



**EUROPEAN UNION**  
DELEGATION TO THAILAND  
Trade and Economic Section

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## Procedures for the import authorisation of samples of plant and plant products into Thailand

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*This guidance document does not constitute a legally binding act and is of an explanatory and subsidiary nature. It is intended as a practical instrument to assist Member States Embassies and the economic operators in facilitating the compliant import of samples*

## Procedures for the import authorisation of samples of plant and plant products into Thailand for trade fairs and exhibitions

**Responsible agency:** Agricultural Regulatory Office (ARD), Department of Agriculture (DOA)

**Scope of products:** plant and pant products (fruit and vegetables) (HS 06 to 08).

**Quantity limit:** no quantity limit but should be in a reasonable amount for trade fairs.

Contact: [technical\\_ard@hotmail.co.th](mailto:technical_ard@hotmail.co.th)

	Description	est. duration	Fee
<b>Pre-import procedures</b>			
1. <i>A Thai importing company</i> (importer) applies for an access to the National Single Window (NSW). The system is used for the on-line application for the import of plant and plant products into Thailand.	An importer, as shown in the customs declaration form, bill of lading or phyto sanitary certificate (PC), must submit an application for the use of the NSW system in person at the Agricultural Regulatory Office (ARD), Department of Agriculture (DOA).		No.
2. <i>The importer</i> obtains username and password to access the NSW.		Within 1 day after submitting an application.	
3. <i>The importer</i> submits an on-line application via the NSW by filling in form Por Kor 2 (an application for the authorisation to import plant and plant products for commercial purposes)	One product per application (Por Kor 2 form). With the following supporting documents: <ul style="list-style-type: none"> <li>- A copy of company registration form of the importer.</li> <li>- A proxy letter authorizing a person to process the application on behalf of the importer and a copy of his/her ID card.</li> <li>- A copy of invoice, airway bill/ bill of lading/ Notification to collect international postal items.</li> <li>- A letter from the importer requesting the temporary imports of animal and animal products (free format).</li> <li>- Information of the trade fairs/ exhibitions including the venue of the event.</li> <li>- A letter from the organiser of the trade fair confirming the participation of the importer in the fair.</li> <li>- CITES import permit (if applicable).</li> </ul>		THB 30 stamp for the proxy letter.
4. <i>The importer</i> prints the application (form Por Kor 2) from the NSW system and submit the hardcopy to ARD.		Within 14 days after submission	

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	Description	est. duration	Fee
		online via the NSW (step 3).	
5.	<i>The DOA</i> authorises the import and issues import license (Por Kor 2-1).	Within 3 working days after the submission of hard copies to the ARD.	THB 100
<b>Import procedure</b>			
6.	<i>The importer</i> submits <i>Form Por Kor 2-1 and Por Kor 5 (the Declaration for the Import of plant and plant products)</i> to an <i>International plant quarantine station (PQS)</i> at the arrival port.		
7.	<i>The PQS</i> issues an import number (the sequence for plant inspection)	30 mins	
8.	<i>The PQS</i> inspects the products (container seals, sampling and visual inspection)	2.5 hours	
9.	<i>The PQS issues an import permit (form Por Kor 6) and releases the products for further customs clearance procedure</i>	Please see a separate note on the customs clearance procedure	15 mins

**Note:**

For prohibited articles (i.e. most imported fruit and vegetables) that have never gone through the Pest Risk Analysis (PRA), a Member State embassy may submit a request letter to the DG of DOA requesting for a special derogation for the temporary import of certain plant and plant products into Thailand for trade fairs and exhibitions. The letter should be transmitted to: [inter@doa.in.th](mailto:inter@doa.in.th) at least one month before the start of the trade fair. The letter is free format and should include the following information:

- Name of importer
- Name of exporter
- Purpose of the exports
- Details of products (trade name, type of products, HS Code, manufacturer's name and address, imported amount)
- Details of trade fairs and exhibitions (name, duration, type of trade fairs, and venue of the fairs)
- Mode of import transportation and date of arrival
- Contact person (name, tel. number, email)

When the temporary authorization is granted, continue with process no. 1 above.

For CITES plants, the importer must apply for the CITES import permit by submitting an application (form Por Kor 13) online (<http://e-cites.doa.go.th:21006>), with supporting documents i.e. invoice, a certificate confirming species, pictures of the imported aquatic animal. The fee is THB 100. The authorisation can be obtained within 1 working day after the submission of application online.

Responsible agency:

Office of Plant Varieties Protection  
Group of the research on CITES Plants  
Department of Agriculture  
Paholyothin Road, Chatuchak  
BANGKOK 10900

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