

Thailand Company Registration Document Checklist

泰国公司注册资料清单

Z&X Finance and Taxation Group · Company Registration & Approval Services For: Chinese-invested businesses setting up a private limited company (Co., Ltd.) in Thailand

How to use this checklist

This checklist follows the order of the process and lists what to confirm and prepare when setting up a private limited company in Thailand, in five parts: decisions before registration, shareholder and director documents, registered address documents, governance and contacts, and registrations after the business licence. Each item can be ticked off.

Important: this checklist is a reference for typical cases and does not replace the formal requirements of the Department of Business Development (DBD), the Revenue Department, banks, Customs or other authorities. Whether foreign documents need notarisation, legalisation or translation, and the exact documents each authority requires, follow their current official requirements.

A smooth registration depends less on *how much* you submit and more on settling the core information — company name, business scope, shareholding, directors, signing authority and registered address — **once, before registration**. Changing them afterwards ripples into tax, bank and BOI registrations, and costs far more than one extra check up front.

Part 1 Decisions to confirm before registration

✓	Item	What to confirm	Key points and common issues
☐	Company name	3 alternative English names in order of preference	The Thai name is usually a transliteration of the English name or set under DBD name rules; names similar to existing companies are rejected
☐	Business scope	What you will actually do: production, purchasing, who you sell to, after-sales and technical services, intra-group services	Consider not only whether it can be registered, but also invoicing, import/export, BOI and foreign ownership rules
☐	Foreign ownership	Foreign shareholding ratio; whether the business is on a restricted list under the Foreign Business Act	Restricted businesses need BOI (FBC) or a Foreign Business License (FBL); never use Thai nominee shareholders
☐	Registered capital	Total registered capital, par value per share, first paid-up instalment	Plan around foreign ownership, work permits for foreign staff, BOI and the funding route from China — not just the minimum needed to register
☐	Shareholders	Name, nationality and shareholding of each shareholder; whether held via Hong Kong, Singapore or another intermediate layer	A limited company needs at least 2 promoters; investment from a mainland Chinese company must also consider ODI (outbound investment filing)
☐	Directors and signing authority	Director(s) (at least 1); signing conditions (sole or joint signature, with or without company seal)	Signing arrangements directly affect bank account opening and day-to-day payment approval
☐	Registered address	Owned, leased or a lawful address service; whether you will later move into a factory	The address must be genuine and verifiable; relocating triggers DBD, tax and social security changes

☐	Next steps	BOI application, factory licence, when you will hire, when you will import or export	Determines the parallel schedule after registration; put them on one timeline before registering
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Part 2 Shareholder and director documents

✓	Party	Documents usually needed	Notes
☐	Individual shareholders / directors	Clear scan of passport photo page; address; mobile number and email	The DBD online system requires identity verification or online confirmation; keep phone and email reachable
☐	Corporate shareholders (in or outside China)	Certificate of incorporation (business licence, etc.); articles or constitutional documents; board or shareholder resolution (approving the Thai investment and appointing a representative); passport of the authorised representative	Whether foreign documents need notarisation, legalisation or Thai translation depends on where they were issued and current DBD requirements; check item by item
☐	Foreign directors (if later to sign for the bank)	Passport and visa; work permit if already held	Some banks require foreign signatories to hold a suitable visa or work permit; requirements vary by bank

Part 3 Registered address documents

✓	Document	Notes
☐	Proof of right to the premises	Copy of the house registration (ทะเบียนบ้าน) or title document
☐	Owner's consent	Written consent from the owner to register the company at the address; if the owner is a company, attach its company certificate
☐	Owner's ID	Copy of the owner's ID card or passport, signed by the owner
☐	Lease agreement	If the premises are leased
☐	Location map and photos	Map marking the location; photos of the house number, exterior and interior. The Revenue Department also checks the address at VAT registration

The registered address must be a genuine, verifiable place. In September 2026 Thailand's Ministry of Commerce acted against several foreign-held companies registered at residents' homes without their knowledge and moved to revoke their registrations. Any temporary address must also be lawful and genuine; relocate formally once the office or factory is confirmed.

Part 4 Governance and contacts

✓	Item	Notes
☐	Company seal design	Confirm the seal design (about 1 working day). Whether signatures must be accompanied by the seal follows the articles
☐	Project contact	Name one contact person with mobile, WeChat and email to confirm documents and receive system verification codes

☐	Financial year and bookkeeping	Set the financial year end; set up the books before the first business transaction, aligned with head office reporting
☐	Written confirmation	Confirm key information such as shareholding, capital, signing and address in writing to avoid rework from verbal instructions

Part 5 Registrations after the business licence

The business licence only means the company exists. To receive and make payments, issue invoices, hire and import or export, you still need the registrations below. **Run them in parallel wherever possible.**

✓	Registration	Documents usually needed	When to start
☐	Bank account	Company certificate (within the bank's validity period), articles, shareholder list; passports, visas or work permits of authorised signatories; business explanation (model, main customers and suppliers, expected turnover, source of funds); ownership chart up to the ultimate individual shareholders	As soon as the licence is issued; signatories must attend in person
☐	VAT registration (PP.20)	Company certificate; proof of right, lease, map and photos of the registered address; directors' ID documents	As soon as the licence is issued; mandatory within 30 days once annual turnover exceeds THB 1.8 million
☐	Social security employer registration	Company certificate; employee list, ID documents and employment contracts	When you start hiring
☐	Customs import/export registration	Company certificate; PP.20; ID of the authorised person	In Z&X's standard schedule, after PP.20 is obtained
☐	Paying up capital	Bank credit records for capital remitted; breakdown of shareholder payments	According to company resolutions, ODI progress and project conditions
☐	Work permits (expatriates)	BOI companies use the e-Expert system; documents fall into five groups: position approval, personal, company, post-arrival and in-person appointment	Work backwards from each person's start date

Part 6 Typical timeline

Milestone	Typical time	Notes
Company name reservation	About 1 working day	Prepare 3 alternative English names
Company seal design	About 1 working day	Can run alongside name reservation
DBD registration filing	About 5–7 working days	Filed once documents are complete; licence issued on approval
Business licence	About 2 weeks after engagement	The company exists and can sign contracts
Bank account	Opening about 1 working day; internet banking about 3 weeks	Normal payments about 4–5 weeks after engagement
VAT registration (PP.20)	About 30–45 working days	With social security, the critical path to full operation

Social security registration	About 30 working days	Started according to actual hiring
Customs registration	About 2 weeks after PP.20	Import/export rights about 2.5–3 months after engagement
Full operation	Trading and services about 2–3 months	Manufacturing and BOI projects follow the project schedule

These are typical timings from Z&X projects, not official commitments; actual timing depends on official review speed, completeness of documents, industry and location.

Part 7 Five things that most often slow registration down

1. **Foreign ownership not assessed early:** if the business scope includes restricted activities, decide between BOI and FBL first, or you will have to change things after registration.
2. **Repeated changes to shareholding, directors, signing authority or address:** these are core registration data; late changes mean redoing documents.
3. **Foreign shareholder documents not notarised, legalised or translated as required:** corporate shareholder documents are the most often returned; prepare them first.
4. **ODI and funding route in China not synchronised:** the company can be registered first, but paying up capital and project funding may be held up if the Chinese procedures are not complete.
5. **Bank documents do not explain the business and source of funds:** prepare the business explanation and ownership chart before opening the account and submit everything at once.

Further reading (FAQ on zhongxintax.com)

- What are the common types of legal entities for company registration in Thailand? zhongxintax.com/155/352
- Are 100% foreign-owned shareholdings permitted in manufacturing, trading and services? zhongxintax.com/155/351
- What does it take to obtain a Foreign Business License (FBL)? zhongxintax.com/155/514
- Which post-incorporation steps can run in parallel? zhongxintax.com/155/356
- What should we do if a Thai bank refuses to open our company account? zhongxintax.com/155/517

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Compiled from DBD guidance on company formation and online registration, Revenue Department VAT registration rules, Customs Department importer/exporter registration guidance, and Z&X's standard practice on company registration projects. Z&X does not provide nominee or proxy shareholder arrangements.