

People Handbook: Issuance of Business License to Manufacture or Repair Weighing and Measuring Instruments

Service Provider: Central Bureau of Weights and Measures

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

Any applicants who wish to operate manufacturing or repairing business with intent to sell, buy or exchange such goods shall act in accordance with the following criteria.

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.

The applicant must hold ownership or obtain the right to utilize the business operation place which must be in suitable condition for services.

In case of operating manufacturing or repairing weighing and measuring instruments business, the applicant must obtain Standards and instruments required by Central Bureau of Weights and Measures.

Conditions of Application Submission

The applicant intending to be granted a business operation certificate and business notification in manufacturing or repairing weighing and measuring instruments shall contact an authority at Central Bureau of Weights and Measures, Branch Bureau which is authorized of the place of business as stated in

the business notification in manufacturing, importing, selling, repairing weighing and measuring instruments as well as providing weighing and measuring services.

The applicant must submit business notification in manufacturing, importing selling or repairing weighing and measuring services along with notification of business operating certification in manufacturing, importing, selling, repairing weighing and measuring instruments or providing weighing and measuring services. After document validation, the applicant shall set the date with an officer to inspect place of business and instruments. The process shall take one working day. After the place of business and instruments are approved, the director of Bureau of Weights and Measures shall consider the application and notify the applicant of the consideration result. The applicant shall pay fee for the business operation certificate at Central Bureau of Weights and Measures, Weights and Measures Promotion and Development Section, Laboratory Analysis Building 2nd 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.

Service Channel

<p>Location</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, 2nd Floor /</p> <p>Please contact in person</p>	<p>Service Hour</p> <p>Monday-Friday (Except Public Holiday) From 8.30 a.m.-4.30 p.m. (off work at lunch time)</p>
<p>Location</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: http://www.cbwmthai.org/DepartmentRegion.aspx</p> <p>/ Please contact in person</p>	<p>Service Hour</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: 2 days

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.</p> <p>(Note: (In case of any missing document, the applicant shall submit the completed documents within 7 days))</p>	3 hours.	Central Bureau of Weights and Measures
2)	<p>Consideration</p> <p>The inspection of business place and instruments shall be proceeded. After the aforementioned process is approved, the competent officer shall consider and issue the certificate.</p> <p>(Note: (An officer shall appoint and set the date with an applicant to inspect the place of business within 5 days according to Weights and Measures Act B.E. 2542 (1999) Section 17 Second Paragraph</p> <p>“ On the receipt of the notification under the first paragraph and after it had been inspected that it is</p>	1 working day	Central Bureau of Weights and Measures

	<p>in compliance with the requirements prescribed in the Ministerial Regulations, the Competent Officer shall issue a license to carry on the business in the form proscribed by the Ministerial Regulations to the applicant within seven days from the date of receipt of the notification”))</p>		
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List of Supporting Documents

No.	Document(s), Quantity and Details (if any)	Department in Charge
1)	<p>Household Registration</p> <p>Original Copy of Household Registration: 0</p> <p>Copy of Household Registration: 1</p> <p>Note: (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>Household Registration of the place of business owner</p> <p>Original Copy: 0</p>	Department of Provincial Administration

	<p>Copy of Household Registration: 1</p> <p>Note: (In case of natural person or business operator, the same signature as in the application must be signed on the copy.)</p>	
<p>3)</p>	<p>Certificate of Juristic Person</p> <p>Original Copy: 0</p> <p>Copy of the Certificate of Juristic Person: 1</p> <p>Note: (A copy of the certificate of juristic person with the signatures of directors (must be the 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>	<p>Department of Business Development</p>

<p>4)</p>	<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>	<p>Consular</p>
<p>5)</p>	<p>A Letter of Authorization (if any)</p> <p>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> <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</p>	<p>Consular</p>

	repair Central Bureau of Weights and Measures' weighing and measuring instruments.	
6)	<p>ID card of the authorizer and the authorized</p> <p>Original Copy: 0</p> <p>Copy of the ID cards: 1</p> <p>Note: (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
7)	<p>Business Notification in Manufacturing, Importing, Selling and Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services (2 pages)</p> <p>Original Copy: 1</p> <p>Copy of the Business Notification: 0</p> <p>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)</p>	Central Bureau of Weights and Measures

	<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>	
<p>8)</p>	<p>Request for Private Mark Registration Form or Request for Private Mark Changing Form</p> <p>Original Copy: 1</p> <p>Copy of Request for Private Mark Registration Form or Request for Private Mark Changing Form: 0</p> <p>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</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>	<p>Central Bureau of Weights and Measures</p>

<p>9)</p>	<p>Approval letter of the use of place</p> <p>Original Copy: 0</p> <p>Copy of the Approval letter of the use of place: 1</p> <p>Note: (A certified true copy of 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 weighing and measuring instruments.)</p>	
<p>10)</p>	<p>Supporting Documents for Application</p> <p>(only manufacturer and seller)</p> <p>Original Copy: 0</p> <p>Copy of Each Supporting Document: 1</p> <p>Note: (Supporting Documents consist of</p> <p>1) The calibration report /Application for calibration report 2) The record of weighing and measuring instruments)</p> <p>The supporting documents 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>	

11)	Business Operation Certificate for Manufacturing, Importing, Selling, Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services	Central Bureau of Weights and Measures
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Fees

No.	Details	Fee (baht/percent)
1)	Fee payment of operating business in manufacturing weighing instruments (Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to manufacture weighing instruments))	1,000 baht
2)	Fee payment of operating business in manufacturing measuring instruments (e.g. Cylinder etc.) (Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to manufacture measuring instruments))	1,000 baht

<p>3)</p>	<p>Fee payment of operating business in manufacturing measuring instruments</p> <p>(e.g. Fuel dispenser, Water meter, Steel tape, etc.)</p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to manufacture measuring instruments))</p>	<p>1,000 baht</p>
<p>4)</p>	<p>Fee payment of operating business in repairing weighing instruments</p> <p>(Note: (The applicant may operate the business up to one year from the day the applicant granted the business license to repair weighing instruments))</p>	<p>1,000 baht</p>
<p>5)</p>	<p>Fee payment of operating business in repairing measuring instruments (e.g. Cylinder etc.)</p> <p>(Note: (The applicant may operate the business up to one year starting from the day the applicant granted the business license to repair measuring instruments))</p>	<p>1,000 baht</p>
<p>6)</p>	<p>Fee payment of operating business in repairing measuring instruments</p>	<p>1,000 baht</p>

	<p>(e.g. Fuel dispenser, Water meter, Steel tape, etc.)</p> <p>(Note: (The applicant may operate the business up to one year starting from the day the applicant granted the business license to repair measuring instruments))</p>	
7)	<p>Fee payment of issuing Business Operation Certificate to manufacture weighing instruments</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to manufacture weighing instruments))</p>	3,000 baht
8)	<p>Fee payment of issuing Business Operation Certificate to manufacture measuring instruments</p> <p>(e.g. Cylinder etc.)</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to manufacture measuring instruments))</p>	3,000 baht

9)	<p>Fee payment of issuing Business Operation</p> <p>Certificate to manufacture measuring instruments</p> <p>(e.g. Fuel dispenser, Water meter, Steel tape, etc.)</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to manufacture measuring instruments))</p>	3,000 baht
10)	<p>Fee payment of issuing Business Operation</p> <p>Certificate to repair weighing instruments</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to repair weighing instruments))</p>	3,000 baht
11)	<p>Fee payment of issuing Business Operation</p> <p>Certificate to repair measuring instruments</p> <p>(e.g. Cylinder etc.)</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to repair measuring instruments))</p>	3,000 baht
12)	<p>Fee payment of issuing Business Operation</p>	3,000 baht

	<p>Certificate to repair measuring instruments</p> <p>(e.g. Fuel dispenser, Water meter, Steel tape, etc.)</p> <p>(Note: (The business license shall be valid for one year from the day the applicant granted the business license to repair measuring instruments))</p>	
13)	<p>Fee payment of issuing duplicate Business Operation Certificate</p> <p>(Note: (Fee payment of issuing of each duplicate Business Operation Certificate is 100 baht))</p>	100 baht

Complaint and Suggestion Channel

No.	Complaint and Suggestion Channel
1)	<p>Central Bureau of Weights and Measures; Internal Trade Department, 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>

3)	<p>Complaint Center in Department of Internal Trade,</p> <p>Building 2 on 3rd Floor, Nonthaburi Road Muang, Nonthaburi 11000</p> <p>(Note:-)</p>
4)	<p>Complaint Center according to Facilitation Act. www.dit.go.th</p> <p>(Note:-)</p>
5)	<p>Center of Public Service Office of the Permanent Secretary</p> <p>(Note: (1 Phitsanulok Rd., 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)	<p>Business notification in importing, selling and repairing weighing and measuring instruments</p> <p>(there are 2 pages, please submit page 1)</p> <p>(Note:-)</p>
2)	<p>Business notification in importing, selling and repairing weighing and measuring instruments</p> <p>(there are 2 pages, please submit page 2)</p> <p>(Note:-)</p>

3)	Request for Private Mark Registration Form or Request for Private Mark Changing Form (Note:-)
4)	Approval letter of the use of place (Note:-)
5)	The Calibration Report / Application for the Calibration Report (Note: please submit page 1)
6)	The Calibration Report / Application for the Calibration Report (Note: please submit page 2)
7)	The Calibration Report / Application for the Calibration Report (Note: please submit page 3)
8)	The Record of Instruments (Note:-)
9)	Business License Notification in Manufacturing, Importing, Selling, Repairing Weighing and Measuring Instruments as well as Providing Weighing and Measuring Services

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