

LEGALIZATION

LEGALIZATION OF WORK CONTRACTS

Requirement

- ❖ Legalization form can be downloaded at:
<http://thaiembassy.cz/uploads/download/W6FAsY5WgPnELSGPxfS.pdf>
- ❖ Copy of ID card of the person who submits the documents with signature
- ❖ Business registration and Official English Translation
- ❖ Copy of ID card of the owner with signature
- ❖ Work contracts in English AND in Thai completely filled and affixed with company stamp and signatures. The employer has to verify his/her signature on the contract officially at the Notary public and then, legalize it at the Ministry of Justice, and at the Ministry of Foreign Affairs of the Czech Republic)
Work contracts can be downloaded at:
<http://thaiembassy.cz/uploads/download/3MWBvp4nCU4gfH7CUTS.pdf>
<http://www.thaiembassy.cz/uploads/download/zES9Z2HcdtRZ5hBAMJF.pdf>
(In case the employer is a Thai national, please contact Embassy at (420) 220 570 055 press 6)
- ❖ Copy of every page of the work contracts.
- ❖ Copy of passport of the coming employee, employer and witnesses with signature.
- ❖ Copy of Czech visa of the coming employee and Job description.
- ❖ In case of new salon, photos of the salon and accommodation for the employee are required.

***Legalization Fee 450 CZK per 1 Stamp.