

**Regulation of the Department of Internal Trade
Governing Rules and Procedures Relative to Receiving Payment of Fees
via Electronics System, B.E. 2560 (2017)**

In order that the procedure of receiving the payment of fees via electronics system in connection with the provision of service on measurement shall expand the channel of convenience to people and the private sector who are service receivers for making the payment of fees (in accordance with the Measurement Act, B.E. 2542 (1999), as subsequently amended) to the Department of Internal Trade more quickly, and lessen the burden of the public sector in relation to the receiving of cash, cheque, draft in order to reduce the channel of corruption and enhance administrative efficiency, it is expedient that rules and procedures relative to receiving the payment of fees via the system of electronics shall be laid down, as follows.

Article 1. This Regulation is called the “Regulation of the Department of Internal Trade Governing Rules and Procedures Relative to Receiving Payment of Fees via Electronics System, B.E. 2560 (2017)”.

Article 2. This Regulation shall come into force as from the day following the date of its publication in the Government Gazette onwards.¹

Article 3. In this Regulation:

“applicant” means the operator engaging in the business of manufacture, importation, sale and repair of the measurement gauge or the provision of service on measurement, including the possessor of the measurement gauge.

Article 4. The applicant is required to file an application form for checking, an application form for notifying an operation of business, or an application form for acting as an inspector, to a competent officer at the Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau, in an area where such Office takes responsibility. Alternatively, the applicant may file the said application via the system of electronics.

¹ Published in the Government Gazette, Volume 134, Special Part 260 d, Page 1, dated 24th October B.E. 2560 (2017).

In a case of filing via the system of electronics, the applicant or his/her attorney is required to appear before a competent officer at the Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau, in the responsible area in which the place of business operation is located, in order to subscribe for receiving the service on measurement via the system of electronics. In this regard, the applicant or his/her attorney is required to inform the competent officer of E-mail address in order to specify as a username together with providing evidence as mentioned below.

4.1 An application form for receiving an online service on measurement in accordance with the form attached to this Regulation.

4.2 In a case of appearing himself/herself before a competent officer, the applicant shall have to present an identification card or a passport in a case of being a foreigner.

After the applicant has already appeared himself/herself before the competent officer of measurement, the result of application for receiving a service on measurement via the system of electronics shall be sent to the applicant's E-mail address as informed in the application form. Thereafter, the applicant shall have to register Username by using E-mail address as informed in the application form and to set Password by himself/herself via the system of electronics.

In a case of appointing an attorney, there shall also be a power of attorney together with copies of identification card of a grantor and an attorney which are certified by a grantor and an attorney.

The competent officer shall have to register in the system of measurement, and type Pay-in Slip for making the payment of fee in accordance with the form issued in the system of measurement and give it to the applicant.

Article 5. The applicant shall have to pay the fee via the system of banking account as the Department of Internal Trade has opened a bank account, in a type of current account with Krung Thai Bank (PLC) and a commercial bank or a bank which has been established according to a specific law for receiving fees for central and regional areas as mentioned below.

5.1 As for the central area, the name of bank account "the Department of Internal Trade for fees of measurement 1 (central area)" for providing a service of notifying an operation of business, checking and granting certification and issuing a license, and the name of bank account "the Department of Internal Trade for fees of measurement 2 (the central area)" for providing a service of checking accuracy.

5.2 As for the regional area, the name of bank account “the Department of Internal Trade for fees of measurement, Regional....., or the Branch Bureau of the Central Bureau, District.....”

Article 6. When the bank has already received the payment of fee under Article 5, the bank shall provide an evidence of fee payment and return Pay-in Slip (which belongs to a customer) to the applicant. Thereafter, the applicant shall have to hand over the evidence and Pay-in Slip to a competent officer for examining and continuously proceeding in accordance with the application for receiving a service.

Article 7. The competent officer is required to examine the evidence of fee payment with the banking system to check whether there is a sum of money deposited into the account in the same sum as appearing in the evidence of fee payment before he/she continuously proceeds in accordance with the application for receiving the service of measurement.

Article 8. Procedures for the application for receiving the service shall be carried out as follows.

8.1 As regards notifying an operation of business and granting a license to act as an inspector and to grant the certification of measurement gauge, after the competent officer has already checked evidence and documents and is of opinion that they are correct, he/she is required to further hand over the application form or the application form for notifying an operation of business together with an order slip to pay the fee and the evidence of fee payment issued by the bank or Pay-in Slip to a financial officer at the central area or the regional area for final checking the receiving of fee payment of measurement and giving a receipt (in a case where the applicant wishes to receive the receipt).

8.2 As regards checking for granting certification and checking the accuracy of measurement gauge, after the competent officer has already checked, he/she is required to further hand over a written report produced by the competent officer together with the application form and the evidence of fee payment issued by the bank or Pay-in Slip to a financial officer at the central area or the regional area for final checking the receiving of fee payment of measurement and giving a receipt (in a case where the applicant wishes to receive the receipt).

Article 9. In a case where the competent officer has found out that the items of measurement gauge in the application form filed by the applicant under Article 4 are not

the same as the measurement gauge to be checked, he/she is required to inform the Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau, of such matter for cancelling the said application form. In this regard, the applicant shall re-submit the application form to the competent officer or file the application form via facsimile or the system of electronics for entering a registration number in “the working system of measurement” and issuing a new registration number together with providing new Pay-in Slip to the applicant for making the correct payment of fee via the banking system, as the case may be.

9.1 In a case of the new fee being higher than that already paid, the competent officer is required to inform the new registration number in order that the applicant shall make the payment of fee (specifically an incremental fee) via the system of bank account. In this regard, the competent officer is required to examine the payment of fee with the banking system to check whether there is a sum of money deposited into the account as appearing in the evidence of fee payment before he/she carries out an examination for granting certification or checking accuracy.

Upon the completion of checking, the competent officer is required to produce a written report and send it together with the evidence of fee payment under Article 6 and paragraph one of Article 9.1, the old application form as cancelled and the new application form to a financial officer at the central area or the regional area for final checking the receiving of fee payment of measurement and giving a receipt (in a case where the applicant wishes to receive the receipt).

9.2 In a case of the new fee being less than that already paid, the competent officer is required to proceed according to the application form for receiving a service, and inform the applicant of submitting an evidence for requesting a refund in the form of an application for the refund of fee issued in the working system of measurement. In this regard, the competent officer shall have to produce a written report of checking completion and send it together with the application form for the refund of fee and the evidence of fee payment under Article 6, the old application form as cancelled and the new application, for presenting an approval to refund the fee.

Article 10. In a case where the competent officer has already examined under Article 8.2, Article 9.1 and Article 9.2, and found out that a result of examination fails. In this regard, the competent officer is required to inform the applicant of submitting the

application form for the refund of fee at the rate as specified by the law in the form of an application for the refund of fee.

Article 11. In examining the refund of fee under Article 10, the Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau shall examine the application form for the refund of fee, a written report produced by the competent officer, the application form together with the evidence of fee payment under Article 6 and/or Article 9.1 (if any), and the old application form as cancelled (if any), for presenting an approval to refund the fee. In this regard, a responsible officer shall submit all such documents to the Department of Internal Trade, the Regional Center of Measurement, or the Branch Bureau in which the applicant has file the application within 1 day as from the date of receiving complete evidence and documents.

Article 12. The Fiscal Division, the Department of Internal Trade, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau which has received the application form is required to refund the fee by issuing a payable cheque or transferring the money via the banking system: Internet Banking from the Department of Internal Trade's current bank account to the business operation within 5 working days as from the date of approval.

Article 13. At the end of every working day, a financial officer at the central area or the regional area shall have to sum up the total of fee from Pay-in Slip, a written report produced by the competent officer, or an order slip to pay the fee. Additionally, the financial officer is required to check a sum of money received from each transaction with a report of receiving the payment of money during the day via the bank in order for remitting the money to Treasury as public revenue.

Article 14. The Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Bureau of the Central Bureau shall have to produce a report of receiving the payment of daily fee from Pay-in Slip, a written report produced by the competent officer, or an order slip to pay the fee. Additionally, the Central Bureau of Measurement, the Regional Center of Measurement, or the Branch Office of Measurement is required to check a sum of money received from each transaction with a report of receiving the payment of money during the day via the bank in order for remitting the money to the Fiscal Division, the Department of Internal Trade in every month.

Article 15. In a case of there being a remaining sum of fee in the deposit bank account under Article 5, which is a transaction that is not carried out in accordance with the

application form for receiving the service of measurement, or a transaction that is carried out but the result of examination fails, the said sum of fee shall be suspended in the deposit bank account under Article 5 until a transaction in accordance with the application form for receiving the service of measurement is carried out, or the applicant requests to get the money back, the balance shall be remitted to Treasury as public revenue.

Article 16. In a case of there being a remaining sum of fee in the deposit bank account under Article 5, and upon the completion of 1 year, no one coming to get the money and being unable to check, the said sum of fee shall be remitted to Treasury as public revenue.

Article 17. The Director-General of the Department of Internal Trade shall have charge and control of the execution of this Regulation.

Given on the 11th Day of September B.E. 2560 (2017)

Nanthawan Sakuntanak

Director-General of the Department of Internal Trade