**Service Guide: For rental property and land located in the area of** **Fish market and vessel landing**

**Service Agency:**Fish market Organization, Ministry of Agriculture and Cooperatives

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**Measure, Procedure and Conditions (if required) for application and consideration**

The applicants are those who interest to conduct business in the areas of Fish Market and Fishing Port

Duration of application process will becountedafterverifying all relevant documents by authorized officer (as mentioned in the guidance)

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| **office**  Fish Market Organization, Bangkok  149, Charoen Krung 58, Yannawa Sub-district, Sathorn District, Bangkok  Tel: 02-211-4394  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  SamutPrakarn Fishing Port  340, Moo 6, Tai Ban Sub-district, Muang District, SamutPrakarn Province  Tel: 02-173-9046-47  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  SamutSakhon Fishing Port  1024, VichienChodok Road, Mahachai Sub-district, Muang District, SamutSakhon Province  Tel: 034-422-803  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Nakhon Sri Thammarat Fishing Port  341, Pak Panang Fang Tawantoki Sub-district, Pak Panang District, Nakhon Sri ThammaratProvince  Tel: 075-444-033  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Trad and Aung Sila Fishing Port  426-427, Moo 8, Chol Prathan Road, Wang Kra-Jae Sub-district, Muang District, Trad Province  Tel: 039-511-176  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  HuoHin and PranBuri Fishing Port  Chom Sin Road, HuoHin Sub-district, HuoHin District, PrachuobKirikhan Province  Tel: 032-511-178  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **Office**  Chum Phon and Lang Suon Fishing Port  Moo 8, Muang District, Chum Phon Province  Tel: 077-521-112  Please directly contact to the office mentioned above | **hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |

**Procedure, Period and Responsible agency**

**Processing period**: 15 days

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| No. | procedure | duration | Responsible agency |
| 1 | The renter submit rental form to authority and inform the details of rental primarily | 1 day | Fish Market Organization |
| 2 | Document verification:  checking the validity of the documentbefore preparing relevant document submitting to Head Office | 3 days | Fish Market Organization |
| 3 | Consideration:  Section Operation 1 submit the document to the Deputy Director, the Deputy Director submit the document to Director for approval consideration | 6 days | Fish Market Organization |
| 4 | Sending back the document to the office of fish market (origin of application), inform the results to the applicant whether the request is approved or denied | 4 days | Fish Market Organization |
| 5 | Informing the renter, making rental contract and expenses payment following the required conditions | 1 day | Fish Market Organization |

**List of document and relevant evidence**

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| No. | Name of documents, amount ofrequired document and further details  (if required) | Responsible agency |
| 1 | Identification card (I.D. Card)  Original: –  Copy: 2  (Remarks: certifying true copy is required (in case of individual person) | Public service center |
| 2 | House registration document  Original: –  Copy: 2  (Remarks: certifying true copy is required (in case of individual person) | Public service center |
| 3 | Spouse’s I. D.Card and house registration document  Original: –  Copy: 2  (Remarks: certifying true copy is required (in case of individual person) | Public service center |
| 4 | Juristic person certificate  Original: 1  Copy: 1  (Remarks: certifying true copy is required (in case of juristic person) | Ministry of Commerce |
| 5 | Authorized person’s I.D. Card and house registration document  Original: -  Copy: 2  (Remarks: certifying true copy is required (in case of juristic person) | Public service center |
| 6 | Application form  Original: -  Copy: -  (Remarks: individual and juristic person are usable) | Fish Market Organization |

**Service Charges**

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| No. | Details of service charges | Service charges (Baht/ %) |
| No information | | |

**Complain channelsand advisory services**

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| No. | Complain channels/advisory services |
| 1 | Discipline Section, Human Resources Administrative Department, Organizational Administrative and Development Division, Fish Market Organization, Tel: 02-211-4490 ex 510 or [www.fishmarket.co.th](http://www.fishmarket.co.th)  (Remarks: -) |
| 2 | Public service center, Office of the Permanent Secretary, Prime Minister Office  (Remarks: No.1, Pitsanulok Road, Dusit district, Bangkok, 10300/hotline 1111/www.1111.go.th/P.O. Box 1111, No.1, Pitsanulok Road, Dusit district, Bangkok, 10300 |

**Form, example and guide to fill the application form**

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| No. | Form |
| No example | |

**Remarks:**Approval of rental property and land following this manual is limited for 3 years only