

Sole Representative

A person who qualifies under the Rules as a representative of an overseas firm which has no branch, subsidiary, or other representative in the United Kingdom may undertake employment without the need for a work permit. However, where a branch, subsidiary or other representation already exists, staff will require work permits.

No.	Type of document	check
1	Completed VAF 2	
2	One recent passport-sized photographs (<i>Please view the @Photo Specs' for exact specifications</i>) Please note- unsuitable photos will only delay your application	
3	Current valid passport (<i>showing current Thai immigration status</i>) with a blank page to insert visa	
4	Thai identity card (<i>photocopy</i>)	
5	Full Details of Company's activities in the UK	
6	Details of the Company's assets and accounts for the last 2 years	
7	Applicant's job description, salary and contract of employment	
8	Confirmation that applicant has been recruited and taken on as an employee outside the United Kingdom as a representative of a firm which has its head quarters and principle place of business outside the UK and which has no branch, subsidiary or other representative in the UK	
9	Evidence that any such representative previously based in the UK have left the UK	
10	A notarised statement that the applicant will not engage in business of his/her own, nor will he/she represent any other company's interest	
11	Evidence of accommodation in the UK e.g. tenancy agreement, report from the local Council or Mortgage company detail the property	
12	A certificate issued by International Organisation for Migration (IOM) confirming that the applicant is free from infectious tuberculosis (TB) Applies to all applicants aged 11 years and over	
13	All previous passports	
14	Visa fee	
15	Any other documents in support of your application	

PLEASE NOTE:

- (a) **There is no requirement for all Thai language documents to be translated.**
- (b) *An interview may be required at the Embassy or by phone*
- (c) *Application may need to be referred to the UK or other UK missions. This will inevitably cause delay in the processing time.*
- (d) *Please note that you may also be asked to provide further documentary evidence in addition to the above guidelines.*

Checked by (initials).....

Date.....

Full documents submitted Yes/No

If you choose only to provide some of the above documentation you must sign the following declaration:

I have been advised to provide the above-mentioned documents but I intend to submit my application with limited documents ticked in this checklist. I understand that failure to provide the other documents may result in the refusal of my application.

Signature:.....

Date:.....