

## People Handbook : Private Mark Registration and Private Mark Changing Process

**Service Provider:** Central Bureau of Weights and Measures

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

The manufacturer, importer or repairer must affix or display his or her private mark on the weighing and measuring instruments. The officer shall examine and verify the mark and the registration procedure shall take place at Central Bureau of Weights and Measures or all branch Bureau, shall not accept for registration any private mark which is identical or similar with a private mark previously registered by other person.

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 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.

<b>Location</b>	<b>Service Hour</b>
(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,	Monday-Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)

<p>Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2<sup>nd</sup> Floor / Please contact in person</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></p> <p>/ Please contact in person</p>	<p><b>Service Hour</b></p> <p>Monday-Friday</p> <p>(Except Public Holiday)</p> <p>From 8.30 a.m.-4.30 p.m.</p> <p>(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/ verify private mark and file the documents to the authority for consideration.</p> <p>(Note:-)</p>	25 mins.	Central Bureau of Weights and Measures
2)	<p><b>Signing names/Committee Consensus</b></p> <p>The authorized or the representative sign his or her name to approve the consideration. / notify</p> <p>(Note:-)</p>	5 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><b>Request for Private Mark Registration Form or Request for Private Mark Changing Form</b></p> <p><b>Original Copy: 1</b></p> <p><b>A Copy of Request for Private Mark Registration Form 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 application (Chor Wor 17-001), there must be company or limited partnership's seal affixed in the application</b></p> <p><b>2. If the authorized signs on the on the application (Chor Wor 17-001), company or limited partnership's seal is not required to be affixed in the application.)</b></p>	<p>Central Bureau of Weights and Measures</p>

No.	Document(s), Quantity and Details (if any)	Government agency In Charge
2)	<p><b>Request for Private Mark Changing Form</b></p> <p><b>Original Copy: 1</b></p> <p><b>A Copy of Request for Private Mark Registration Form or Request for Private Mark Changing Form: 0</b></p> <p><b>Note:-</b></p>	<p>Central Bureau of Weights and Measures</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 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>

	(Note:-)
2)	Department of Internal Trade Call Center Tel. 1569  (Note:-)
3)	Complaint Center in Department of Internal Trade,  Building 2 on 3 <sup>rd</sup> Floor, Nonthaburi Road, Muang, Nonthaburi 11000  (Note:-)
4)	Complaint Center according to Facilitation Act. <a href="http://www.dit.go.th">www.dit.go.th</a>  (Note:-)
5)	Center of Public Service Office of the Permanent Secretary  (Note: (1 Phitsanulok Road, Dusit, Bangkok 10300/ Hotline: 1111/ <a href="http://www.1111.go.th/">http://www.1111.go.th/</a> P.O. Box 1111, 1 Phitsanulok Road, Dusit, Bangkok 10300))

#### Application Form, Sample and How to Apply

No.	Application Form
1)	<b>Request for Private Mark Registration Form or Request for Private Mark Changing Form</b>  (Note:-)