

Public Guide : Licensing to Use, Hoist or Present the Foreign Flags in the Kingdom

Responsible Agency: Office of the Permanent Secretary

Ministry: the Prime Minister's Office

1. Topic : Licensing to Use, Hoist or Present the Foreign Flags in the Kingdom

2. Responsible Agency : Office of the Permanent Secretary

3. Type of service : Processing that connected to many agencies

4. Category of service : Approval, granting of license, certify

5. Law that authorized for licensing or related

1. Flag Act B.E. 2552

2. The Regulations of the Office of Prime Minister on Using, Hoisting or Presenting the National Flag and the Foreign Flags in the Kingdom B.E. 2529

6. Level of impact : Significant service in economy/society

7. Area for service : Central Government

8. Law or rule/ term of agreement that prescribe the period : None

Prescribed period under the law/ legal provision etc. 74 working days

9. Statistical data/ year

Average number per month 0

The most number of requested application : 0

The lowest number of requested application : 0

10. Public guide name : Licensing to Use, Hoist or Present the Foreign Flags in the Kingdom

11. Responsible Agency/ Service Channel/ Contact Point

Place of service : Foreign Affairs Division Office of The Permanent Secretary For Interior,
Ministry Of Interior

Asdang Road , Bangkok 10200 Tel: 0-2222-1141 to 55/ direct contact at the office

Open Monday to Friday (exclude national holidays)

From 08.30-16.30 (include lunch break)

Remark-

12. The rules, procedure and conditions (if any) for requesting the license

1. Using, hoisting or presenting foreign flags e.g. national flags; royal navy flags or navy flags; flags for the King, the Queen, the Prince Consort, the Heir; flags representing the position of the Head of State or Head of Government; flags representing head of diplomatic mission; foreign governmental flags; flags of international organization to which the Thai Government is a party; and other foreign flags, in the Kingdom of Thailand can only be

done after the permission has been granted by the Prime Minister according to Flag Act article 46 clause 1

2. Any person or agency requests for using, hoisting or presenting the foreign flags in 1 must submit the application to Permanent Secretary of the Ministry of Interior who will forward it to the Permanent Secretary of the Office of the Prime Minister, who in charge of the Regulations of the Office of Prime Minister on Using, Hoisting or Presenting the National Flag and the Foreign Flags in the Kingdom clause 38 paragraph 1, for further consideration.
3. In case of the application or list of documents in 2 is incorrect or incomplete and is unable to amend/ fill up at the moment, the official and the applicant shall sign a form state a list of document and evidences and the time to bring the right and correct documents, as well as, evidences to be resubmitted. If the applicant fails to comply at the time indicated the application and list of documents shall be return as agree in the form.
4. Official will not consider the application and will not commence the prescribed time until the application or list of documents is correct and complete as state in 3.
5. The period of time in service according to public guide will commence after the official receive the correct and complete application and list of documents (including the evidence, if any)
6. The Office of Permanent Secretary shall notify the result thereof to the applicant within 7 days after the consideration is made in accordance with article 10 of Licensing Facilitation Act, B.E. 2558.

13. Work-flow, period of time and responsible agency

	Type of work-flow	Details of work-flow	Period of time	Responsible agency	Remark
1)	Document checking	Official receives the application and list of documents.	1 working day	Foreign Affairs Division Office of The Permanent Secretary For Interior	State in 2

	Type of work-flow	Details of work-flow	Period of time	Responsible agency	Remark
2)	Consideration	The application and list of documents are submitted to the Permanent Secretary For Interior's official for consideration.	36 working days	Foreign Affairs Division Office of The Permanent Secretary For Interior	State in 2
3)	Signing	Document will be signed by The Permanent Secretary For Interior and send to the Permanent Secretary of the Prime Minister's Office for consideration.	6 working days	Foreign Affairs Division Office of The Permanent Secretary For Interior	
4)	Document checking	The Prime Minister's Office receives and checks the document.	1 working day	Bureau of Legal Affairs and General Regulations, the Prime Minister's Office	
5)	Consideration	The application and list of document will be considered by the Prime Minister's Office.	27 working days	Bureau of Legal Affairs and General Regulations, the Prime Minister's Office	
6)	The notification letter	The notify letter will be signed by the Permanent Secretary of the Prime Minister's Office and send to the applicant.	3 working days	Bureau of Legal Affairs and General Regulations, the Prime	State in 6

Type of work-flow	Details of work-flow	Period of time	Responsible agency	Remark
			Minister's Office	

Processing days 74 working days

14. This service is in the process to decrease and the time

On processing

15. List of documents

15.1 Documents which confirms the identity of the applicant are issued by government agencies

	Documents	Agency	Number of original document	Number of copied document	Unit of documents	Remark
1)	ID card	-	1	1	copy	(In case of individual)
2)	Passport	-	1	1	copy	(In case of non – Thai citizen)
3)	Agreement which represents the joining in partnership	-	1	1	copy	(In case the applicant is a group of person who is not juristic person)
4)	Joint venture agreement	-	1	1	copy	(In case of mutual application by joint venture parties)

	Documents	Agency	Number of original document	Number of copied document	Unit of documents	Remark
5)	Document which represents the existence of agency and be able to confirm the agency under the international law	-	0	1	copy	(In case the applicant is agency)
6)	Document which represents authorized person on behalf of the agency and be able to confirm the authority of that person under the international law	-	0	1	copy	(In case the applicant is agency)
7)	Power of attorney with the revenue stamp under the law	-	1	0	copy	(In case the applicant authorizes to other to sign in the application)
8)	Power of attorney with the revenue stamp under the law	-	0	1	copy	(In case the applicant authorizes to other to sign in the supporting documents)

15.2 Other documents for supporting submission

	Documents	Agency	Number of original document	Number of copied document	Unit of documents	Remark
1)	The Foreign flag's diagram which may submit in the colour band by sale it down in A4 paper and determine the size.	-	1	0	copy	
2)	The Foreign flag's photograph was printed on A4 paper.	-	1	0	copy	

16. Fee

None

Remark-

17. Complaint Channel

1) Damrongdhama Center, Ministry of Interior

Remark Tel. 1567

2) Bureau of Legal Affairs and General Regulations, the Prime Minister's Office

Remark Government House Pissanulok Road, Dusit Bangkok 10300

Tel.0-2283-4552 Fax 0-2283-4587

3) Public Service Center, the Prime Minister's Office

Remark 1 Pissanulok Road, Dusit Bangkok 10300 / Hotline 1111/ www.1111.go.th/

Mailbox 1111 1 Pissanulok Road, Dusit Bangkok 10300

18. Example of form

As prescribed by Ministry of Interior

19. Remark

In the case of doubt, the decision of the Thai authorities concerned, under Thai law and regulations, is final.