

**RSM Thailand**

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# Call in for a Coffee

**In this edition**

**Damaged and lost  
documentation resulting  
from flooding**



## Introduction

Welcome to RSM's 102<sup>nd</sup> edition of "Call in for a Coffee". The Directors of RSM Thailand would like to offer their sincere condolences to RSM clients, staff, friends and their families who have been affected in any way by the recent catastrophic floods that have occurred in Thailand. As at the date of this publication ten of our client's premises have been inundated by flood water and sixteen of our own staff have had to be evacuated for the same reason. RSM Thailand hopes that there will be a speedy end to this disaster and that Thailand can get back to normal as soon as possible.

This edition features an article written by our Legal Director Khun Pardorn Suchiva explaining the Thai Laws & Regulations and duties of Thai Companies with respect to damaged and lost documentation resulting from flooding.

### **Damaged and lost books, records and other documentation resulting from flooding**

The extensive floods in Thailand over the last few months has caused considerable damage to business operators located in many areas and particularly those located in various industrial sites in Northern and Central Thailand plus Northern Bangkok. Not only have buildings, facilities, factories, machinery and properties been

affected by the floods, but also important documents (e.g. corporate documents, tax and VAT registrations, accounting documents and records, bank documents, business licenses, certificates and permits, insurance policies, etc) have been damaged or cannot now be located.

### **Necessary processes and procedures with respect to the recovery of damaged or lost documentation**

Business operations are advised to implement the following with respect to damaged or lost records:-

- Report the damage to or loss of documentation to the relevant police station (where the business operator is located) and obtain a police statement. The report shall contain a list and details of all damaged or lost documents.
- Contact relevant authorities (e.g. Department of Business Development, Revenue Department, Customs Department, Board of Investment of Thailand, Department of Industrial Works, Industrial Estates Authority of Thailand, etc.) and apply for replacement documents, licenses, certificates and permits.
- In case of damaged or lost accounting documents and records, the accountant will be required to complete the form reference SBC 2 and

submit this to the Chief Accounting Officer within 15 days from the date of acknowledgement of such damage or loss.

- For damaged or lost taxation documents, the business operator should contact the relevant Revenue Office and present the police statement to obtain proper instructions and guidelines.

## RSM Thailand

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## Thailand Service Line Contacts

### Accounting & Tax Compliance

Mark Butters

### Audit & Assurance

Lehum Chinnapan

Prawit Wipusirikup

Surachai Damnoenwong

### Commercial Legal Compliance

Pardorn Suchiva

### Corporate Advisory

Gareth Hughes

Sethaphong Phadungpisuth

### Executive Recruitment

Mike Holloway

### Internal Audit & Risk Management

Tertia Torres

### International Tax Services

Pardorn Suchiva

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© RSM Advisory (Thailand) Limited  
26th Floor, Sathorn City Tower  
175 South Sathorn Road  
Bangkok 10120  
Thailand

T: +66 (0) 2670 9002-6  
F: +66 (0) 2670 9027-8  
E: AskUs@rsmthailand.com  
W: www.rsmthailand.com