

Public Guidelines: Ministry of Transport's Information Service

Service-Providing Agency: Office of the Permanent Secretary, Ministry of Transport

Criteria, Steps, Conditions (If Any) for Submitting and Considering a Request

Ministry of Transport's Information Service

The Ministry of Transport (MOT) has established the Ministry of Transport's Information Centre (Office of the Permanent Secretary, MOT) to allow the public to have quick, time-saving access to information related to the MOT and provide transparency in regards to the MOT's information.

Regarding the operations in the MOT's Information Centre, the official information law has been adapted and used. The document management system and the library system are also connected to the MOT's IT system in order for the MOT to process and publish information that fits the changing situation in a manner that both the public and the officials involved benefit from the knowledge.

1. Qualifications of Service Users

1.1 Service users must be members of the public. Civil servants/state employees must submit their requests for service as members of the public.

1.2 If the person is an alien, he/she must have a permanent domicile in Thailand.

2. Channels for Obtaining Information from the MOT

2.1 If the person submits the request himself/herself at the agency, he/she must fill out a form requesting to see MOT's information. Two forms are available:

1) The form requesting to see MOT's information for the person who wishes to borrow the book or document to make a copy himself/herself.

2) The form requesting to see MOT's information for the person who wishes to have a copy of the information made for him/her (the fee for making such a copy will be applied).

2.2 Information can also be obtained from the MOT's Information Centre website (go to www.mot.go.th and click on the link to the MOT's Information Centre). The MOT's Information Centre has made information available electronically and members of the public can download the published information themselves.

2.3 Service is also available by phone at tel: 0 2283 3076.

Members of the public can ask for information from staff by phone during business days and hours. (8:30 a.m. – 4:30 p.m.)

Notes:

1. The entire processing time of the steps outlined in these guidelines starts when the official checks that all required documents specified in the guidelines have been submitted. If, however, the request form or some required documents have not been submitted and/or have been filled out incorrectly and cannot be rectified at that time, the official will make a memorandum detailing the missing document(s) or information and specify a period by the end of which the document(s) or information must have been submitted. The requester must rectify the mistake(s) and/or provide the additional document(s) within the period specified in the memorandum. Otherwise, the official will consider the request dropped. The official and the requester or his/her proxy will sign the memorandum and a copy of the memorandum which details the missing document(s) or information will be given to the requester or his/her proxy as evidence.
2. Fee payment must be made by 3:30 p.m. of that day. If this cannot be done, payment must be made on the following business day.

Where to Get Service:

Place of Service The MOT's Information Centre, Office of the Permanent Secretary, Ministry of Transport, No. 38 Ratchadamnoen Nok Road, Wat Sommanat Sub-district, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2283 3076/Contact in person.	Opening Hours: Service is available from Monday to Friday (except public holidays) from 8:30 a.m. – 4:30 p.m.
Place of Service Note: Information can be accessed 24 hours a day. The MOT's Information Centre website: (go to www.mot.go.th and click on the link to the MOT's Information Centre)/website or online channels.	Opening Hours: Service is available 24 hours a day.
Place of Service The MOT's Information Centre, Office of the Permanent Secretary, Ministry of Transport, No. 38 Ratchadamnoen Nok Road, Wat Sommanat Sub-district, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2283 3076/Contact by phone.	Opening Hours: Service is available from Monday to Friday (except public holidays) from 8:30 a.m. – 4:30 p.m.

Steps, Processing Time and Responsible Agency

Total Processing Time: 10 minutes

Order of Steps	Step	Time Used	Responsible Agency
1)	Document Checking The official receives and registers the request to see information. Note: The requester must fill out the form requesting to see MOT's information in its entirety.	2 minutes	General Affairs Division
2)	Consideration The official searches for the requested information on the computer or in original paper documents at the centre.	5 minutes	General Affairs Division
3)	Signing/Approval from the Committee Permission granted for the requester to make a copy. Note: If the copy is to be made by the agency, a copying fee will be applied.	3 minutes	General Affairs Division

List of Accompanying Documents

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
1)	National identification card 1 original 1 copy Note: The copy must be certified.	Department of Provincial Administration
2)	Civil servant or state employee card 1 original 1 copy Note: If this item is submitted, the copy must be certified.	-
3)	MOT's Information Request Form 1 original 0 copy Note: This is for the requester who wishes to borrow the book or information to make a copy himself/herself.	General Affairs Division
4)	MOT's Information Request Form 1 original 0 copy Note: This is for the requester who wishes to have a copy made for him/her. A copying fee will be applied.	General Affairs Division

Fees

Item	Fee Details	Fee (Baht / Percent)
1)	For making copies from the photocopier - A4 paper (1 baht per page)	Fee: 1 baht
2)	For making copies from the photocopier - A3 paper (3 baht per page)	Fee: 3 baht
3)	For making copies from the computer - A4 paper (3 baht per page)	Fee: 3 baht
4)	For certifying copies of information as correct (5 baht for each certification)	Fee: 5 baht

Where to Submit Complaints or Give Suggestions about Service

Item	Where to Submit Complaints / Give Suggestions about Service
1)	The MOT's Information Committee at the MOT's Information Centre, Office of the Permanent Secretary, Ministry of Transport, No. 38 Ratchadamnoen Nok Road, Wat Sommanat Sub-district, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2283 3076 / Fax: 0 2281 1175
2)	The Center of Public Service, Office of the Permanent Secretary, Prime Minister's Office Note: No.1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th / P.O. Box 1111 No. 1 Phitsanulok Road, Dusit District, Bangkok 10300
3)	The Public Sector Corruption Complaint Center Note: The Office of the Public Sector Anti-Corruption Commission (Office of the PACC) - No. 99 Moo 4, 2 nd Floor, Software Park Building, Chaeng Wattana Road, Khlong Kluea Sub-district, Pak Kret District, Nonthaburi 11120 - Hotline: 1206 / Tel: 0 2502 6670-80 ext. 1900, 1904-7 / Fax: 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Center for Foreigners (The Anti-Corruption Operation Center) Tel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Center / Email: Fad.pacc@gmail.com

Forms, Examples and Form Completion Instructions

Item	Name of Form
1)	MOT's Information Request Form: This is for the requester who wishes to borrow the book or information to make a copy himself/herself.
2)	MOT's Information Request Form: This is for the requester who wishes to have a copy made for him/her (the fee for making such a copy will be applied).

Note:

Fees for other additional details will be based on the Official Information Board's Announcement on the Collection of Fees for Making Copies or Requests for Certified Copies of Official Information in line with Section 4 paragraph 3 of the Official Information Act B.E. 2540.

This document has been downloaded from the Government Contact Centre website.

www.info.go.th

The date these guidelines came into effect: 21/07/2015

**Ministry of Transport's
Library**

MOT's Information Request Form

Date.....

Name.....Surname.....

Address.....

.....Telephone

Workplace/School.....

.....Telephone

I request to see MOT's information about.....

.....

for the purposes of.....

.....

Signature.....

(.....)

Notes: For order and security, the Ministry of Transport asks that the requester submit his/her national identification card or student identification card along with his/her request to see MOT's information.

The requester would like to borrow MOT's information listed below to make a copy:

1.
2.
3.
4.
5.
6.
7.

The items on the list must be returned by the date.....

If they fail to be returned by the specified date, the MOT will proceed in line with the MOT's regulations.

**Ministry of Transport's
Library**

Person Granting Permission.....

MOT's Information Request Form

Date.....

Name.....Surname.....

Address.....

National ID Card / State Employee Card / Student ID Card Number.....

Card Issue Date..... Card Expiry Date

Workplace/School.....

Telephone Mobile Phone

I request to see MOT's information about.....

.....for the purposes of.....

.....only,

with details as follows:

☐ I request a copy of the following information:

1. amounting to.....pages
2. amounting to.....pages
3. amounting to.....pages
4. amounting to.....pages
5. amounting to.....pages

Total.....pages

☐ I request a certified copy of the following information:.....

Total.....certified copies

I will use the information requested for the purposes stated only.

Signature Requester

(.....)

Note: The requester shall take this request to the Financial Sub-division, Financial Division, Office of the Permanent Secretary, Ministry of Transport to make payment and then bring the receipt back to the official to get his/her copies.

<i>For the official who makes copies or certifies the copies of the requested information</i>	<i>For the official from the Financial Sub-division, Financial Division</i>
Name-Surname (the requester)..... would like to have copies made as follows: ☐ Copies made by the photocopier A4 paper: 1 baht/page; total..... pages; amounting to.....baht A3 paper: 3 baht/page; total..... pages; amounting to.....baht ☐ Copies made by the computer A4 paper: 3 baht/page; total.....pages; amounting to.....baht ☐ Certification of copies 5 baht/certified copy; total.....copies; amounting to.....baht Total.....baht (Signature)..... Position..... /...../.....	I have received payment from..... as a fee for: ☐ Copies made by the photocopier ☐ Copies made by the computer ☐ Certification of copies Total.....baht This is shown in the receipt book no., receipt no. dated.....of the OPS, MOT. (Signature)..... Position..... /...../.....

Public Guidelines: Request for Letter of Right to Lump Sum Inheritance Payment for Use as Loan Collateral

Service-Providing Agency: Financial Division, Ministry of Transport

Criteria, Steps, Conditions (If Any) for Submitting and Considering a Request

Criteria and Steps for Requesting a Letter of Right to the Lump Sum Inheritance Payment for Use as Loan Collateral

1. The right holder is the recipient of an ordinary pension or a special pension granted because of disability/disabilities in line with the Government Pension Act B.E. 2494 or the Government Pension Fund Act B.E. 2539.

- Fill out the Request Form for the Letter of Right to the Lump Sum Inheritance Payment for Use as Loan Collateral.

2. There is an heir/There are heirs who has/have the right to the lump sum inheritance payment in accordance with the law on government pension and the pensioner has completed the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment Form and given it to the Office of the Permanent Secretary, Ministry of Transport as specified by the Ministry of Finance.

- Fill out 2 copies of the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment Form (Form 1).

- Fill out a copy of the Public Sector Personnel Database Information Addition/Revision Form (Form 7127).

3. There is no heir who has the right to the lump sum inheritance payment in accordance with the law on government pension but the pensioner has completed the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment Form and given it to the Office of the Permanent Secretary, Ministry of Transport as specified by the Ministry of Finance.

- Fill out 2 copies of the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment Form (Form 1).

- Fill out a copy of the Public Sector Personnel Database Information Addition/Revision Form (Form 7127).

4. The pensioner allows the Office of the Permanent Secretary, Ministry of Transport to deduct a monthly amount from his/her pension to repay the debt owed to the financial institution.

- Fill out a copy of the Letter of Consent for Pension Deduction.

How to Calculate the Value of the Collateral: An Example

1. The lump sum inheritance payment = (the pension + the cost-of-living allowance for pensioners) x 30

2. The lump sum subsistence allowance = the pension x 15; the sum must not exceed 200,000 baht/time or the entitled amount.

3. The right to the lump sum inheritance payment for use as loan collateral = (the lump sum inheritance payment) – (the lump sum subsistence allowance that the pensioner has already received)

Example: Mr. A receives a pension of 9,000 baht/month and a cost-of-living allowance for pensioners of 6,000 baht/month or 15,000 baht/month in total. (He has already received 135,000 baht in lump sum subsistence allowance.) He has submitted the Request Form for the Letter of Right to the Lump Sum Inheritance Payment for Use as Loan Collateral. How much is the value of his right to the lump sum inheritance payment for use as collateral?

How to Calculate: The lump sum inheritance payment is calculated as follows:

$$(9,000 + 6,000) = 15,000; 15,000 \times 30 = 450,000 \text{ baht}$$

The value of the right to the lump sum inheritance payment for use as collateral:

$$(450,000 - 135,000) = 315,000 \text{ baht}$$

Note:

1. The entire processing time of the steps outlined in these guidelines starts when the official checks that all required documents specified in the guidelines for the public have been submitted.

Where to Get Service:

Place of Service Financial Sub-division, Financial Division, Office of the Permanent Secretary, Ministry of Transport, No. 38 Ratchadamnoen Nok Road, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2281 4066/Contact in person.	Opening Hours: Service is available from Monday to Friday (except public holidays) from 8.30 a.m. – 4.30 p.m. (excluding lunch hour).
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Steps, Processing Time and Responsible Agency**Total Processing Time:** 110 minutes

Order of Steps	Step	Time Used	Responsible Agency
1)	Document Checking The official checks the submitted documents and ensures that all fields in the form are completed.	30 minutes	Financial Division
2)	Consideration The official enters the information into the e-pension system and certifies that the information entered is correct.	40 minutes	Financial Division
3)	Signing/Approval from the Committee Permission is granted to the requester via the e-pension system. The requester uses the number of the receipt for the request form to get the letter of right. Note: The requester can get the letter in person at the Comptroller General's Department or ask for it to be sent by post.	40 minutes	Financial Division

List of Accompanying Documents

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
1)	National identification card 1 original 4 copies Note: The copies of the national ID card of the right holder must be certified.	Department of Provincial Administration
2)	National identification card 0 original 1 copy Note: The copies of the national ID cards of family members, namely spouse/father/mother/ child(ren)/any other person in the third case above in which there is no legal heir but the pensioner has specified who will receive the lump sum inheritance payment, must be certified.	Department of Provincial Administration

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
3)	Civil servant or state employee card 1 original 4 copies Note: This is for the right holder who has no national identification card. The copies of the civil servant or state employee card must be submitted together with a copy of the household registration book and certified.	-
4)	A copy of the household registration book 0 original 1 copy Note: The copy of the right holder's household registration book must be certified.	Department of Provincial Administration
5)	A copy of the household registration book 0 original 1 copy Note: The copies of the household registration book(s) of family members, namely spouse/ father/mother/child(ren)/any other person in the 3 rd case above in which there is no legal heir but the right holder has specified who will receive the lump sum inheritance payment, must be certified.	Department of Provincial Administration
6)	Marriage certificate 0 original 1 copy Note: This is the marriage certificate of the right holder. The copy must be certified. If he/she has been married more than once, the divorce or death certificate(s) of the previous spouse(s) must also be submitted.	Department of Provincial Administration
7)	Divorce certificate (if any) 0 original 1 copy Note: This is the divorce certificate of the right holder if he/she has been divorced. The copy must be certified.	Department of Provincial Administration
8)	Death certificate(s) or death confirmation letter(s) of the father/mother of the pensioner if the parent(s) is/are dead. 0 original 1 copy Note: In the 2 nd case above in which there is/are heir(s) legally entitled to the lump sum inheritance payment/the 3 rd case above in which there is no legal heir but the pensioner has specified who will receive the lump sum inheritance payment, the right holder has to submit a copy of the death certificate or death confirmation letter for each deceased parent.	Department of Provincial Administration

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
9)	Paternity acknowledgement letter/ adoption registration certificate 0 original 1 copy Note: This is for the 2 nd case above in which there is/are heir(s) legally entitled to the lump sum inheritance payment/the 3 rd case above in which there is no legal heir but the right holder has specified who will receive the lump sum inheritance payment. The copy must be certified.	Department of Provincial Administration
10)	Name change certificate 0 original 1 copy Note: This is the document of the right holder. The copy must be certified.	Department of Provincial Administration
11)	Name change certificate 0 original 1 copy Note: The copies of the name change certificates of family members, namely spouse/ father/mother/child(ren)/any other person in the 3 rd case above in which there is no legal heir but the right holder has specified who will receive the lump sum inheritance payment, must be certified.	Department of Provincial Administration
12)	Court order if the court has ruled that the child in question is the concerned person's legal child 0 original 1 copy Note: This is for the 2 nd case above in which there is/are heir(s) legally entitled to the lump sum inheritance payment/the 3 rd case above in which there is no legal heir but the right holder has specified who will receive the lump sum inheritance payment. The copy must be certified.	Ministry of Justice
13)	Request Form for the Letter of Right to the Lump Sum Inheritance Payment for Use as Loan Collateral 1 original 0 copy Note: -	Comptroller General's Department

List of Accompanying Documents

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
14)	Letter of Consent for Pension Deduction 1 original 0 copy Note: -	Office of the Permanent Secretary, Ministry of Transport
15)	Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment 1 original 0 copy Note: -	Comptroller General's Department
16)	Public Sector Personnel Database Information Addition/Revision Form (Form 7127) 1 original 0 copy Note: -	Comptroller General's Department

Fees

Item	Fee Details	Fee (Baht / Percent)
1)	No fee	Fee: 0 baht

Where to Submit Complaints or Give Suggestions about Service

Item	Where to Submit Complaints / Give Suggestions about Service
1)	Financial Sub-division, Financial division, Office of the Permanent Secretary, Ministry of Transport Note: No. 38 Ratchadamnoen Nok Road, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2281 4066
2)	The Center of Public Service, Office of the Permanent Secretary, Prime Minister's Office Note: No.1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th / P.O. Box 1111 No. 1 Phitsanulok Road, Dusit District, Bangkok 10300
3)	The Public Sector Corruption Complaint Center Notes: The Office of the Public Sector Anti-Corruption Commission (Office of the PACC) - 99 Moo 4, 2 nd Floor, Software Park Building, Chaeng Wattana Road, Khlong Kluea Sub-district, Pak Kret District, Nonthaburi 11120 - Hotline: 1206 / Tel: 0 2502 6670-80 ext. 1900, 1904-7 / Fax: 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Center for Foreigners (The Anti-Corruption Operation Center) Tel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Centre / Email: Fad.pacc@gmail.com

Forms, Examples and Form Completion Guidelines

Item	Name of Form
1)	Request Form for Letter of Right to Lump Sum Inheritance Payment for Use as Loan Collateral
2)	Letter of Consent for Pension Deduction
3)	Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment (Form 1)
4)	Public Sector Personnel Database Information Addition/Revision Form (Form 7127)

Note:

This document has been downloaded from the Government Contact Centre website.

www.info.go.th

The date these guidelines came into effect: 29/07/2015

Request Form for Letter of Right to Lump Sum Inheritance Payment for Use as Loan Collateral

 Written at Office the Permanent of Secretary, Ministry of Transport

Date

Name of Pensioner

National ID Card No. Date of Birth Age Years

Address in the National ID Card: No. Sub-district

District Province

Postal Code Telephone

I request a Letter of Right to the Lump Sum Inheritance Payment for Use as Loan Collateral in the following case:

- ☐ 1. As a first-time requester
- ☐ 2. Ask for a replacement letter due to the following reason:
- ☐ The original letter is missing and the lost document police report is attached.
 - ☐ The original letter is damaged and attached.
 - ☐ The value of the right to the lump sum inheritance payment which can be used as loan collateral has increased or decreased.
 - ☐ I have cancelled my loan application or the financial institution has not approved my loan application and not returned my original letter.

Postal Address No. Sub-district

District Province

Postal Code

I certify that:

1. I ☐ have an heir/heirs who has/have the right to the lump sum inheritance payment in accordance with the law on government pension and have specified who will receive the lump sum inheritance payment and informed the agency I work for about this in line with the procedure and steps outlined by the Ministry of Finance.

☐ do not have an heir/heirs who has/have the right to the lump sum inheritance payment in accordance with the law on government pension but have specified who will receive the lump sum inheritance payment and informed the agency I work for about this in line with the procedure and steps outlined by the Ministry of Finance.

2. I have not had to provide guarantor(s) or guarantee(s) to obtain my pension as per the Ministry of Finance's regulations and my pension has not been frozen under a court judgement or order.

3. I have informed the person(s) who has/have the right to the lump sum inheritance payment about pledging the right to the lump sum inheritance payment as loan collateral.

4. I consent to allow the public agency responsible for withdrawing money to deduct a monthly amount from my pension to repay the debt owed to the financial institution under the loan agreement.

5. I consent to allow my personal information to be revealed for the purposes of pledging the right to the lump sum inheritance payment as loan collateral.

6. I am the recipient of an ordinary pension or a special pension granted because of disability/ disabilities while I am requesting this letter of right and using the right acknowledged by the letter as loan collateral.

Signature Requester

(.....)

For the public agency responsible for withdrawing money

I,....., who hold the position of.....,
certify that the information in this request form is true and complete.

Signature

(.....)

Position

Date

Note: Make a check mark ✓ in ☐ or ☐ in front of the chosen text.

Financial Division

Receipt No.
Date.....
Time.....

Letter of Consent for Pension Deduction

No.

Written at Ministry of Transport

Date

Mr./Mrs./Miss.....Age.....Years

Address No.Moo.....Soi.....Street.....

Sub-district.....District.....Province.....

I hereby give this letter to the Office of the Permanent Secretary, Ministry of Transport located at No. 38, Ministry of Transport, Ratchadamnoen Nok Road, Pom Prap Sattru Phai District, Bangkok as evidence that I consent to allow the Office of the Permanent Secretary, Ministry of Transport to deduct a monthly amount from my pension and cost-of-living allowance for pensioners to repay the loan owed the financial institution under the loan agreement as well as interest or any other money (if any) beginning on the day..... month.....year.....

I have read and understood this letter and sign it as evidence in front of witnesses.

(Signature).....Person Giving Consent

(.....)

(Signature).....Witness

(.....)

(Signature).....Witness

(.....)

Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment

Written at

Day Month Year(1)

Name(2) ☐ Civil Servant ☐ Pensioner☐ Pensioned Reservist Grade / Rank / Level Position

Division / Office Department Ministry

Province ☐ Monthly Salary(3) Baht☐ A Pension plus a Cost-of-living Allowance for Pensioners Totaling(3) Baht per Month☐ A Military Pension plus a Cost-of-living Allowance for Pensioners Totaling(3) Baht per Month

Contact Address No. Street Sub-district

District Province Postal Code Tel

In the event of my death, and if at that time I do not have heir(s) who has/have the right to receive the lump sum inheritance payment (legal child(ren), husband or wife and parents) in accordance with Section 48 paragraph 1 and Section 49 of the Government Pension Act B.E. 2494 and its amendments and Section 58 paragraph 1 and Section 60 of the Government Pension Fund Act B.E 2539, I express my intent to specify the person(s).....(4) in total, who will receive the lump sum inheritance payment as follows:

1.(5) Contact Address No.

Street Sub-district District

Province Postal Code Tel will receive(6) portion(s).

2.(5) Contact Address No.

Street Sub-district District

Province Postal Code Tel will receive(6) portion(s).

3.(5) Contact Address No.

Street Sub-district District

Province Postal Code Tel will receive(6) portion(s).

This letter of intent is made in duplicate with identical wording in both copies. One copy will be kept by the person who expresses his/her intent while the other copy will be sent to be kept in the person's personal records book/folder. As for the pensioner/pensioned reservist, the other copy will be kept at the public agency responsible for withdrawing the pension.

Signature Person Expressing Intent

(.....)

Signature Witness

(.....)

Signature Witness

(.....)

For official use only:

This Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment is submitted on

Day Month Year

☐ by(7) a civil servant/pensioner/pensioned reservist☐ by(7) a proxy authorised by the letter of proxy dated

This letter of intent is kept as evidence.

Signature(8) Official

(.....)

Position

Day Month Year

Notes:

1. Any scratching/erasing, striking out or any other amendments in the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment must be signed.
2. Make the symbol / in the applicable [].

How to Fill Out the Letter of Intent to Specify Who Will Receive the Lump Sum Inheritance Payment

- (1) Fill in the date when the intent to specify who will receive the lump sum inheritance payment is expressed.
- (2) Fill in the title, name and surname of the person expressing the intent.
- (3) Specify the monthly salary, the pension plus the cost-of-living allowance for pensioners or the military pension plus the cost-of-living allowance for pensioners received at the time when the intent is expressed.
- (4) Specify the number of persons who will receive the lump sum inheritance payment.
- (5) Fill in the title, name and surname of each person who will receive the lump sum inheritance payment.
- (6) In the case in which more than one person will receive the lump sum inheritance payment, specify the number of portions each person will receive. For example, Mr. A will receive 1 portion; Miss B will receive 1 portion and Miss C will receive 2 portions.
- (7) Fill in the title, name and surname of the person expressing the intent or the proxy.
- (8) The head of the public agency or the official who is a civil servant in the agency assigned by the head of the public agency.

Public Sector Personnel Database Information Addition/Revision Form

Written at

Date

I, (Mr./Mrs./Miss).....Surname.....Position.....

Department.....Province.....Withdrawing Agency....., would like to request to:

☐ add information of:	☐ my own	☐ father	☐ mother	☐ spouse
	☐ a family member	☐1 st /2 nd /3 rd , etc. child		
☐ revise information of:	☐ my own	☐ father	☐ mother	☐ spouse
	☐ a family member	☐1 st /2 nd /3 rd , etc. child		

In order to allow the public sector personnel registrar/pension registrar to add/revise and update information in the Comptroller General's Department's public sector personnel database in line with Section 5 paragraph 2 of the Royal Decree on Welfare Funds for Healthcare B.E. 2553, accompanying documents have been attached to support the recording of such information by the public sector personnel registrar/pension registrar. I certify that all the information and documents submitted are true.

I consent to allow the Comptroller General's Department to reveal or give my information and that of my family members to others for the benefits of public health management, statistical data analysis, medicine and the withdrawing and disbursing of various types of budgets under the responsibility of the Comptroller General's Department.

Signature..... Person Submitting the Form

(.....)

Note: Please make a check mark ✓ in the chosen ☐ box.

Addition/Revision Form for Right Holder and Family Member Information in Public Sector Personnel Database

Type of Personnel	☐ Civil Servant	☐ Permanent Employee	☐ Military Pensioner/Pensioner
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Right Holder National ID Number:

1. Civil Service Information

Agency Code:

Province:

Name of Agency/Department:

Ministry:

Registrar's Withdrawing Agency:

Member of GPF/GPEF: Yes ☐ No ☐

☐ Contributing to Fund
☐ Not Contributing to Fund

Date of Becoming a Civil Servant

2. Personal Information

Title/Rank/Royal Title: Name: Surname:

Gender: ☐ Male ☐ Female Date of Birth: Age: Years

Position: Level/Category:

Sub-division: Group: Bureau/Institution/Center:

Nationality: Religion: Occupation (for pensioners only):

Living Status: ☐ Alive Number of Children

☐ Deceased Death Certificate No. Dated at Province

☐ Missing and Presumed Dead Court Order No. Dated

Marital Status: ☐ Single

☐ Married Marriage Certificate No. Dated at Province

☐ Divorced Divorce Certificate No. Dated at Province

☐ Widowed Death Certificate No. Dated at Province

3. Contact Information

No.: Moo: Village: Building: Room No. Alley/Soi: Street:

Sub-district: District: Province:

Postal Code: Tel: E-mail Address:

Family Member Information

Spouse National ID Number:

Personal Information

Title/Rank/Royal Title: Name: Surname:

Gender: ☐ Male ☐ Female Date of Birth: Age: Years

Nationality: Religion: Occupation:

Living Status: ☐ Alive

☐ Deceased Death Certificate No. Dated at Province

☐ Missing and Presumed Dead Court Order No. Dated

Marital Status: ☐ Married Marriage Certificate No. Dated at Province

☐ Divorced Divorce Certificate No. Dated at Province

Note: - Please provide all the information truthfully and completely. (Please make a check mark ✓ in the chosen ☐ box.)

(Continued on Page 2)

Family Member Information (Cont.)**Father**

National ID Number:

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Personal Information

Title/Rank/Royal Title: Name: Surname:

Date of Birth:

--	--	--	--	--	--

 Age: Years

Nationality: Religion: Occupation:

Is the father by:

- ☐ Being married to the mother. Marriage Certificate No.Dated.....at Province.....
- ☐ Acknowledging his paternity using Form Kho Ro 11. Paternity Acknowledgement Letter No.Dated.....at Province.....
- ☐ Living with the mother before 1st October 1935. Certification No.Dated.....at Province.....
- ☐ A final court judgement declaring the person his legal child. Red Case No.Dated.....
- ☐ Giving up the child for adoption/adopting the child. Reference Document No.Dated.....at Province.....

Living Status:

- ☐ Alive
- ☐ Deceased Death Certificate No.Dated.....at Province.....
- ☐ Missing and Presumed Dead Court Order No.Dated.....

Marital Status:

- ☐ Single
- ☐ Married Marriage Certificate No.Dated.....at Province.....
- ☐ Divorced Divorce Certificate No.Dated.....at Province.....
- ☐ Widowed Death Certificate No.Dated.....at Province.....

Mother

National ID Number:

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Personal Information

Title/Rank/Royal Title: Name: Surname:

Date of Birth:

--	--	--	--	--	--

 Age: Years

Nationality: Religion: Occupation:

Is the mother by blood:

- ☐ Household Registration Book Reference Document No.Dated.....
- ☐ Birth Certificate Reference Document No.Dated.....
- ☐ Giving up the child for adoption/adopting the child. Reference Document No.Dated.....at Province.....

Living Status:

- ☐ Alive
- ☐ Deceased Death Certificate No.Dated.....at Province.....
- ☐ Missing and Presumed Dead Court Order No.Dated.....

Marital Status:

- ☐ Single
- ☐ Married Marriage Certificate No.Dated.....at Province.....
- ☐ Divorced Divorce Certificate No.Dated.....at Province.....
- ☐ Widowed Death Certificate No.Dated.....at Province.....

Note: - Please provide all the information truthfully and completely. (Please make a check mark ✓ in the chosen ☐ box.)

(Continued on Page 3)

Family Member Information (Cont.)

.....1st/2nd/3rd, etc. Child National ID Number:

--	--	--	--	--	--	--	--	--	--	--	--

Personal Information

Title/Rank/Royal Title:Name:Surname:

Gender: ☐ Male ☐ Female Date of Birth:

--	--	--	--	--	--

 Age: Years

Nationality: Religion: Occupation:

Lives in Province: Postal Code:

--	--	--	--	--

Is the child by the fact that:

The person who has the right to be the father:

- ☐ Is married to the mother. Marriage Certificate No.Dated.....at Province.....
- ☐ Has a final court judgement declaring the child his legal child. Red Case No.Dated.....
- ☐ Acknowledges paternity using Form Kho Ro 11. Paternity Acknowledgement Letter No.Dated.....at Province.....
- ☐ Gave the child up for adoption/adopted the child. Reference Document No.Dated.....at Province.....

The person who has the right to be the mother:

- ☐ Household Registration Book Reference Document No.Dated.....
- ☐ Birth Certificate Reference Document No.Dated.....
- ☐ Gave the child up for adoption/adopted the child. Reference Document No.Dated.....at Province.....

Living Status:

- ☐ Alive
- ☐ Deceased Death Certificate No.Dated.....at Province.....
- ☐ Missing and Presumed Dead Court Order No.Dated.....
- ☐ The child is an incompetent person/a quasi-incompetent person. Red Case No.Dated.....

Marital Status:

- ☐ Single
- ☐ Married Marriage Certificate No.Dated.....at Province.....
- ☐ Divorced Divorce Certificate No.Dated.....at Province.....
- ☐ Widowed Death Certificate No.Dated.....at Province.....

Notes:

- Please provide all the information truthfully and completely. (Please make a check mark ✓ in the chosen ☐ box.)
- Please fill in the information for all legal children in chronological order of birth (from the oldest to the youngest).

Reference Documents for Recording Information in Public Sector Personnel Database

For Right Holder Please submit the following certified copies. (All copies must be certified.)

- (a) A copy of the national identification card or the state employee card.
- (b) A copy of the household registration book.
- (c) A copy of the name / surname change certificate (if any).

For Family Members Please submit the following certified copies. (All copies must be certified.)

1. Father

- (a) A copy of the national identification card or the household registration book.
- (b) A copy of the marriage certificate, the divorce certificate (if he and the right holder's mother got divorced), the paternity acknowledgement letter which shows that the right holder is the father's legal child (Form Kho Ro 11), the court order or the final court judgement declaring the right holder is the father's legal child.
- (c) A copy of the father's name or surname change certificate (if any).
- (d) A copy of the death certificate.

2. Mother Please submit the following certified copies. (All copies must be certified.)

- (a) A copy of the national identification card or the household registration book.
- (b) A copy of the birth certificate or the household registration book of the right holder.
- (c) A copy of the mother's name or surname change certificate (if any)
- (d) A copy of the marriage certificate or the divorce certificate (if she and the right holder's father got divorced).
- (e) A copy of the death certificate.

3. Spouse Please submit the following certified copies. (All copies must be certified.)

- (a) A copy of the national identification card or the household registration book.
- (b) A copy of the marriage certificate or the divorce certificate of the right holder and his/her spouse (if the spouse and the right holder got divorced).
- (c) A copy of the spouse's name or surname change certificate (if any).
- (d) A copy of the death certificate.

4. Child(ren) Please submit the following certified copies. (All copies must be certified.)

4.1 If the right holder is a woman:

- (a) A copy of the national identification card or the household registration book of the child.
- (b) A copy of the birth certificate of the child.
- (c) A copy of the name or surname change certificate (if any) of the child.
- (d) A copy of the court order of the final court judgement declaring that the right holder's child is an incompetent person or a quasi-incompetent person (if that is the case).
- (e) A copy of the adoption document/the relinquishment for adoption document.

4.2 If the right holder is a man:

- (a) A copy of the national identification card or the household registration book of the child.
- (b) A copy of the birth certificate of the child.
- (c) A copy of the name or surname change certificate (if any) of the child.
- (d) A copy of the marriage certificate of the right holder, the paternity acknowledgement letter which acknowledges that the child is the right holder's legal child, the court order or judgement which declares that the child is the right holder's legal child or the death certificate of the child.
- (e) A copy of the adoption document/the relinquishment for adoption document.

Public Guidelines : Claim for Reimbursement of medical welfare

Service-Providing Agency : Division of Finance, Ministry of Transport

Criteria, Steps, Conditions (If Any) for Submitting and Considering a Request

Medical treatment means servicing of medical and public health for the persons in authority and the family to treat, diagnose and remedy that is essential for health and living.

1. Qualifications of the person who has right to claim for reimbursement of the medical welfare

1.1 Right holder

- Civil Servant and permanent employee who received their salary from the budget,
- Foreign employee who signs a contract to get the wage from the budget
- Ordinary pension and a special pension granted because of disability/disabilities

1.2 Members of the family

- Legitimate father and mother
- Legitimate spouse
- 3 immature legitimate children

There are not includes adopted child or relinquished a child for adoption. The first to the third children can get a reimbursement for the medical welfare (Sorted by birth even if they were born while any marriage, under control or not).

2. Criteria for reimbursement of medical welfare

2.1 Bring the receipt of the hospital submit to your agency.

2.2.1. The documents for claiming of medical welfare

- Claim form for reimbursement of medical welfare(Form 7131)
- Certificate in case of needed the medicine that's not on the National List of Essential Medicines.

- The letter of power of attorney, if the right holder cannot receive the money in personal, the principal has to enclose with a certified copy of the national identification card of the principal/ the authorization representative and 2 witnesses.

2.2.2. Reimbursement Method

- My own wire Cash or Cheque
- If the right holder cannot receive the money in personal, he/she can authorizes another person to hold the letter of power of attorney, enclosed with a certified copy of national identification card of the principal / authorization representative and 2 witnesses.

2.2 The hospital gets into the direct payment system instead of the right holder.

2.3 Criteria for claiming of the medical expenses in case of emergency case of the private hospitals, become effective on 1 April 2012.

2.3.1 By the notification of Ministry of Finance, in the emergency case, the hospital will claim for the medical expenses instead of the right holder and the person in the family of the right holder through the system (Emergency Claim Online : EMCO) of National Health Security office.

2.3.2 The case of the National Health Security Office disapproval of payment due to non-emergency conditions according to the criteria. If the doctor issues a medical certificate that is necessary to treat it because it was an emergency but not serious, the right holder can take the documents to claim from the agency as following.

- Room and food expenses, no more than 1000 baht per day.
- Other medical expenses, half of the amount actually paid not more than 8000 baht.
- Artificial organs and equipment for treatment disbursed at the rate prescribed by the Comptroller General's Department.

Notes

1. Receipts of the hospital will be valid for one year from the next date of receipt.
2. The entire processing time of the steps outlined in these guidelines starts when the official checks that all required documents specified in the guidelines have been submitted.

Where to Get Service:

Place of Service Financial Sub-division, Financial Division, Office of the Permanent Secretary, Ministry of Transport, No. 38 Ratchadamnoen Nok Road, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2281 4066/Contact in person	Opening Hours: Service is available from Monday to Friday (except public holidays) from 9.00 a.m. – 3.00 p.m. (excluding lunch hour)
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Steps, Processing Time and Responsible Agency

Total Processing Time: 45 minutes

Order of Steps	Step	Time Used	Responsible Agency
1)	Document Checking Officer checks the submitted documents and ensures that all fields in the form are completed and sent them to the system.	20 minutes	Financial Division
2)	Consideration Officer considers and submitted for authorization.	15 minutes	Financial Division

Order of Steps	Step	Time Used	Responsible Agency
3)	Signing/Approval from the Committee Inform the right holder of the result and pay for them.	10 minutes	Financial Division

List of Accompanying Documents

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
1)	National Identification card 0 Original 1 Copy Note (Only in the case of the right holder cannot receive money in personal / bring the letter of power of attorney/ a certified copy of national identification card of the principal, the authorization representative and 2 witnesses)	Department of provincial Administration
2)	Application form for reimbursement of medical expenses 0 Original 0 Copy Note (Form 7131)	Financial Division
3)	Receipt of medical expenses 1 Original 0 Copy	-
4)	Certificate in case of needed the medicine that's not on the National List of Essential Medicines 1 Original 0 Copy	-
5)	The letter of power of Attorney 1 Original 0 Copy Note (Only in the case of the right holder cannot receive money in personal / enclosed with a certified copy of national identification card of the principal, the authorization representative and 2 witnesses)	

Fees

Item	Fee Details	Fee (Baht / Percent)
1)	No fee	Fee: 0 baht

Where to Submit Complaints or Give Suggestions about Service

Item	Where to Submit Complaints / Give Suggestions about Service
1)	Financial Sub-division, Financial division, Office of the Permanent Secretary, Ministry of Transport Note: No. 38 Ratchadamnoen Nok Road, Pom Prap Sattru Phai District, Bangkok 10100 Tel: 0 2281 4066
2)	The Center of Public Service, Office of the Permanent Secretary, Prime Minister's Office Note: No.1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th / P.O. Box 1111 No. 1 Phitsanulok Road, Dusit District, Bangkok 10300
3)	The Public Sector Corruption Complaint Center Notes: The Office of the Public Sector Anti-Corruption Commission (Office of the PACC) - 99 Moo 4, 2 nd Floor, Software Park Building, Chaeng Wattana Road, Khlong Kluea Sub-district, Pak Kret District, Nonthaburi 11120 - Hotline: 1206 / Tel: 0 2502 6670-80 ext. 1900, 1904-7 / Fax: 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Center for Foreigners (The Anti-Corruption Operation Center) Tel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Centre / Email: Fad.pacc@gmail.com

Forms, Examples and Form Completion Guidelines

Item	Name of Form
1)	Claim form for reimbursement of medical welfare Form 7131
2)	The letter of power of Attorney Note (Only in the case of the right holder cannot receive money in personal / bring the letter of power of attorney/ a certified copy of national identification card of the principal, the authorization representative and 2 witnesses)

Note

1. Name..... Division.....	Position.....
2. Require for Reimbursement of medical expenses of ☐ My own ☐ Spouse Name..... National ID Card No..... ☐ Father Name..... National ID Card No..... ☐ Mother Name..... National ID Card No..... ☐ Hire Name..... National ID Card No..... Date of birth..... Birth Order..... ☐ Immature ☐ Incompetent person or quasi-incompetent person A Disease..... Check up at (Hospital's name)..... The hospital ☐ Public ☐ Private Since..... Until..... Totally..... Baht (.....) According to the..... attached Receipts.	
3. I have right to claim for the medical expenses according to The Royal decree on Welfare Funds for healthcare. ☐ My right ☐ Only incomplete part of the right from another agency ☐ Only incomplete part from the insurance Total..... Baht (B) And (1) I am ☐ No right to claim for the medical expenses from other agency ☐ Have right to claim for the medical expenses from other agency but choosing the right from government ☐ Have right to claim for the medical expenses from the insurance ☐ Have right to get the reimbursement of the medical expenses for the hire unilaterally (2) My C..... ☐ No right to claim for the medical expenses from other agency ☐ Have right to claim for the medical expenses from other agency but paying less than the right of the Royal decree. ☐ Have right to claim the medical expenses from the insurance ☐ Have right to claim the medical expenses from other agency rely on another right	

4. To _____ Director of Finance ☒ D

I certify that I have right for the reimbursement of medical expenses for my own and my family as I request which was defined by the law and I certainly confirm that all the above statement are true.

(Signature) _____ Applicant for welfare payment

(_____)
Date _____ Month _____ Year _____.

5. Approval

Approved for reimbursement

(Signature) _____

(_____)

Job Title _____

6. Receipts

Received the money of claiming for medical welfare amount _____ Baht

(_____) completely.

(Signature) _____ Payee

(_____)

(Signature) _____ Payer

(_____)

Date _____ Month _____ Year _____.

(Sign when you received money only)

Explanation

- ☐ A Enclose with a copy of court order of the final court judgement declaring that the right holder's child is an incompetent person or quasi-incompetent person
- ☐ B Explain how about the right and compare with the right of Decree, Royal on Welfare Funds for healthcare which one is inferior or how difference of the medical expense with the contract of the insurance.
- ☐ C Fill in the bank that is spouse, father, mother or hire case by case
- ☐ D Proposing for the authorized person

Received Time _____.

Sent Time _____.

Date _____.

Power of attorney

Power of attorney No.

Date Month Year

To Director of Finance

Name Position

Division Department Province

Address Soi Rd., Sub-district

District Province Tel.

Here by authorize and appoint Position

Division Department Province

Address Soi Rd.,

Sub-district District Province

To take this expense instead of me

1. Expense of
Amount Baht (.....

2. Expense of
Amount Baht (.....

In order that (Name) (1)

By the power of this letter, Please pay for (2)

Signed as an evidence

(Signature) Principle

(.....

(Signature) Authorization Representative

(.....

(Signature) Witness

(.....

(Signature) Witness

(.....

Approve

Approved for paying as this letter (Signed) Applicant

Position

Date Month Year

Description

(1) Identifying reason why you cannot receive the money in personal.

(2) Specifying how to pay by cash or cheque, if pay by cheque, please identify for the principal or authorization representative

In case of the authorization representative is not a civil servant, employee or pensioner, the government has to pay by cheque in the name of the principal. It cannot pay for authorization representative.

Note: Principal, authorization representative and 2 witnesses, please enclosed with a copy of national identification card.

Public Guidelines: Requested for a new pension identification card of Ministry of Transport
Service-Providing Agency : Office of the permanent secretary of Ministry of Transport

Criteria, Steps, Conditions (If Any) for Submitting and Considering a Request

1. Related laws

- Government identity card Act, B.E. 2542 Section 5

2. Pensioner card Eligibility

2.1 The pensionary government officer of Ministry of Transport.

2.2 The government officer who resigned or terminated by the right to get the pension under the law on government pension.

3. Request for renew card supersede the old one; the government officer can apply for a pension card in 2 cases.

- In case of the card was lost, destroyed or ruined, request for renew since it was disappeared, destroyed or ruined.

- In case of changed the name, last name, or name and last name, request for renew card within 30 days since the pensioner get the permission of changed or other.

4. Pensioner Card duration

The card has duration for 6 years since the date of the permission, and when the pensioner was 70 years old, he/she can use this card for lifetime.

5. Steps

5.1 The government officer of Ministry of Transport who gets the pension can apply at the human resource management division, Office of the permanent secretary of Ministry of Transport since he/she had resigned, dismissed or retired.

5.2 Prepare the documents thoroughly. (Identification card and a copy, 1 photograph)

5.3 Write or typed clearly and thoroughly that referred to the Notification on Appointment of working as Government officer.

5.4 Paste the photo in the space with the signature in the form with a copy of the card issue record. (The photo is Black & White or color photo, size 2.5x3 Cm. ,half length , front shot without hat or sunglasses, white uniform or international suit no more than 6 months ago before applying, which having your name and last name in the back of the photo)

5.5 Apply with the documents to the general service officer at the human resource management division to prove your evidences and status.

Notes

1. The entire processing time of the steps outlined in these guidelines starts when the official checks that all required documents specified in the guidelines have been submitted.

If, however, the request form or some required documents have not been submitted and/or have been filled out incorrectly and cannot be rectified at that time, the official will make a memorandum detailing the missing document(s) or information and specify a period by the end of which the document(s) or information must have been submitted. The requester must rectify the mistake(s) and/or provide the additional document(s) within the period specified in the memorandum. Otherwise, the official will consider the request dropped. The official and the requester or his/her proxy will sign the memorandum and a copy of the memorandum which details the missing document(s) or information will be given to the requester or his/her proxy as evidence.

2. The average waiting time and/or coordinating with other agency among any steps are all in the entire processing time.

However, the applicant will be informed of the results within 7 days since the consideration was completion.

Where to Get Service:

Place of Service Human resource management division, Office of the permanent secretary of Ministry of Transport (Building 3, 1 st floor) 38 Ratchadamnoen Nok Rd, Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100/ Contact by yourself at the Office.	Opening Hours: Service is available from Monday to Friday (except public holidays) from 8.30 a.m. – 4.30 p.m. (excluding lunch hour).
Place of Service Note : (You can download the form from the website of Ministry of Transport and send it with other documents by mail or Fax to the Human resource management division. 38 Ratchadamnoen Nok Rd, Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100/ Mail to	Opening Hours: Service is available 24 hours a day.

Steps, Processing Time and Responsible Agency

Total Processing Time : 7 Working days

Order of Steps	Step	Time Used	Responsible Agency
1)	Document Checking - Request for the form at the Admin of Human resource management division. - Send the application to the admin of Human resource management division. - The officer proves all the documents and status.	1 working day	Office of the permanent secretary of Ministry of Transport
2)	Consideration Printed card and made a memorandum to the director Proposed Director of Human resource management division to sign	1 working day	Office of the permanent secretary of Ministry of Transport
3)	Signing/Approval from the Committee The director considers for approval.	5 working days	Office of the permanent secretary of Ministry of Transport

List of Accompanying Documents

Order	Name of Document, Number and More details (If any).	Documents issue by Government agencies
1)	National identification Card 1 Original Card 1 Copy	Department of provincial administration
2)	Name change certificate 1 Original 1 Copy	Department of provincial administration

Fees

Order	Details of Service Fee	Fee (Baht/Percepts)
1)	No Service Charge Note : In case of sending by post, the postage on registered mail is 20 Bahts and EMS is 32 Bahts. (Postage charges may change, it depends on the rate of Thailand Post)	Fee: 0 baht

Where to submit complaints or give suggestions about service

Item	Where to Submit Complaints / Give Suggestions about Service
1)	Human resource management division, Office of the permanent secretary of Ministry of Transport (Building 3, 1 st floor) 38 Ratchadamnoen Nok Rd, Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100 Tel. 0 2283 3083.
2)	The Center of Public Service, Office of the Permanent Secretary, Prime Minister's Office Note: No.1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th / P.O. Box 1111 No. 1 Phitsanulok Road, Dusit District, Bangkok 10300
3)	The Public Sector Corruption Complaint Center Notes: The Office of the Public Sector Anti-Corruption Commission (Office of the PACC) - 99 Moo 4, 2 nd Floor, Software Park Building, Chaeng Wattana Road, Khlong Kluea Sub-district, Pak Kret District, Nonthaburi 11120 - Hotline: 1206 / Tel: 0 2502 6670-80 ext. 1900, 1904-7 / Fax: 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Center for Foreigners (The Anti-Corruption Operation Center) Tel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Centre / Email: Fad.pacc@gmail.com

Forms, Examples and Form Completion Guidelines

Item	Name of Form
1)	Request for a new pension identification Card Form (ปจ.1).
2)	Example of how to fill in the form for requesting for pension identification Card (ปจ.1).

Note

This document has been downloaded from the Government Contact Centre website

www.info.go.th

The date these guidelines came into effect: 28/09/2015

**Requested for a new pension identification card or Renewed (Pensioner)
By the Government identity card Act, B.E. 2542**

Written at _____
 Date _____ Month _____ Year _____
 My name is _____ Last name _____
 Date of Birth _____ Month _____ Year _____ Age _____ Nationality _____ Blood Type _____
 I am in the house registration No. _____ Trok/Soi _____ Road _____
 Tambon/subdistrict _____ Amphoe/District _____ Province _____
 Postal Code _____ Tel. _____
 National identification No. of pensioner ☐ - ☐☐☐☐☐ - ☐☐☐☐☐☐ - ☐☐ - ☐
 Current address can be contact _____

Type of Government Officials ☐ Civil Servant ☐ Official pensioner ☐ Employee
☐ State Enterprise Employee/State Organization ☐ Government official
 Working at the Department _____ Sector _____
 Division _____ Department _____ Ministry of Transport
 Position _____ Level _____

Requirement for Government identity Card to ☐ the minister ☐ The permanent Secretary
 Case ☐ 1. Requirement for the first time
☐ 2. Renew Card because ☐ Expired ☐ Lost or Destroyed
 Old No. on the card _____ (If know)
☐ 3. Change the Card because ☐ Changed the position/ Level / Rank
☐ Change Name ☐ Change Last Name ☐ Change Name and Last Name
☐ ruined _____ ☐ other _____
☐ Herewith 2 Photos with this requirement and ☐ other documents (If any)

I hereby certify that the above statement is true in all respects.

(Signature) _____ Petitioner
 (_____)

- Notes
1. The form of requested for pension identification card and a copy of the card issue for sending.
 2. Written or typed clearly and thoroughly which refer to the Notification on Appointment of working as civil servant.
 3. Pasted your photo in the space with signature in the form with a copy of the card issue.
 4. The photo is Black & White or color photo, size 2.5x3 Cm. ,half length , front shot without hat or sunglasses, white uniform or international suit no more than 6 months ago before applying, which having your name and last name in the back of the photo.
 5. Please follow the guideline a method strictly about requested for pension identification card.

Public Guidelines : Request for the letter of beg for his Majesty's grant royal cremation ceremony and some royal soil, Ministry of Transport

Service-Providing Agency : Office of the permanent secretary of Ministry of Transport

Criteria, Steps, Conditions (If Any) for Submitting and Considering a Request

The person who has right to beg from Ministry of Transport for his Majesty's grant royal cremation ceremony and some royal soil has rules and conditions as follows.

To beg for his Majesty's grant royal cremation ceremony / for royal soil

1. Operational level and practitioner level officer (Level 3 of the old structure) in case of that person never get a Thai Royal Orders Decoration.
2. A person who get the Member (Fifth Class) of the Most Admirable Order of the Direkgunabhom and The Member (Fifth Class) of the Most Noble Order of the Crown of Thailand or above.
3. Father and Mother of the minister perish at that time.
4. The person who was been mercy by the King in the special case.

Begging for his Majesty's grant royal sponsored cremation ceremony / some royal soil for the special case

1. Father and mother of the experienced level and the professional level civil servant or above. (Level 6 of the old structure)
2. Father and mother of the person who get the Commander (Third Class) of the Most Exalted Order of the White Elephant or above
3. Executive of state enterprise officer.
4. Donate to charity at least 500,000 baht.
5. Body or Organ donor endow with the Thai redcross society, Public hospitals or establishment of education for the medical benefits.
6. The person who make benefit for society and nationality

Note : The person who suicide and get the public offence cannot beg for his Majesty's grant royal cremation ceremony and a Thai royal Orders Decoration. In the 2 cases of begging for these ceremony cannot make in the same day of King's birthday, the anniversary Celebrations of His Majesty's Accession to the Throne, Coronation Day and on Friday by traditional.

How to search for a Thai Royal Orders Decoration.

1. A civil servant contact at the last agency of the deceased.
2. A civil servant who retire or the executive of state enterprise officer contact at the Bureau of Royal Scribes and Royal Decoration, Tel. 0 2280 9000 ext. 423,424.

Notes :

1. The entire processing time of the steps outlined in these guidelines starts when the official checks that all required documents specified in the guidelines have been submitted.

If, however, the request form or some required documents have not been submitted and/or have been filled out incorrectly and cannot be rectified at that time, the official will make a memorandum detailing the missing document(s) or information and specify a period by the end of which the document(s) or information must have been submitted. The requester must rectify the mistake(s) and/or provide the additional document(s) within the period specified in the memorandum. Otherwise, the official will consider the request dropped. The official and the requester or his/her proxy will sign the memorandum and a copy of the memorandum which details the missing document(s) or information will be given to the requester or his/her proxy as evidence.

2. The average waiting time and/or coordinating with other agency among any steps are all in the entire processing time.

However, the officer of Human resource management division will send the application to the host or the heir for contacting with the Bureau of the Royal Household.

Where to Get Service:

Place of Service Human resource management division, Office of the permanent secretary of Ministry of Transport (Building 3, 1 st floor) 38 Ratchadamnoen Nok Rd, Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100/ Contact by yourself at the Office.	Opening Hours: Service is available from Monday to Friday (except public holidays) from 8.30 a.m. – 4.30 p.m. (excluding lunch hour).
Place of Service Note : Download the Form at the website of Ministry of Transport and send by fax to Human resource management division, No. 02 2806115 www.mot.go.th/ website and online channels	Opening Hours: Service is available 24 hours a day.

Steps, Processing Time and Responsible Agency

Total Processing Time : 50 Minutes

Order of Steps	Step	Time Used	Responsible Agency
1)	Document Checking The officer of Human resource management division checks the submitted documents and ensures that all fields in the form are completed.	10 Minutes	Office of the permanent secretary of Ministry of Transport
2)	Consideration Created the documents of requesting to a Thai Monarch about the Royal cremation ceremony, as the details specified in the form, and propose to Director of Human resource management division, to approve and submit to the executive.	20 Minutes	Office of the permanent secretary of Ministry of Transport

Order of Steps	Step	Time Used	Responsible Agency
3)	Signing/Approval from the Committee The executive approved and signed in the documents.	20 Minutes	Office of the permanent secretary of Ministry of Transport

List of Accompanying Documents

Item	Name and Number of Documents and Additional Details (If Any)	Document-Issuing Public Agency
1)	A copy of the household registration book 0 original 1 copy Note: The copy of the deceased's household registration book (To beg for his Majesty's grant royal cremation ceremony and for the special case)	Department of Provincial Administration
2)	A copy of Death certificate 0 original 1 copy Note: (To beg for his Majesty's grant royal cremation ceremony and for the special case)	Department of Provincial Administration
3)	Civil servant card of the deceased's hire 1 original 1 copy Note: (To beg for his Majesty's grant royal cremation in the special case)	Department of Provincial Administration
4)	A copy of the household registration book of the deceased's hire 1 Original 1 Copy Note: (To beg for his Majesty's grant royal cremation ceremony and some royal soil in the special case)	Department of Provincial Administration
5)	A certificate from the State Enterprise by the deceased was the executive of the state enterprise 1 Original 1 Copy Note: To beg for his Majesty's grant royal cremation ceremony and some royal soil in the special case)	-

Fees

Item	Fee Details	Fee (Baht / Percent)
1)	No fee	Fee: 0 baht

Where to Submit Complaints or Give Suggestions about Service

Item	Where to Submit Complaints / Give Suggestions about Service
1)	Human resource management division, Office of the permanent secretary of Ministry of Transport (Building 3, 1 st floor) 38 Ratchadamnoen Nok Rd, Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100 Tel. 0 2283 3083. /Contact in person.
2)	The Center of Public Service, Office of the Permanent Secretary, Prime Minister's Office Note: No.1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th / P.O. Box 1111 No. 1 Phitsanulok Road, Dusit District, Bangkok 10300
3)	The Public Sector Corruption Complaint Center Notes: The Office of the Public Sector Anti-Corruption Commission (Office of the PACC) - 99 Moo 4, 2nd Floor, Software Park Building, Chaengwattana Road, Khlong Kluea Sub-district, Pak Kret District, Nonthaburi 11120 - Hotline: 1206 / Tel: 0 2502 6670-80 ext. 1900, 1904-7 / Fax: 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Center for Foreigners (The Anti-Corruption Operation Center) Tel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Centre / Email: Fad.pacc@gmail.com

Forms, Examples and Form Completion Instructions

Item	Name of Form
1)	the letter of begging for his Majesty's Grant for Royal cremation ceremony

Note:

Letter of Beg for his Majesty's grant royal cremation ceremony

At Human resource management Division,

Office of the permanent secretary of Ministry of Transport

Date.....Month.....Year.....

Subject Beg for his Majesty's grant royal cremation ceremony

To Permanent secretary of Ministry of Transport

Because of (the deceased) who was
been the civil servant / Pensioner / State enterprise officer as a position.....

Division/bureau Department..... Ministry of Transport

Get the Thai royal decoration order was died because of

On Date.....Month.....Year..... At

Street Sub-district.....

District..... Province.....

And plan to cremate on date Month..... Year.....

Time..... At the crematory of the temple

Sub-district District.....

Province.....

I am Position.....

Address No. Street..... Sub-district.....

District..... Province..... Tel.

Related by of the deceased

(As the death certificate enclosed with) has intent to beg for his Majesty's grant royal cremation ceremony for
honor of the deceased.

Please kindly consider the request to beg for his Majesty's grant royal cremation ceremony
would be grateful

Yours sincerely

(.....)

The host