**People Manual: Notification of Change in Director, Manager, or the Authorized Person of the Juristic Person Acquiring License for Theater Business Operation**

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

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

In the case where the Licensee who is a juristic person changing director, manager, or authorized person, the Licensee shall notify the Registrar thereof in line with the Form as notified and specified by the Central Registrar together with documents and evidences within a period of fifteen days as from the date of change therein.

**Remark**: The procedure according to the manual shall commence when the officer has already received all documents as stated in the People Manual.

**Service channels**

|  |  |
| --- | --- |
| **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:** 10 minutes

| **No.** | **Procedures** | **Duration** | **Service Agency** |
| --- | --- | --- | --- |
| 1) | **Document examination**  Receive the Notification Form (PorPhor.3) together with documents and evidences  *Remark: -)* | 10 minutes | 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 Change in Director, Manager, or the Authorized Person of the Juristic Person Acquiring License for Theater Business Operation (PorPhor.3)**  **Original copy** 1  **Copy** 0  **Remark-** | Movie and Audiovisual Screening Office |
| 2) | **A Juristic Person Certificate**  **Original copy** 0  **Copy** 1  **Remark** (Identify objectives and issued not exceeding 6 months, certified true copy and affixed juristic person’s seal (if any)) | Department of Business Development |
| 3) | **Identification Card**  **Original copy** 0  **Copy** 1  **Remark** (together with a copy of ID Card so certified true copy) | Registration Office |
| 4) | **Passport**  **Original copy** 0  **Copy** 1  **Remark** (or a copy of Alien ID Card which is certified true copy, a copy of Certificate of Residence in the Kingdom or evidence of temporary immigration license in the Kingdom under law on immigration in the case where the Licensee is an alien which is certified true copy both natural and juristic persons) | Passport Division |
| 5) | **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** - | - |
| 6) | **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) | **No fee**  *(Remark: -)* | 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.TH  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, Samples and Manual**

| **No.** | **Name of Forms** |
| --- | --- |
| 1) | Example of Completing Application Form for Notification of Change in Director of the Place of Business for Shop for Rent, Exchange, or Distribution of Movies  (Remark: -) |

**Remark**

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