

Translation

Notification of the Department of Business Development
Re: Qualifications and Requirements of Bookkeepers
B.E. 2557 (2014)*

Whereas it is expedient to revise regulations relating to qualifications and requirements of bookkeepers pursuant to the Accounting Act B.E. 2543 (2000) for suitability and consistency with current conditions;

By virtue of section 7(6) of the Accounting Act B.E. 2543 (2000), the Director-General of the Department of Business Development by the approval of the Minister of Finance hereby issues the following Notification:

Article 1. This Notification is called “Notification of the Department of Business Development Re: Qualifications and Requirements of Bookkeepers B.E. 2557 (2014).”

Article 2. This Notification shall come into force as from 1st September B.E. 2557 (2014).

Article 3. The following shall be repealed:

(1) Notification of the Department of Commercial Registration Re: Prescription of Qualifications and Requirements of Bookkeepers B.E. 2543 (2000), dated 3rd August B.E. 2543 (2000);

(2) Notification of the Department of Commercial Registration Re: Notice of Qualified Bookkeepers B.E. 2544 (2001), dated 15th October B.E. 2544 (2001);

(3) Notification of the Department of Commercial Registration Re: Prescription of Qualifications and Requirements of Bookkeepers (No. 2) B.E. 2545 (2002), dated 30th August B.E. 2545 (2002);

(4) Notification of the Department of Commercial Registration Re: Prescription of Qualifications and Requirements of Bookkeepers (No. 3) B.E. 2547 (2004), dated 5th August B.E. 2547 (2004);

(5) Notification of the Department of Business Development Re: Prescription of Rules, Procedures and Periods for Continual Professional Development of Bookkeepers B.E. 2547 (2004), dated 5th August B.E. 2547 (2004);

(6) Notification of the Department of Business Development Re: Prescription of Qualifications and Requirements of Bookkeepers (No. 4) B.E. 2548 (2005), dated 4th November B.E. 2548 (2005);

* Published in the Government Gazette, Vol. 131, Part 177d, page 14, 9th September B.E. 2557 (2014).

(7) Notification of the Department of Business Development Re: Prescription of Rules, Procedures and Periods for Continual Professional Development of Bookkeepers (No. 2) B.E. 2549 (2006), dated 15th February B.E. 2549 (2006).

Article 4. A bookkeeper of a registered partnership, limited company, public limited company incorporated under Thai law, juristic person established under a foreign law operating a business in Thailand, or joint venture under the Revenue Code must have the following qualifications:

(1) have domicile or residence in the Kingdom;
(2) possess sufficient knowledge of Thai language to perform bookkeeping duties;

(3) possess qualifications and no disqualification applicable to the bookkeeping profession under the law on accounting profession;

(4) not having been sentenced to imprisonment by a final judgment for the commission of an offence pursuant to the wrongdoing or law stated in section 39(3) of the Accounting Profession Act B.E. 2547 (2004), except where the judgment was rendered or the sentence has lapsed for not less than three years;

(5) have the following educational qualifications:

(a) a bookkeeper of a registered partnership and limited company incorporated under Thai law, which at the account closing date of the preceding year has a registered capital not exceeding five million baht, assets not exceeding thirty million baht and total revenues not exceeding thirty million baht, must hold a qualification not lower than a diploma or high vocational certificate (high voc. cert.) in accounting or its equivalent from an educational institution certified by the Civil Service Commission (CSC) or Ministry of Education as not being lower than a diploma or high vocational certificate (high voc. cert.) in accounting;

(b) a bookkeeper of the following entities with bookkeeping obligations must hold a qualification not lower than a bachelors degree in accounting or its equivalent, or a certificate or other qualification equivalent to a bachelors degree in accounting endorsed by the Federation of Accounting Professions:

1) registered partnership and limited company incorporated under Thai law which at the account closing date of the preceding year had a registered capital, total assets or total revenues exceeding the value stated in (a);

2) public limited company incorporated under Thai law;

3) juristic person established under a foreign law operating a business in Thailand;

4) joint venture under the Revenue Code;

(c) in the case of the first accounting period of the entity with bookkeeping obligations, the educational qualifications of the bookkeeper shall be in accordance with the registered capital criteria prescribed in (a) and (b), as the case may be.

Article 5. In the case where the registered capital, total assets or total revenues of the entity with bookkeeping obligations under article 4(5)(a) changes to the extent of causing the bookkeeper of the entity with bookkeeping obligations to lack the qualifications to continue as a bookkeeper of the entity with bookkeeping obligations, such person may continue to act as a bookkeeper of such entity with bookkeeping obligations for a period of two years as from the final date of accounting period when the change occurred.

Article 6. A bookkeeper must comply with the following requirements of being a bookkeeper:

(1) Be a member of the Federation of Accounting Professions or registered with an accounting profession council under the Accounting Professions Act B.E. 2547 (2004).

(2) Electronically file details relating to bookkeeping on the Department of Business Development website (www.dbd.go.th) together with a copy of evidence within thirty days as from the effective date of this Notification, or as from the commencement of bookkeeping, using Form Sor Bor Chor 5 annexed to this Notification.

In the case of a change in a filed item under paragraph one or termination of bookkeeper status, a notice of change or termination must be filed electronically on the Department of Business Development website (www.dbd.go.th) together with a copy of evidence within thirty days as from the date of change or termination, using Form Sor Bor Chor 6 or Form Sor Bor Chor 8, as the case may be, annexed to this Notification.

A bookkeeper must electronically confirm the list of available bookkeepers and membership status of the Federation of Accounting Professions or registration with an accounting profession council on the Department of Business Development website (www.dbd.go.th) together with a copy of evidence within thirty days as from the last day of every calendar year, using Form Sor Bor Chor 10 annexed to this Notification.

(3) Participate in continual knowledge development programmes on professional accounting for not less than 12 hours each calendar year, except for a bookkeeper who has filed notice of being a bookkeeper in the first year and the remaining period in the year after the filing is less than six months, in which case continual knowledge development on professional accounting shall begin in the subsequent year.

The number of hours of continual knowledge development on professional accounting under paragraph one must have accounting related contents comprising not less than one-half of the total, and other contents as prescribed by notification of the Federation of Accounting Professions.

Continual knowledge development on professional accounting refers to participation in the following activities:

(a) training or seminar, including training or seminar by electronic means (e-learning);

(b) being a speaker, lecturer, facilitator in an activity under (a);

(c) being an instructor in a state educational institution or private educational institution under the law on private educational institution which offers instructions at a level not lower than diploma or high vocational certificate (high voc. cert.) in accounting or its equivalent, whether as a full-time or part-time instructor;

(d) completing an educational course which grants a qualification relating to the accounting profession, regardless of whether the new qualification is higher than the previous qualification;

(e) passing a particular subject relating to professional accounting from a state educational institution or private educational institution under the law on private educational institution offering instructions at a level not lower than diploma or high vocational certificate (high voc. cert.) in accounting or its equivalent;

(f) other activities other than those specified under (a), (b), (c), (d) and (e) as prescribed by notification of the Federation of Accounting Professions.

(4) Details on continual knowledge development on professional accounting may be electronically filed on the Department of Business Development website (www.dbd.go.th) immediately after the activity, but shall not be later than thirty days as from the final day of every calendar year, using Form Sor Bor Chor 7 annexed to this Notification. Evidence of participation in continual knowledge development in professional accounting shall be kept for not less than 3 years as from the end date of each activity.

(5) A bookkeeper who has not participated in continual knowledge development on professional accounting or has not satisfied the requisite amount of continual knowledge development on professional accounting as stated under (3), even after having been fined by law, shall still participate in continual knowledge development on professional accounting to make up for the deficient hours for a total of not more than 24 hours, excluding the number of hours in the current year.

(6) A bookkeeper who has ceased to be a bookkeeper and wishes to resume the role of a bookkeeper must participate in continual knowledge development

on professional accounting for the missing requisite hours prior to cancellation of filing of details relating to bookkeeping, but for a total of not more than 24 hours, and shall electronically file notice of resumption as a bookkeeper on the Department of Business Development website (www.dbd.go.th) using Form Sor Bor Chor 9 annexed to this Notification.

(7) A bookkeeper may prepare accounts for not more than 100 entities with bookkeeping obligations per calendar year regardless of which accounting period the accounts were prepared for.

Article 7. The provisions under article 6(3) and (7) shall come into force on 1st January B.E. 2558 (2015).

Article 8. A person acting as a bookkeeper on the effective date of this Notification shall be deemed to be a bookkeeper under this Notification and shall continue to comply with the Notification of the Department of Business Registration Re: Prescription of Qualifications and Requirements of Bookkeepers B.E. 2543 (2000), dated 3rd August B.E. 2543 (2000), as amended, and Notification of the Department of Business Registration Re: Prescription of Rules, Procedures and Periods for Continued Professional Knowledge Development of Bookkeepers B.E. 2547 (2004), dated 5th August B.E. 2547 (2004) until 31st December B.E. 2557 (2014).

Article 9. A bookkeeper who has filed details relating to bookkeeping with the Department of Business Development prior to the effective date of this Notification shall reconfirm details relating to bookkeeping electronically on the Department of Business Development website (www.dbd.go.th) within sixty days as from the effective date of this Notification.

Given on the 30th July B.E. 2557 (2014)

Phongphan Jeanwiryapan

Director-General of the Department of Business Development