

## Attachment – Guideline for Appointment Letter

(For submission in accordance with Section 67/10 of the Air Navigation Act B.E. 2497)

[Airline Logo]

(on company letterhead)

**Subject: Appointment Letter for Representatives of [insert legal entity name]**

In accordance with Section 67/10 of the Air Navigation Act B.E. 2497, [insert legal entity name] authorizes and appoints the following person(s) listed below to act on receiving notification, orders or decisions issued under this Act and proceeding as notified on behalf of [insert legal entity name].

Any such notification, order, or decisions under this Act, may be issued to [insert legal entity name] by sending to the office or address of appointed representative shall be considered as being issued to [insert legal entity name].

Representative 1

- Name: [insert full name]
- Position: [insert position]
- Address in Thailand: [insert full address]

\* For new carrier, please submit the appointment letter for representative when you already have an address in Thailand and before proceeding with the flight permit application.

- Email: [insert email]
- Phone Number in Thailand: [insert number]

Representative 2 (if applicable)

- Name: [insert full name]
- Position: [insert position]
- Address in Thailand: [insert full address]
- Email: [insert email]
- Phone Number in Thailand: [insert number]

Signed by:

(Signature) \_\_\_\_\_  
[Insert name of authoriser]  
[Insert position]  
[Insert legal entity name]



Registered Head Office Address:

[Insert address]

Website: [Insert URL]

Phone: [Insert phone number]

## Instructions

1. According to AIR NAVIGATION ACT B.E. 2497

**Section 67/10** Foreign Air Operator who operated in Thailand must prepare a letter of appointment for representatives in Thailand to act on receiving notification, orders or decisions issued under this Act and proceeding as notified on behalf of such Foreign Air Operator. By sending the appointment letter to the Director General before commencing operations in Thailand.

Any Notification, order or decisions under this Act, may be issued to any Air Operator or Foreign Air Operator by sending to its head office or the office of its appointed agent, as the case may be, which shall be considered as being issued to such Air Operator or Foreign Air Operator.

In sending a Notification order or decisions issued under this Act, if the appointed person under paragraph one does not appear, sending shall be made by posting a notice at the office of the appointed agent or posting in any information network system of the Civil Aviation Authority of Thailand.

2. Each appointed representative must attach a signed copy of his/her Identification Card or the front page of the passport.
3. If there is any change in the appointment letter for representatives, please update the information accordingly.