
Economic and Social Commission for Asia and the Pacific

Asian and Pacific Conference on Gender Equality
and Women's Empowerment: Beijing+20 Review

Bangkok, 17-20 November 2014

Revised information for participants^{*}

I. General

1. The Asian and Pacific Conference on Gender Equality and Women's Empowerment: Beijing+20 Review is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 17 to 20 November 2014.
2. The Conference will comprise two segments:
 - (a) A senior officials segment from 17 to 18 November 2014;
 - (b) A ministerial segment from 19 to 20 November 2014.

II. Conference schedule

3. The tentative schedule for the Conference is as follows:
 - (a) **Senior officials segment:** The opening of the senior officials segment will be held at 0930 hours on Monday, 17 November 2014, in Conference Room 1, UNCC, where all subsequent meetings will be held. Unless otherwise advised, all meetings during the senior officials segment will be held from 0930 to 1230 hours and from 1400 to 1700 hours;
 - (b) **Ministerial segment:** The opening session of the ministerial segment will be held at 0930 hours on Wednesday, 19 November 2014, in Conference Room 1, UNCC, where all subsequent meetings will be held.
4. Any variations in the schedule will be indicated in the detailed programme.

III. Registration and identification badges

5. Participants are requested to register and obtain conference badges at the registration counter, which is located on the ground floor of UNCC, from 0800 to 0915 hours on the opening day of the senior officials segment and the ministerial segment, as applicable. Participants who are not able to register during the time indicated above are requested to do so upon their arrival at UNCC before going to the Conference Room. The registration counter will be open for this purpose from 0800 to 1600 hours from 17 to 19 November. Only

^{*} This document has been revised in order to update certain information.

the names of duly registered participants will be included in the list of participants. **Participants are requested to submit their digital photo together with their nomination form in advance, which will speed up the registration process.** (See section XVII below for the e-mail address to which photos should be sent.)

6. For identification and security reasons, all participants are requested to wear their official meeting badges at all times while in the United Nations complex, including during meetings and social functions. The loss of an identification badge should be reported to the Conference Management Unit, which is located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

IV. Meeting documents

7. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/agencies/organizations prior to the session. Only a limited number of copies of such documents will be available during the session.

8. Documents submitted for circulation or distribution at the session should be handed to Ms. Cai Cai, Social Development Division, ext. 1340. A minimum of 100 copies are required to ensure distribution to each delegation. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual delegations.

V. Visa requirements

9. All participants are advised to consult with the diplomatic mission of Thailand in their respective countries regarding the most updated applicable immigration requirements and, if needed, to obtain an appropriate visa prior to their departure.

10. The visa information provided below is accurate as of July 2014.

A. Visa exemption for a maximum of 14, 30 or 90 days for holders of ordinary passports

11. According to the Immigration Bureau of Thailand, nationals of the following countries/areas holding ordinary passports may enter and stay in Thailand without a visa for a period not exceeding 14, 30 or 90 days, according to the list below:

Visa exemption for a maximum of 14 days

Cambodia

Visa exemption for a maximum of 30 days

- | | |
|----------------------|-----------------|
| 1. Australia | 27. Malaysia |
| 2. Austria | 28. Monaco |
| 3. Bahrain | 29. Mongolia |
| 4. Belgium | 30. Netherlands |
| 5. Brunei Darussalam | 31. New Zealand |
| 6. Canada | 32. Norway |
| 7. Czech Republic | 33. Oman |
| 8. Denmark | 34. Philippines |

- | | |
|--------------------------------------|--|
| 9. Estonia | 35. Poland |
| 10. Finland | 36. Portugal |
| 11. France | 37. Qatar |
| 12. Germany | 38. Russian Federation |
| 13. Greece | 39. Singapore |
| 14. Hong Kong, China | 40. Slovakia |
| 15. Hungary | 41. Slovenia |
| 16. Iceland | 42. South Africa |
| 17. Indonesia | 43. Spain |
| 18. Ireland | 44. Sweden |
| 19. Israel | 45. Switzerland |
| 20. Italy | 46. Turkey |
| 21. Japan | 47. United Arab Emirates |
| 22. Kuwait | 48. United Kingdom of Great Britain and Northern Ireland |
| 23. Lao People's Democratic Republic | 49. United States of America |
| 24. Liechtenstein | 50. Viet Nam |
| 25. Luxembourg | |
| 26. Macao, China | |

Visa exemption for a maximum of 90 days

- | | |
|--------------|----------------------|
| 1. Argentina | 4. Peru |
| 2. Brazil | 5. Republic of Korea |
| 3. Chile | |

B. Visa exemption for a maximum of 30 or 90 days for holders of diplomatic/official passports

12. Nationals of the following countries or areas holding a valid diplomatic or official passport may enter and stay in Thailand without a visa for a period of 30 or 90 days, according to the list below:

Visa exemption for a maximum of 30 days

- | | |
|-------------------------------------|---|
| 1. Cambodia | 7. Mongolia |
| 2. China | 8. Myanmar |
| 3. Hong Kong, China | 9. Oman |
| 4. Indonesia | 10. Pakistan (diplomatic passport only) |
| 5. Lao People's Democratic Republic | 11. Viet Nam |
| 6. Macao, China | |

Visa exemption for a maximum of 90 days

- | | |
|--|--------------------------------------|
| 1. Albania | 23. Mexico |
| 2. Argentina | 24. Nepal |
| 3. Austria | 25. Netherlands |
| 4. Belgium | 26. Panama |
| 5. Bhutan | 27. Peru |
| 6. Brazil | 28. Philippines |
| 7. Chile | 29. Poland |
| 8. Colombia | 30. Republic of Korea |
| 9. Costa Rica | 31. Romania |
| 10. Croatia | 32. Russian Federation |
| 11. Czech Republic | 33. Singapore |
| 12. Estonia (diplomatic passport only) | 34. Slovakia |
| 13. France (diplomatic passport only) | 35. South Africa |
| 14. Germany | 36. Spain (diplomatic passport only) |
| 15. Hungary | 37. Sri Lanka |

- | | |
|-------------------|-----------------|
| 16. India | 38. Switzerland |
| 17. Israel | 39. Tajikistan |
| 18. Italy | 40. Tunisia |
| 19. Japan | 41. Turkey |
| 20. Liechtenstein | 42. Ukraine |
| 21. Luxembourg | 43. Uruguay |
| 22. Malaysia | |

C. Visa on arrival for a maximum of 15 days

13. Nationals of the following countries or areas holding a valid ordinary passport may apply for visa on arrival at Suvarnabhumi International Airport or Don Mueang International Airport, for a period not exceeding 15 days, conditional on meeting the requirements mentioned below:

- | | |
|---------------|------------------------------|
| 1. Andorra | 11. Maldives |
| 2. Bhutan | 12. Malta |
| 3. Bulgaria | 13. Mauritius |
| 4. China | 14. Romania |
| 5. Cyprus | 15. San Marino |
| 6. Ethiopia | 16. Saudi Arabia |
| 7. India | 17. Taiwan Province of China |
| 8. Kazakhstan | 18. Ukraine |
| 9. Latvia | 19. Uzbekistan |
| 10. Lithuania | |

14. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport valid for at least six months and must be in possession of a valid onward or return ticket with date of departure within 15 days of the date of entry;

(b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport or at Don Mueang International Airport, and supply one recent passport-sized photograph. A fee of 1,000 baht applies.

15. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from a Thai diplomatic or consular mission at the point of origin or en route prior to entering Thailand.

VI. Weather

16. The weather in Bangkok is usually warm and humid. The cool season lasts from November to February. Light tropical clothing is appropriate. The conference rooms where the Conference will be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

VII. Health and vaccination

17. Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below, which have been declared yellow fever infected areas, must provide an International Health Certificate proving that they have received a yellow fever vaccination.

18. For nationals of the countries listed below who have not travelled from or through those countries, such a certificate is not required. However, they

should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

19. The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|--------------------------------------|---------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Benin | 26. Liberia |
| 4. Bolivia | 27. Mali |
| 5. Brazil | 28. Mauritania |
| 6. Burkina Faso | 29. Niger |
| 7. Burundi | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Congo | 35. Sao Tome and Principe |
| 13. Côte d'Ivoire | 36. Senegal |
| 14. Democratic Republic of the Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Tanzania |
| 19. Gabon | 42. Togo |
| 20. Gambia | 43. Trinidad and Tobago |
| 21. Ghana | 44. Uganda |
| 22. Guinea | 45. Venezuela |
| 23. Guinea-Bissau | |

20. First aid and emergency medical services are available at the ESCAP Medical Centre, which is located on the ground floor of UNCC. The ESCAP Medical Officer and Nurse are available Monday through Friday from 0730 to 1200 hours and from 1245 to 1545 hours. Appointments may be made through the receptionist at extensions 1352 or 1353.

21. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside the buildings.

VIII. General information

22. The voltage of the electricity supply in Bangkok is 220V, 50Hz. Please note that plug adapters may be necessary. The plug in Thailand has not been standardized and the following types are available.



A standard grounded outlet supporting European 2-pin plugs and earthed and unearthed American plugs.



United States, Canada (NEMA 1-15; no ground pin; front tab is ground; 120 V; 10 and 15 A) Japan, Taiwan Province of China (100 V), China, Philippines (220 V)



United States, Canada (NEMA 5-15; 120 V; 10 and 15 A)
Japan, Taiwan Province of China (100 V), China, Philippines
(220 V)

23. Tap water in Bangkok is generally not suitable for drinking. It is better to drink bottled water or water provided by the hotel or the Conference Centre.

24. Other information:

- Metered taxis are available at all times. Please be sure that the driver starts the meter when you enter the taxi (the fare begins at 35 baht). Please refer to paragraphs below for information on taxis from the airports.
- Time zone: Bangkok, Thailand, is GMT+7.
- Emergency services telephone numbers:

191	Emergency call/Police
1155	Tourist Police
1691	Ambulance Service Centre
02 132-1888	Suvarnabhumi Airport Call Center
02 288-1100	United Nations Emergency

IX. Foreign currency declaration

25. Any person who brings into or takes out of Thailand an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent is required to declare the amount to a customs official. Failure to do so or making any false declaration to a customs officer is a criminal offence.

26. Currency exchange facilities are available at hotels and at other locations throughout Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extensions 2159 and 2160). The branch is open from 0830 to 1530 hours, Monday to Friday.

X. Airline reservations

27. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express Travel office located on the 1st floor of the Service Building, adjacent to Siam Commercial Bank.

XI. Hotel accommodation

28. The following hotels, located relatively close to the United Nations complex, have been designated as recommended hotels. The room rates indicated below are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
Shangri-La Hotel***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: (66-2) 236 7777 Fax: (66-2) 236 8579 E-mail: kussarin.amonthakonsuwet@shangri-la.com Website: www.shangri-la.com <i>Contact person:</i> Ms. Kussarin Amonthakonsuwet	30-40	Deluxe	5 300 ^{a/c}	5 900 ^{a/c}
The Sukosol***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (66-2) 247 0123 Fax: (66-2) 247 0165 E-mail: ratchanikrit@sukosolhotels.com Website: www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneekrit Khankath	15-25	Deluxe	2 700 ^{a/c}	2 900 ^{a/c}
Amari Watgate Hotel & Spa***** 847 Petchaburi Road Bangkok Tel: (66-2) 653 9000 Fax: (66-2) 653 9045 E-mail: kanokwan.t@amari.com Website: www.amari.com/watgate <i>Contact person:</i> Ms. Kanokwan Tangkiattrakul	20-30	Deluxe	2 900 ^{a/b/c}	3 100 ^{a/b/c}
Pullman Bangkok King Power***** 8/2 Rangnam Road, Thanon-Phayathai Rachathewi Bangkok Tel: (66-2) 680 9999 Ext. 2529 Fax: (66-2) 680 9998 E-mail: sales@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Orawan Sermchaisrikul	20-25	Superior	2 996 ^{a/c}	3 210 ^{a/c}
		Deluxe	3 317 ^{a/c}	3 537 ^{a/c}
		Executive	3 959 ^{a/c}	4 173 ^{a/c}
		Executive suite	5 029 ^{a/c}	5 243 ^{a/c}
Four Seasons Hotel***** 155 Rajadamri Road Bangkok Tel: (66-2) 126 8866 Fax: (66-2) 253 9195 E-mail: suparat.lertbusayanukul@fourseasons.com Website: www.fourseasons.com <i>Contact person:</i> Ms. Suparat Lertbusayanukul	30	Deluxe	3 900 ^{a/c}	4 600 ^{a/c}

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
Crowne Plaza Bangkok Lumpini Park Hotel***** 952 Rama 4 Road Bangkok Tel: (66-2) 632 9000 Fax: (66-2) 632 9001 E-mail: nantawan.rooncharoen@ihg.com Website: www.crowneplaza.com <i>Contact person:</i> Ms. Nantawan Rooncharoen	30	Superior	3 700 ^{a/c}	3 700 ^{a/c}
Hotel Novotel Bangkok on Siam Square***** 392/44 Siam Square Soi 6 Rama 1 Road, Pathumwan Bangkok Tel: (66-2) 209 8888 Fax: (66-2) 255 1824 E-mail: jarunun_sales@novotelbkk.com Website: www.novotel.com <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard	2 900 ^{a/c}	3 237 ^{a/c}
		Superior	3 100 ^{a/c}	3 473 ^{a/c}
		Superior Corner	3 600 ^{a/c}	4 296 ^{a/c}
		Junior Suite	4 190 ^{a/c}	5 291 ^{a/c}
Royal Princess Larn Luang Hotel***** 269 Larn Luang Road Bangkok Tel: (66-2) 281 3088 Fax: (66-2) 280 1314 E-mail: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior	2 600 ^{a/b/c}	2 800 ^{a/b/c}
		Deluxe	3 200 ^{a/b/c}	3 400 ^{a/b/c}
		Suite 1 bedroom	8 000 ^{a/b/c}	8 000 ^{a/b/c}
Grand China Hotel***** 215 Yaowarat Road Bangkok Tel: (66-2) 224 9977, (66-2) 224 7997 Fax: (66-2) 224 7999 E-mail: sale@grandchina.com Website: www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2 500 ^{a/b/c}	2 700 ^{a/b/c}
Prince Palace Hotel***** 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (66-2) 628 1111 Fax: (66-2) 628 1000 E-mail: wannajit@princepalace.co.th Website: www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn	10-15	Superior	1 700 ^{a/b}	1 900 ^{a/b}

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
Siam@Siam Design Hotel and Spa**** 865 Rama 1 Road Wangmai, Patumwan Bangkok Tel: (66-2) 217 3000 Fax: (66-2) 217 3030 E-mail: dos@siamatsiam.com Website: www.siamatsiam.com <i>Contact person:</i> Ms. Prapaphan Chanapokakul	15-20	Superior	3 200 ^{a/c}	3 500 ^{a/c}
Nouvo City Hotel**** 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: adam@nouvocityhotel.com Website: www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Grand Deluxe	2 200 ^{a/b/c}	2 400 ^{a/b/c}
Riva Surya Bangkok**** 23 Phra Arthit Road Bangkok Tel: (66-2) 633 5000 Fax: (66-2) 633 5050 E-mail: info@rivasuryabangkok.com Website: www.rivasuryabangkok.com <i>Contact person:</i> Ms. Thannaree Ketkaew	10-15	Urban	3 060 ^{a/c}	3 360 ^{a/c}
		Riva	3 580 ^{a/c}	3 880 ^{a/c}
		Deluxe	3 810 ^{a/c}	4 110 ^{a/c}
		Premium	4 250 ^{a/c}	4 550 ^{a/c}
New World City Hotel*** 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: adam@nouvocityhotel.com Website: www.newworldcityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Deluxe	1 150 ^{a/b/c}	1 350 ^{a/b/c}
Golden Tulip Essential Vasu Hotel*** (Trang Hotel) 99/1 Wisutkasat Road Bangkok Tel: (66-2) 282 2141-4 Fax: (66-2) 280 3610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem Lerknawapairoj	5-10	Superior	1 400 ^{a/b}	1 400 ^{a/b}
		Superior Premium	1 600 ^{a/b}	1 600 ^{a/b}
		Deluxe	1 800 ^{a/b}	1 800 ^{a/b}

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
Hotel Dé Moc (former Thai Hotel)*** 78 Prajatipatai Road Bangkok Tel: (66-2) 282 2833 Fax: (66-2) 280 1299 E-mail: rsvn@buddygrouphailand.com cc: chaloem@buddygrouphailand.com Website: www.hoteldemoc.com <i>Contact person:</i> Mr. Chaloem Phiranont	5-10	Standard	1 300 ^{a/b}	1 500 ^{a/b}
		Superior	1 500 ^{a/b}	1 700 ^{a/b}

^a Inclusive of daily American breakfast, service charge and government tax.

^b Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening. Hotel Dé Moc and Golden Tulip Essential Vasu Hotel have a one-way transfer from hotel to UNCC.

^c Free Internet access.

29. Participants are requested to contact the hotel directly at least 10 working days in advance of the meeting to confirm the booking and provide their full name, date and time of check-in and check-out, flight numbers and contact details. The secretariat may assist in making hotel room reservations with the above-mentioned hotels based on the information provided by the participants in the nomination forms.

30. All rooms block-booked will be available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified at least 48 hours in advance of arrival. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

31. In the event that accommodation at any of the above-listed hotels is not available, participants will be informed by the respective hotel. The secretariat will make every effort to arrange for suitable alternative accommodation, if requested.

XII. Payment of hotel accounts

32. Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred in respect of rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

XIII. Transport from and to the airport

33. Participants should make their own transportation arrangements from the airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at www.suvarnabhumiairport.com.

34. To avail themselves of the limousines and public metered taxis as indicated above, **it is strongly recommended that participants approach only the authorized staff at the official counters located in the airport arrival zone**, who, upon request, will issue a ticket for the assignment of either a limousine or a public metered taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 4 or 7 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, a 50 baht surcharge is added to the meter fare for trips from the airport to the city.

XIV. Transport to attend the Conference

35. Some hotels provide complimentary transportation, according to fixed schedules, to and from UNCC. Otherwise, participants will have to make their own transport arrangements.

XV. Internet services

36. Eight personal computers (PCs) with high-speed Internet connection are available in the Internet Café on the first floor of UNCC for the use of participants free of charge. In addition, free wireless Internet access is available in all conference and meeting rooms and public areas of UNCC.

XVI. Catering services

37. Catering services are available at the cafeteria, which is located on the 1st floor of UNCC, from 1100 to 1400 hours. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, the Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the 1st floor of UNCC, and is open from 0700 to 1700 hours.

XVII. Correspondence

38. Mail intended for participants during the Conference should be addressed as follows:

(Name of delegate)
c/o Social Development Division
ESCAP secretariat
United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200, Thailand
Fax: (66-2) 288 1030, (66-2) 288 3031
E-mail: escap-sdd@un.org

XVIII. Library facilities

39. ESCAP Library facilities are available on the 1st floor of the Service Building from 0730 to 1600 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extension 1330 or 1360. Further information about the ESCAP Library is available at www.unescap.org/library.

XIX. Banking facilities

40. Banking services are available at Siam Commercial Bank, United Nations Branch, located on the 1st floor of the Service Building, from 0830 to 1530 hours during weekdays (telephone extensions 2168 and 2169).

XX. Postal services

41. The United Nations branch of Thailand Post is on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2114.

XXI. Souvenir shop

42. The souvenir shop is located on the 1st floor of UNCC.

XXII. Travel agent

43. The American Express Travel office is located on the 1st floor of the Service Building, next to Siam Commercial Bank. It is open from 0800 to 1630 hours Monday through Friday. The office can be contacted at extensions 2820, 2821, 2822 and 2823.
