

NOTIFICATION OF THE DEPARTMENT OF INTERNAL TRADE

RE: FORM OF THE ANNUAL REPORT, BALANCE SHEET AND REVENUE ACCOUNT

By virtue of section 34 of the Warehouse, Silo and Cold Storage B.E. 2558 and section 32 of the Public Administration Act B.E. 2534 amended by the Public Administration Act (No. 5) B.E. 2545, the Director-General of the Department of Internal Trade hereby issues the Notification as follows:

Clause 1. This Notification shall come into force as from the day following the date of its publication in the Government Gazette.

Clause 2. A business operator of warehouse, silo or cold storage shall prepare an annual report including a balance sheet and revenue account illustrating the financial and business position of the previous calendar year and shall submit to the Director-General within one hundred and fifty days as from the date of the end of calendar year in accordance with the form of annual report, balance sheet and revenue account annexed to this Notification including certified documents or evidence as follows:

- (1) evidence illustrating a list of members of the Board, or partners or members;
- (2) balance sheet and revenue account;
- (3) annual ordinary meeting report.

Clause 3. Submission of information under clause 2 shall be made before a competent official at the following governmental agencies:

- (1) in the case where an office is located in Bangkok, it shall be notified at the Department of Internal Trade, Ministry of Commerce;
- (2) in the case where an office is in other provinces outside Bangkok, it shall be notified at the Provincial Commerce Office where such office is located.

Submission of information under paragraph one may be made via registered mail, facsimile or electronic means and the date of postage stamp at the origin post office shall be the date of submission. In the case of facsimile, the date of receipt of facsimile shall be the date for expressing the desire to notify. In the case of electronic means, the date the electronic date entered into the data system of the Department of Internal Trade, Ministry of Commerce, shall be the date of expressing the desire to notify.

The submission via facsimile under paragraph two is complete when a business operator of warehouse, silo or cold storage has submitted the originals to the Director-General.

Any business operator of warehouse, silo or cold storage who wishes to submit information electronically shall sign in an agreement in submitting the information electronically in accordance with the rules and procedures as prescribed by the Director-General.

Clause 4. When a competent official has received the information under clause 2, he or she shall examine the information, documents or evidence to ensure that they are correct and complete. In the case where the information or document or evidence is not correct or incomplete, the competent official shall submit the preliminary report to the Director-General to issue an order to a business operator of warehouse, silo or cold storage to correct and complete such documents within thirty days as from the date of receipt of such order.

The competent official shall expeditiously give an order of the Director-General under paragraph one to the business operator of warehouse, silo or cold storage.

In the case where the information or evidence is correct and complete, the competent official shall report the examination result to the Director-General.

Given on the 4th of April B.E. 2559 (2016)

Vibulrak Ruamruk

Director-General of the Department of Internal Trade