

# A) REGISTRATION PROCEDURES

## A1. APPROVAL CONDITIONS

1. The applicant must be juristic person registered in Thailand and possess a registered capital of not less than THB 500,000
2. The applicant must have paid employment in accordance with the objectives attached in appendix of Ministry of Commerce certificate.
3. The applicant must have experience in constructing booths in 3 different events within 3 years, enclosed with certificate of job completion from government organization or trustable private sector. The minimum payment in 1 contract must be at least 300,000 THB.
4. The applicant must not hold any forms of record in job abandonment list from government or private sectors.
5. The applicant must not be a person whose rights are protected which therefore, denied to be under the jurisdiction of Thai Court.

## A2. APPLICATION DOCUMENTS

1. Application Form
  2. Commercial Registration Certificate
  3. Juristic Person Registration Certificate
  4. Memorandum of Association (MOA)
  5. List of Managing Director
  6. Certificate of Jobs Completion according to the approval conditions
  7. English version of Company profile and portfolio (1 PDF file maximum size 1 MB)
- \* Sign, certify a true copy of each page with a company seal, not more than one month

## A3. APPLICATION PROCEDURES

1. Contractors to submit registration documents (refer to point A2) within 29<sup>th</sup> February 2020 to email [applycon@koelnmesse-thailand.com](mailto:applycon@koelnmesse-thailand.com)
2. The contractors who are approved will receive a confirmation letter of being the approved contractor. The contractor's name will be added in Approved Contractor list and sent out to THAIFEX - Anuga Asia exhibitors. The letter will be valid for 3 years starting from the issue date.
3. Once the contractor has been engaged by a THAIFEX - Anuga Asia exhibitor, the contractors have to submit administrative fee. The fee will be calculated at **180 THB per square meter per exhibitor per event**. Case scenario below;

Construction Space	18	SQ.M.
Administration Fee	180	THB / SQ.M.
Subtotal	3,240.00	THB
Vat 7%	226.80	THB
<b>Total</b>	<b>3,466.80</b>	<b>THB</b>

\* The paid fees will be valid for one year of the operation

### TERMS OF PAYMENT

- Payment by Cash at Koelnmesse Thailand (Expolink) Office
- Payment by lodging local (Thailand) cheque, attention all monies payable to "Expolink Global Network Ltd."
- Transfer payment to: Kasikorn Bank - Chong Nonsi Branch  
For the Account of : Expolink Global Network Ltd.  
Saving Account No. : 761-2-066-99-4

Please submit the payment slip at email [applycon@koelnmesse-thailand.com](mailto:applycon@koelnmesse-thailand.com)

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4. After payment of administrative fee, all contractors must submit a refundable Hall Clearance Deposit (Performance Bond) of 1,000 THB per square meter, subject to a maximum amount of 150,000 THB, within 7 days. All money must be lodged in local (Thailand) cheque. Please attention all monies payable to Expolink Global Network Ltd. The deposit shall be returned in full to the contractor within 6 weeks after the fair only if the space is cleared with no damage or rubbish.

Please submit clearance deposit and Administrative Fee payment slip at:

**Expolink Global Network Ltd.**  
 B.B. Building, 10<sup>th</sup> Fl., 1007, 54 Sukhumvit 21 (Asoke Rd.),  
 Klong Toey Nua, Wattana, Bangkok 10110, Thailand  
 Tel.: 02-640-8013

5. At the end of the event, contractors must submit certificate of job completion from by THAIFEX - Anuga Asia exhibitors at email [applycon@koelnmesse-thailand.com](mailto:applycon@koelnmesse-thailand.com) within 20<sup>th</sup> November 2020 to be permitted to work in following editions of THAIFEX - Anuga Asia.

Actions	Date
Submission of Registration Documents to Expolink Global Network	within 29 February 2020
Announcement of List of Approved Contractors i. Send Approved Contractor list to local Exhibitors ii. Send confirmation letter to Approved Contractors (valid for 3 years)	1 Febru 2020 onwards
Exhibitors' Briefing	to be Announce
Submit Form T2, Booth Design and Clearance Deposit	1 March – 3 April 2020
Submit Approved Contractor administrative fee	1 March – 3 April 2020
THAIFEX - Anuga Asia	26 May - 30 May 2020
Submit certificate of job completion issued by THAIFEX - Anuga Asia exhibitors	20 November 2020

\*The Organizers reserve the right to alter the above dates and actions without notice.

**\* Contractors who are not approved will not be permitted to work in THAIFEX - Anuga Asia.**

For more information, please contact:  
**Expolink Global Network Ltd.**  
 Tel : 02 640 8013  
 E-mail : [applycon@koelnmesse-thailand.com](mailto:applycon@koelnmesse-thailand.com)

## B) ADVANTAGES FOR APPROVED CONTRACTOR

### B1. APPOINT COMPANY NAME ON APPROVED CONTRACTOR LIST

1. Receive confirmation letter of being Approved Contractor which will be valid for 3 years.
2. Appoint company name on Approved Contractor list and sent out to THAIFEX-Anuga Asia exhibitors all over the world.

### B2. 1 YEAR MEMBERSHIP OF THAI CHAMBER OF COMMERCE

The Benefits of the Thai Chamber of Commerce Membership

1. Business Networking and Partnership in supply chain with over 10,000 members
  - 1.1 Invitation for Annual General Meeting and other get together events.
  - 1.2 Invitation to participate in meetings and matching events with international delegations visiting the Thai Chamber of Commerce and the Board of Trade of Thailand.
  - 1.3 Opportunities to exchange experiences on business issues and suggested solutions to the Government through the good office of the Thai Chamber of Commerce and the Board of Trade of Thailand.
2. Free monthly seminars and trainings to enhance entrepreneur competitive skill
  - 2.1 Invitation to attend training course of interest which will be beneficial to your business such as finding source of funding, management, etc.
3. Full business consultant services from SMEs CENTER
  - 3.1 Advising and sharing best practices on business transaction by qualified person.
  - 3.2 Possible budgetary support in the SMEs Pro-Active Project under the department of International Trade Promotion, Ministry of Commerce.
4. APEC Business Travel Card Project, 19 countries of VISA Exemption
  - 4.1 APEC Business Travel Card (ABTC) allows business travelers to facilitate short term visa entry into participating member economies including 19 countries without individually apply for visas or entry permits. The card is valid for 5 years.
5. Participation in trade fair and trade negotiation
  - 5.1 Participation in Food Fair (THAIFEX-Anuga Asia).
  - 5.2 Participation in Trade Fairs, both local and foreign countries in which the Thai Chamber of Commerce and the Board of Trade of Thailand may attend
  - 5.3 Participation in joining business matching in foreign countries.
6. Trading Information
  - 6.1 Free monthly copy of Thailand Economic & Business Review magazine.
  - 6.2 Trading news and information through e-mail, social media and [www.thaichamber.org](http://www.thaichamber.org)
  - 6.3 PR Promotion for the list of company members in the Directory to other agencies and organizations which are related to trade and business promotion, for example, Embassies and Consulates, and Foreign Chambers of Commerce in Thailand.
7. Membership Card
  - 7.1 Members are eligible for credit card / debit card co-branding TCC & BOT with the Kasikorn Bank. The cards are used as identification of membership. It represents as unified identity of the TCC & BOT as well as a discount card to purchase of goods and services from participation shops and agencies which are under the projects.
8. Getting special discount maximum 20%
  - 8.1 Submission of the Certificate of Origin or approved exporting documents : 20% discount.
  - 8.2 Fees for issuing the ATA Carnet Document : 20% discount.
  - 8.3 Fees for attending seminars or trainings : maximum discount 20%
9. Certification of financial statement approval
  - 9.1 Faster service of requiring for approval of financial statement to be used as document to obtain a tax benefit from the public agencies.