตถุหรือศิลปวัตถุที่นำมาขออนุญาตส่งหรือนำออกนอกราชอาณาจักรซื้อหรือได้มาจาก
	.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	B.EThe evidence or
representation	of such acquisition is attached herewith.
	๕. ผู้ขอรับใบอนุญาต
	The applicant:
	🗖 ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำ
	การตรวจพิสูจน์
	brings the antiques or objects of art to be exported or taken out of the
	Kingdom for identification.
	ไม่ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำ การตรวจพิสูจน์
	does not bring the antiques or objects of art to be exported or taken out of
	the Kingdom for identification
	เนื่องจาก (ระบุเหตุผล)
	Because (specify reason)
และขอให้ทำการ	ตรวจพิสูจน์โบราณวัตถุหรือศิลปวัตถุดังกล่าว ณ
But requests t	hose 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

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

๗. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่าง ๆ มาด้วย คือ

The applicant attached herewith the related documents and evidences as

follows:

(๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person,

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้

- a photocopy of the identity card or its equivalence of the applicant;
- (ข) สำเนาหรือภาพถ่ายทะเบียนบ้าน

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

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอก

ราชอาณาจักรตามแบบแนบท้ายคำขอนี้

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

(ง) 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.

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🔲 (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnership;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของ

หุ้นส่วนผู้จัดการ

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

partner;

(ข) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนผู้จัดการ

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

(ค) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร

ตามแบบแนบท้ายคำขอนี้

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

(ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณวัตถุหรือ

ศิลปวัตถุ

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

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

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.

🔲 (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัด

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

partnership;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้ง
 วัตถุประสงค์ของห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัดนั้น

the certificate of registration issued by the Partnership and Company

Registrar stating its registration and objectives of such registered ordinary partnership or limited partnership;

(ข) 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

manager;

ศิลปวัตถุ

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร ตามแบบแนบท้ายคำขอนี้

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

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

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

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.

🗖 (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;

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(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ของ กรรมการของบริษัทจำกัดทุกคน

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

(ค) สำเนาหรือภาพถ่ายทะเบียนบ้านของกรรมการของบริษัทจำกัดทุกคน

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

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรตาม แบบแนบท้ายคำขอนี้

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 art;

(ฉ) ภาพถ่ายโบราณวัตถุหรือศิลปวัตถุที่เป็นภาพสี ขนาด ๙ x ๑๒.๕ เซนติเมตร แต่ละชิ้น
 ชิ้นละสองภาพ เว้นแต่การขออนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนนอกราชอาณาจักรครั้งหนึ่งมีวัตถุอย่าง
 เดียวกันจำนวนชิ้นและแต่ละชิ้นมีรูปลักษณะชนิด สีเหมือนกัน และขนาดเท่ากัน ให้ใช้ภาพถ่ายโบราณวัตถุหรือ
 ศิลปวัตถุออกนอกราชอาณาจักรที่เป็นภาพสีขนาดดังกล่าวเพียงหนึ่งชิ้นหรือหนึ่งกลุ่มจำนวนสองภาพ และระบุจำนวน
 ที่จะส่งโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักราชอาณาจักราชอาณาจักราง

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

(ลายมือชื่อ)	ผู้ขอรับใบอนุญาต
(Signature)	The applicant

หมายเหตุ : ให้ใส่เครื่องหมาย ✔ในช่อง □ หน้าข้อความที่ต้องการ Remark : Put the sign ✔ into the box □ in front of the required statement.

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

ผู้ขอรับใบอา	นุญาต			ชื่อสถานที่ที่	จะส่งไป			
	The applicant's name Destination							
คำขอรับใบส	อนุญาต เลขรับที่			ที่อยู่				
Applicatio	n Receipt No.			Address				
ลงวันที่				รหัสไปรษณี	ຍ໌		หมายเลขโทรศัพท์	
Date				Postcode			Telephone Number	
				ขนาด (เซนติเมตร		าตร		
ลำดับที่	รายการ ^(๑)	ชนิด	สมัย	Dir	mension (C	îm.)	จำนวน (ชิ้น)	หมายเหตุ ^(๖)
No.	Items	Туре	Period	กว้าง	ยาว	สูง	Total (pieces)	Remarks
				Width	Length	Height		

(๑) ระบุลักษณะ สี ประเภทาลา

Specify appearance, color, type etc.

(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 Antiques or objects of art examined by the Committee for test or authenticity. Comments to be proposed for consideration prior to issuing a license.	3 days	Office of the National Museum
3)	Signing/Meeting decision License signed by the Director, Office of the National Museum (<i>Note: (Licensee applicant to put up collateral and a</i> <i>license be issued by authority.)</i>)	1 day	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 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 Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary person - Show authority the original for verification/identification. A copy of ID house registration is made by authority to be used for consideration.)	Department of Provincial Administration
5)	Evidence or ownership certificate of antiques or objects of art Original (s): - Copy (ies) : 2 Note: (- In case the licensee applicant is ordinary person, in case the licensee applicant is ordinary partnership, in case the licensee applicant is registered ordinary partnership or partnership limited or partnership limited, in case the licensee applicant is company limited.)	-
6)	Colored image of antiques or objects of art, size 9x12.5 cm (each) for licensee applicant of all case. Original (s) : 2 Copy (ies) : - Note: (-Unless exporting or taking out the Kingdom several pieces of the same object, and if each one has the same characteristics, type, color and same size, then use only one colored photo or two photos for one group of the antiques, specify on the photos the number of antiques or objects of art to be exported or taken out of the Kingdom.	-
7)	ID card or other official card to replace ID card of managing partner (in case licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary partnership - Other card to replce ID card of managing partner - Present to authority the original for verification/identification. Photocopy of ID card/other official card is made by authority to be used for consideration.)	Department of Provincial Administration
8)	House registration of managing partner (in case the licensee applicant is ordinary partnership) Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is ordinary partnership - Present to authority the original for verification/identification. A copy of ID house registration is made by authority to be used for consideration.)	Department of Provincial Administration
9)	Registrar's Certificate of Partnership Company indicating registration and objectives of registered ordinary partnership or that partnership limited (in case the licensee applicant is registered ordinary partnership or partnership limited Original (s) : 1 Copy (ies) : - Note: (- In case the licensee applicant is registered ordinary partnership - Present to authority the original for identification/verification.)	Department of Business Development
10)	ID card Original (s): 1 Copy (ies) : - Note: (- In case the licensee applicant is registered ordinary partnership or partnership limited - Other card to replce ID card of managing partner or manager	Department of Provincial Administration

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) : -	Department of Business Development
	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.)	
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))

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

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F.A.7

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

คำขอรับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักรเป็นการชั่วคราว Application for a License to Temporarily Dispatch or Take Antiques or Objects of Art out of the Kingdom

			เขียนที่		
			Written at		
		วันที่	เดือน	พ.ศ	
		Date	Month	B.E.	
๑. ชื่อผู้ขอรัเ	มใบอนุญาต				
The app	lication's name				
	») เป็นบุคคลธรรมดา	อายุ	ີ	สัญชาติ	
	Being a natural person	Age	years	Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน		
Address No.	Trog/Soi		Road		
ตำบล/แขวง	อำเภอ/เขต		ຈິ	้งหวัด	
Tambol/Khwaeng	Amphoe/Kh	et	C	Changwat	
รหัสไปรษณีย์	ประเทศ	เล	ขหมายโทรศัพห	ĥ	
Postcode	Country	Te	lephone Nur	nber	
	») เป็นห้างหุ้นส่วนสามัญ				
	Being an ordinary partner	ship			
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน .		
Address No.	Trog/Soi		Road		

Tambol/Khwaeng Amphoe/Khet Changwat รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์ Postcode Country Telephone Number โดยมี ปี สัญชาติ เป็นผู้ดำเนินกิจการ อายุ ปี สัญชาติ as business operator Age years Nationality Represented by อยู่บ้านเลขที่ ตรอก/ซอย Address No. Trog/Soi Road Amphoe/Khet Tambol/Khwaeng Changwat รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์ Postcode Country Telephone Number 🔲 (๓) เป็นนิติบุคคลประเภท Being other kinds of juristic person (specify) จดทะเบียนเมือ Date of Registration Register No. ้สำนักงานตั้งอยู่เลขที่ ตรอก/ซอย Address No. Trog/Soi Road Tambol/Khwaeng Amphoe/Khet Changwat รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์ Postcode Country Telephone Number โดยมี ปี สัญชาติ เป็นผู้ดำเนินกิจการ อายุ ปี สัญชาติ as business operator Age years Nationality Represented by อยู่บ้านเลขที่ ตรอก/ซอย Address No. Trog/Soi Road Tambol/Khwaeng Amphoe/Khet Changwat รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์ **Telephone Number** Postcode Country

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๒. ผู้ขอรับใบอนุญาต	🔲 เคยได้รับ	🔲 ไม่เคยได้รับ
The applicant	has obtained the	never been obtained
	fallowing license.	any license.
🔲 ใบอนุญาตทำการค้า	าโบราณวัตถุเลขที่	
Antiques trading	license No.	
🔲 ใบอนุญาตทำการค้า	เศิลปวัตถุเลขที่	
Objects trading l		
๓. ผู้ขอรับใบอนุญาตขอรับใบอา	นุญาตส่งหรือนำโบราณวัตเ	าุหรือศิลปวัตถุออกนอกราชอาณาจักรเป็น
การชั่วคราว ตามมาตรา ๒๓ เพื่อจะ		
The applicant applies for a	license to temporarily	dispatch or take antiques or objects
of art out of the Kingdom under sec	tion 23 in order to:	
🔲 ส่งโบราณวัตถุหรือศี	โลปวัตถุออกไปยัง (ระบุชื่อ	ຜູ້ຮັບ)
		ประเทศ
U U		o (specify recipient's name)
		Country
🔲 ส่งโบราณวัตถุหรือศี	ไลปวัตถุที่เป็นพระพุทธรูป เ	หรือรูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ)	อยู่เลขที่	้ เมือง
้ ประเทศ เพื่อ	้ เ (ระบุวัตถุประสงค์)	
		which are Buddha images or religious
idols to (specify recipient's name)		Address No
City C	ountry	for (specify purpose)
🔲 นำโบราณวัตถุหรือศ	าลปวัตถุออกไปที่ (ระบุชื่อผู้	ູ່ຈັ້ນ)
อยู่เลขที่ เมือง	L	- ระเทศ
take the antique	s or objects of art to (s	pecify recipient's name)
Address	No City	Country
🔲 นำโบราณวัตถุหรือศ์	¹ ัลปวัตถุที่เป็นพระพุทธรูป ^เ	หรือรูปเคารพในศาสนาออกไปยัง (ระบุชื่อ
ผู้รับ)	อยู่เลขที่	เมือง
-		
		h are Buddha images or religious idols
to (specify recipient's name)	A	Address No City

- ผู้ขอรับใบอนุญาต
 - The applicant:
 - ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร
 มาให้ทำการตรวจพิสูจน์

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

 ไม่ได้นำโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร มาให้ทำการตรวจพิสูจน์

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

เนื่องจาก (ระบุเหตุผล)

because (specify reason)

และขอให้ทำการตรวจพิสูจน์โบราณวัตถุหรือศิลปวัตถุดังกล่าว ณ but requests those items to be identified at

๖. 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 x 12.5 cm., of each piece of the antiques or objects of art. In the case where there are many pieces of the same kind of the antiques or objects of art to be temporarily dispatched or taken out of the Kingdom and each piece or group thereof in which the amount of the items to be dispatched or taken out of the Kingdom is indicated in front of the photographs. 🔲 (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnerships;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้

ของหุ้นส่วนผู้จัดการ

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

partner;

(ข) สำเนาหรือภาพถ่ายทะเบียนของหุ้นส่วนผู้จัดการ

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

ตามแบบแนบท้ายคำขอนี้

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

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

 (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัด In the case where the applicant is a registered ordinary partnerships or limited partnerships;

(ก) หนังสือรับรองของนายทะเบียนหุ้นส่วนบริษัทแสดงการจดทะเบียนพร้อมทั้ง วัตถุประสงค์ของห้างหุ้นส่วนสามัญจดทะเบียนหรือห้างหุ้นส่วนจำกัดนั้น 143

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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

partner or manager;

(ค) สำเนาหรือภาพถ่ายทะเบียนของหุ้นส่วนผู้จัดการหรือผู้จัดการ

a copy or photocopy of the house register of the managing 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) หลักฐานหรือคำรับรอมเสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองโบราณัตถุหรือศิลปวัตถุ

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

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

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

🔲 (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;

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(ข) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ ของกรรมการของบริษัทจำกัดทุกคน

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

(ค) สำเนาหรือภาพถ่ายทะเบียนของกรรมการของบริษัทจำกัดทุกคน

a copy or photocopy of the house register of each director of the

limited company;

(ง) บัญชีรายการโบราณวัตถุหรือศิลปวัตถุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักร

ตามแบบแนบท้ายคำขอนี้

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

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

(จ) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิศรอบครองโบราณวัตถุหรือศิลปวัตถุ

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

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

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

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

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

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...... เพื่อเป็นหลักประกันว่าจะส่งหรือนำโบราณวัตถุหรือศิลปวัตถุที่ได้รับอนุญาตส่งออกนอกราชอาณาจักรเป็นการ

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

ในกรณีที่ผู้ขอรับใบอนุญาตได้รับใบอนุญาตส่งหรือนำโบราณวัตถุหรือศิลปวัตถุออกนอกราชอาณาจักร เป็นการชั่วคราวและได้ส่งหรือนำโบราณวัตถุหรือศิลปวัตถุนั้นออกนอกราชอาณาจักรแล้ว หากผู้รับใบอนุญาตไม่ได้ ส่งหรือนำโบราณวัตถุหรือศิลปวัตถุดังกล่าวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินเท่ากันราคาประเมินของโบราณวัตถุหรือศิลปวัตถุนั้น

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

> (ลายมือชื่อ) ผู้ขอรับใบอนุญาต (Signature) The applicant

หมายเหตุ: ให้ใส่เครื่องหมาย ✔ ในช่อง □ หน้าข้อความที่ต้องการ Remark: Put the sign ✔ into the box □ in front of the required statement

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

ผู้ขอรับให	Jอนุญาต			ชื่อสถาน	ที่ที่จะส่งไป			
The app	olicant's name			Destinat	tion			
คำขอรับ	ใบอนุญาต เลขรับที่			ที่อยู่				
Applica	nt Receipt No.			Address	5			
ลงวันที่ .				รหัสไปรเ	ษณีย์	۱	หมายเลขโทรศัพท์	,
Date				Postcoc	le	Т	elephone Num	nber
ลำดับที่	รายการ (๑)	ชนิด	สมัย	ขนาด (เซนติเมตร) Dimension (Cm.) กว้าง ยาว สูง			จำนวน (ชิ้น)	4
No.	Items	Туре	Period			สูง	Total (pieces)	

(๑) ระบุสี ประเภท าลา

Specify appearance, color, type etc.

(^(b) ให้ระบุเลขที่โบราณวัตถุหรือศิลปวัตถุตามบัญชีของร้านค้า ในกรณีที่ผู้ส่งออกเป็นร้านค้า หรือระบุเลขที่ใบเสร็จรับเงินของร้านค้าที่ซื้อโบราณวัตถุหรือศิลปวัตถุในกรณีที่ผู้ส่งออกไม่ใช่ร้านค้า

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

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

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details	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))	
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 for onicial holidays) nom
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	

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	····· (····· 5·····)
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 onene daily from Monday
	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	
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	
5	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))	

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
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
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)
Service Hours Wednesday, Thursday,
Friday, Saturday, Sunday (except for
official holidays) from 08:30 - 16:30
(except during lunch break)
(except during lunch break)
(except during lunch break)

Drough dataile	Comico Hours Wednesday, Thursday
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))	Construction Manhamatics Throughout
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))	Comico Horme Madressday, Thomas
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))	Comise House Wednesday, Thursday
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	Complete Herme Wednesday, Thursday
Chai Nat Muni National Museum	Service Hours Wednesday, Thursday,
	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))	Service Heure Wednesday, Thursday
Branch details Prachin Buri National Museum	Service Hours Wednesday, Thursday,
	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	Complete Heure Wednesder, Thursday
National Maritime Museum Chanthaburi	Service Hours Wednesday, Thursday,
	Friday, Saturday, Sunday (except for
Address:80 Mu 8, Tambon Bang Kacha, Amphoe Mueang	official holidays) from 08:30 - 16:30
Chanthaburi, Chanthaburi 22000 Tel:0 3939 1431/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,
Ramkhamhaeng National Museum	Friday, Saturday, Sunday (except for
	official holidays) from 08:30 - 16:30
Address:Tambon Mueang Kao, Amphoe Mueang 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,	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 function 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	(except during function break)
(note:(Lunch break 12:00 - 13:00)) Branch details	Carries Haure Wednesday, Thursday
	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
Ban Chiang National Museum Address: Tambon Ban Chiang, Amphoe Nong Han, Udon Thani	Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30

41220	
41320	(except during 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, Saturday, Sunday (except for
Address:Phloen Chit Road, Tambon Nai Mueang, Amphoe	official holidays) from 08:30 - 16:30
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 34000	(except during lunch 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, Saturday, Sunday (except for
Address: Tha Songkran Road, Tambon Nai Mueang,	official holidays) from 08:30 - 16:30
Nakhon Ratchasima 30110	
	(except during lunch 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, Saturday, Sunday (except for
Address:Ratchadamnoen Maha ViravongNakhon 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	official holidays) from 08:30 - 16:30
90000	(except during lunch break)
Tel:0 7431 1728/contact us in person at the above address	
(note:(Lunch break 12:00 - 13:00))	
	Comico Hours Wednesday, Thursday
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	
(note:(Lunch break 12:00 - 13:00))	
Branch details	Service Hours Wednesday, Thursday,
Nakhon Si Thammarat National Museum	Friday, Saturday, Sunday (except for
Address:Ratchadamnoen Road,Tambon Nai Mueang, Amphoe	official holidays) from 08:30 - 16:30
Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000	(except during lunch break)
Tel:0 7534 1075/contact us in person at the above address	
(note:(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:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Chumphon National Museum Address:312 Mu 1, Trairat Road,Tambon Na Cha-ang, Amphoe Mueang Chumphon, Chumphon 86000 Tel:0 7765 8358/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)
Branch details Thalang National Museum Address:217/12 Mu 3, Tambon Si Sunthon, Amphoe Thalang, Phuket 83110 Tel:0 7637 9895-7/contact us in person at the above address (note:(Lunch break 12:00 - 13:00))	Service Hours Wednesday, Thursday, Friday, Saturday, Sunday (except for official holidays) from 08:30 - 16:30 (except during lunch break)

Procedure, duration, responsible agency Work Duration: 22 days

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

Channels for Complaints / Questions			
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))			
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))			
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))			
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))			
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:-)			
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))			
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

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

Attention: Director General of the Fine Arts Department

Enclosures: 1. Image of the registered antique or object of art and detailed information:....2....copies

2. Proposed model for repair, modification and alteration (if any):...2....copies

3. Letter of consent from owner of the antique or object of art (if the applicant is not possessor).....2.....copies

I,	ID Card	Number
Issued at	House Number Moo	o Soi
Road	. Sub-district	District
Province	. Post Code 7	Felephone/Mobile
as possessor of the registered antiq	ue or object of art i.e.	

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

Your respectfully,

(Sign)	Notifier
()

People's Manual : Application for printing recordation of a newspaper Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details Special Service ISSN ISBN and Press Act Section, Information	Service Hours opens daily from Monday to Friday (except for official holidays) from
Resources Service Group, the National Library of Thailand Address: Samsen Road, Khwaeng Wachira Phayaban,	9:00 - 16:30 (except during lunch break)
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))	
Branch details	Service Hours opens daily from Monday
The 1 st Regional Office of Fine Arts, Ratchaburi Address:162 Krai Phet Road, Tambon Na Mueang, Amphoe Mueang Ratchaburi, Ratchaburi 70000	to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch 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 The 2 nd Regional Office of Fine Arts, Suphan Buri	Service Hours opens daily from Monday to Friday (except for official holidays) from
Address:17/1 Mu 4, Malai Maen Road, Tambon Rua Yai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel:0 3554 5466-7	9:00 - 16:30 (except during lunch break)
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)
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	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,	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 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	, , , , , , , , , , , , , , , , , , ,
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 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)
	5.00 - 10.50 (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 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 0255,0 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))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)
Branch details The 12 th Regional Office of Fine Arts, Nakhon Si Thammarat Address:328 Ratchadamnoen Road, Amphoe Mueang Nakhon Si Thammarat, Nakhon Si Thammarat 80000 Tel:0 7535 6458 Service area : Nakhon Si Thammarat, Chumphon, Surat Thani, Phuket, Ranong, Phang-nga, and Krabi /submit your documents via the website, e-service.nlt.go.th / or contact us in person at the above address (note:(lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 9:00 - 16:30 (except during lunch break)

Procedure, duration, responsible agency

Work Duration: 7 working days

Step	Procedure	Duration	Responsible Agency
1)	Document check 1.1Newspaper proprietor submits with required documents for printing recordation via e-service.nlt.go.th. Applicant may personally submit the original or send by mail. 1.2 Authority checks whether the applicant has compiled correctly and completely with the required documents from e-service.nlt.go.th. and the original sent by mail. (<i>Note: (Responsible agency i.e. –Special Services:</i> <i>ISSN ISBN, Printing Recordation, Information</i> <i>Resources Service Group, the National Library of</i> <i>Thailand</i> - <i>the1</i> st -12 th <i>Regional Office of Fine Arts Department</i> <i>the to join this step.)</i>)	1 working day	National Library of Thailand
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. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i>	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. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources</i> <i>Service Group, the National Library of Thailand</i> <i>- the1</i> st -12 th 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) (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources</i> <i>Service Group, the National Library of Thailand</i> <i>- the1st-12th Regional Office of Fine Arts Department</i> <i>the to participate in this step.)</i>)	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 Original (s): 1	National Library of Thailand
	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.	
	- 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	
4)	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	
6)	Arts Department located in the area of the newspaper office setting.) The newspaper office inside and outside photos showing its	
0)	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 officeOriginal (s) : 1Copy (ies) : -Note: (1. Map of the office, sign to certify true copy by the newspaperproprietor 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 theFine Arts Department located in the area of the newspaper officesetting.)	-
8)	Power of AttorneyOriginal (s) : 1Copy (ies) : -Note: (1. In case the newspaper proprietor can not personally applyand 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 Powerof Attorney signed by the representative of authorization affixed withrevenue stamp to any work office of the Fine Arts Department locatedin 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
	(<i>Note</i> : (- <i>Each particular</i> 5,000 <i>Baht</i>	
	- 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: (<i>in case of ordinary person</i>))
2)	Printing Recordation Form for a newspaper proprietor (Form Phor 1)
	(Note: (<i>in case of juristic person</i>))
3)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor
	(Form Phor 1)
	(Note: (<i>in case of ordinary person</i>))
4)	Sample and guide to completing the Printing Recordation Form for a newspaper proprietor
	(Form Phor 1)
	(Note: (<i>in case of juristic person</i>))
5)	Submission letter, Subject: Printing Recordation of a Newspaper
	(Note: (<i>in case of ordinary person</i>))
6)	Submission letter, Subject: Printing Recordation of a Newspaper
	(Note: (<i>in case of juristic person</i>))
7)	Sample and guide to completing the sumission letter, Subject:Printing Recordation of a newspaper
	(Note: (<i>in case of ordinary person</i>))
8)	Sample and guide to completing the sumission letter, Subject:Printing Recordation of a newspaper
	(Note: (<i>in case of juristic person</i>))
9)	Power of Attorney
	(Note: (<i>in case of ordinary person</i>))
10)	Power of Attorney
	(Note: (<i>in case of juristic person</i>))
11)	Sample and guide to completing Power of Attorney
(0)	(Note: (<i>in case of juristic person</i>))
12)	Sample and guide to completing Power of Attorney
	(Note: (<i>in case of ordinary person</i>))

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

Printing Recordation ofa newspaper proprietor	Photo	
Written at Date:Month:B.EB.E.	Size 4x6 cm or 2 inch	
I would like to apply for printing recordation to printing recordation official for Province: as follows.		
1. I,Age	years	
RaceNationalityRoadHaving Regular Domicile at House NoRoadRoad		
Sub-districtProvinceProvince		
OccupationThai National ID Card No		

2.	Would like to apply as	Newspaper

Date of Issue.....Date of Expiry.....

as the following.

	Name of the newspaper;	
(b)	Objective	
(c)	Time interval of issuance of the newspaper;	
(d)	Language used in the issuance of the newspaper	
	Type of the newspaper	
(f)	Name of the newspaper office	
Located at	No Moo SoiRoa	adSub-district
District	Province	Tel
(g)	Office Name of the Publisher	
Located at	NoSoiRoad	Sub-district
District	Province	Tel
(h)	Name of the Printing House or Printing Location	
Located at	NoSoiRoad	Sub-district
District	Province	Tel

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

.....as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....

together with this printing recordation form.

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

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

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

Certificate of the Newspaper Proprietor

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

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

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

Printing Recordation of a newspaper proprietor			Photo
Writ	Size 4x6 cm or		
	Date:Month:	B.E	2 inch
I would like to apply for printing	recordation to printing recordatio	n official for Province:	
as follows.			
1. I,	by	Age	years
RaceNationality	Having Regular Domicile at	House NoRoa	d
Sub-districtDistrict	Province		
Occupation	.Thai National ID Card No		
Date of Issue	Date of Expiry		
2. Would like to apply as			Newspaper
as the following.			
(b) Objective(c) Time interval of issuance of(d) Language used in the issuan(e) Type of the newspaper	the newspaper; ice of the newspaper		
Located at NoSoi	Road	Sub-district	
District	Province	Tel	
(g) Office Name of the Publishe	r		
Located at NoSoi	RoadSub-	district	
District	Province	Tel	
(h) Name of the Printing House	or Printing Location		
Located at NoSoi	RoadS	ub-district	
District	Province	Tel	

(i) This newspaper having.....as the printeras the publisher.....as the editoras the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am.....

together with this printing recordation form.

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

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

Sign Applicant (.....)

Certificate of the Newspaper Proprietor

l,	by	as proprietor of the Newspaper
	•	hat
the applicant for a printing recorda	tion has the qualifications and	d not be under any of prohibitions in accordance
with the Printing Recordation Act B	3.E.2550.	

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

<u>Note</u>: 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 ofa newspaper proprietor	Photo			
(address of the newspaper office>) Written atLove Reading University9RoadSamsen	Size 4x6 cm or			
Sub-districtDusitDistrictDusitBangkok	2 inch			
(date of application>>) Date:2Month:NovemberB.E2558				
I would like to apply for printing recordation to printing recordation official for Province:	Bangkok			
as follows.				
1. I,AgeAge	29years			
RaceThaiNationalityThaiHaving Regular Domicile at House No9Road	dSamsen			
Sub-districtDusitDistrictDusitProvinceBangkok				
OccupationemployeeThai National ID Card No1-2345-6789-12-3	3			
Date of Issue1January2557Date of Expiry1January2565				
2. Would like to apply asproprietor of	Newspaper			
as the following.				
 (a) Name of the newspaper;GOOD Cltizen News				
Located atLove Tower BuildingNo12/1 Moo 12SoiRoadSub-district	Pakkred			
DistrictPakkred0-2280-9845ProvinceNonthaburiTel0-2280-9845				
(g) Office Name of the Publisher				
Located at No9SoiRoadSamsenSub-districtDu	sit			
DistrictBangkokTel0-2280-	9845			
(h) Name of the Printing House or Printing LocationCyber Printing Group Com.,Ltd				
Located at No959SoiSuthiphornRoadPrachasongkhroSub-distri	ctDindaeng			
DistrictDindaengProvinceBangkokTelTel0-2641-913	5-8			

.....Miss Love-reading Like-reading......as the publisher.....Miss Love-reading Like-reading.....as the editor

3. I have attached herewith a certification of the newspaper proprietor as I am......the proprietor.....

together with this printing recordation form.

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

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

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

Certificate of the Newspaper Proprietor

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

<u>Note</u>: 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 ofa newspaper proprietor	Photo
(address of the newspaper office>) Written atLove Reading University9RoadSamsen	Size 4x6 cm or
Sub-districtDusitDistrictDusitBangkok	2 inch
(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 Age	29years
RaceThaiNationalityThaiHaving Regular Domicile at House No9Road	dSamsen
Sub-districtDusitDistrictDusitProvinceBangkokBangkok	
Occupationemployee1-2345-6789-12-3	3
Date of Issue1January2557Date of Expiry1January2565	
2. Would like to apply asproprietor of	Newspaper
as the following.	
 (a) Name of the newspaper;THAI CULTURE News	
Located atNo9SoiSoiRoadSamsenSub-district	Dusit
DistrictDusitTel0-2280-	9845
(g) Office Name of the PublisherLove Reading University	
Located at No9SoiRoadSamsenSub-districtDu	sit
DistrictBangkokTel0-2280-	9845
(h) Name of the Printing House or Printing LocationCyber Printing Group Com.,Ltd	
Located at No959SoiSuthiphornRoadPrachasongkhroSub-distri	ctDindaeng
DistrictDindaengProvinceBangkokTel0-2641-913	5-8

(i) This newspaper having......as the printer

......Mr.Good-reading Like-reading......as the publisher......Miss Love-reading Like-reading......as the editor

.....Love Reading University.....as the newspaper proprietor.

3. I have attached herewith a certification of the newspaper proprietor as I am......the proprietor......

together with this printing recordation form.

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

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

Sign.....Applicant

(Miss Love-reading Like-reading)

Certificate of the Newspaper Proprietor

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

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

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

Submission Letter

		Address		
		Date:	Month:	B.E
Subject:	Printing recordation of a newspape	r		
Attention:	Printing Recordation Official for Pro	wince		
Enclosure:	Copy of Juristic Person Document for	or printing a	newspaper	
recordation	of a newspaper named jective to	,		in
			is the proprietor	of the newspaper named

.....as printer and publisher and editor of the mentioned newspaper.

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

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

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Submission Letter

Address.....B.E.....B.E.

Subject: Printing recordation of a newspaper

Attention: Printing recordation official for Province..... Enclosure: Copy of Juristic Person document for printing a newspaper

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

	by	is the proprietor
	, paper named, ,	
	on behalf of	
publisher an	id as editor of the mentioned newspaper.	

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

(.....)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

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

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

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

Subject: Printing recordation of a newspaper

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

Enclosure: Copy of Juristic Person Document for printing a newspaper

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

(Miss Love-reading Like-reading)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

(address of the newspaper office>>) Address...Love Reading University....9...Road..Samsen... Sub-district...Dusit......District...Dusit......Bangkok....... (date of application>>>) Date:.....2...Month:.....November......B.E......2558......

Subject: Printing recordation of a newspaperAttention: Printing recordation official for Province...Bangkok....Enclosure: Copy of Juristic Person document for printing a newspaper

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

(Miss Love-reading Like-reading)

Newspaper Proprietor

Tel/Fax: 0-2280-9845

Letter of Consent

l,	Residir	ng at House No	Моо
Sub-district	District	Provi	nce
Located on Title Deed No	Thai Na	ational ID Card	
Position in the Company (if any)	•	o 1	
This letter is to certify that I agree to			
to use 🗆 building 🗆 commercial bu	uilding 🛛 apartment	D others (specify)	mentioned
above as the printing house for a new	wspaper named		
fromDateMonth	B.E	In witne	ess whereof, I therefore
sign this letter in the presence of wit	nesses.		

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

(.....)

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

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

Letter of Consent

I,Mr.Sonsin MeesabmakResiding at House No258Moo
Sub-districtBangchanDistrictTalingchanProvinceBangkok
Located on Title Deed No77777Thai National ID Card1-2222-55555-88-4
Position in the Company (if any)9as owner possessing the place No9.
RoadSamsenSub-districtDusitDistrictDusitBangkok
This letter is to certify that I agree to give full consent toMiss Love-reading Like-readingto
use building commercial building apartment others (specify)mentioned
above as the printing house for a newspaper namedGood Citizen News
fromDate2MonthNovemberB.E2558In witness whereof, I therefore
sign this letter in the presence of witnesses.

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

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

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

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

Letter of Consent

I,Mr.Sonsin MeesabmakResiding at House No258MooMoo
Sub-districtBangchanDistrictTalingchanProvinceBangkok
Located on Title Deed No77777Thai National ID Card1-2222-55555-88-4
Position in the Company (if any)9as owner possessing the place No9.
RoadSamsenSub-districtDusitDistrictDusitBangkok
This letter is to certify that I agree to give full consent toLove Reading Universityto
use building commercial building apartment others (specify)mentioned
above as the printing house for a newspaper namedTHAI CULTURE News
fromDate2MonthNovemberB.E2558In witness whereof, I therefore
sign this letter in the presence of witnesses.

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

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

Sign.....Witness

(Mr.Chalard Khiddee)

revenue stamp 10 B.

Power of Attorney

		Address		
		Date:	Month:	B.E
This Power	of Attorney, I		by	
			-	
On	living at House No	Soi	Road	J
Sub-district	District		Province	Post Code
Hereby auth	orize		Holder of the ca	rd
No	Issued at		On	

Living at House No	Soi	Road	Sub-district	
District	Pr	rovince	Post Code	
To be lawful and legal att	orney on beł	half of myself for the	following.	

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

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

Sign	Grantor
()
Sign	Grantee
(.)
Sign	Witness
)
Sign	Witness
	()

Sample: In case the newspaper proprietor is ordinary person

revenue stamp 10 B.

Power of Attorney

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

	This Powe	r of Attorney	/, I	Miss Love	-reading Like-re	ading		
		-			3Issued at	-		
On1 J	lanuary 25	57living	at House No	9	Soi	Road	Samsen	
	•	•			ProvinceBa			

Hereby authorize	eMiss Phloisai	i Namchai-ngamI	Holder ofThai	National ID Card	l
No3-2222-11111-12-3	3Issued at	Ministry of Interior.	[.] On25Ma	yB.E.2557	
Living at House No25	Soi	Road	Sub-district	Bangrak	
DistrictBangrak	Province	Bangkok.	Post Code	14511	
To be lawful and legal attorney on behalf of myself for the following.					

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

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

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

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

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

Sign.....Witness

(Mr.Chalard Khwamkhiddee)

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

Sample: In case the newspaper proprietor is juristic person

revenue stamp 10 B.

Power of Attorney

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

This Power of Attorney, ILove F	Reading Universit	yby Mis	s Love-readi	ng Like-readir	ng
Holder of Thai National ID Card No1-	2345-67890-12-3	Issued a	tMinis	stry of Interior	·
On1 January 2557living at House No.	o9	Soi	Road	Samsen	
Sub-districtDusitDistrict	Dusit	.ProvinceB	angkokP	ost Code103	800

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

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

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

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

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

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

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

Sign.....Witness

(Mr.Yodyiam Rakrian)

People's Manual : Application for alteration to the item in the recordation evidence Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

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

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

Step	Procedure	Duration	Responsible Agency
1)	Document check 1.1Newspaper proprietor submits required documents for alternation to the item in the recordation evidence printng via e-service.nlt.go.th. The applicant may personally submit the original or send by mail. 1.2 Printing recordation authority check whether the applicant has complied correctly and completely with required documents from e-service.nlt.go.th. and the original sent by mail. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources Service</i> <i>Group, the National Library of Thailand</i> - the1 st -12 th Regional Office of Fine Arts Department to	1 working day	National Library of Thailand
2)	join this step.)) Consideration , A letter will be sent to related office by printing recordation authority to check criminal record of the newspaper proprietor, printer, publisher, editor and juristic person (partnership limited, company limited, public company limited, association, foundation and	2 working days	National Library of Thailand

Step	Procedure	Duration	Responsible Agency
	higher education private institute) that is the newspaper proprietor. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources Service</i> <i>Group, the National Library of Thailand</i> - 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. (<i>Note: (Responsible agency i.e. –Special Service: ISSN ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1st-12th Regional Office of Fine Arts Department to join this step.))</i>	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) (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources Service</i> <i>Group, the National Library of Thailand</i> <i>- the1st-12th Regional Office of Fine Arts Department to</i> <i>join this step.)</i>)	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: 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 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
0)	The neuron energy office inside and entries whether showing its	government office
9)	The newspaper office inside and outside photos showing its	-
	house number or building's name.	
	Original (s) : 1	
	Copy (ies) : -	
	Note: (1. In case of relocation of the newspaper office.	
	2. Convert to e-file and submit via e-service.nlt.go.th.	
	3. Send by mail or personally submit the documents with signature to	
	certify true copies to any work office of the Fine Arts Department located	
10)	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.)	
11)	Power of Attorney	-
	Original (s) : 1	
	Copy (ies) : -	
	Note: (1. In case the newspaper proprietor can not personally apply and	
	authorize someone to act on his/her behalf.	
	2.Convert the Power of Attorney to e-file and submit via e-service.nlt.go.th.	
	3.Send by mail or personally submit the newspaper proprietor's Power of	
	Attorney signed by the representative of authorization, affixed with	
	revenue stamp to any work office of the Fine Arts Department located in	
12)	the area of the newspaper office setting.) ID Card	Dopartment of Provincial
12)	Original (s) : 1	Department of Provincial Administration
	Copy (ies) : -	Auministration
	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
15)	Original (s) : 1	Development
	Copy (ies) : -	Development
	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
(די	registration of the Association/Foundation's Board	Administration
	Original (s) : 1	Administration
	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

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

Channels for Complaints and Questions

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

Form, sample and guide to completing form

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

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

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

	Written at	
	Date Month	Year
With regard to	-	
NationalityHaving Regular Do	micile at House No	Road
Sub-district District	t	. Province
Has received a printing recordation of		
of a newspaper named		
According to official document indicating the F		
DatedMonth	В.Е	
At this time I,		has been authorized by
	to make alteration or o	ancellation to item in recordation
evidence of the newspaper named		with recordation
official a Province		
	-	

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

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

			Written a	t	
			Date	Month	Year
Age	Race	National	lity	H	laving Regular Domicile at House
No	Road			Sub-district .	
District		Province			
Has rec	eived a printing recorda	tion of			
of a nev	vspaper named				
Dated		-	B.E	-	
	At this time I,				has been authorized by
			to make	alteration or ca	incellation to item in recordation
evidenc	e of the newspaper nar	ned			with recordation
	a Province				
				-	

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

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

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

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

1. Alteration of the newspaper's objective from dissemination of literature, production and advertisement to be dissemination of awarded literature, reading promotion activity, public relations and advertisement.

- 2. Alteration of time interval of issuance of the newspaper from monthly to be quarterly.
- 3. Alteration of the newspaper language from Thai to be Thai and English.
- 4. Other particulars remain unchanged.

Sign.....Applicant (Miss Phloisai Namchai-ngam) Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

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

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

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

1. Alteration of the newspaper proprietor from Love Reading Com.,Ltd. by Miss Love-reading Like-reading to be... Phloisai Com.,Ltd......by Miss Phloisai Namchai-ngam.

- 2. Alteration of printer from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.
- 3. Alteration of publisher from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.
- 4. Alteration of editor from...Miss Love-reading Like-reading to be...Miss Phloisai Namchai-ngam.

5. Alteration of name and location of the newspaper office from Love Reading Com.,Ltd..to be...... No...9...Road..Samsen ...Sub-district...Dusit...District...Dusit...Province...Bangkok.....to be..Phloisai Com.,Ltd... No....88....Prakobsin Building......Soi Phaholyothin 1.....Road.......Phaholyothin....Sub-district.....Bangchan...... District.....Talingchan.......Province.......Bangkok.

6. Alteration of publisher's name and office location from Love Reading Com.,Ltd..to be...... No...9...Road...Samsen ...Sub-district...Dusit...District...Dusit...Province...Bangkok.....to be..Phloisai Com.,Ltd... No....88....Prakobsin Building.....Soi Phaholyothin 1.....Road...Phaholyothin....Sub-district.....Bangchan...... District.....Talingchan......Province......Bangkok.

7. Alteration of the printing house's name and location from Good Printing Com.,Ltd..No.....11..... Road....Charansanitwong....Sub-district....Banchanglor....District....Bangkoknoi....Province.....Bangkok....to be Thai Writing Com., Ltd.....No.1456....Soi...Omnoi.....Road....Talingchan.....Sub-district.....Talingchan...... District......Talingchan......Province......Bangkok.

8. Other particulars remain unchanged.

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

Submission Letter

Subject:Alteration to item in the Recordation EvidenceAttention:Printing Recordation Official for ProvinceEnclosure:-

Referring to (Mr/Mrs/Ms)		····· 's	printing
recordation of a newspaper named		Time interval of issuan	ce of the
newspaper	Language.		with the
objective to			
which was approved on Date Month	Year	Registration No	
In this connection, (Mr/Mrs/Ms)			
would like to make alternations to item			
I have herewith enclosed supporting documents for the altera	ation reques	st.	

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

(.....)

Position:

Tel/Fax:

Submission Letter

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

Subject:	Alteration to item in the Recordation Evidence
Attention:	Printing Recordation Official for Province
Enclosure:	(Copy of the Juristic Person who is the newspaper publisher)

Referring to (Mr/Mrs/Ms)	. by	's printing
recordation of a newspaper named	Time interval of issua	ance of the
newspaper	. Language	with the
objective to		
which was approved on Date Month		
In this connection, (Mr/Mrs/Ms)	by	
would like to make alternations to item		
I have herewith enclosed supporting documents for the altera	ition request.	

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

(.....)

Position:

Tel/Fax:

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(address of the newspaper office>>>)	Address:.88Soi Phaholyothin1Road Phaholyothin		
	Sub-districtBangchanDistrictTalingchanBangkok		
(date of application>>>)	Date14Month:FebruaryB.E2558		

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

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

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

Tel/Fax: 0-2230-9876

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

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

Subject: Alteration to item in the Recordation EvidenceAttention: Printing Recordation Official for BangkokEnclosure: Copy of Juristic Person Certificate for publishing a newspaper

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

(Miss Phloisai Namchai-ngam) Position: Board Member

Tel/Fax: 0-2234-5678

Letter of Consent

l,	Residir	ng at House No	Моо			
Sub-district	District	Provi	nce			
Located on Title Deed No	Thai Na	ational ID Card				
Position in the Company (if any)as owner possessing the place						
This letter is to certify that I agree to						
to use \Box building \Box commercial building \Box apartment \Box others (specify)mentioned						
above as the printing house for a new	wspaper named					
fromDateMonth	B.E	In witne	ess whereof, I therefore			
sign this letter in the presence of wit	nesses.					

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

(.....)

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

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

Letter of Consent

I,Mr.Sonsin MeesabmakResiding at House No258MooMoo.
Sub-districtBangchanDistrictTalingchanProvinceBangkokBangkok
Located on Title Deed No77777Thai National ID Card1-2222-55555-88-4
Position in the Company (if any)9as owner possessing the place No9.
RoadSamsenSub-districtDusitDistrictDusitBangkok
This letter is to certify that I agree to give full consent toMiss Love-reading Like-readingto
use building commercial building apartment others (specify)mentioned
above as the printing house for running the newspaper business namedGood Citizen News
fromDate2MonthNovemberB.E2558In witness whereof, I therefore
sign this letter in the presence of witnesses.

Sign.....Grantor

(Mr. Sonsin Meesabmak)

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

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

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

Letter of Consent

I,Mr.Sonsin MeesabmakResiding at House No258MooMoo
Sub-districtBangchanDistrictTalingchanProvinceBangkok
Located on Title Deed No77777Thai National ID Card1-2222-55555-88-4
Position in the Company (if any)board memberas owner possessing the place No88
Prakobsin BuildingSoi Phaholyothin 1Phaholyothin RoadSub-districtBangchan
DistrictTalingchanBangkok
This letter is to certify that I agree to give full consent toPhloisai Com., Ltdto
use building commercial building apartment others (specify)mentioned
above as the printing house for running the newspaper business namedGood Citizen News
fromDate5MonthFebruaryB.E2558In witness whereof, I therefore
sign this letter in the presence of witnesses.

SignGrantor
(Mr. Sonsin Meesabmak)

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

Sign.....Witness

(Mr.Chalard Khiddee)

revenue stamp 10 B.

Power of Attorney

		Address		
		Date:	Month:	B.E
This Power o	f Attorney, I		by	
Holder of the card	No		Issued at	
On	living at House No	Soi	Road	
Sub-district	District		Province	Post Code
Hereby autho	orize		Holder of the card	
No	Issued at		On	

Living at House No......Soi......Road.....Sub-district.....Post Code.....Province.....Post Code.....Post Code.....Post Code.....Province....Post Code.....Post Code....Post Code....Post Code....Post Code...Post Code...Post

 To submit application and evident documents for a printing recordation of a newspaper named......to the printing recordation official ofto clarify, amend and alter the typos and sign for change in list of documents in front of the printing recordation official.
 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
()
-	Grantee
(
•	Witness
()
Sign	Witness
()

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of Attorney

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

This Power of Attorney, I	Miss Phloisai	Namchai-ngam	
Holder of Thai National ID Card No	.3-51407-88888-25-7.	Issued at	Ministry of Interior
On8 July 2555Residing at House	No24	Soi	Road
Sub-districtChatuchakDistrict	ChatuchakP	rovinceBan	gkokPost Code11400

Hereby authorize	Miss Love-readi	ng Like-reading	.Holder ofThai Na	tional ID Card	
No3-2222-11111-12-3	Issued atMii	nistry of Interior	On25May	B.E.2557	
Living at House No25					
DistrictBangrak				6	
To be lawful and legal attor		e			

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

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

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

SignGrantor
(Miss Phloisai Namchai-ngam)
SignGrantee
(Miss Love-reading Like-reading)
SignWitness
Jighten
(Mr.Chalard Khwamkhiddee)
0

Sample: In case the newspaper proprietor is a juristic person

revenue stamp 10 B.

Power of Attorney

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

This Power of Attorney, IPhloisai Com.,LtdbyMiss Phloisai	Namchai-ngam
Holder of Thai National ID Card No3-51407-88888-25-7Issued	d atMinistry of Interior
On8 July 2555residing at House No24Soi	Road
Sub-districtChatuchakDistrictChatuchakProvince	.BangkokPost Code11400

Hereby authorize	Miss Love-rea	ding Like-reading	.Holder ofThai N	lational ID Card	
No3-2222-11111-12-3	Issued atN	Ainistry of Interior	On25May	B.E.2557	
Living at House No25					
DistrictBangrak				0	
To be lawful and legal attor		0			

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

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

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

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

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

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

Sign.....Witness

(Mr.Yodyiam Rakrian)

People's Manual : Application for cancellation of being a printer, publisher, editor or newspaper proprietor

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

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

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	
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 for 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	
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 for during lunch break)
Tambon Chaeramae, Amphoe Mueang Ubon Ratchathani,	
Ubon Ratchathani 34000	
Tel:0 4531 2846	
Service area : Ubon Ratchathani, Mukdahan, Yasothon, Roi Et,	
Kalasin, and Nakhon Phanom/ submit your documents via the	
website, e-service.nlt.go.th/ or contact us in person at the above	
address	
(note:(lunch break 12.00 - 13.00))	

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

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

Step Procedure	Duration	Responsible Agency
Step Procedure 1) Document check 1.1Newspaper proprietor submits required docume for cancellation of being a printer, publisher, editor newspaper proprietor in accordance with the Printi Recordation Act B.E.2550 via e-service.nlt.go.th. The applicant may personally submit the original o by mail. 1.2 Printing recordation authority checks whether t applicant has complied correctly and completely wi required documents from e-service.nlt.go.th. and t original sent by mail. (Note: (Responsible agency i.eSpecial Service: I ISBN, Printing Recordation, Information Resources Service Group, the National Library of Thailand - the1 st -12 th Regional Office of Fine Arts Department take part in this step.))	1 working day and ng send he th ne SSN	Responsible Agency National Library of Thailand

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. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources</i> <i>Service Group, the National Library of Thailand</i> <i>- the1</i> st <i>-12</i> th <i>Regional Office of Fine Arts Department to</i> <i>take part in this step.)</i>)	2 working days	National Library of Thailand
3)	Signing/Meeting decision 3.1 Printing recordation authority submits to the Director the letter for signing. 3.2 Printing recordation authority calls the newspaper proprietor to personally receive the official letter or send by post. (<i>Note: (Responsible agency i.e. –Special Service: ISSN</i> <i>ISBN, Printing Recordation, Information Resources</i> <i>Service Group, the National Library of Thailand</i> <i>- the1st-12th Regional Office of Fine Arts Department to</i> <i>take part in this step.)</i>)	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 government office
3)	Photo of the newspaper proprietor, facing the camera, no	-
	sunglasses, no hats, taken within the last six months, size 2".	
	Original (s) : 1	
	Copy (ies) : -	
	Note: (1. Convert the photo to e-file and send via e-service.nlt.go.th.	
	2. Send the photo by mail or personally submit to any work office of the Fine	
	Arts Department located in the area of the newspaper office setting.)	
4)	Sample of newspaper/journal/magazine's name plate	-
	Original (s) : 1 Copy (ies) : -	
	Note: (1. Sample of newspaper/journal/magazine's name plate, sign to	
	certify true copy with the company's seal, in case of juristic person.	
	2. Convert Item 1 to e-file and send via e-service.nlt.go.th.	
	3. Send item 1 by mail or personally submit to any work office of the	
	Fine Arts Department located in the area of the newspaper office setting.)	
5)	The official document displaying the printing recordation (Form	-
5)	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	
7)	office setting.) Power of Attorney	
/)	Original (s) : 1	-
	Copy (ies) : -	
	Note: (1.In case the newspaper proprietor can not personally apply but	
	authorize someone to act on his/her behalf.	
	2.Convert the Power of Attorney to e-file and submit via e-service.nlt.go.th.	
	3.Send by mail or personally submit the newspaper proprietor's Power of	
	Attorney signed by the representative of authorization, and affixed with	
	revenue stamp, to any work office of the Fine Arts Department located	
	in the area of the newspaper office setting.)	
8)	ID Card	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) : -	
	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.	Description	Fees (Baht/Percentage)
1)	No processing fees	Fees: 0 Baht

Form, sample and guide to completing form

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

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

	Written at	
	Date Month	Year
With regard to	-	
NationalityHaving Regular Do	micile at House No	Road
Sub-district District	t	. Province
Has received a printing recordation of		
of a newspaper named		
According to official document indicating the F		
DatedMonth	В.Е	
At this time I,		has been authorized by
	to make alteration or o	ancellation to item in recordation
evidence of the newspaper named		with recordation
official a Province		
	-	

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

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

			Written a	t	
			Date	Month	Year
Age	Race	National	lity	H	laving Regular Domicile at House
No	Road			Sub-district .	
District		Province			
Has rec	eived a printing recorda	tion of			
of a nev	vspaper named				
Dated		-	B.E	-	
	At this time I,				has been authorized by
			to make	alteration or ca	incellation to item in recordation
evidenc	e of the newspaper nar	ned			with recordation
	a Province				
				-	

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

Sample: In case the newspaper proprietor is an ordinary person

Form Phor 3

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

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

With regard toLove Reading Com.,Ltdby. Miss Love-reading Like-readingAge.	26years			
RaceThaiNationalityThaiHaving Regular Domicile at House No9N	Лоо			
SoiSamsenSub-districtDusitDusit				
DistrictDusitProvinceBangkok				
Has received a printing recordation asproprietorproprietor				
of a newspaper namedSanook Reading				
According to official document indicating the Recordation Registration No.Sor Sor Chor 222	/2527			
DatedB.EB.EB.E	557			

At this time I,	Miss Love-reading L	_ike-reading	has been authorized	by
Love Reading Com., Ltd	to make alteration or cance	ellation to iten	n in recordation evidence of t	the
newspaper named	Sanook Read	ling	with recordati	on
official for Province	Bangkok		in the following.	

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

Sign.....Applicant

(Miss Love-reading Like-reading)

Sample: In case the newspaper proprietor is a juristic person

Form Phor 3

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

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

	With regard toL	ove Reading Con	ւ.,Ltdby. Mi	ss Love-reading	Like-readingA	Age26years
Race	ThaiNatior	alityThai	Having Re	gular Domicile at	House No9.	Моо
Soi		RoadSa	amsen	Sub-district.	Dusit	
District.	Dusit	Province	Bangkoł	(
Has rece	eived a printing red	ordation as		proprietor		
of a nev	vspaper named	Sanook Re	eading			
Accordi	ng to official docur	nent indicating t	ne Recordatio	on Registration N	lo.Sor Sor Chor	222/2527
Dated	17	Mo	nthN	March	B.E	2557

At this time I,	Miss Love-reading	Like-reading	has been authorized by
Love Reading Com., Ltd	to make alteration or can	cellation to item	in recordation evidence of the
newspaper named	Sanook Rea	ding	with recordation
official for Province	Bangkok	i	n the following.

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

Sign.....Applicant

(Miss Love-reading Like-reading)

ordinary person

Submission Letter

Address	
Date Month	Year

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

Referring to (Mr/Mrs/Ms)	's printing		
recordation of a newspaper named	Time interval of		
issuance of the newspaper	Language		
with the objective to			
which was approved on Date Mon	th Year Registration No		
In this connection,			
would like to make a cancellation of pu	blishing the newspaper named		
I have herewith enclosed supporting documents for the cancellation request.			

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....) Position:

Tel/Fax:

juristic person

Submission Letter

Subject:	Cancellation of publishing the newspaper
Attention:	Printing Recordation Official for Province
Enclosure:	(Copy of the Juristic Person who is the newspaper publisher)

Referring to (Mr/Mrs/Ms)	by	/	's printing	
recordation of a newspaper named			Time interval of	
issuance of the newspaper	Lang	uage		
with the objective to				
which was approved on Date Month	Year	Registration No)	
In this connection,	by			
would like to make a cancellation of publishing the news	paper named			
I have herewith enclosed supporting documents for the cancellation request.				

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....) Position:

Tel/Fax:

Sample: In case the newspaper proprietor is an ordinary person

Submission Letter

(address of the newspaper office>>>)	Address:.88Soi Phaholyothin1Road Phaholyothin
	Sub-districtBangchanDistrictTalingchanBangkok
(date of application>>>)	Date14Month:FebruaryB.E2559

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

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

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

Tel/Fax: 0-2230-9876

Sample: In case the newspaper proprietor is a juristic person

Submission Letter

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

Subject: Cancellation of publishing the newspaper

Attention: Printing Recordation Official for Bangkok

Enclosure: Copy of Juristic Person Certificate for publishing a newspaper

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

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

Your kind consideration in taking action is highly appreciated.

Yours respectfully,

.....

(Miss Phloisai Namchai-ngam)

Position: Board Member

Tel/Fax: 0-2234-5678

revenue stamp 10 B.

Power of Attorney

		Address		
		Date:	Month:	B.E
This Power o	f Attorney, I		by	
Holder of the card	No		Issued at	
On	living at House No	Soi	Road.	
Sub-district	District		Province	Post Code
Hereby auth	orize		Holder of the card	J b
No	Issued at		On	

Living at House No......Soi......Road.....Sub-district.....Post Code.....Province.....Post Code.....Post Code.....Post Code.....Province....Post Code.....Post Code....Post Code....Post Code....Post Code...Post Code...Post

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

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

Sign	Grantor
()
Sign	
Sign	
Sign	

Sample: In case the newspaper proprietor is an ordinary person

revenue stamp 10 B.

Power of Attorney

Address...88..Soi Phaholyothin 1.... Road.....Phaholyothin .. Sub-district..... Bangchan......District.....Talingchan..... Province.....Bangkok.... Date.....14......Month......February.....B.E.....2558.....

This Power of Attorney, I	Mis	s Love-readi	ng Like-read	ing	
Holder of Thai National ID Card No	. 3-2222-11111-	-12-3Iss	ued atN	Ministry of Inter	rior
On25 May 2557Residing at House	e No25	S	oiF	Road	
Sub-districtBangrakDistrictB	Bangrak	.Province	.Bangkok	.Post Code	14511

Hereby authorize.....Miss Phloisai Namchai-ngam....Holder ofThai National ID Card....... No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....On....8....July.....B.E.2555..... Residing at House No.....24.....Soi......Road......Road......Sub-district.....Chatuchak......District.....Chatuchak......Province......Bangkok.....Post Code......11400...... To be lawful and legal attorney on behalf of myself for the following.

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

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

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

SignGrantor
(Miss Love-reading Like-reading)
SignGrantee
(Miss Phloisai Namchai-ngam)
SignWitness
(Mr.Chalard Khwamkhiddee)
SignWitness
(Mr.Yodyiam Rakrian)

Sample: In case the newspaper proprietor is a juristic person

revenue stamp 10 B.

Power of Attorney

Address.......Love Reading Com.,Ltd......No.......88....... Prakobsin Building..Soi Phaholyothin 1..Road. Phaholyothin Sub-district......BangchanDistrict..Talingchan..... ProvinceBangkok..... Date.....14.....Month......February......B.E.....2558.....

This Power of Attorney, ILove-reading Con	n.,Ltdl	byMiss Love-re	eading Like-re	ading
Holder of Thai National ID Card No3-2222-1111	1-12-3	Issued at	.Ministry of In	iterior
On25 May 2557residing at House No	25	Soi	Road	
Sub-districtBangraakDistrictBangrak	Provi	nceBangkok	Post Code.	.14511

Hereby authorize.....Miss Phloisai Namchai-ngam....Holder ofThai National ID Card....... No.....3-51407-88888-25-7.....Issued at.....Ministry of Interior.....On...8....July.....B.E.2555..... Residing at House No....24.....Soi.....Road......Bangkok.....Post Code.....11400..... To be lawful and legal attorney on behalf of myself for the following.

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

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

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

SignGranto	r
(Miss Love-reading Like-reading)	
SignGrantee	e
(Miss Phloisai Namchai-ngam)	
SignWitnes	s
(Mr.Chalard Khwamkhiddee)	
(Mr.Chalard Khwamkhiddee) SignWitnes	s

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

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

คำขอรับใบอนุญาตซ่อมแซมเอกสารจดหมายเหตุนอกสังกัดกรมศิลปากร

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

		เขียนที่	
		Written at	
	a d	A	
	วันที	เดือน	พ.ศ
	Date	Month	B.E.
๑. ชื่อขอรับใบอนุญาต			
The applicant's name			
🔲 (๑) เป็นบุคคลธรรมด	า อายุปี	สัญชาติ	
Being a natural pe	erson Age years	Nationality	
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน
Address No.	Trog/Soi		Road
ตำบล/แขวง	อำเภอ/เขต		จังหวัด
Tambol/Khwaeng (Sub-District	t) Amphoe/Khet	(District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เลขหมา	ายโทรศัพท์
Postcode	Country	Telepł	none Number
🔲 (๒) เป็นห้างหุ้นส่วนส	าามัญ		
Being an ordinary			
สำนักงานตั้งอยู่เลขที่			ถนน
Address No.	Trog/Soi		Road
ตำบล/แขวง	อำเภอ/เขต		จังหวัด
Tambol/Khwaeng (Sub-Distric	t) Amphoe/Khet	(District)	Changwat (Province)
รหัสไปรษณีย์			
Postcode	Country	Telepi	hone Number
โดยมี			
	as business operator		

-൏-

้อยู่บ้านเลขที่		ตรอก/ซอย		ถนน
Address No.		Trog/Soi		Road
ตำบล/แขวง		อำเภอ/เขต		จังหวัด
Tambol/Khwaeng (Sub-Distrie	ct)	Amphoe/Khet (District)		Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เล	าขหมายโทร	ศัพท์
Postcode	Countr	y T	elephone	Number

🔲 (๓) เป็นนิติบุคคลประ	ะเภท					
Being other kinds of juristic person (spectify)						
จดทะเบียนเมื่อ		เลขทะเบียนที่				
Date of Registration		Register No.				
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน			
Address No.	Trog/Soi		Road			
ตำบล/แขวง	อำเภอ/เขต		จังหวัด			
Tambol/Khwaeng (Sub-Distric	ct) Amphoe/Kł	net (District)	Changwat (Province)			
รหัสไปรษณีย์	ประเทศ	เลขหมว	ายโทรศัพท์			
Postcode	Country	Telep	hone Number			
โดยมี	. เป็นผู้ดำเนินกิจการ	อายุปี	สัญชาติ			
Represented by	as business operat	or Age years	Nationality			
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน			
Address No.	Trog/Soi		Road			
ตำบล/แขวง	อำเภอ/เขต		จังหวัด			
Tambol/Khwaeng (Sub-Distric	ct) Amphoe/Kł	net (District)	Changwat (Province)			
รหัสไปรษณีย์	ประเทศ	เลขหมา	ายโทรศัพท์			
Postcode	Country	Telep	hone Number			

๒. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตส่งเอกสารจดหมายเหตุซ่อมแซมไปยัง
 The applicant applies for a license to export objects of archives out of the Fine Arts
 Department to specify recipient:

	(๑) เป็นบุคคลธรรม	ดา ฮ	อายุ	ปี	สัญชาติ			
	Being a natural p	erson <i>i</i>	Age	years	Nationality	/		
อยู่บ้านเลขที่			ตรอก/ซ	່າວຍ		í	ถนน	
Address No).		Trog/So	oi			Road	
ตำบล/แขวง			อำเภอ/เ	.ขต			จังหวัด	
Tambol/Kh	waeng (Sub-Distric	ct)	Ampho	e/Khet	(District)		Changwat (Provi	nce)
รหัสไปรษณีย์	۶]	ประเทศ			เลขเ	หมายโทรศ์	 ชัพท์	
Postcode		Countr	у		Tele	ephone	Numbe	

🔲 (๒) เป็นห้างหุ้นส่วา	นสามัญ				
Being an ordinary partnership					
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน		
Address No.					
ตำบล/แขวง	อำเภอ/เขต		จังหวัด		
Tambol/Khwaeng (Sub-Distr	ict) Amphoe/Khet	Amphoe/Khet (District) Changwa			
รหัสไปรษณีย์	ประเทศ	เลขหม	ายโทรศัพท์		
Postcode	Country	Telep	hone Number		
โดยมี	เป็นผู้ดำเนินกิจการ	อายุปี	สัญชาติ		
Represented by	as business operator	Age years	Nationality		
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน		
Address No.	Trog/Soi		Road		
ตำบล/แขวง	อำเภอ/เขต		จังหวัด		
Tambol/Khwaeng (Sub-Distr	ict) Amphoe/Khet	(District)	Changwat (Province)		
รหัสไปรษณีย์	ประเทศ	เลขหม′	ายโทรศัพท์		
Postcode	Country	Telep	hone Number		

🔲 (๓) เป็นนิติบุคคลประเภท						
Being other kinds of juristic person (spectify)						
จดทะเบียนเมื่อ		เลขทะเบียนที่				
Date of Registration		Register No.				
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย		ถนน			
Address No.	Trog/Soi		Road			
ตำบล/แขวง	อำเภอ/เขต		จังหวัด			
Tambol/Khwaeng (Sub-Distr	ict) Amphoe/Kh	et (District)	Changwat (Province)			
รหัสไปรษณีย์	ประเทศ	เลขหม	ายโทรศัพท์			
Postcode	Country	Telep	hone Number			
โดยมี	เป็นผู้ดำเนินกิจการ	อายุปี	สัญชาติ			
Represented by	as business operato	or Age years	Nationality			
อยู่บ้านเลขที่	ตรอก/ซอย		ถนน			
Address No.	Trog/Soi		Road			
ตำบล/แขวง	อำเภอ/เขต		จังหวัด			
Tambol/Khwaeng (Sub-Distr	ict) Amphoe/Kh	et (District)	Changwat (Province)			
รหัสไปรษณีย์	ประเทศ	เลขหม	ายโทรศัพท์			
Postcode	Country	Telep	bhone Number			

-ണ-

๑. ผู้ขอรับใบอนุญาต

The applicant

ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิสูจน์แล้ว bring the archives to be exported for repairing out of the Fine Arts Department for identification.

☐ ไม่ได้นำเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมนอกสังกัดกรมศิลปากรทำการพิสูจน์ Does not bring the archives to be exported for repairing out of the Fine Arts Department for identification

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

๔. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ

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

🔲 (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person:

(ก) ร	ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้	จำนวน ๒ ชุด
F	Photocopies of the identify card or its equivalence of the applicant	2 copies;
(ข) เ	บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้	จำนวน ๒ ชุด

The list of the archives to be exported for repairing out of the Fine ArtsDepartment made in the form attached herewith2 copies;

(ค) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร

จำนวน ๒ ชุด

the certificate of approval conservation from the fine arts department that person or agencies can operate to repair archives equivalence of the Fine Arts Department 2 copies; 227

🔲 (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ

In the case where the applicant is an ordinary partnership;

- (ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ จำนวน ๒ ชุด
 Photocopies of the identify card or its equivalence of the managing partner
- (ข) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด
 the list of the archives to be exported for repairing out of the Fine Arts
 Department made in the form attached herewith
 2 copies;

 (ค) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร จำนวน ๒ ชุด

the certificate of approval conservation from the fine arts department that person or agencies can operate to repair archives equivalence of the Fine Arts Department 2 copies;

🔲 (๓) ในกรณีผู้ขอรับใบอนุญาตเป็นนิติบุคคลประเภทอื่น ๆ

In the case where the applicant is a juristic person;

(ก) ภาพถ่ายบัตรประจำตัวประชาชนหรือบัตรอื่นซึ่งใช้แทนบัตรประจำตัวประชาชนได้ จำนวน ๒ ชุด Photocopies of the identify card or its equivalence of the juristic person 2 copies; (ข) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแสดงการจดทะเบียน จำนวน ๒ ชุด Letter of certificate or evidence of the juristic person 2 copies; (ค) หนังสือมอบอำนาจ จำนวน ๒ ชุด Letter of authority 2 copies; (ง) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแซมตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด The list of the archives to be exported for repairing out of the Fine Arts Department made in the form attached herewith 2 copies; (จ) ใบรับรองคุณภาพของบุคคลหรือหน่วยงานซ่อมแซมเอกสารจดหมายเหตุเทียบเท่ากรมศิลปากร จำนวน ๒ ชุด the certificate of approval conservation from the fine arts department that person or agencies can operate to repair archives equivalence of the Fine Arts Department. 2 copies;

2 copies;

รวม.....ชุด Total copies

	ຍ ໑	/ ด
(ลายมือชื่อ)	ผขอร	บเบอนฌาต
(- ຢີ	

(Signature) The Applicant

หมายเหตุ: ให้ใส่เครื่องหมาย ✔ ในช่อง □ หน้าข้อความที่ต้องการ

-b-

Remark: Put the sign \checkmark into the box \square in front of the required statement.

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตซ่อมแชม

The list of the archives to be exported for repairing

ลำดับที่	ประเภทเอกสาร	รายละเอียด	จำนวน	ขนาด	สภาพชำรุด	ภาพประกอบ	หมายเหตุ
	🗖 ເອກສາຈ						
	textual archives						

กลุ่มอนุรักษ์เอกสาร

People's Manual : Application for reproduction of archival materials Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The National Archives of Thailand (Kromluang Phichitpreechakorn Room) Address: Samsen Road, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 2811599 ext. 103, 230 Fax : 02 281 5341 Website: www.nat.go.th Email: contact@nat.go.th / contact us in person at the above address (note: (closes for document check from December 15-30 every year, lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Saturday (except for official holidays) from 08:30 - 16:00 (except during lunch break)
Branch details The National Archives of Thailand (Burachat Room) Address: Samsen Road, Khet Dusit, Bangkok 10300 Tel: 02 356 5440, 02 2811599 ext. 230, 233 Fax: 0 2281 5341 Website: www.nat.go.th Email: contact@nat.go.th / contact us in person at the above address (note: (closes for document check from December 15-30 every year, lunch break 12.00 - 13.00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:00 (except during lunch break)

Procedure, duration, responsible agency Work Duration: 5 days

Step	Procedure	Duration	Responsible Agency
1)	Document check	1 day	National Archives of
	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
	the application for reproduction.		

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	
0	(Note: (- New rate of fees under consideration))	
4)	Reproduction with copying machine, size F-4 paper	Fees: 10 Baht
	(other nationalities), each	
Γ)	(Note: (-New rate of fees under consideration))	E O.D.ht
5)	Reproduction with copying machine, size A-3 paper	Fees: 8 Baht
	(Thai nationality), each	
\sim	(Note: (- New rate of fees under consideration))	Face 25 Date
6)	Reproduction with copying machine, size A-3 paper	Fees: 25 Baht
	(other nationalities), each	
7)	(<i>Note</i> : (<i>-New rate of fees under consideration</i>)) Reproduction of a photo, size 5x7 inch (Thai nationality), each	Fees: 60 Baht
7)	(<i>Note</i> : (- <i>New rate of fees under consideration</i>))	rees: ou ball
8)	Reproduction of a photo, size 5x7 inch (other nationalities),	Fees: 180 Baht
0)	each	Tees. 100 Danc
	(<i>Note</i> : (- <i>New rate of fees under consideration</i>))	
9)	Reproduction of a photo, size 8x10 inch (Thai nationality),	Fees: 105 Baht
2)	each	1003. 105 Dant
	(<i>Note</i> : (- <i>New rate of fees under consideration</i>))	
10)	Reproduction of a photo, size 8x10 inch (other nationalities),	Fees: 315 Baht
	each	
	(Note: (- New rate of fees under consideration))	
11)	Scan on bromide paper, size 5x7 inch (Thai nationality), each	Fees: 20 Baht
,	(Note: (- New rate of fees under consideration))	
12)	Scan on bromide paper, size 5x7 inch (other	Fees: 60 Baht
,	nationalities), each	
	(Note: (- New rate of fees under consideration))	
13)	Scan on bromide paper, size 8x10 inch (Thai nationality), each	Fees: 80 Baht
-	(Note: (- New rate of fees under consideration))	
14)	Scan on bromide paper, size 8x10 inch (other nationalities),	Fees: 120 Baht
	each	
	(Note: (- New rate of fees under consideration))	
15)	Reproduction from a slide, negative film or photo and convert	Fees: 50 Baht
	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.	
	(Note: (- New rate of fees under consideration))	
26)	Reproduction of a colored or black and white map, diagram or	Fees: 750 Baht
	plan, size 120 gms A-1 paper (other nationalities), each.	
	(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.	
	(Note: (- New rate of fees under consideration))	
28)	Reproduction of a colored or black and white map, diagram or	Fees: 1,050 Baht
	plan, size 120 gms A-0 paper (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
29)	Reproducation from microfilm, in case of the reproduction on	Fees: 10 Baht
	size A-4 paper (Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
30)	Reproducation from microfilm, in case of the reproduction on	Fees: 15 Baht
	size A-4 paper (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
31)	Reproduction from microfilm, in case of the reproduction on	Fees: 1,200 Baht
	35.mm microfilm (Thai nationality), each.	
	(Note: (- New rate of fees under consideration))	
32)	Reproduction from microfilm, in case of the reproduction on	Fees: 2,000 Baht
	35.mm microfilm (other nationalities), each.	
	(Note: (- New rate of fees under consideration))	
33)	Reproduction of animation on DVD or MPEG2 file for the first	Fees: 100 Baht
	10 minutes.	
	(Note: (- New rate of fees under consideration))	
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.	
	(Note: (- New rate of fees under consideration))	
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. (<i>Note</i> : (- <i>New rate of fees under consideration</i>))	
37)		Fees: 50 Baht
57)	For Item 29, and 30, those who wish to reproduce pictures or sound, bring your own picture recording-tape, video or DVD, if	rees: 50 banc
	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.				
Form K	CorBorSor. 1/2547			Registration	No			
Service	group			Responsible	Person			
				Date of work	receipt			
				Completion of	late			
	Applica	ation for repr	oduction of textual	archives				
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3.	3. Document requested for copying							
4. Numbers of pages or pictures as in 3.								
 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. 								
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Operator _____ Date/month/year _____

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Group of archive documents and services Official			Regis	Registration No.						
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<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 the National Archives of Thailand for temporary display Original (s): 1	National Archives of Thailand
	Copy (ies) : -	
2)	List of the National Archives of Thailand's archival materials for temporary display. Original (s) : 1 Copy (ies) : 1	National Archives of Thailand
3)	Work plan/project of the archival materials display Original (s): 2 Copy (ies) : -	-
4)	ID card/ID card of government official Original (s): 1 Copy (ies) : - Note: (- Present to authority the original for identification/verification (in case the applicant is ordinary person) - In case the applicant is juristic person, replaced by official document affixed with image of the managing director/manager.)	Department of Provincial Administration

No.	Name of 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	n at
		วันที่	เดือน	พ.ศ
		Date	Month	B.E.
๑. ชื่อผู้ขอรับใบอนุญาต				
The applicant's na	me			
🔲 (๑) เป็นบุคคลธรรมเ	ดา อายุบี	สัญชาติ		
•	erson Age years			
อยู่บ้านเลขที่				ถนน
Address No.	Trog/Soi			Road
ตำบล/แขวง	อำเภอ/เขต			จังหวัด
Tanala al ///huura ang (Cuula Diatria	t) Amphoe/Khet	(District)		Changwat (Province)
Tampol/Knwaeng (Sub-Distric		(District)		
รหัสไปรษณีย์				
		เลขา	หมายโทรเ	
รหัสไปรษณีย์ Postcode	ประเทศ Country	เลขา	หมายโทรเ	ศัพท์
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน:	ประเทศ Country สามัญ	เลขา	หมายโทรเ	ศัพท์
รหัสไปรษณีย์ Postcode	ประเทศ Country สามัญ partnership	ເລນາ Tel	หมายโทรเ ephone	ศัพท์ Number
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary	ประเทศ Country สามัญ partnership	ເລນາ Tel	หมายโทรเ ephone ถ	ศัพท์ Number
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary สำนักงานตั้งอยู่เลขที่	ประเทศ Country สามัญ partnership ตรอก/ซอย Trog/Soi	ເລນາ Tel	หมายโทรเ ephone ถ	ศัพท์ Number นน Road
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary สำนักงานตั้งอยู่เลขที่ Address No.	ประเทศ Country สามัญ partnership ตรอก/ซอย Trog/Soi อำเภอ/เขต	ເລນາ Tel	หมายโทรเ ephone ถ	ศัพท์ Number นน Road จังหวัด
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง	ประเทศ Country สามัญ partnership ตรอก/ซอย Trog/Soi อำเภอ/เขต t) Amphoe/Khet	ເລນາ Tel : (District)	หมายโทรเ ephone ถ	ศัพท์ Number นน Road จังหวัด Changwat (Province)
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng (Sub-Distric	ประเทศ Country สามัญ partnership ตรอก/ซอย Trog/Soi อำเภอ/เขต t) Amphoe/Khet	ເລvາ Tel : (District) ເລvາ	หมายโทรเ ephone ถ หมายโทรเ	ศัพท์ Number นน Road จังหวัด Changwat (Province)
รหัสไปรษณีย์ Postcode (๒) เป็นห้างหุ้นส่วน Being an ordinary สำนักงานตั้งอยู่เลขที่ Address No. ตำบล/แขวง Tambol/Khwaeng (Sub-Distric รหัสไปรษณีย์	ประเทศ Country สามัญ partnership ตรอก/ซอย Trog/Soi อำเภอ/เขต ct) Amphoe/Khet ประเทศ Country	เลขา Tel : (District) เลขา Tel	หมายโทรง ephone ถ หมายโทรง ephone	ศัพท์ Number เนน Road จังหวัด Changwat (Province) ศัพท์ Number

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	l	ลขหมายโทร	ศัพท์
Postcode	Countr	у	Telephone	Number

🗖 (๓) เป็นนิติบุคคลประเภท			
Being other kinds of juristic person (spectify)			
จดทะเบียนเมื่อ		เลขทะเบียนที่	
Date of Registration	Register No.		
สำนักงานตั้งอยู่เลขที่	ตรอก/ซอย.		ถนน
Address No.	Trog/Soi		Road
ตำบล/แขวง	อำเภอ/เขต.		จังหวัด
Tambol/Khwaeng (Sub-Distri	ct) Amphoe/k	(het (District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เลิขหม	ายโทรศัพท์
Postcode	Country		hone Number
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Represented by	•	• •	-
อยู่บ้านเลขที่	ตรอก/ซอย.		ถนน
Address No.	Trog/Soi		Road
ตำบล/แขวง	อำเภอ/เขต.		จังหวัด
Tambol/Khwaeng (Sub-Distri	ict) Amphoe/k	Khet (District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ	เลขหม	ายโทรศัพท์
Postcode	Country	Telep	hone Number

๒. ผู้ขอรับใบอนุญาตขอรับใบอนุญาตนำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติ
 ออกไปเพื่อ

The applicant applies for a license to temporarily dispatch or take 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)

อยู่บ้านเลขที่	ตรอก/ซอย	ถนน
Address No.	Trog/Soi	Road
ตำบล/แขวง	อำเภอ/เขต	จังหวัด
Tambol/Khwaeng (Sub-District) รหัสไปรษณีย์	Amphoe/Khet (District) เลขหมายโทรศัพท์	Changwat (Province)
Postcode	Telephone Number	

้โดยจะนำเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัดแสดงเป็นการ ้ชั่วคราว ในวันที่.....ต่อน.....เดือน....พ.ศ.พ.ศ.ตามบัญชีรายการเอกสารจดหมายเหตุ ดังกล่าวที่ขออนุญาตนำออกตามแบบแนบท้ายคำขอรับใบอนุญาตนี้ รวม.....รายการ และ น้ำเอกสารจดหมายเหตุมาคืนในวันที่ เดือน.....พ.ศ....พ.ศ....

The above mentioned Archives, as appear in the list of archives of The National Archives to be taken out of National Archives made in the form attached herewith, shall be taken out the National Archives on datemonth.....B.E.B.E.items, shall be return to the National Archives on date month..... B.E.items.

๓. พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่างๆ มาด้วย คือ

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

🔲 (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา

In the case where the applicant is a natural person;

(ก) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัด ้แสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้

	1
The list of the archives to be taken out of the National Archives r	nade in the
form attached herewith.	2 copies;
(๒) ในกรณีผู้รับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ	
In the case where the applicant is a registered ordinary partnership;	
(ก) สำเนาหรือภาพถ่ายทะเบียนบ้านของหุ้นส่วนจำกัด	จำนวน ๒ ชุด
Copies or photocopies of the house register of the applicant;	2 copies;

จำนวน ๒ ชุด

- -ଙ୍-
- (ข) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชาติออกไปเพื่อจัด แสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้

จำนวน ๒ ชุด

The list of the archives to be taken out of the National Archives made in the form attached herewith. 2 copies;

🔲 (๓) ในกรณีผู้รับอนุญาตเป็นนิติบุคคลประเภทอื่นๆ

In the case where the applicant is a juristic person

(ก) หนังสือแจ้งความประสงค์	จำนวน ๒ ชุด
Request letter	2 copies;
(ข) หนังสือรับรองความเป็นนิติบุคคล ซึ่งแสดงการจดทะเบียน	จำนวน ๒ ชุด
Letter of a certificate or evidence of juristic person status	2 copies;
(ค) หนังสือมอบอำนาจ	จำนวน ๒ ชุด
Letter of Authority	2 copies;
(ง) บัญชีรายการเอกสารจดหมายเหตุที่เก็บรักษาไว้ในหอจดหมายเหตุแห่งชา	ติออกไปเพื่อจัด
แสดงเป็นการชั่วคราว ตามแบบแนบท้ายคำขอนี้	

จำนวน ๒ ชุด

The list of archives of National Archives to be taken out of National Archivesmade in the form attached herewith,2 copies;

รวม.....ชุด Total copies

๔. ในกรณีที่ได้รับอนุญาต ผู้ขอรับอนุญาตจะวางหลักประกันเป็นจำนวนเท่ากับราคาประเมินเอกสารจดหมาย
 เหตุที่ได้รับอนุญาตให้นำออกนอกหอจดหมายเหตุแห่งชาติ เป็นการชั่วคราว

The applicant shall upon the granting of license, deposit a security money amounting to assessed value of the archives to be temporarily dispatched of taken out of the National Archives, as follows.

🗖 ๔.๑ เงินสด จำนวน	บาท ()
Cash in an amount of	Baht ()
🗖 ๔.๒ พันธบัตรของรัฐบาลไทย ราคา	บาท ()
The Thai Government bond in an amount of	Baht
()

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

หมายเหตุ: ให้ใส่เครื่องหมาย ✔ ในช่อง □ หน้าข้อความที่ต้องการ Remark: Put the sign ✔ into the box □ in front of the required statement.

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกไปจากสำนักหอจดหมายเหตุแห่งชาติ

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

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

หมายเหตุ: ให้ใส่เครื่องหมาย 🗸 ในช่อง 🗖 หน้าข้อความที่ต้องการ

Remark: Put the sign \checkmark into 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 Kingdom archival materials. Original (s): 1 Copy (ies) : - Note: (-To specify objectives for export or taking out of the Kingdom, place of destination including period of export or taking out of the Kingdom, in case of temporary export.)	National Archives of Thailand
2)	List of archival materials for taking out of the Kingdom. Original (s) : 1 Copy (ies) : -	National Archives of Thailand
3)	ID card/ID card of government official Original (s): 1 Copy (ies) : - Note: (- Present to authority the original for identification/verification (in case the applicant is ordinary person) - In case the applicant is juristic person, replaced by official document affixed with image of the managing director/manager.)	Department of Provincial Administration

No.	Name of 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 AttorneyOriginal (s):1Copy (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
	(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
6)	1111, 1 Phitsanulok Road, Khet Dusit, Bangkok 10300)) The Anti-Corruption Operation Center,
0)	(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

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

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

			เขียนที	⁴ 1
			Writte	en at
		วันที่	เดือน	พ.ศ
		Date	Month	B.E.
๑. ชื่อขอรับใบอนุญาต				
The applicant's name				
🔲 (๑) เป็นบุคคลธรรมดา	อายุปี	สัญข	งาติ	
Being a natural pe				
อยู่บ้านเลขที่	ตรอเ	ก/ซอย		ถนน.
Address No.	Trog	/Soi		Road
ตำบล/แขวง	อำเ <i>ร</i>	เอ/เขต		จังหวัด
Tambol/Khwaeng (Sub-Di	strict) Amp	hoe/Kh	et (District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ		เลขห	เมายโทรศัพท์
Postcode	Country		Tele	ephone Number
🔲 (๒) เป็นห้างหุ้นส่วนสามัญ				
Being an ordinary p	partnership			
สำนักงานตั้งอยู่เลขที่	ตร	อก/ซอย.		ถนน
Address No.		og/Soi		Road
ตำบล/แขวง	อำเภ	อ/เขต		จังหวัด
Tambol/Khwaeng (Sub-Dis	trict) Amp	hoe/Kh	et (District)	Changwat (Province)
รหัสไปรษณีย์	ประเทศ		เลขห	เมายโทรศัพท์
Postcode	Country		Tele	phone Number
โดยมี	เป็นผู้ดำเนินกิจก	าาร	อายุปี	สัญชาติ
Represented by	as business or	perator	Age years	Nationality
อยู่บ้านเลขที่	ตรอก/ซอ	ເຢ		ถนน
Address No.	Trog/Soi		Ro	ad

Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province) รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์...... Postcode Country Telephone Number 🔲 (๓) เป็นนิติบุคคลประเภท Being other kinds of juristic person (spectify) จดทะเบียนเมื่อ Date of Registration Register No. Address No. Trog/Soi Road Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province) รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์..... Postcode Telephone Number Country โดยมีปี สัญชาติ......เป็นผู้ดำเนินกิจการ อายุ.....ปี สัญชาติ......ปี Represented by as business operator Age years Nationality Address No. Trog/Soi Road ตำบล/แขวง จังหวัด...... อำเภอ/เขต..... Tambol/Khwaeng (Sub-District) Amphoe/Khet (District) Changwat (Province) รหัสไปรษณีย์ ประเทศ เลขหมายโทรศัพท์...... Postcode **Telephone Number** Country

นำเอกสารจดหมายเหตออกไปย์	[ู] ัง (ระบชื่อผ้รับ)	
1	1 0	ประเทศ
Address No	. City	Country
โดยจะส่งหรือนำเอกสารจดหมา	เยเหตุออกนอกราชอาณาจักรภายใ	นวันที่
เดือนพ.ศ	ตามบัญชีรายการเอกส	สารจดหมายเหตุที่ขออนุญาตส่งหรือ
นำออกนอกราชอาณาจักรตามแ	เบบแนบท้ายคำขอรับในอนุญาตนี้	รวมรายการ
The above mentioned obje	ects of archives, as appear in t	he list of archives to be
exported or taken out of th	ne Kingdom made in the form	attached herewith,
shall be exported or taken	out of the Kingdom within th	e datemonth
B.E totally	items	

๓. เอกสารจดหมายเหตุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรเป็นการชั่วคราว ได้มาจาก

เมื่อวันที่ เดือน	พ.ศ	ตามหลักฐานหรือคำรับรองที่แนบมาพร้อมนี้
The archives to be tempo	rarily dispatched or take	n out of the Kingdom acquired from

on the date......month......B.E.B.E.B.E.B.E.B.E.B.E.B.E.B.E. ...B.E. .

๔. ผู้ขอรับใบอนุญาต (The applicant)

ได้นำเอกสารจดหมายเหตุที่ขออนุญาตส่งหรือนำออกนอกราชอาณาจักรมาให้ทำการตรวจพิสูจน์ bring the archives to be exported or taken out of the Kingdom for identification. และขอให้ทำการตรวจพิสูจน์เอกสารจดหมายเหตุดังกล่าว ณ..... But request those items to be identified at.....

 พร้อมกับคำขอนี้ ผู้ขอรับใบอนุญาตได้แนบเอกสารและหลักฐานต่าง ๆ มาด้วย คือ 	
The applicant attaches herewith the related documents and evidence as follow	NS:
🔲 (๑) ในกรณีผู้ขอรับใบอนุญาตเป็นบุคคลธรรมดา	
In the case where the applicant is a natural person;	
(ก) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบ	แนบท้าย
คำขอนี้	จำนวน ๒ ชุด
the list of the archives to be exported or taken out of the Kingdom m	ade
in the form attached herewith	2 copies;
(ข) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหม	าายเหตุ
	จำนวน ๒ ชุด
the evidence or representation stating ownership or possessory right c	over the
archives	2 copies;
(ค) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว	จำนวน ๑ ชุด
Copies of the archives to be temporarily Dispatch or take archives out	t of the
Kingdom	1 copies;
🗖 (๒) ในกรณีผู้ขอรับใบอนุญาตเป็นห้างหุ้นส่วนสามัญ	

- In the case where the applicant is an ordinary partnership;
- (ก) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบแนบท้าย คำขอนี้ จำนวน ๒ ชุด the list of the archives to be exported or taken out of the Kingdom made in the form attached herewith 2 copies; (ข) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหมายเหตุ จำนวน ๒ ชุด the evidence or representation stating ownership or possessory right over the archives. 2 copies; (ค) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว จำนวน ๑ ชุด Copies of the archives to be temporarily Dispatch or take archives out of the Kingdom. 1 copies;

🔲 (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) บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตส่งออกนอกราชอาณาจักรตามแบบแนบท้ายคำขอนี้ จำนวน ๒ ชุด the list of the archives to be exported or taken out of the Kingdom made in the form attached herewith 2 copies; (ง) หลักฐานหรือคำรับรองแสดงว่าเป็นผู้มีกรรมสิทธิ์หรือสิทธิครอบครองเอกสารจดหมายเหตุ จำนวน ๒ ชุด the evidence or representation stating ownership or possessory right over the archives. 2 copies; (จ) สำเนาเอกสารจดหมายเหตุที่จะขอส่งหรือนำออกราชอาณาจักรเป็นการชั่วคราว จำนวน ๑ ชุด Copies of the archives to be temporarily Dispatch or take archives out of the Kingdom. 1 copies;

รวม.....ชุด Total copies

254

เพื่อเป็นหลักประกันว่าจะส่งหรือนำเอกสารจดหมายเหตุที่ได้รับอนุญาตส่งออกนอกราชอาณาจักร เป็นการชั่วคราวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ในใบอนุญาต

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

ในกรณีผู้ขอรับใบอนุญาตได้รับใบอนุญาตส่งหรือนำเอกสารจดหมายเหตุออกนอกราชอาณาจักร เป็นการชั่วคราว และได้ส่งหรือนำเอกสารจดหมายเหตุนั้นออกนอกราชอาณาจักรแล้ว หากผู้รับใบอนุญาต ไม่ได้ส่งหรือนำเอกสารจดหมายเหตุดังกล่าวกลับเข้ามาในราชอาณาจักรภายในระยะเวลาที่กำหนดไว้ใน ใบอนุญาต ผู้รับใบอนุญาตยินยอมให้ผู้อนุญาตปรับเป็นจำนวนเงินสิบเท่าของราคาประเมินของเอกสารจดหมาย เหตุนั้น

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

(ลายมือชื่อ)	ผู้ขอรับใบอนุญาต
(Signature)	The Applicant

บัญชีรายการเอกสารจดหมายเหตุที่ขออนุญาตนำออกนอกราชอาณาจักร

The list of the archives to be out of the Kingdom

ลำดับ ที่	ť	ไระเภทเอกสาร	รายละเอียด	ຈຳນວນ	ขนาด	หมายเหตุ
		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 al				
		อื่น ๆ				
		others				
		(ຈະບຸ)				

หมายเหตุ: ให้ใส่เครื่องหมาย 🗸 ในช่อง 🗖 หน้าข้อความที่ต้องการ

Remark: Put the sign \checkmark into the box \square in front of the required statement.

People's Manual : Application for license in commercial production or reproduction of archives

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details	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	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.)	
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 paper (Thai nationality), each (<i>Note</i> : (- <i>New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 6 Baht
2)	Production or reproduction by copying machine, size A-4 paper (other nationalities), each (<i>Note</i> : (- <i>New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 20 Baht
3)	Production or reproduction by copying machine, size F-4 paper (Thai nationality), each (<i>Note</i> : (- <i>New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 6 Baht
4)	Production or reproduction by copying machine, size F-4 paper (other nationalities), each (<i>Note</i> : (<i>-New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 20 Baht
5)	Production or reproduction by copying machine, size A-3 paper (Thai nationality), each (<i>Note</i> : (- <i>New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 16 Baht
6)	Production or reproduction by copying machine, size A-3 paper (other nationalities), each (<i>Note</i> : (- <i>New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 50 Baht
7)	Production or reproduction of black and white photo, size 3x5 inch (Thai nationality), each. (<i>Note</i> : (<i>-New rate of fees under consideration. Referring to the Fine</i> <i>Arts Department's announcement on rate of fees for reproduction</i> <i>of archives and other service charges.</i>))	Fees: 30 Baht

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	
(2)	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	
12)	archives and other service charges.))	Example 100 Date
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	
14)	archives and other service charges.)) Production or reproduction from slide, negative film or	Fees: 300 Baht
14)	photo and convert to digital file on CD-R CR+D DVD-R, and	rees. 500 ban
	DVD+R resolution 200 dpi (other nationalities), each.	
	(<i>Note</i> : (<i>-New rate of fees under consideration. Referring to the Fine</i>	
	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.	
	(<i>Note</i> : (<i>-New rate of fees under consideration. Referring to the Fine</i>	
	Arts Department' announcement on rate of fees for reproduction of	
	archives and other service charges.))	
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	
	archives and other service charges.))	
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	

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	
22)	archives and other service charges.))	E 10 D-ht
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	
24)	archives and other service charges.))	Fees: 200 Baht
24)	Production or reproduction of animation and sound	Fees: 200 Dani
	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	
	archives and other service charges.))	
25)	Production or reproduction of animation and sound	Fees: 100 Baht
23)	recording-tape; tape-recording in MP3 or WAV file (for the	
	first 10 minutes).	
	(<i>Note</i> : (- <i>In case over 10 minutes, fees will be 20 Baht/minute.</i>	
	-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	

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
	NA

Remarks:

- A People's Manual for commercial production or reproduction of archives is able to use after the regulations, announcement, form are published under the National Archives Act, B.E. 2556 (Work in progress by Legal Group, the Fine Arts Department)

- The applicant shall bring a tape recorder/ video tape /DVD. If not, the applicant is able to use the material from the National Archives and will be charge fee as details below;

- Compact disc for VCD/ DVD recording: 60 Baht/disc
- Video tape: 200 Baht/tape
- Tape recording:100 Baht/tape

- The applicant must submit 10 copies of the completed documents for distribution to the National Archives to correct as an example

People's Manual : Application for any national monument construction permit Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

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

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

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Permit applicant submits a letter furnished with supporting documents for consideration. (<i>Note</i> : (<i>Responsible agency; Office of Traditional Arts,</i> <i>the Fine Arts Department.</i>))	1 working day	Fine Arts Department
2)	Document Check 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. (<i>Note</i> : (<i>Responsible agency; Office of Traditional Arts,</i> <i>Office of Architecture, Office of Literature and History,</i> <i>the Fine Arts Department to join this stop.</i>))	30 working days	Fine Arts Department
3)	Consideration The National Monument Committee look into detailed construction of the national monument i.e. establishment site, rationale, sculptor's achievements/biography, prototype of the monument, pedestal design and inscription in order to make a decision based on constructive benefit that aims the general public to keep in mind great contribution made by national important person and also significantly 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 agency) Original (s): 1 Copy (ies) : - Note: (-In case the applicant is general public/juristic person, to submit the application for national monument construction permit.)	Office of Traditional Arts
2)	ID Card Original (s): 1 Copy (ies) : - Note: (-In case the applicant is general public/juristic person - Or official or government organization employee's ID card - Show authority the original for verification/identification.)	Department of Provincial Administration
3)	Certificate of Juristic Person Original (s) : 1 Copy (ies) : - Note: (In case the applicant is general public/juristic person, and the certificate must be issued within the last 6 month from the date of application. - Present the original to authority for /identification/verification.)	Department of Business Development
4)	Biography of the King or person whom will be built as a 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

Date.....Year....

Subject Request for national monument construction permit

Dear Sir or Madam, Director General of the Fine Arts Department,

- Attachment 1. A copy of a royal biography or a biography of a country's important figure to be ask for a permission to construct a monument
 - 2. Reasons and purposes of a monument construction
 - 3. A location plan of a monument installation and surrounding area

4. Form, size, listing, plan, and monument construction supplement details

I,..... Identity card

Alley....., Subdistrict.....

, District......Postal code.....

Telephone....., would like to request for a permission to construct a

national monument. Details are attached herewith for your consideration.

Best regards,

(Signed).....Permission requester

(.....)

People's Manual : Application for permit to build replica of any significant Buddha statue

Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

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

Procedure, duration, responsible agency

Work Duration: 76 working days

Step	Procedure	Duration	Responsible Agency
1)	Document checklist Permit applicant submits a letter furnished with supporting documents for consideration. (<i>Note</i> : (<i>Responsible agency; Office of Traditional Arts,</i> <i>the Fine Arts Department.</i>))	1 working day	Fine Arts Department
2)	Document Check Assigned authorities read through rationale/objective in building replica of significant Buddha statue; characteristics, list of particulars, replica size, replica details, biography/achievements of sculptor, work unit/individual/juristic person responsible for building replica of the significant Buddha statue so as to gather relevant information for consideration by the National Monument Committee. (<i>Note</i> : (<i>Responsible agency; Office of Traditional Arts,</i> <i>Office of Architecture, Office of Literature and History,</i> <i>the Fine Arts Department to join this stop.</i>))	30 working days	Fine Arts Department
3)	Consideration The National Monument Committee look into details related to building replica of significant Buddha statue before making a decision based on constructive benefit to essentially promote identity and stability of the country, religion and monarchy.	30 working days	Fine Arts Department

Step	Procedure	Duration	Responsible Agency
4)	Signing/Meeting decision	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 (for official bureau)	Office of Traditional Arts
	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) : -	
	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.	
	- 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

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Application for Permit to build replica of any significant Buddha statue

Written at.....

Date.....Year....

Subject Request for permit to build replica of any significant Buddha statue

Dear Sir or Madam, Director General of the Fine Arts Department,

Attachment 1. A copy of a history of the requested Buddha image and its importance

- 2. Reasons and purposes of the Buddha image replication
- 3. Form, size, or listing of the replicated Buddha image
- 4. Number of replicas and material used for replication

	l,	, Identity card
No	Issued by	
Alley	, Road	, Subdistrict
, District	, Province	Postal code
Telephone	, would	like to request for a permission to replicate an
important Bud	dha image. Details are attached	herewith for your consideration.

Best regards,

(Signed)	Permission requester
()

People's Manual : Application for Use of the National Theatre Service Provider: Fine Arts Department, Ministry of Culture

Service Branches

Branch details The Fine Arts Department Address: 1 Na Phra That Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel. 0 2221 7811/ or contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details Office of the Performing Arts, The Fine Arts Department 2 Rachini Road, Khwaeng Phra Borom Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel: 0 2225 9097/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The Western National Theatre Changwat Suphan Buri 119 Mu 1, Bangkok - Chai Nat Road, Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000, Tel : 0 3553 5112/contact us in person at the above address (note: (Lunch break 12:00 - 13:00))	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)
Branch details The Northeastern National Theatre Changwat Nakhon Ratchasima 444 Mu 10, Mittraphap Road, Tambon Khok Kruat, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima 30280 Tel: 0 4446 6202/contact us in person at the above address (note: -)	Service Hours opens daily from Monday to Friday (except for official holidays) from 8:30 - 16:30 (except during lunch break)

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

Step	Procedure	Duration	Responsible Agency
1)	Document checklist -Applicant submits application for use of the National Theatre and complete the application form for use of the National Theatre. - Assigned authority checked detailed information for seeking permission; duration, activity to be held. (<i>Note</i> : (<i>Responsible agency; the Western National</i> <i>Theatre of Suphanburi Province, and the Norteastern</i> <i>National Theatre of Nakhon Ratchasima Province to</i> <i>join this step.</i>))	1 working day	Office of Performing Arts
2)	Document Check Application will be submitted to the Director before fowarding to the Director General for consideration. (<i>Note</i> : (<i>-Bangkok National Theatre takes 1 day to</i> <i>proceed, the Western National Theatre of</i> <i>Suphanburi Province takes 3 days to proceed and</i> <i>the Norteastern National Theatre of Nakhon</i> <i>Ratchasima Province takes 3 days to proceed.</i>))	3 working days	Office of Performing Arts

Step	Procedure	Duration	Responsible Agency
3)	Signing/Meeting decision	3 working days	Office of Performing
5)	The Fine Arts Department send a letter notifying the applicant the consideration results. In case the application granted, the applicant will be advised to make an agreement with the National Theatre and make payment for the fees. (<i>Note</i> : (<i>-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</i>	5 Working days	Arts
	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. (<i>Note</i> : (<i>-New rate of fees under consideration of the Performing Arts</i> <i>Revolving Fund Management Committee.</i>))	Fees: 10,000 Baht
2)	Public utility fees for organizing activity or performance in the National Theatre (big theatre) (not exceeding 150 minutes), each show. (<i>Note</i> : (<i>-New rate of fees under consideration of the Performing Arts</i>	Fees: 10,000 Baht

No.	Description	Fees
	·	(Baht/Percentage)
	Revolving Fund Management Committee.))	
3)	Remuneration for the National Theatre staff organizing activity	Fees: 10,000 Baht
	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.))	
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	
7)	Revolving Fund Management Committee.)) Maintenance fees for organizing activity or performance in the	Fees: 6,000 Baht
/)	National Theatre (small theatre) (not exceeding 150 minutes),	rees: 0,000 Dani
	each show.	
	(<i>Note</i> : (<i>-New rate of fees under consideration of the Performing Arts</i>)	
	Revolving Fund Management Committee.))	
8)	Public utility fees for organizing activity or performance in the	Fees: 6,000 Baht
٥,	National Theatre (small theatre) (not exceeding 150 minutes),	r ooor ojooo bane
	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	
	Revolving Fund Management Committee.))	
11)	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	
12)	Revolving Fund Management Committee.))	
12)	Remuneration for the National Theatre staff for	Fees: 6,000 Baht
	rehearsal/preparation/finishing up in the National Theatre	
	(small theatre) (6,500 Baht/150 minutes).	
	(Note: (-New rate of fees under consideration of the Performing Arts	
12)	Revolving Fund Management Committee.))	Foost 15 000 Pabt
13)	Maintenance fees for organizing activity or performance in the Western National Theatre of Suphanburi Province (not	Fees: 15,000 Baht
	exceeding 150 minutes), each show. (<i>Note</i> : (- <i>In case rehearsal before the performance with collecting</i>	

No.	Description	Fees
		(Baht/Percentage)
	admisssion fees, maintenance fees are equal to those on the real show.	
	-New rate of fees under consideration of the Performing Arts Revolving	
1.4)	Fund Management Committee.)	Face 7 500 Pabt
14)	Public utility fees for organizing activity or performance in the	Fees: 7,500 Baht
	Western National Theatre of Suphanburi Province (not exceeding 150 minutes), each show.	
	(<i>Note</i> : (<i>-In case rehearsal before the performance with collecting</i>	
	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
,	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	
10	Fund Management Committee.)	
16)	Maintenance fees for rehearsal round before the performance in the Western National Theatre of Suphanburi Province, each	Fees: 5,000 Baht
	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.)	
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
10)	Province staff in rehearsal round before the performance day,	1 CC3. 500 Dunc
	each show (300 Baht/person/show).	
	(Note: (-In case rehearsal before the performance with collecting	
	admission fees, maintenance fees are equal to those on the real show.	
	-New rate of fees under consideration of the Performing Arts Revolving	
	Fund Management Committee.)	
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)	<i>Revolving Fund Management Committee.)</i> Maintenance fees for organizing activity or performance in the	Fees: 7,000 Baht
20)	Northeastern National Theatre of Nakhon Ratchasima Province	
	(not exceeding 150 minutes), each show.	
	(Note: (-New rate of fees under consideration of the Performing Arts	
	Revolving Fund Management Committee.)	
21)	Remuneration for the Northeastern National Theatre of Nakhon	Fees: 300 Baht
-	Ratchasima Province staff organizing activity or performance in	
	the Western National Theatre of Suphanburi Province (not	

No.	Description	Fees (Baht/Percentage)
	exceeding 150 minutes), each show (300 Baht/person/show). (<i>Note</i> : (<i>New rate of fees under consideration of the Performing Arts Revolving Fund Management Committee</i>	
22)	Maintenance fees use of the Northeastern National Theatre of Nakhon Ratchasima Province in rehearsal round before the performance day (not exceeding 150 minutes), each show. (<i>Note</i> : (<i>-New rate of fees under consideration of the Performing Arts</i> <i>Revolving Fund Management Committee.</i>)	Fees: 5,000 Baht
23)	Public utility fees for use of the Northeastern National Theatre of Nakhon Ratchasima Province; rehearsal round before the performance day, (not exceeding 150 minutes), each show. (<i>Note</i> : (- <i>In case preparation, 1,000 Baht/minute</i>) - <i>New rate of fees</i> <i>under consideration of the Performing Arts Revolving Fund Management</i> <i>Committee.</i>)	Fees: 6,000 Baht
24)	Remuneration for the Northeastern National Theatre of Nakhon Ratchasima Province staff for use of the Western National Theatre of Suphanburi Province; rehearsal round before the performance day (not exceeding 150 minutes), each show (300 Baht/person/show). (<i>Note</i> : (- <i>New rate of fees under consideration of the Performing Arts</i> <i>Revolving Fund Management Committee</i>	Fees: 300 Baht

Channels for Complaints and Questions

no.	Channels for Complaints / Questions		
1)	The Fine Arts Department Complaint Center, Na Phra That Road, Khwaeng Phra Borom Maha		
	Ratchawang, Khet Phra Nakhon, Bangkok 10200		
	(note: (In case the delivery of service does not proceed according to the aforementioned procedures))		
2)	Office of the Performing Arts, The Fine Arts Department 2 Rachini Road, Khwaeng Phra Borom		
	Maha Ratchawang, Khet Phra Nakhon, Bangkok 10200, Tel: 0 2225 9097		
	(note: (In case the delivery of service does not proceed according to the aforementioned procedures))		
3)	The Western National Theatre Changwat Suphan Buri, 119 Mu 1, Bangkok - Chai Nat Road,		
	Tambon Sanam Chai, Amphoe Mueang Suphan Buri, Suphan Buri 72000 Tel: 0 3553 5112		
	(note: (In case the delivery of service does not proceed according to the aforementioned procedures))		
4)	The Northeastern National Theatre Changwat Nakhon Ratchasima, 444 Ban Don Mu 10,		
	Mittraphap Road, Tambon Khok Kruat, Amphoe Mueang Nakhon Ratchasima, Nakhon Ratchasima		
	30280 Tol: 0.4446.6202		
	Tel: 0 4446 6202 (note: (In case the delivery of service does not proceed according to the aforementioned procedures))		
5)	The Fine Arts Department's Website www.finearts.go.th		
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

			N	lo/ B.	Е
			Written a	at	
			Date M	Ionth E	B.E
Subject	Request for the us	e of the National T	heater		
То	Director of Office	of Performing Art	S		
O Ca	ase of natural person				
ID No.	No	issued	at		residing
	Postal code		_Tel. No		
O Ca	ase of juristic person				
I,]	located at No.	Moo	
Alley/Lane	Road		Sub-district		
District		Province		_ Postal code	
Tel. No by		by		, the signate	ory
authorized p	erson of juristic perse	on according to the	e Power of Attorn	ey No	
dated	month	B.E			
Woul	ld like to use the Nat	ional Theater	O Nation	nal Theater (Large	e Hall)
			O Nation	nal Theater (Smal	l Hall)
			O Nation	nal Theater	
For performi	ing the show/other ac	ctivities			
From	Month	B.E	at	t	hr.
То	Month	B.E	a	t	hr.
For the rehea	arsal				
From	Month	B.E	a	t	hr.
То	Month	B.E	a	t	hr.

I accept to conform to the criteria, methods, and conditions stipulated in the regulations of Fine Arts Department on the use and fee rates in using the National Theater B.E.2538 in all respects.

Please be informed for consideration.

Sincerely Yours,

_____)

(

List of supporting douments for use of the National Theatre

Date/Month/Year.....

Requester's name..... Please tick "/" in the relevant brackets below;

() legal person () natural person

The National Theatre reservation requester had submitted the following accompany documents along with the reservation request form.

1.	The National Theatre Reservation Request Form			
	1 original document	() YES	() NO	
2.	Legal Person Certificate			
	1 original document	() YES	() NO	
	Note (If the requester is a legal person whose legal person certificate must be issued within 6			
	months from the day the National Theatre reservation request form is submitted, the			
	requester need to bring the or	iginal certificate	to the officer for verification.)	
3.	Power of Attorney (If any)			
	1 original document	() YES	() NO	
4.	Details of a show/performance	2		
	1 original document	() YES	() NO	
5.	Reservation schedule for the N	lational Theatre		
	1 original document	() YES	() NO	

Please tick "/" in the relevant brackets () below;

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 Arts Department Original (s): 1 Copy (ies) : -	Office of Literature and History
2)	ID card Original (s) : 1 Copy (ies) : Note: (- Or ID card of government organization ID card -Present to authority the original for identification/verification.)	Department of Provincial Administration

No.	Name of 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. (<i>Note</i> : (- <i>To pay by 100 books and 10% of the book price on cover</i> <i>multiply with the edition.</i>)	Fees: 10%
2)	In case the publication permission is for business purpose, over 4,000 copies of the book. (<i>Note</i> : (- <i>To pay by 100 books and 8% of the book price on cover</i> <i>multiply with the edition.</i>)	Fees: 8%
3)	In case the publication permission is for business purpose, over 5,000 copies of the book. (<i>Note</i> : (- <i>To pay by 100 books and 7% of the book price on cover</i> <i>multiply with the edition.</i>)	Fees: 7%
4)	In case the publication permission is for business purpose, over 6,000 copies of the book. (<i>Note</i> : (- <i>To pay by 100 books and 6% of the book price on cover</i> <i>multiply with the edition.</i>)	Fees: 6%
5)	In case the publication permission is for business purpose, over 10,000 copies of the book. (<i>Note</i> : (<i>-To pay by 100 books and 5% of the book price on cover</i> <i>multiply with the edition.</i>)	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

Dat	e 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	a gift in return for
people who attending celebrating ceremony / cre	mation ceremony / c	or royally-sponsored
cremation ceremony of		
(a person's name, in case the person holds a rank	or a title, please adv	ise his or her birth
name and surname too)		
The person advised above relates to me as my		
The ceremony is scheduled on Date Mor	nth``	Year The
venue of a ceremony is at		
I promise that I shall conform to the Fine Arts Dep	partment's regulation	s 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		
	C	DateMonth	Year
l,		, residing a	t House number,
Road, S	Subdistrict	, District	,
Province T	elephone	Fax	, have been
authorized and appointe	d as an attorney as s	tated in the Power of	Attorney form dated
, Off	ce name	, Add	ress number,
Road	, Sub	district	,
District	,Province	Telep	hone,
Fax	., and would like to r	equest for a permission	on to use the book
named,			
Edition Number		., Name of Publishing	House
	, whi	ch is copyrighted by t	he Office of Literature and
History, the Fine Arts De	partment , as a mast	er copy for printing fo	r commercial use.
Number of books to be p	printed bool	ks/set. Cover price pe	r unit Baht.
I am also willing t	o send the proofs of	the book named	
to an officer of the Office	e of Literature and Hi	story to proofread and	d edit before the printing
of the book, and I shall r	not edit, add, nor del	ete any content from	the master copy.
I have received th	ne book named		
in good condition withou	t any damage, or a p	photocopy of the boo	k named
	alre	eady, and I will return	the book/photocopy of
the book within (dd/mm,	⁄уу)	A	s for the guarantee for my
compliance with the obli	gations stated in this	permission request fo	orm, I have pledged
	as a col	llateral, with a value e	equal that of 5% of a
cover price multiplied by	number of books to	be printed, totalling	Baht
(), to the	Fine Arts Department	t already.

(Signed) Permission requester

Note A collateral which the Fine Arts Department received will be return to the permission requester once all of the obligations stated in this permission request form have been completely fulfilled.

People's Manual of the Fine Arts Department

Phase 2 (Revised Edition B.E. 2562)