

	<b>New Customer Registration Request Form</b>	Doc No.	SA/F2025/002
		Doc Type	Public
		Issue No.	01
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For Internal Use Only: Sales Representative Name \_\_\_\_\_

Taxpayer Identification No. / National ID No. \_\_\_\_\_

Customer ID (for Accounting Department) \_\_\_\_\_

**1. Registered Company/Partnership/Shop Name (as per legal registration and VAT Certificate – Por.Por. 20)**

Company Name \_\_\_\_\_

**2. Registered Address** \_\_\_\_\_

**3. Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_ **Email** \_\_\_\_\_

3.1 Email address for receiving E-statements \_\_\_\_\_

3.2 Email address for receiving E-documents (E-Tax invoice, receipt, credit note, debit note)

Same as the email for E-statement in section 3.1

Different from the email for E-statement in section 3.1, please specify: \_\_\_\_\_

**4. Business Owner/Authorized Director (in Thai)** \_\_\_\_\_ **Email** \_\_\_\_\_

**Business Owner/Authorized Director (in English)** \_\_\_\_\_

**5. List of shareholders holding 25% or more, including their shareholding ratio (in English)**

5.1 Full Name (English) \_\_\_\_\_ Shareholding (%) \_\_\_\_\_

5.2 Full Name (English) \_\_\_\_\_ Shareholding (%) \_\_\_\_\_

5.3 Full Name (English) \_\_\_\_\_ Shareholding (%) \_\_\_\_\_

5.4 Full Name (English) \_\_\_\_\_ Shareholding (%) \_\_\_\_\_

5.5 Full Name (English) \_\_\_\_\_ Shareholding (%) \_\_\_\_\_

**6. Nature of Business**

Retail (ขายปลีก)  SI (System Integrator)/Corp.Reseller  Hybrid (Retail & Project Sales)

ISV (Independent Software Vendor)  CSP (Cloud Service Provider)  Wholesale

EPC/Turnkey Contractor  Independent Technician  Others: \_\_\_\_\_

**7. Main Products Sold by Your Company**

IT Products  Phone  CCTV

Cloud  Audio-Video  Solar Cell

Software/License  Industrial Equipment  Gadgets

Stationery  Others: \_\_\_\_\_

**8. Does your company issue Purchase Orders (PO)?**  Yes  No

**In case a PO is required, does the company require the PO to be attached along with the product delivery?**  Yes  No

**Authorized Signatory** \_\_\_\_\_ **Designation** \_\_\_\_\_

**Tel No.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**9. Accounting / Finance Contact for Payment** \_\_\_\_\_

**Tel No.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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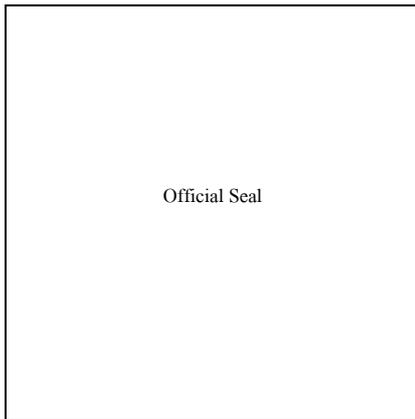
**10. Delivery Address** \_\_\_\_\_

10.1 Recipient's Name \_\_\_\_\_ Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

10.2 Recipient's Name \_\_\_\_\_ Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

10.3 Recipient's Name \_\_\_\_\_ Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

If there are more than three designated recipients, the applicant must attach a Power of Attorney signed by the authorized director(s) as stated in the company's Certificate of Incorporation.



Singature \_\_\_\_\_ Applicant

( \_\_\_\_\_ )

Authorized Director / Business Owner / Authorized Representative

Please affix the company's official seal (if any)

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**Procedure for Applying as a New Customer**

1. Complete the New Customer Registration Request Form with accurate and truthful information.
2. Have the form signed by the authorized signatory and affix the company's official seal. (if any)
3. Submit the completed New Customer Registration Request Form together with all required supporting documents to the company via the assigned sales representative. (Request for new customer registration)
4. Once the Company has received the completed application and required documents, the application will be reviewed promptly.

**Required Documents for New Customer Registration**

● **For all applicants (individuals and corporate entities)** (available for download from the Company's website)

- Terms and Conditions for Product Purchase (SA/F2025-003).
- Consent Form for the Collection, Use, and Disclosure of Personal Data for Customer Applicants (PDPA/F2025-008A).

● **If the applicant is an individual:**

- Copy of the national ID card of the business owner (with blood type and religion information redacted).
- Power of Attorney (if the business owner authorizes another person to act on their behalf).
- Business location map and delivery address map.
- Commercial Registration Certificate (if available).
- Proof of business operation in IT or relevant product selling, e.g., e-commerce platform account details, shopfront photos, and photos of IT products in-store.

● **If the applicant is a corporate entity:**

- Latest Company Certificate of Incorporation (issued within the past 6 months).
- VAT Registration Certificate (Por.Por.20).
- Power of Attorney (if the authorized director delegates authority to another person).
- Copy of the national ID card of the authorized director(s) (with blood type and religion information redacted).
- Latest Shareholder List (issued within the past 6 months).
- Business location map and delivery address map.

Remarks:

1. All documents must be duly signed by the authorized director(s) and affixed with the company's official seal. (if any)
2. If the information provided in your application does not match the records of the Department of Business Development, the Company reserves the right to request additional documentation.