

People Handbook : Asking Permission for Custom Clearance of Imported Weighing and Measuring Instruments

Service Provider: Central Bureau of Weights and Measures

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

Criteria

In case of importing weighing and measuring instruments into Thailand, the applicant shall ask permission from Central Bureau of Weights and Measures for a custom clearance certificate before going through such process by submitting "Asking Permission for Custom Clearance of Imported Weighing and Measuring Instrument" application form (Chor Wor.1) at Central Bureau of Weights and Measures.

Further details of instruments under Central Bureau of Weights and Measures control along with the joint tariff code set by Central Bureau of Weights and Measures and Thai Customs are supported by National Single Window System (NSW) and available at <http://www.cbwmthai.org/pdf/permit/link2.pdf>

Weighing and measuring instruments stated shall be allowed to be measured only in the metric system such as kilometer, meter etc. (Further details of measuring units in the metric system are available at Weighing and Measuring Act. B.E. 2542 (1992) <http://www.cbwmthai.org/UploadFiles/law/1-1.pdf> (page 26))

In case of adopting other measuring units apart from the aforementioned or using other measuring and weighing instruments apart from those stated in ministerial regulation (<http://www.cbwmthai.org/UploadFiles/law/2-6.pdf>) due to profession or scientific use, those measuring

units or measuring and weighing instruments shall be allowed only when granted permission by the minister or the appointed representative.

Application Submission Suggestion

Do not consider the channel in which the applicant contacts to obtain the custom clearance certification. Instead, consider the channel in which the imported weighing and measuring instruments are transported in submitting the application form (Chor Wor.1). For example,

- 1) In case of goods transported by ship, the applicant shall provide 1.1) the name of the ship 1.2) the arrival date at the port 1.3) B/L document (Bill of Lading) 1.4) Invoice

The applicant may ask permission for custom clearance from Central Bureau of Weights and Measures, for example, in case of the goods arriving at the Bangkok Port WAN HAI 221, on 8 July, 2558 (2015) etc.

- 2) In case of goods transported by plane, the applicant shall provide 2.1) the number of Airway Bill 2.2) Invoice

The applicant may ask permission for custom clearance from Central Bureau of Weights and Measures, for example, in case of arriving at Suvarnabhumi Airport with Airway Bill number AWB: 9999-9999 etc.

- 3) In case of postal transport, the applicant shall provide 3.1) the notice number 3.2) Date stated in the notice 3.3) Invoice

The applicant may ask permission for custom clearance from Central Bureau of Weights and Measures, for example, in case of obtaining notice number 999999 on 8 July, 2558 (2015) etc.

- 4) In case of goods transported by car, the applicant shall provide

4.1) license plate of the car 4.2) the arrival date at the

Customs 4.3) Invoice

The applicant may ask permission for custom clearance from Central Bureau of Weights and Measures, for example, in case of obtaining license plate n-9999 on 8 July, 2558 (2015) etc.

Note: The procedure starts from the day when an officer has thoroughly checked the documents mentioned in the public handbook. In the case of any missing documents and/or any documents 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.

Service Channel

Location	Service Hour
((Note: Department of Internal Trade, Ministry of Commerce 563 Nonthaburi Road, Bang Kra Sor, Muang, Nonthaburi Tel: 0 2547 4354/ Fax: 0 2547 4352)) Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section,	Monday- Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)

Laboratory Analysis Building 2 nd Floor / Please contact in person	
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Procedure Duration and Department in Charge

Total Duration: 30 minutes

No.	Procedure	Duration	Department in Charge
1)	<p>Document Validation</p> <p>An officer shall proceed document validation process of the required application and documents/ preliminary validation according to the criteria/ propose the documents to consider.</p> <p>(Note:-)</p>	20 mins.	Central Bureau of Weights and Measures
2)	<p>Signing names/Committee Consensus</p> <p>The authorized or the representative sign his or her name to issue the certification.</p>	10 mins.	Central Bureau of Weights and Measures

List of supporting documents

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
1)	<p>ID Card</p> <p>Original Copy: 0</p> <p>Copy of the ID Card: 1</p> <p>Note: (1. In case of natural person, the applicant shall sign the same signature as in the Chor Wor. 1.</p> <p>2. In case of juristic person, the applicant shall provide a certified copy ID Card of the directors who are authorized to sign their names in the performance of the acts with juristic person's seal affixed or in case of assigning authority, the representative shall provide the certified copy of ID Card of authorization grantor with juristic person's seal affixed (if any) along with the certified copy of ID Card of authorization-representative with the same signature as in the Chor Wor . 1)</p>	<p>Department of Provincial Administration</p>

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
2)	<p>Passport</p> <p>Original Copy: 0</p> <p>Copy of the Passport: 1</p> <p>Note: (A certified copy of passport with the same signature as in the original one is required only when the applicant is foreigner.)</p>	Consular
3)	<p>Juristic Person Certificate</p> <p>Original Copy: 0</p> <p>Copy of the Certificate: 1</p> <p>Note: (A certified true copy of juristic person certificate is required only when the applicant submits the application as juristic person. The certificate with the signature of the authorized directors and juristic person's seal affixed on it must not be dated more than one year from the day issued by the Department of Business Development, Ministry of Commerce.</p>	<p>Department of Business Development</p>

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
4)	<p>A Letter of Authorization (if any) Original Copy: 1</p> <p>Copy of the Letter of Authorization: 1</p> <p>Note: (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>	
5)	<p>Asking permission for Custom Clearance of Weighing and Measuring Instruments Application (Chor Wor.1)</p> <p>Original Copy: 1</p> <p>Copy of the Application: 0</p> <p>Note: (Please sign your name on the original document)</p>	<p>Central Bureau of Weights and Measures</p>

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
6)	<p>Invoice</p> <p>Original Copy: 0</p> <p>Copy of the Invoice: 1</p> <p>Note: (Please certify a document as a true copy)</p>	
7)	<p>Bill of Lading or Air Way Bill or Air Parcel Post</p> <p>Original Copy: 0</p> <p>Copy of the Application: 1</p> <p>Note: (Please certify a document as a true copy)</p>	
8)	<p>A copy of photograph or catalogs of weighing and measuring instruments</p> <p>asked for permission</p> <p>Original Copy: 0</p> <p>Copy of the photo: 1</p> <p>Note: (Please certify a document as a true copy)</p>	

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
9)	<p>Factory License or Business License</p> <p>Original Copy: 0</p> <p>Copy of the Factory License or Business License: 1</p> <p>Note: (Please certify a document as a true copy)</p>	

Fees

No.	Detail	Fee (baht/percent)
1)	No Fees	

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 2nd Floor</p> <p>(Tel. 02-547-4354 Fax. 02-547-4352) www.cbwmthai.org/</p> <p>(Note:-)</p>
2)	<p>Department of Internal Trade Call Center Tel. 1569</p> <p>(Note:-)</p>

No.	Complaint and Suggestion Channel
3)	Complaint Center in Department of Internal Trade Building 2 on 3 rd Floor, Nonthaburi Rd. Muang, Nonthaburi 11000 (Note:-)
4)	Complaint Center according to Facilitation Act. www.dit.go.th (Note:-)
5)	Center of Public Service Office of the Permanent Secretary (Note: (1, Phitsanulok Rd., Dusit, Bangkok 10300/ Hotline: 1111/http://www.1111.go.th/ P.O. Box 1111, 1 Phitsanulok Road, Dusit, Bangkok 10300))

Application Form, Sample and How to Apply

No.	Application Form
1)	Application (Chor Wor. 1) (Note:-)