**People Manual: Filing Application for Receipt of Substitute for License**

**Service agency: Movie and Audiovisual Screening Office, Ministry of Culture**

**Rules, procedures, and conditions (if any) of filing application and considering permission**

If the License is materially lost, destroyed, or defected, the Licensee shall notify the Registrar thereof and filing an application for receipt of the Substitute for License within a period of fifteen days as from the date of knowledge thereof.

Filing application for Substitute for License and issuing the Substitute for License shall be in accordance with the rules, methods, and conditions as provided in the ministerial regulations.

**Remark**: The procedure according to the manual shall commence when the officer has already received all documents as stated in the People Manual and shall have reported the result within a period of 7 days from the date on which the consideration has been completed.

**Service channels**

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| --- | --- |
| **Service location**(Remark: (1) Lunch break during 12.00-13.00 hrs, 2) you should use the service on the workdays and at the office hours or a half prior to closing the daily operation.))3rd Floor, Movie and Audiovisual Screening Office Building, *Registration and License Group* Movie and Audiovisual Screening Office, Department of Cultural Promotion, 14 Thiamruammit Road, Huay Khwang, Bangkok 10310, Tel. 0 2645 4600 Ext. *5227,* 5228, 5232, 5233, 5240 / Personally contact at the agency. | **Opening hours:** Monday – Friday (Except official public holidays) at 08:30 am. – 04.30 pm. (Except lunch break) |

**Procedures, duration and service agency**

**Total duration:** 16 workdays

| **No.** | **Procedures** | **Duration** | **Service Agency** |
| --- | --- | --- | --- |
| 1) | **Document examination**Receive the Application Form (PhorYor.4)) together with documents and evidences *Remark: -)* | 10 minutes | Movie and Audiovisual Screening Office |
| 2) | **Consideration**Consider Issuing the Substitute for License*(Remark: -)* | 15 workdays | Movie and Audiovisual Screening Office |

**List of documents and supporting evidences**

| **No.** | **Name of documents, number and additional details (if any)** | **Government agency issuing the document** |
| --- | --- | --- |
| 1) | **Identification Card****Original copy** 0 **Copy** 1 **Remark** (or a copy of Alien ID Card of the person receiving the Substitute for License or of the person responsible for operation of the juristic person, as the case may be, together with being certified true copy) | Registration Office |
| 2) | **Application for Receipt of Substitute for License (PhorYor.4)****Original copy** 1**Copy** 0**Remark** - | Movie and Audiovisual Screening Office |
| 3) | **Daily Report Acknowledging the Lost Document of Local Police Station where such License is lost in the case where the License is lost.****Original copy** 1**Copy** 0 **Remark** - | - |
| 4) | **Copy of the License so Lost in the case of lost License (if any)****Original copy** 0 **Copy** 1 **Remark** - | - |
| 5) | **License in the case of being materially destroyed or defective** **Original copy** 1 **Copy** 0 **Remark** - | - |
| 6) | **Half length photo, straight face, no hat wearing, 4X6 centimeters taken for a period not less than 6 months****Original copy** 2**Copy** 0**Remark** - | - |
| 7) | **A Power of Attorney** **Original copy** 1 **Copy** 0 **Remark** (Stamp duty affixed and certified copies of ID Cards of an appointorand an attorney. In the case of Juristic Person, the Juristic Person shall certify documents and affix juristic person’s seal (if any)) | - |

**Fee**

| **No.** | **Details of fees** | **Fee (Baht / Percentage)** |
| --- | --- | --- |
| 1) | **Substitute for License** *(Remark: -)*  | 50 baht  |

**Complaint and service channels**

| **No.** | **Complaint / Service Channels** |
| --- | --- |
| 1) | Movie and Audiovisual Screening Office, Department of Cultural Promotion, 14 Thiamruammit Road, Huay Khwang, Bangkok 10310 Tel: 0 2645 4600, Ext. 5201, 5202 Fax: 0 2645 4698 (Remark: -)  |
| 2) | Anti-Corruption Center, Ministry of Justice, 666 Thanalongkorn Tower, Borommaratchachonnani Road, Bang Bamru, Bang Plad, Bangkok 10700 Tel: 0 2422 8927-8 Fax: 0 2446 8343(Remark: -) |
| 3) | Ministry of Culture Hotline, Culture Surveillance Bureau 1765(Remark: -) |
| 4) | Center of Public Service, Office of the Permanent Secretary, Prime Minister Office(Remark: *1 Phitsanulok Road, Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / PO Box: 1111 1 Phitsanulok Road, Dusit, Bangkok 10300*)  |
| 5) | Anti-Corruption Operation Center *(Note: (Office of Public Sector Anti- Corruption Commission ( PACC)**- No. 99 Village No. 4, Software Park Building, 2nd Floor, Chaeng Watthana Road, KhlongKluea* *Sub-district, Pak Kret District, Nonthaburi Province 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.THThe Anti-Corruption Operation CenterTel: +66 92 668 0777 / Line: Fad.pacc / Facebook: The Anti-Corruption Operation Center / Email: Fad.pacc@gmail.com)) |

**Forms, Samples and Manual**

| **No.** | **Name of Forms** |
| --- | --- |
| 1) | Notification of The National Audio-Visual Committee Re: Application for Receipt of the Substitute for License and Issuing Substitute for License.(Remark: -)  |
| 2) | Example of Completing Application Form for Renewal of the Substitute for License (Remark: -)  |

**Remark**

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Enforcement date: 21/07/2015