

THE REQUIRED DOCUMENTS BY THAI LABOUR DEPT

1. **The Cover letter.** Using the company letter head and fill in the date, project name, site address if different with office, signed and company stamped by an authorized person.
2. **The Power of Attorney.** Using the company letter head fill in the date, office address, site address if different with office, signed and company stamped by an authorized person.
3. **The Demand Letter.** Using the company letter head fill in the date, site address, job title, number of required workers, salary rates, signed and company stamped by an authorized person.
4. **Employment agreement.** Please fill in **ONLY** company name, office address, site address, signed and company stamped by an authorized person. **Other places** will be filled by us in Thailand. Details in the agreement can be altered according to your requirements.
5. **Company Registration.** It has to be translated to English and endorsed by the Chamber of Commerce.

All the above documents must be submitted to the Thai Embassy in Cairo and the Embassy staff will visit your office and may be camp as well, they then will issue a letter in Thai of their approval.

After the Embassy has approved all 5 endorsed documents with the approval letter issued by the Embassy have to be sent to my company in Thailand.

Require any more information please contact:

Royal Thai Embassy, Cairo, Egypt,

9 Tiba Street, Dokki, Giza.

Tel: (202) 3336-7005, 3760-3553-4

Fax:(202)3760-5076, 3760-0137

www.thaiembassy.org/cairo