



Informing the Relocation of Private Surveyor Office (for Conducting by himself/herself)



Processes, Procedures and Duration of Implementation (3 hours)



Verifying Document



Applicant submits the application for informing the relocation of private surveyor office (Chor. Aor. 3) at Private Surveyor Board Office



Verifying correctness of documents.



30 minutes



Consideration

Considering for update record/license of establishing office.

Submitting application to chief of section/sub-division for consideration.

2 hours



Signing/ Resolution of the committee.

Registrar signs on record /license of establishing office.

Returning the license of establishing office.

30 minutes



Fee

Fee for extending identification card of private surveyor is ___ Baht.



Service Delivery Channels

- Private surveyor board office
- Opens on Monday – Friday
- (Except official holiday and public holiday)
- From 08.30 – 16.30 hrs. (take a lunch break)

Contact/Complaint Channels



(1) Private Surveyor Board Office Telephone Number: 0 2141 5744 – 5



(2) DOL's Damrongdhama Center Telephone Number: 0 2141 5678 – 9



(3) Complaint Section, Office of the Secretary of DOL, The Government Complex Commemorating His Majesty, Rattthaprasasanabhakti Building, Chaeng Wattana Road, Thung Song Hong Sub – District, Laksi District, Bangkok 10210



(4) Service Center of Office of the Permanent Secretary, Prime Minister Office, P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111

(5) Complaint Center of Corruption in Public Sector (Office of Public Sector Anti – Corruption Commission: PACC) No. 99 , Moo 4, Software Park Building, 2th Floor, Chaeng Wattana Road, Klong Klua Sub – District, Pak Kret District, Nonthaburi 11120, Hotline 1206/Telephone Number: 0 2502 6670 – 80 ext. 1900, 1904 – 7, Facsimile: 0 2502 6132, www.pacc.go.th/www.facebook.com/PACC.GO.TH



Relevant Laws

- Regulation of the Private Surveyor Board on Informing of Manager Name, Surveyor Name and Informing the Relocation Private Surveyor Office, B.E. 2535
- Regulation of the Private Surveyor Board on Informing of Manager Name, Surveyor Name and Informing the Relocation Private Surveyor Office, (No.2), B.E. 2536



Document for Lodging Application

Document confirming authentic issued by government agency.

- -



Document for Lodging Application

Other additional document

- Application for informing the relocation of private surveyor office (form sor. chor. aor. 3).
- License of establishing private surveyor office.
- Evidence showing consent of using (new) location including the evidence of location owner of person who give consent such as a copy of household registration and a copy of identification card with certified the correctness (in case of applicant is not the owner of new location) or rental contract of location.
- In case of juristic person, there must be having the minutes of meeting resolution on relocating office to the new location which clearly identifies location and time including the certificate of juristic person, copy of household registration and copy of identification card of the committee who has power to sign commit on juristic person.
- Drafting map of office location.
- Power of Attorney (if any) with affix a stamp duty 30 Baht.