



CHECKLIST FOR RETIREMENT EXTENSION

This checklist summarizes the latest information we have on the documentation requirements by the Chonburi (Pattaya) Immigration Office to extend your stay in Thailand on the basis of retirement (commonly referred to as a “retirement visa”). ([Click here for latest announcements of any recent changes](#))

NOTE: If you did not enter Thailand using a Non-Immigrant “O” or “O-A” Visa you will need to apply for a Non-Immigrant “O” Visa. Chonburi (Pattaya) Immigration will accept both the visa application and the extension of stay application. If also applying for the visa, you will need two sets of the below documentation (for the bank letter or embassy income certification, you will need the original and one photocopy). [Click here](#) for links to the application form you will need to submit for the Non-Immigrant “O” Visa. **CAUTION: You must have a minimum of 15 days remaining on your “permission” to stay in Thailand to apply for the Non-Immigrant “O” Visa – you can receive a one-time 30 day extension from Thai Immigration if you do not have sufficient time on your initial permission to stay received upon arrival – BUT if you have received a 30 day extension, you cannot get another – so do not wait very long after you receive the 30 day extension to apply for the Non-Immigrant “O” Visa.**

More detailed information on extending your stay can be [found here](#). The following is the documentation required, but remember, the Immigration Office, at their discretion, can ask for more documentation - we do our best to keep this checklist up to date, if your experience indicates the list is not complete, please contact us at info@pattayacityexpatsclub.com.

1. Application for Extension of Temporary Stay in the Kingdom, TM.7 (click here for a blank copy: - [Word version](#) or [PDF version](#)). Be sure to complete and sign both the front and back of the form. **NOTE:** you can print as 2 pages or front & back – Chonburi (Pattaya) Immigration accepts the 2 pages stapled together.
2. One photograph – 4cm x 6 cm (if needed there is a photo/copy shop next door to the Chonburi Immigration office that opens at 8am – Immigration opens at 8:30am and also has facilities for making photocopies)
3. Application fee of 1,900 Baht
4. Passport (original)

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5. **Photocopy** of passport pages (see Documentation for Obtaining a Non-Immigrant “O” Visa below for what is required)
 - a. Identity page(s) showing picture, name, and date issued, etc.
 - b. Page showing the original Non-Immigrant Visa “O-A” or “O” (if you renewed your passport since then, the page in new passport where Immigration transferred information from your previous passport will suffice)
 - c. Page(s) showing each subsequent one year extension, if applicable (see comment in b. above if you have changed passports)
 - d. Page showing the last entry stamp into Thailand

6. **Photocopy** of Departure Card, TM.6 (the card is usually stapled in your passport upon arrival).

7. **Documentation of Meeting Financial Requirements**
 - a. **If using 800,000 Baht in a Thai Bank or a combination of bank balance and monthly income:**
 - i. **Original Letter** from your Thai Bank certifying your account and showing your balance (the letter should be dated within the last 7 days – most obtain the day before applying). NOTE: If it is a joint account or a restricted account, it may not be acceptable.
 1. If using 800,000 Baht+ to meet financial resources:
 - a. First (Initial) Application - Needs to show funds have been on deposit at least 2 months before applying.
 - b. Subsequent (renewal) Application – Needs to show funds have been on deposit for at least 3 months before applying.
 2. Using a **combination of income and bank balance**, as of January 2016, the money in the bank has the same time requirements shown above for how long the funds must be on deposit prior to application for extension. The monthly income shown in the Embassy letter x 12 months added to the bank balance should total 800,000 Baht or more (remember, exchange rates fluctuate, Immigration uses the rate in effect on the date of application, so it is best to allow some “cushion” in the amount on deposit).
 - ii. **Photocopy** of your bank passbook Identity page showing name and account number and page(s) showing funds on deposit for the required period if necessary – see i. above. NOTE: Have your original passbook with you in case the Immigration Officer wants to verify the photocopy.

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- b. IF you are using monthly income in total or in part to meet the financial requirements, an original “Embassy Letter” from your country’s embassy attesting to your monthly income. The letter should not be more than 6 months old. (Thai Immigration will use the exchange rate in effect on the date of application to convert the monthly income into Baht).
8. Evidence showing your current residence address – In the past, this was not always required, but based on several reports it is now required for initial and renewal applications for extensions. [Click here](#) for the documents that you will most likely need – but this requirement is evolving, so there could be changes.

REMEMBER to sign each photocopied page (this is your certification that the photocopy is a true copy of the original).

DOCUMENTATION IF OBTAINING A NON-IMMIGRANT “O” VISA FROM THAI IMMIGRATION

You will need the documents previously listed except the copies of pages from passport will need to be:

1. Identity page showing name, issue date, photo, etc.
2. If you entered using a Tourist Visa, you will need a photocopy of the Visa and, if you obtained a 30 day extension, a photocopy of the extension stamp.
3. Your Permission to Stay stamp received at the time of entry into Thailand either as Visa Exempt or using a Tourist Visa.
4. If using your Embassy Letter certifying income, it will need to have a stamp from the Department of Consular Affairs, which is located in Bangkok (this is a new requirement reported as of the end of March 2016 – you may wish to check with Pattaya Immigration to see if it still being required before making a trip to Bangkok to get it). For more information on the requirement, click here and select from “Extension for the Purpose of Retirement or Being the Spouse of the Retiree” contents, then scroll down to the section on “Process for Obtaining Non-Immigrant “O” Visa and then Extending Your Stay.”

You will need to complete one of the following applications.

1. If you entered Thailand as Visa Exempt (30 day permitted stay) - TM.87 Application for Visa (click for blank [Word Copy](#) OR [pdf Copy](#))
2. If you entered Thailand on a Tourist Visa (60 day permitted stay) – TM.86 Application for Change in Visa (click for blank [Word Copy](#) OR [pdf Copy](#))

The fee for the Non-Immigrant “O” Visa is 2,000 baht.

You will need a minimum of 15 days remaining on your permission to stay if applying in Bangkok or a couple days more than that if applying at Chonburi (Pattaya) Immigration to allow for transit time.

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DOCUMENTATION SHOWING PROOF OF RESIDENCE
From the latest reports, these are the documents that will be required

1. If you rent from a Thai owner, you may be asked for a photocopy of their Tabian Baan (blue house book) and their Thai ID card – they may also require that the photocopies be signed by the owner.
2. If you own your condominium, you will need to provide a copy of the Chanote (land deed) showing you as the owner.
3. If your residence is owned by your Thai Company Ltd, you will need to provide a copy of the Chanote showing the company as owner and your company documents showing you as the Managing Director.

We have not yet received any reports of what specific documentation may be required if you are renting from a non-Thai owner of the property. There have been reports that Chonburi (Pattaya) Immigration may ask to see the Expat owner’s Work Permit – if it is owned by an Expat, but is rented through a realty property management company, there does not seem to be any problem.

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