**People Manual: Application for Adding Tools, Equipment, for Facilities in Providing Services in Video Stores**

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

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

The Licensee who intends to enlarge the area of the place of business of renting, exchanging or selling movies, which has not yet expired shall notify the Registrar in accordance with the forms as notified and specified by the Central Registrar.

**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.))*Registration and License Group*, Movie and Audiovisual Screening Office Building, 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:** 46 days

| **No.** | **Procedures** | **Duration** | **Service Agency** |
| --- | --- | --- | --- |
| 1) | **Document examination**Receive the Application Form (RorWor.4) together with documents and evidences *Remark: -)* | 10 minutes | Movie and Audiovisual Screening Office |
| 2) | **Consideration**Consider Issuing the License*(Remark: -)* | 45 days | 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) | **Notification of the Quantity Adding Tools, Equipment, for Facilities in Providing Services in Video Stores (RorWor.4)****Original copy** 0 **Copy** 1 **Remark** - | **Movie and Audiovisual Screening Office** |
| 2) | **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** - | - |
| 3) | **Existing License****Original copy** 1**Copy** 0**Remark** - | **Movie and Audiovisual Screening Office** |
| 4) | **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) | **Charge the fee in proportion to the added quantity and remaining License duration** *(Remark: -* *Ministerial Regulation RE: Determining the Fee as to Movie and Video Business Operation, B.E.2552 (A.D.2009), (Article 2.))* | 0 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) | Ministerial Regulation RE: Determining the Fee as to Movie and Video Business Operation, B.E.2552 (A.D.2009), (Article 2)(Remark: -)  |
| 2) | Example of Completing Application Form for Adding Tools, Equipment, for Facilities in Providing Services in Video (Game) Stores  (Remark: -)  |

**Remark**

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