**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

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

**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 be counted after verifying all relevant documents by authorized officer (as mentioned in the guidance)

|  |  |
| --- | --- |
| **office**  Pattani Fishing Port  Moo 8, Na Klur, Muang District, Pattani  Tel: 037-414-112  Please directly contact to the office mentioned above | **Service hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Phuket Fishing Port  2/6, Moo 1, Sri Suthad Road, Ratsada Sub-district, Muang District, Phuket Province  Tel: 076-614-151  Please directly contact to the office mentioned above | **Service hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Ranong Fishing Port  90, Moo 1, SaphanPla Road, Pak Nam Sub-district, Muang District, Ranong Province  Tel: 077-816-224  Please directly contact to the office mentioned above | **Service hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Songkhla Fishing Port  1 Bor Yang Sub-district, Muang District, Songkhla Province  Tel: 074-324-853  Please directly contact to the office mentioned above | **Service hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Satun Fishing Port  TummalungSub-district, Muang District, Satun Province  Tel: 074-710-633  Please directly contact to the office mentioned above | **Service hour:** Monday-Friday (except the holiday declared by FMO) from 08.30-16.30 (no service during lunch break) |
| **office**  Narathiwat Fishing Port  56/7, Tak BaiRoad, Bang NakSub-district, Muang District, Narathiwat Province  Tel: 073-522-162  Please directly contact to the office mentioned above | **Service 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

|  |  |  |  |
| --- | --- | --- | --- |
| No. | procedure | duration | Responsible agency |
| 1 | -  The renter submits rental form to authority and inform the details of rental primarily  (Remarks: This will be conducted by 6 fish markets mentioned above) | 1 day | Fish Market Organization |
| 2 | Document verification:  checking the validity of the documentbefore preparing relevant document submitting to Head Office  (Remarks: This will be conducted by 6 fish markets mentioned above) | 3 days | Fish Market Organization |
| 3 | Consideration:  Section Operation 2 submit the document to the Deputy Director, the Deputy Director submit the document to Director for consideration on approval  (Remarks: This will be conducted by Section Operation 2) | 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  (Remarks: This will be conducted by Section Operation 2) | 4 days | Fish Market Organization |
| 5 | -  Informing the renter, making rental contract and expenses payment following the required conditions  Remarks: This will be conducted by 6 fish markets mentioned above) | 1 day | Fish Market Organization |

**List of document and relevant evidence**

|  |  |  |
| --- | --- | --- |
| No. | Name of documents, amount of 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**

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

**Complain channelsand advisory services**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| No. | Form |
| No example | |

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