

2016 MoC Re-Registration & Annual Declaration of Commercial Enterprise



「Required documents」

- ✓ Certificate of Incorporation (Color Scan)
- ✓ Recent Articles of Incorporation (Color Scan)
- ✓ 2015 Patent or Patent Tax Receipt (Color Scan)
- ✓ Copy of Passport or ID Card (Front & Back) of Shareholders and Directors (Color Scan)
- ✓ Office Lease Agreement (Color Scan)
- ✓ Company's phone number and e-mail address
- ✓ phone number and e-mail address of Shareholders and Directors
- ✓ If shareholder is a legal entity
 - ✓ Head office Principle Letter (Notarized (English Translation))
 - ✓ Head office Articles of Incorporation (Notarized (English Translation))
 - ✓ Business Power of Attorney of representative (Notarized (English Translation))

#Deadline : March 31st 2016

(However, for smooth process, please submit the above documents by end of February.)

#Procedure

1. Submit document and pay fee. 2.Prepare documents and apply. 2. Issue new certificate of incorporation and annual declaration of commercial enterprise

#Related law

1. According to the New Prakas issued on December 29, 2015 on Re-registration every company, enterprise, branch, representative office, subsidiary or agency which registered before January 04, 2016 are required to re-register through online automatic system until March 31, 2016. Enterprise registering after March 31, 2016 and before June 30, 2016 shall pay the registration fee of \$430.
2. According to the law on commercial enterprise article 5 every enterprise shall report to the MoC by submitting the Annual Declaration of Commercial enterprise every year.