Regulation of Department of Industrial Works
Re: Criteria, methods, and conditions for import or export declaration of hazardous substances under authorization of Department of Industrial Works (WoAo./AoKo. 6) via the computerized system through the computer network of Department of Industrial Works

With reference to the Notification of Ministry of Industry, regarding declaration of the hazardous substances under the authorization of Department of Industrial Works by producer, importer, exporter or possessor, B.E. 2547 (2004), the provision under article 3 prescribes that an importer or exporter of hazardous substances is required to declare hazardous substances to the competent official using Form WoAo./AoKo.6 prior to any shipment to or from the customs port. The information to be declared includes hazardous substances’ name, formula and ratio, trade name, common name or abbreviation (if available), quantity, type of container, producer name, country of origin, storage facility, transportation means, customs port, and date of import to or export from the customs port. Import or export declaration can be done at Department of Industrial Works, other places prescribed by Department of Industrial Works, or via the computerized system through the computer network of Department of Industrial Works. Since the declaration via the computerized system is convenient, less time consuming, and cost saving and by the provision under article 5 of the mentioned Notification ensuring good service and facilitation to industrial entrepreneurs, Department of Industrial Works hereby prescribes criteria, methods, and conditions concerning this matter as follows:

Article 1  This regulation shall be called “Regulation of Department of Industrial Works Re: Criteria, methods, and conditions for import or export declaration of hazardous substances under authorization of Department of Industrial Works (WoAo./AoKo. 6) via the computerized system through the computer network of Department of Industrial Works B.E. 2547 (2004)”

Article 2  This Regulation shall enter into force on the day following the date of its publication in the Government Gazette.

Article 3  This Regulation shall be applied to entrepreneurs who wish to make import or export declaration of hazardous substances under authorization of Department of Industrial Works (WoAo./AoKo. 6) via the computerized system through the computer network of Department of Industrial Works B.E. 2547 (2004).
network of Department of Industrial Works, and have been approved by Department of Industrial Works.

Article 4 This Regulation shall not be applied to import or export declaration of hazardous substances under special supervision as prescribed by Department of Industrial Works prior to this Regulation or after the enforcement of this Regulation.

Article 5 Department of Industrial Works reserves the right to make any change or modification to the prescribed criteria, methods, and conditions in this Regulation in order to ensure the benefit of entrepreneurs and the government service. Any damages occurred as a result of any change or modification made cannot be compensated for.

Article 6 Department of Industrial Works shall not be liable for any damages caused by the computerized system in service.

Article 7 The Director-General of Department of Industrial Works shall be the administrator of this Regulation.

CHAPTER I
General Provisions

Article 8 In this Regulation,

“Import or export declaration of hazardous substance” shall mean declaration of import or export of hazardous substances under the authorization of Department of Industrial Works and shall also mean import or export declaration of hazardous substance regarding hazardous substances’ name, formula and ratio, trade name, common name or abbreviation (if available), quantity, type of container, producer name, country of origin, storage facility, transportation means, custom port, and date of import to or export from the custom port as in accordance with Form WoAo./AoKo.6.

“Service” shall mean service providing for import or export declaration of hazardous substances using Form WoAo./AoKo.6 submitting via the computerized system through the computer network of Department of Industrial Works.

“Member” shall mean entrepreneurs who wish to declare imported or exported hazardous substances via the computerized system through the computer network of Department of Industrial Works.

“Membership endorsement letter” shall mean the letter issued by Department of Industrial Works to endorse the import or export declaration of hazardous substances by an
entrepreneur via the computerized system through the computer network of Department of Industrial Works as prescribed in Form WoAo./AoKo.6.2 annexed to this Regulation.

“Acknowledgment letter for import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works” shall mean archives of the details of import or export declaration of hazardous substances as prescribed in Form WoAo./AoKo.6.3 annexed to this Regulation.

CHAPTER 2
Application for Service

Article 9 A person who is eligible for the service shall be an entrepreneur permitted to import or export hazardous substance according to the Hazardous Substance Act B.E. 2535 (1992), and does not have overdue annual fee.

Article 10 A person who wishes to use the service may submit a membership application form at Hazardous Substance Bureau, Department of Industrial Works.

Article 11 A person who wishes to use the service shall submit evidence or supporting documentation to Hazardous Substance Bureau, Department of Industrial Works on the application date as follows:

11.1 For a natural person, the following documents are required.
   (1) Copy of house registration
   (2) Copy of identification card or copy of alien identification card
   (3) Power of attorney letter for an appointee

11.2 For a juristic person, the following documents are required.
   (1) Certificate or its copy of juristic person registration issued by Ministry of Commerce within 6 months, or certificate or its copy of juristic person registration issued by other laws.
   (2) Copy of identification card and copy of house registration of the person in charge. Copy of alien identification card shall be used for foreigner.
   (3) Power of attorney letter for an appointee

All copies of documentation shall be certified true.

Article 12 A person who wishes to use the service shall have valid electronic mail address (E-mail address).
Article 13 An entrepreneur to whom Department of Industrial Works grants permission to use the service under this Regulation shall receive a membership endorsement letter which contains the membership number and initial password.

Article 14 A membership application form and a membership endorsement letter shall be as prescribed annexed to this Regulation.

CHAPTER 3
Condition of service

Article 15 A member shall comply strictly with the condition of service under Chapter 3 of this Regulation.

Article 16 Department of Industrial Works shall provide the service only to endorsed member as prescribed by Department of Industrial Works.

Article 17 Department of Industrial Works shall provide the service only to an entrepreneur with no overdue annual fee and have sufficient amount of hazardous substance available in the notifying sheet (for type 2 hazardous substance), or to an entrepreneur with valid permit and have sufficient amount of hazardous substance available in the notifying sheet (for type 3 hazardous substance).

Article 18 Department of Industrial Works shall accept a declaration of type 1 hazardous substance only if it has been certified as hazardous substance type 1 and are granted to use the service.

Article 19 In case where a membership endorsement letter is lost or damaged, a new membership application shall be resubmitted to Department of Industrial Works, and the lost letter shall be no longer valid.

Article 20 A member shall certify the correctness of the declaration and shall be subject to criminal penalty in case of giving false information, including civil penalty if the falsify information causes damages.

Article 21 A request to make correction on the acknowledgment letter for import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works shall be made to Hazardous Substance Bureau, Department of Industrial Works.
Article 22 If there is a change in name, office address, or other important information on a membership endorsement letter, a new application shall be resubmitted to Department of Industrial Works, and the original membership endorsement letter shall be no longer valid.

Article 23 The service shall be considered complete without submitting any required documentation unless being asked by Department of Industrial Works.

CHAPTER 4
Cancellation of the service

Article 24 A member who wishes to cancel the service shall inform Department of Industrial Works in written at least 15 days in advance.

Article 25 Department of Industrial Works reserves the right to immediately revoke the service if a member misuses this service resulting in damages to Department of Industrial Works or The Nation, or direct or indirect effect to peace and order, and good morality of the people. By all means, a member shall have no right to claim for any damages or compensation caused by the cancellation of the service.

CHAPTER 5
Procedure for import or export declaration of hazardous substance (WoAo./AoKo.6)
Membership endorsement letter and an acknowledgment letter for import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works

Article 26 Procedure for import or export declaration of hazardous substance (WoAo./AoKo.6) shall be as follows:

1. Log in to the system by using login name and password.
2. File in the required information to declare import or export of hazardous substance.
3. Check and certify the correctness of declared data as in step 2.
4. Print out an acknowledgment letter for import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works as in Form WoAo./AoKo.6.3 and sign the letter to certify the declaration.
5. Submit a request for correction at Department of Industrial works if there is a mistake on the letter in step 4.

6. Use the letter in step 4 and the membership endorsement letter in completing customs requirement.

Article 27 Form WoAo/AoKo. 6.1 annexed to this Regulation shall be used as a membership application to use the service of import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works. Form WoAo/AoKo. 6.2 annexed to this Regulation shall be used for a membership endorsement letter. Form WoAo/AoKo. 6.3 annexed to this Regulation shall be used for an acknowledgment letter for import or export declaration of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works.

Article 28 In case there is technical problem arise from the computerized system preventing the declaration of import or export of hazardous substances under the authorization of Department of Industrial Works via the computerized system through the computer network of Department of Industrial Works, the declaration shall then be made at Department of Industrial Works.

Announced on the 22nd October B.E. 2547 (2004)

(signed) …………………………………………

(Mr. Issra Shoatburakarn)
Director-General of Department of Industrial Works
Membership application form for the service of import or export declaration of hazardous substances under the authorization of Department of Industrial Works (WoAo./AoKo.6) via the computerized system through the computer network of Department of Industrial Works

For Applicant,

General information

Name/Office’ name: ...........................................................................................................
Taxation ID: ....................... Address (as in Commercial tax Form 20) number: ....
Moo: ....... Soi: .................................. Sub-district: ..............................
District: ......................... Province: ....................... Postal code: ..............
Tel. number: ............... Fax number: ................. E-mail address:..............
Contact address:   
    o same as above
    o No. ............................ Moo ........................
Soi: ............................. Sub-district: ..............................
District: ..................... Province: ............................. Postal code: ..............
Tel. number: ............. Fax number: ................. E-mail address:..............
Service commencing date: ..............................

“I would like to request for the service of import or export declaration of hazardous substances under the authorization of Department of Industrial Works (WoAo./AoKo.6) via the computerized system through the computer network of Department of Industrial Works. I hereby acknowledge and accept the criteria, procedures, and conditions currently in force and the prospective ones, and certify the correctness of the above information”.

Signature: .........................
(........................................)
Date: ........ / ........ / ........

For Official,

    o Identification Card number: ....................
    o Passport number: ........................
    o Date on letter of power of attorney: .............
    o Membership number: ........................
    o Initial password: ............................

Document proving official: ..............................
(........................................)
Date: ....../........./.........

Unofficial Translation
Only the Thai version of the text is legally binding.
This letter is issued to certify that …………………………………………….
Taxation ID …………………………… is the member of the service of import or export
declaration of hazardous substances under the authorization of Department of Industrial
Works (WoAo./AoKo.6) via the computerized system through the computer network of
Department of Industrial Works with the membership number …………………

Issued on the date of ………………………………

(signed) …………………………………

(…………………………………………)

Director of Hazardous Substance Bureau
Form WoAo./AoKo. 6.3

Acknowledgement letter of declaration import or export of hazardous substances under the authorization of Department of Industrial Works (WoAo./AoKo.6) via the computerized system through the computer network of Department of Industrial Works

Receiving number: ………………… Date: ………………… Time: …………………

Declaration of ☐ import ☐ export of hazardous substance under the authorization of Department of Industrial Works

Name: ………………………………… Membership number: ……………

Taxation ID: …………………………………… Hazardous substance type: ……

Registration number: WoAo ………….. Permit number/ Notification number: ………… :

Name of hazardous substance Formula and Ratio

……………………………………………….. ……………………………………

……………………………………………….. ……………………………………

……………………………………………….. ……………………………………

Trade name/ Common name/ Abbreviation: …………………………………

Detail of container: ………………………………………………………………………

Declared quantity: ……………………… Currently available quantity: ……………

Invoice number: …………………………… dated: …………………………………

B/L or Air waybill number: …………………………… dated: ………………………

Transported by ☐ ship ☐ air ☐ truck ☐ rail ☐ others ………

Importing/exporting vehicle: …………………………………………………………..

Port of customs: ………………………………………………………………………

Expected date of arrival or departure at the port of customs: ………./…………../…………

For declarer of import or export of hazardous substance,

“I hereby declare the import or export of the above-mentioned hazardous substance under the authorization of Department of Industrial Works (WoAo./AoKo.6) via the computerized system through the computer network of Department of Industrial Works”.

Signature: …………………………… Declarer

(…………………………………………………)

Date: ……… / ………… / …………

Note: - Submit this form together with the membership endorsement letter in completing customs requirement.

Information above can be authenticated at http://www2.diw.go.th/haz/member/…