

**People Handbook: Issuance of Business License to Import, Sell and Provide Weighing and Measuring Service**

**Service Provider: Central Bureau of Weights and Measures, Ministry of Commerce**

---

**Criteria, procedure, condition (if any) of application and consideration**

Requesting for business license and business notification to import, sell weighing and measuring instruments or provide weighing and measuring services

Any applicants who wish to import, sell weighing and measuring instruments or provide weighing and measuring services with intent to sell, buy or exchange such goods shall contact the authority at Central Bureau of Weights and Measures, Branch Bureau

- 1.) The applicant must hold permanent residence or reside in the Kingdom of Thailand. In case of juristic person, the applicant must register or operate business under law of Thailand and the place of business must be based in the Kingdom of Thailand.
- 2.) The applicant must hold ownership or obtain the right to utilize the business operation place which must be in suitable condition for services.
- 3.) In case of providing measuring services with intent to sell, buy or exchange such goods, the applicant shall use immovable measuring instrument with more than 20 metric ton capacity.

## Documents

- 1) Business License notification in manufacturing, importing, selling, repairing weighing and measuring instruments as well as providing weighing and measuring services
- 2) Business notification in manufacturing, importing, selling, repairing weighing and measuring instruments as well as providing weighing and measuring services
- 3) Request for private mark registration form or request for private mark changing form
- 4) Household registration in case an applicant is natural person or business operator
- 5) Household registration of the place of business so that Central Bureau of Weights and Measures, Branch Bureau is aware of where the business is operated.

(\*\*Further documents are specified in the List of Supporting Documents)

After the officer verify business notification and other documents thoroughly in order to issue the business operation certificate to import, sell and provide weighing and measuring services, the applicant shall pay fee for the business license at Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2<sup>nd</sup> Floor, Department of Internal Trade.

Note: The procedure starts from the day when an officer has thoroughly verified the documents mentioned in the public handbook. In the case of any missing documents and/or any document incompleteness resulting in an officer being unable to review them, the officer shall provide an applicant with a record containing the list of the missing or additional documents or supporting documents.

Applicants must submit the missing and/or additional documents mentioned within the date identified in the record; otherwise, the application shall be discarded. The officer and the applicant or the representative shall sign names in the record and a certified true copy of the record shall be given to the applicant or the representative as the evidence.

<p><b>Location</b></p> <p>(Note: (Department of Internal Trade, Ministry of Commerce 563 Nonthaburi Road, Bang Kra Sor, Muang, Nonthaburi Tel: 0 2547 4354/ Fax: 0 2547 4352))</p> <p>If the place of business is not located in Bangkok, please contact Branch Bureau which is authorized))</p> <p>Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2<sup>nd</sup> Floor / Please contact in person</p>	<p><b>Service Hour</b></p> <p>Monday-Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)</p>
<p><b>Location</b></p> <p>(Note: (If the place of business is located in other provinces apart from the stated provinces of Branch Bureau, please contact Branch Bureau which is authorized))</p> <p>Branch Bureau (32 branches)</p> <p>For Further Details: <a href="http://www.cbwmthai.org/DepartmentRegion.aspx">http://www.cbwmthai.org/DepartmentRegion.aspx</a> / Please contact in person</p>	<p><b>Service Hour</b></p> <p>Monday-Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)</p>

## Procedure Duration and Department in Charge

**Total Duration: 30 minutes**

No.	Procedure	Duration	Department in Charge
1)	<p><b>Document Validation</b></p> <p>An officer shall proceed document validation process of the required application and documents.</p> <p>(Note: (In case of any missing document, the applicant shall submit the completed documents within 7 days))</p>	15 mins.	Central Bureau of Weights and Measures
2)	<p><b>Consideration</b></p> <p>The authorized consider/sign his or her name to issue the business license and evidence of fee payment of operating business/ the applicant file the documents to pay fee.</p> <p>(Note:-)</p>	15 mins.	Central Bureau of Weights and Measures

**List of supporting documents**

No.	Document(s), Quantity and Details (if any)	Department in Charge
1)	<p><b>Household Registration</b></p> <p><b>Original Copy of Household Registration: 0</b></p> <p><b>Copy of Household Registration: 1</b></p> <p><b>Note:</b> (In case of natural person or business operator, the applicant shall sign the same signature as in the application)</p>	Department of Provincial Administration
2)	<p><b>Household Registration of the Place of Business</b></p> <p><b>Owner</b></p> <p><b>Original Copy: 0</b></p> <p><b>Copy of Household Registration: 1</b></p> <p><b>Note:</b> (In case of natural person or business operator, the same signature as in the application must be signed on the copy.)</p>	Department of Provincial Administration
3)	<p><b>Certificate of Juristic Person</b></p> <p><b>Original Copy: 0</b></p> <p><b>Copy of the Certificate of Juristic Person: 1</b></p> <p><b>Note:</b> (A copy of the certificate of juristic person with the signatures of directors (must be the</p>	Department of Business Development

	<p>authorized ones) and company or limited partnership's seal is required only when the applicant is juristic person and must not be dated more than one year from the day issued by the Department of Business Development, Ministry of Commerce.</p>	
4)	<p><b>Passport</b></p> <p><b>Original Copy: 0</b></p> <p><b>Copy of the Passport: 1</b></p> <p><b>Note:</b> (A certified copy of passport with the same signature as in the original one is required only when the applicant is foreigner.)</p>	Consular
5)	<p><b>ID Card of the authorizer and the authorized</b></p> <p><b>Original Copy: 0</b></p> <p><b>Copy of the ID card: 1</b></p> <p><b>Note:</b> (In case of juristic person, the ID Card copy of the authorizer and the authorized with the same signature as in the application is required only when there is the letter of authorization)</p>	Department of Provincial Administration

6)	<p><b>A Letter of Authorization</b> (if any)</p> <p><b>Original copy of the letter of authorization</b> (if any): 1</p> <p><b>Certified true copy of the letter of authorization:</b> 1</p> <p><b>Note:</b> (The letter of authorization with revenue stamp amount 10 baht affixed can be used per one issue. (The original letter with the signature is required.) or the letter of authorization issued by the company/the applicant asking for the permission with revenue stamp amount 30 baht affixed can be used up to one year (1 certified true copy with the signature)</p> <p>The letter of authorization must be issued by the company/the applicant asking for the business license and/or business license to manufacture or repair Central Bureau of Weights and Measures' weighing and measuring instruments.</p>	
----	--	--

7)	<p><b>Business Notification in Manufacturing, Importing, Selling and Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services</b></p> <p><b>Original Copy: 1</b> <b>Copy of the Business Notification: 0</b></p> <p><b>Note:</b> (1. If the directors stated in the juristic person certificate signs on the business notification, there must be company or limited partnership's seal affixed in the application</p> <p>2. If the authorized signs on the business notification, company or limited partnership's seal is not required to be affixed in the application.)</p>	Central Bureau of Weights and Measures
----	--	--



No.	Document(s), Quantity and Details (if any)	Department in Charge
8)	<p><b>Request for Private Mark Registration Form</b>  <b>or Request for Private Mark Changing Form</b></p> <p><b>Original Copy: 1</b>  <b>Copy of Request for Private Mark Registration Form</b>  <b>or Request for Private Mark Changing Form: 0</b></p> <p><b>Note: (1. If the directors stated in the juristic person certificate signs on the business notification, there must be company or limited partnership's seal affixed in the application</b></p> <p><b>2. If the authorized signs on the business notification, company or limited partnership's seal is not required to be affixed in the application.)</b></p>	Central Bureau of Weights and Measures
9)	<p><b>Business License Notification in Manufacturing, Importing, Selling, Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services</b></p>	Central Bureau of Weights and Measures

## Fees

No.	Details	Fee (baht/percent)
1)	<p><b>Fee payment of operating business in importing weighing instruments</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to import weighing instruments))</p>	2,000 baht
2)	<p><b>Fee payment of importing business in importing measuring instruments (e.g. Cylinder etc.)</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to import measuring instruments))</p>	2,000 baht
3)	<p><b>Fee payment of importing business in importing measuring instruments (e.g. Fuel dispenser, Water meter, Steel tape, etc.)</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to import measuring instruments))</p>	2,000 baht
4)	<p><b>Fee payment of operating business in selling weighing and measuring instruments</b></p>	0 baht

	<p>(Note: (No fee payment is required according to Weighing and Measuring Act. (No. 3) B.E. 2557 (2014) effective on 23 March 2557 (2014)))</p>	
5)	<p><b>Fee payment of operating business in providing weighing services</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to provide weighing services))</p>	500 baht
6)	<p><b>Fee payment of operating business in providing measuring services (e.g. Cylinder etc.)</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to provide measuring services))</p>	500 baht
7)	<p><b>Fee payment of operating business in providing measuring services (e.g. Fuel dispenser, Water meter, Steel tape, etc.)</b></p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to provide measuring services))</p>	500 baht
8)	<p><b>Fee payment of issuing the license to import weighing instruments</b></p>	3,000 baht

	(Note: (The license is valid one year from the day the applicant granted the business license to import weighing instruments))	
9)	<p><b>Fee payment of issuing the license to import measuring instruments (e.g. Cylinder etc.)</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to import measuring instruments))</p>	3,000 baht
10)	<p><b>Fee payment of issuing the license to import measuring instruments (e.g. Fuel dispenser, Water meter, Steel tape, etc.)</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to import measuring instruments))</p>	3,000 baht
11)	<p><b>Fee payment of issuing the license to sell weighing instruments</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to sell weighing instruments))</p>	1,000 baht
12)	<p><b>Fee payment of issuing the license to sell measuring instruments (e.g. Cylinder etc.)</b></p>	1,000 baht

	<p>(Note: (The license is valid one year from the day the applicant granted the business license to sell measuring instruments))</p>	
13)	<p><b>Fee payment of issuing the license to sell measuring instruments (e.g. Fuel dispenser, Water meter, Steel tape, etc.)</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to sell measuring instruments))</p>	1,000 baht
14)	<p><b>Fee payment of issuing the license to provide weighing service</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to provide weighing instruments))</p>	1,000 baht
15)	<p><b>Fee payment of issuing the license to provide measuring service (e.g. Cylinder etc.)</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to provide measuring instruments))</p>	1,000 baht

16)	<p><b>Fee payment of issuing the license to provide measuring service (e.g. Fuel dispenser, Water meter, Steel tape, etc.)</b></p> <p>(Note: (The license is valid one year from the day the applicant granted the business license to provide measuring instruments))</p>	1,000 baht
17)	<p><b>Fee payment of issuing duplicate business license</b></p> <p>(Note: (Fee payment of issuing of each duplicate business license is 100 baht))</p>	100 baht

## Complaint and Suggestion Channel

No.	Complaint and Suggestion Channel
1)	<p>Central Bureau of Weights and Measures, Department of Internal Trade, Laboratory Analysis</p> <p>Building 2<sup>nd</sup> Floor</p> <p>(Tel. 02-547-4354 Fax. 02-547-4352) <a href="http://www.cbwmthai.org/">www.cbwmthai.org/</a></p> <p>(Note:-)</p>
2)	<p>Department of Internal Trade Call Center Tel. 1569</p> <p>(Note:-)</p>
3)	<p>Complaint Center in Department of Internal Trade,</p> <p>Building 2 on 3<sup>rd</sup> Floor, Nonthaburi Road, Muang, Nonthaburi 11000</p> <p>(Note:-)</p>
4)	<p>Complaint Center according to Facilitation Act. <a href="http://www.dit.go.th">www.dit.go.th</a></p> <p>(Note:-)</p>
5)	<p>Center of Public Service Office of the Permanent Secretary</p> <p>(Note: (1 Phitsanulok Road., Dusit, Bangkok 10300/ Hotline: 1111/http://www.1111.go.th/ P.O. Box 1111, 1 Phitsanulok Road, Dusit, Bangkok 10300))</p>

## Application Form, Sample and How to Apply

No.	Application Form
1)	Business License Notification in Manufacturing, Importing, Selling, Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services (page 1)  (Note:-)
2)	Business License Notification in Manufacturing, Importing, Selling, Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services (page 2)  (Note:-)
3)	Request for Private Mark Registration Form  or Request for Private Mark Changing Form  (Note:-)

Note: =