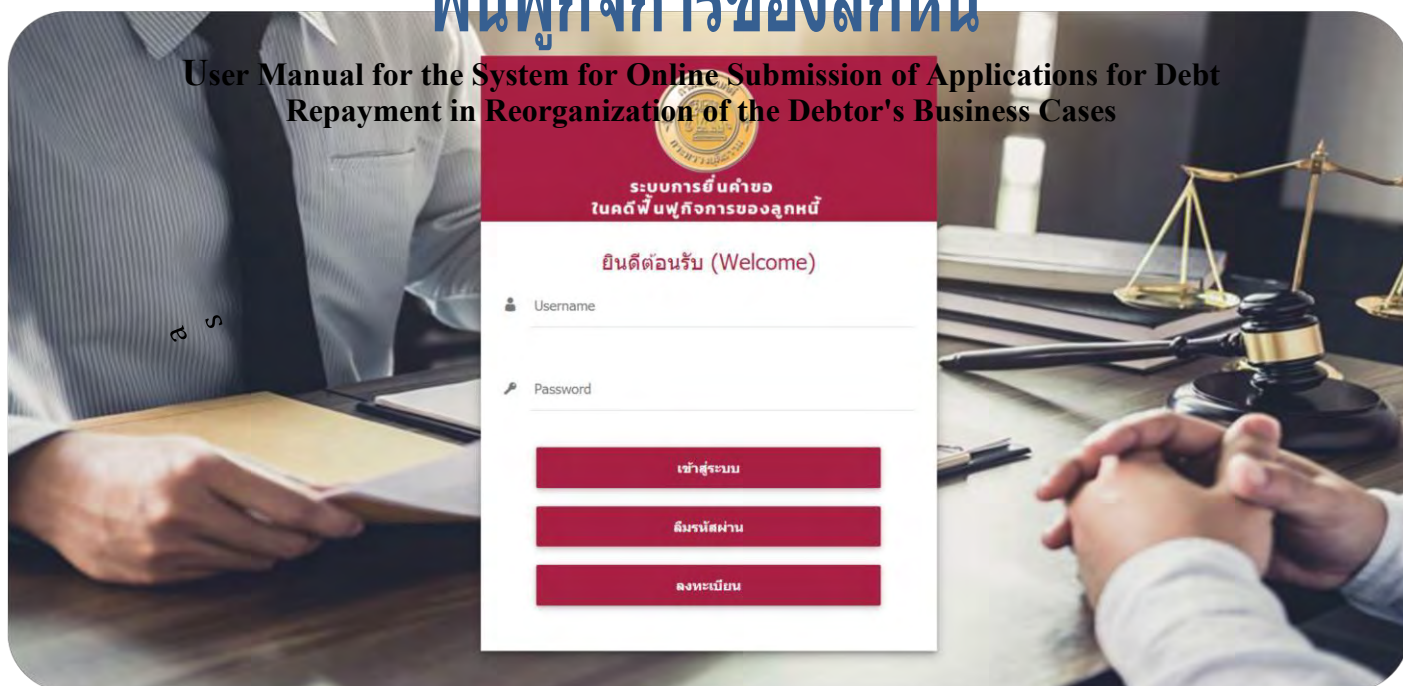คู่มือการใช้งาน

คู่มือการใช้งาน ระบบยื่นคำขอรับชำระหนี้ในคดีฟื้นฟูกิจการของลูกหนี้

User Manual for the System for Online Submission of Applications for Debt Repayment in Reorganization of the Debtor's Business Cases

ระบบการยื่นคำขอ
ในคดีฟื้นฟูกิจการของลูกหนี้

ยินดีต้อนรับ (Welcome)

Username

Password

เข้าสู่ระบบ

ลืมรหัสผ่าน

ลงทะเบียน

สำหรับ ผู้ใช้งานทั่วไป

สำหรับ ผู้ใช้งานทั่วไป

กรมบังคับคดี กระทรวงยุติธรรม

For General Users
Legal Execution Department, Ministry of Justice
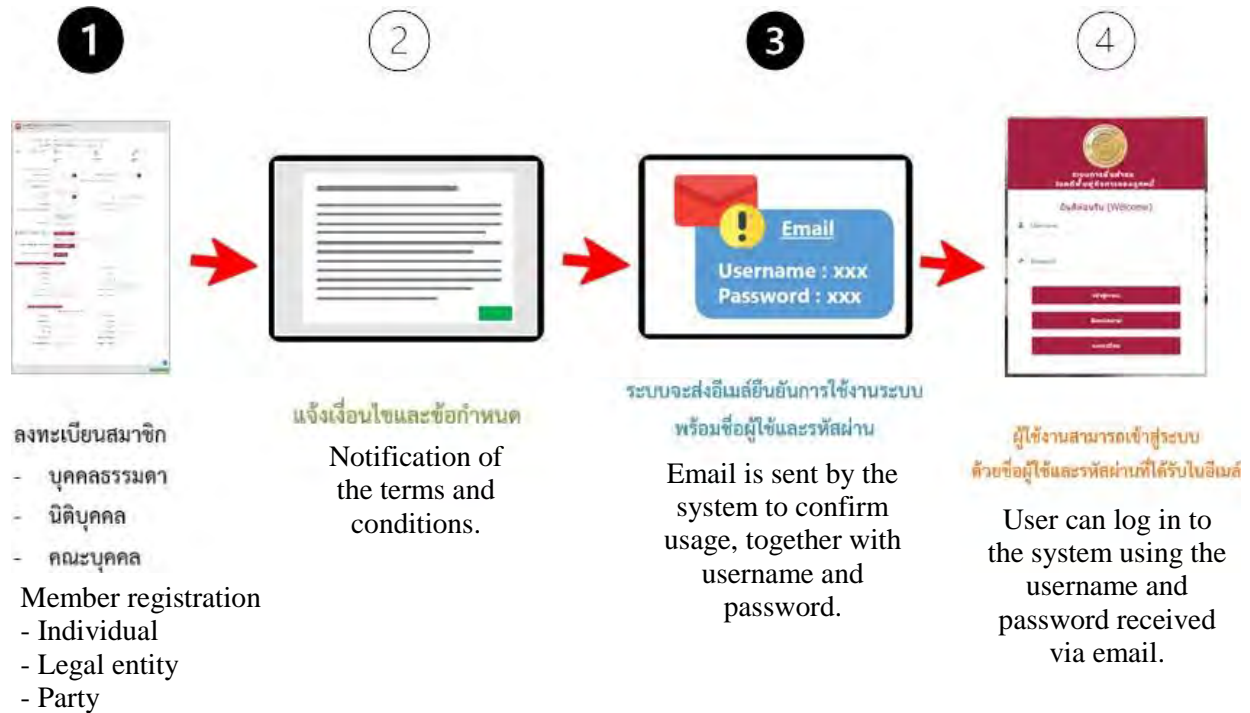## Copyright © Legal Execution Department, Ministry of Justice

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1. Registration process to log in to the system

ลงทะเบียนสมาชิก
- บุคคลธรรมดา
- นิติบุคคล
- คณะบุคคล

Member registration
- Individual
- Legal entity
- Party

แจ้งเงื่อนไขและข้อกำหนด
Notification of the terms and conditions.

ระบบจะส่งอีเมล์ยืนยันการใช้งานระบบ
พร้อมชื่อผู้ใช้และรหัสผ่าน
Email is sent by the system to confirm usage, together with username and password.

ผู้ใช้งานสามารถเข้าสู่ระบบ
ด้วยชื่อผู้ใช้และรหัสผ่านที่ได้รับในอีเมล์
User can log in to the system using the username and password received via email.

2. Member registration

1. Enter the Legal Execution Department's website, and click "**Online submission of applications for debt repayment in reorganization of the debtor's business cases**" banner.

Figure 1. Website of the Legal Execution Department

2. Login page of the system for submitting petitions in reorganization of the debtor's business cases is displayed. If you do not have a username, click "**Registration**."
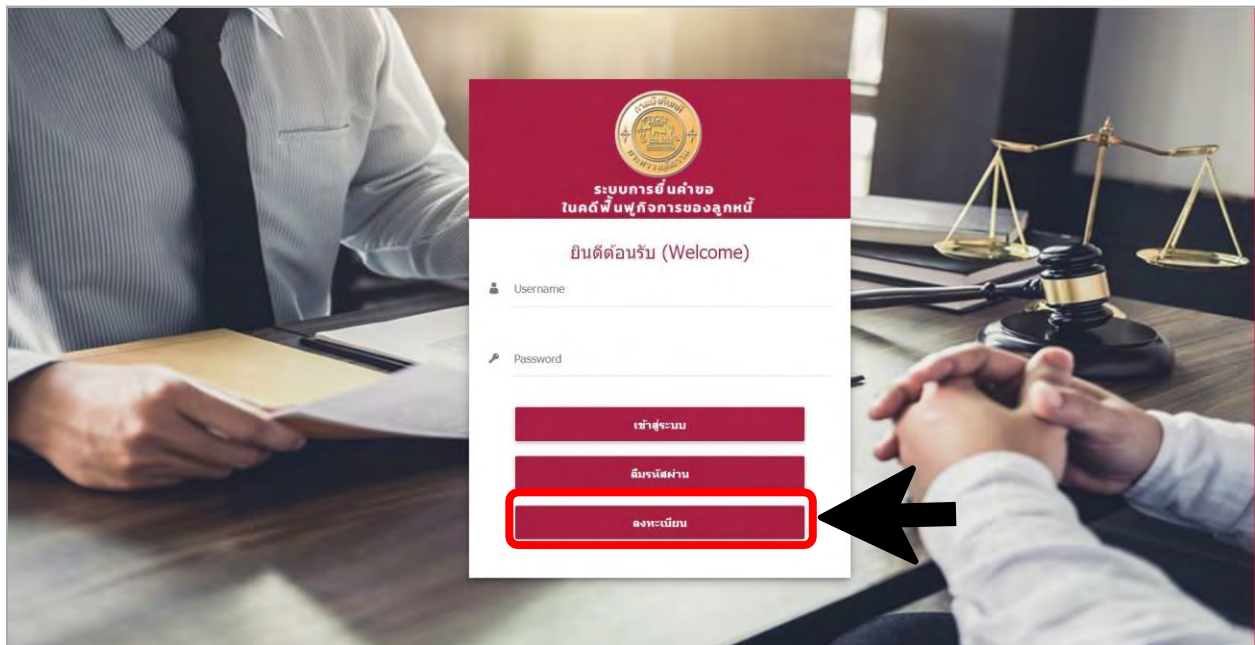
Figure 2. Login page of the Legal Execution Department's system for submitting petitions in reorganization of the debtor's business cases

3. Member registration page is displayed. There are three types of member registration, i.e. individual, party, and legal entity.

Figure 3. Member registration page

2.1 Registration as an individual using the details of the national ID card

1. Choose "**Individual**" and "**ID Card**."

Figure 4. Member registration page for an individual

2. Fill in all the registration details, especially the fields marked with an asterisk (*).

- Choose title.

- Fill in first name (TH/EN).

- Fill in middle name (TH/EN).
- Fill in last name (TH/EN).
- Fill in number of the national ID card.
- Fill in date of issue.
- Fill in date of expiry.
- Choose gender.
- Fill in date of birth.
- Choose race.

- Choose nationality.
- Fill in mobile phone number.

Please indicate country code, with the initial "0" omitted, before your phone number, i.e. +66912345678.

- Fill in email address.
- Choose occupation.
- Attach a photograph together with the national ID card or passport.

Please upload your front face photograph and full-image national ID card or passport. The photo of the national ID card or passport must be clear.

- Attach a copy of ID card.
- Fill in address as specified in the civil registration.
- Fill in delivery address.

3. When the details are completely filled in, click ✓ ลงทะเบียน (REGISTER)

Figure 5. Member registration page for an individual

2.2 Registration as an individual using the details of the passport
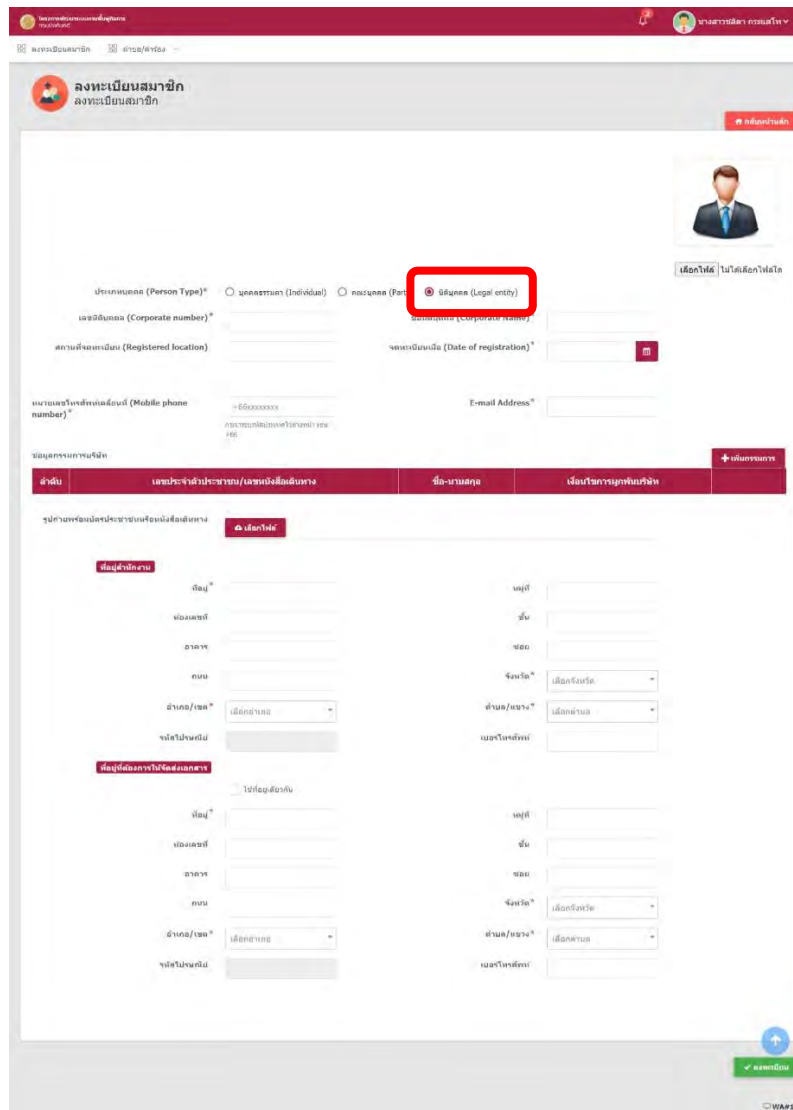
1. Choose "**Individual**" and "**Passport No.**"

Figure 6. Member registration page for an individual

2. Fill in all the registration details, especially the fields marked with an asterisk (*).

- Choose title.
- Fill in first name (TH/EN).

- Fill in middle name (TH/EN).

- Fill in last name (TH/EN).
- Fill in number of the passport.
- Fill in details of foreigner work permit.
- Fill in country code.
- Choose gender.
- Fill in date of birth.
- Choose race.
- Choose nationality.
- Fill in mobile phone number.

Please indicate country code, with the initial "0" omitted, before your phone number, i.e. +66912345678.

- Fill in email address.
- Choose occupation.
- Attach a photograph together with the national ID card or passport.

Please upload your front face photograph and full-image national ID card or passport. The photo of the national ID card or passport must be clear.

- Attach a copy of ID card.

- Fill in address as specified in the civil registration.

- Fill in delivery address.

3. When the details are completely filled in, click ✔ ลงทะเบียน (REGISTER)

Figure 7. Member registration page for an individual

2.3 Registration as a party

1. Choose "**Party**"
2. Fill in all the registration details, especially the fields marked with an asterisk (*).

Figure 8 . Member registration page for a party

3. To add information of the party, click "**ADD**."

Figure 9. Page for adding information about the party

4. "Application to be submitted by a party" page is displayed. Fill in all the registration details, especially the fields marked with an asterisk (*).

Figure 10 . "Application to be submitted by a party" page

- When the details are completely filled in, click ✓ บันทึก (SAVE)

Figure 11. "Application to be submitted by a party" page

5. Attach a photograph together with the national ID card or passport, fill in office address and delivery address, and click ✔ ลงทะเบียน (REGISTER)

Figure 12. "Application to be submitted by a party" page

2.4 Registration as a legal entity

1. Choose "**Legal entity.**"

Figure 13. Member registration page for a legal entity

2. Fill in all the registration details, especially the fields marked with an asterisk (*).

   - Fill in registration number.

   - Fill in corporate name.
   - Fill in registered location.
   - Fill in date of registration.
   - Fill in mobile phone number.

Please indicate country code, with the initial "0" omitted, before your phone number, i.e. +66912345678.

- Fill in email address.

- To add information about a director, click "**Add director**."

- Attach a photograph together with the national ID card or passport.

Please upload front face photographs and full-image national ID cards or passports. The photos of the national ID cards or passports must be clear.

- Fill in office address.
- Fill in delivery address.

3. When the details are completely filled in, click ✓ ลงทะเบียน (REGISTER)

Figure 14. Member registration page for a legal entity

4. "Terms and Conditions for Online Application" page is displayed. Click "**Consent and approval**" and "**YES**."

Figure 15. "Terms and Conditions for Online Application" page

5. "Confirmation window" is displayed. Click "**YES**."
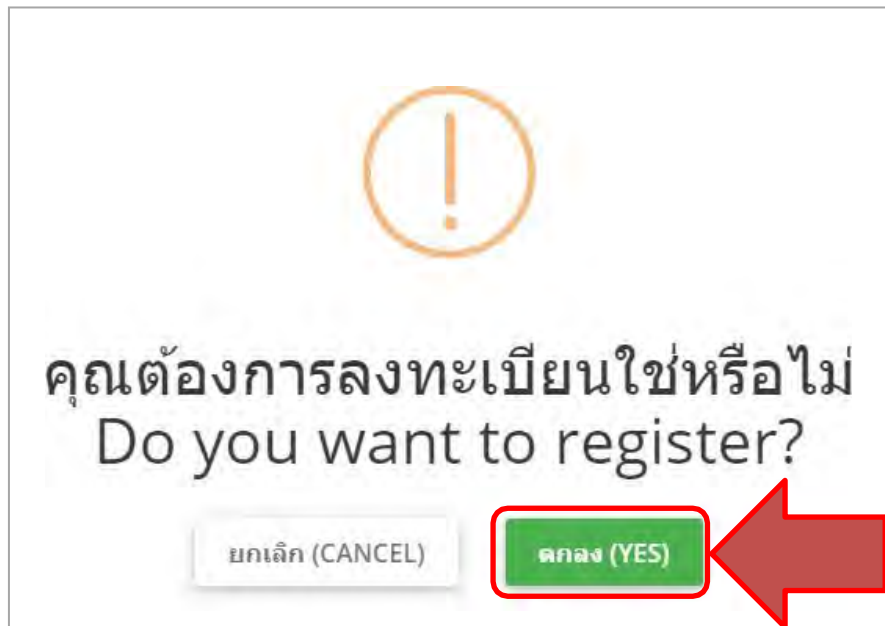
Figure 16. Registration confirmation window

    ＊ **Note:** When the registration is confirmed, the system will send details to the user via the registered email to confirm the registration and assign a password.

6. The system will send the username and password to the registered email. User must click the link to authenticate himself or herself and log in to the system.
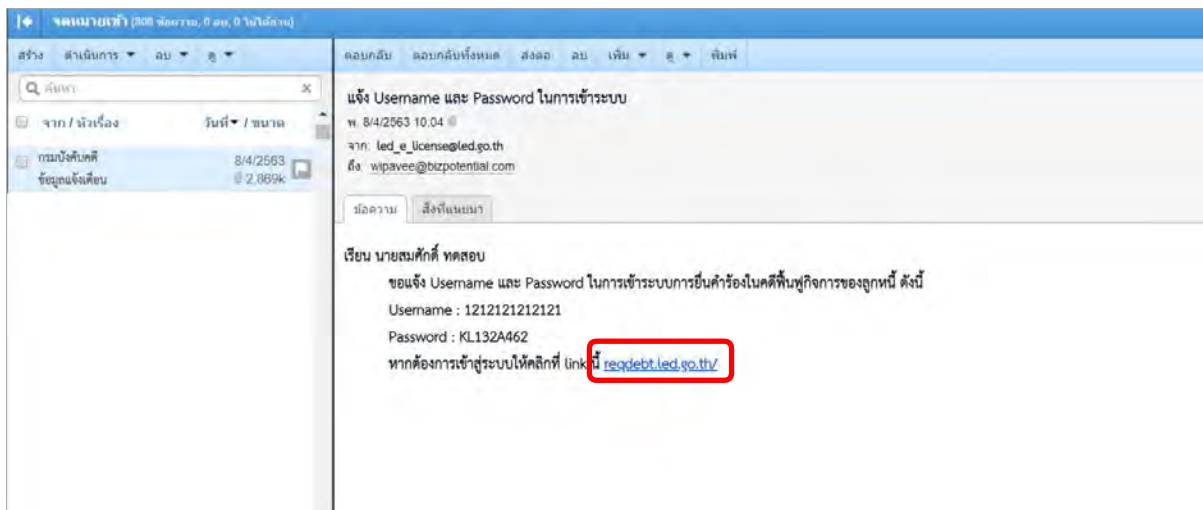
Figure 17. Email page

2.5 Forgetting password

1. Click "**Forgot password**."
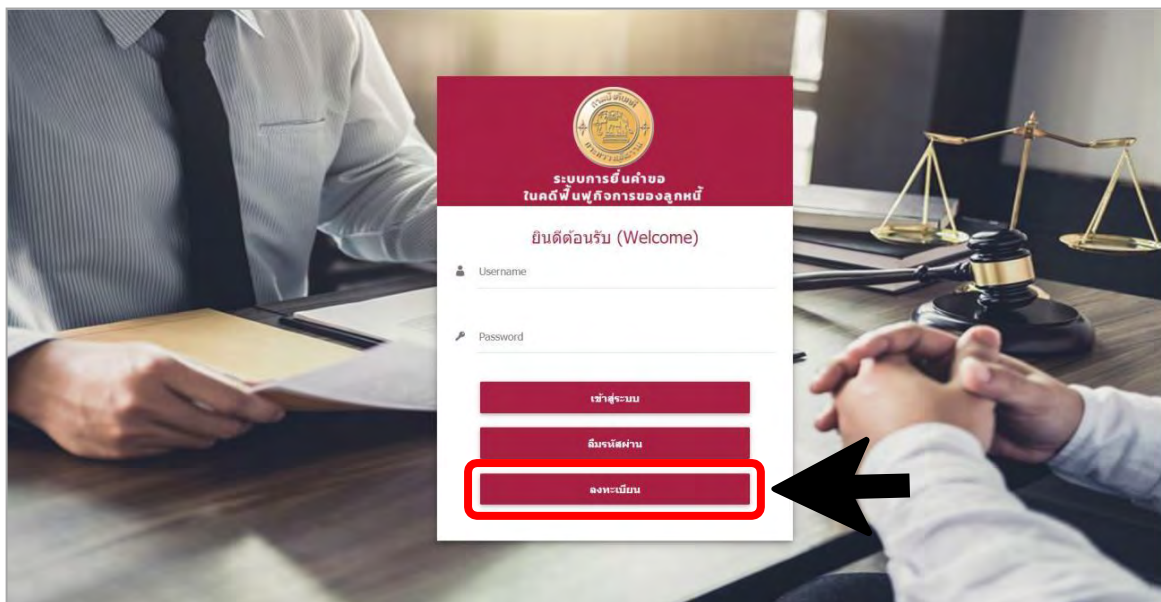
Figure 18. Login page of the Legal Execution Department's system for submitting petitions in reorganization of the debtor's business cases

2. Fill in email and username, and click "**SAVE**."
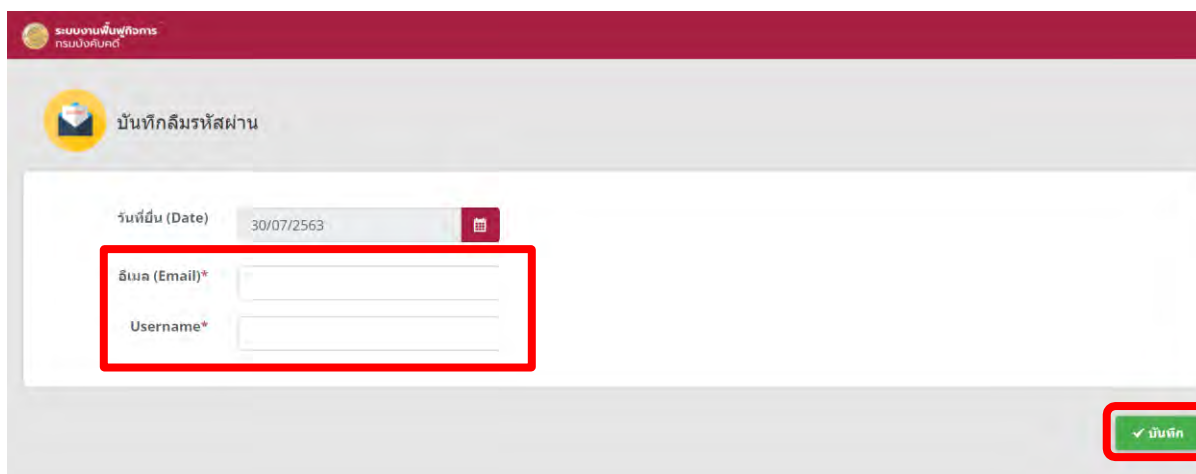
Figure 19. "Forgot password" page

3. Log in to the system for online submission of applications for debt repayment in reorganization of the debtor's business cases

1. Fill in username and password, and click "**Log in**."
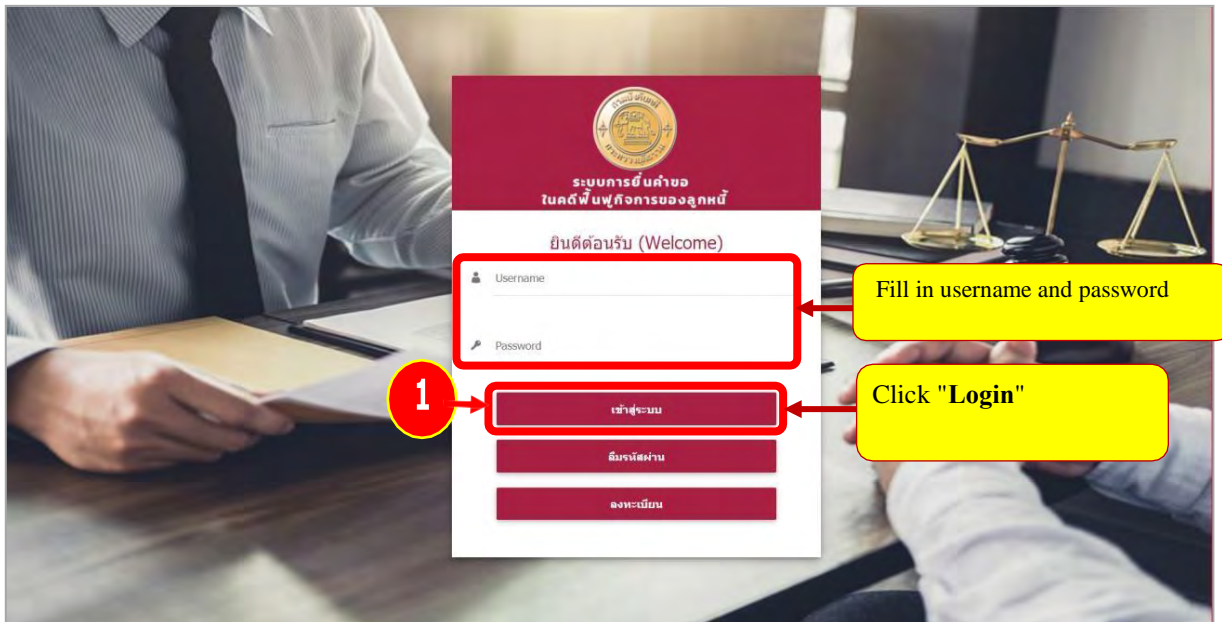
Figure 20. Login page of the Legal Execution Department's system for submitting petitions in reorganization of the debtor's business cases

2. "System for submitting petitions in reorganization of the debtor's business cases" page is displayed.
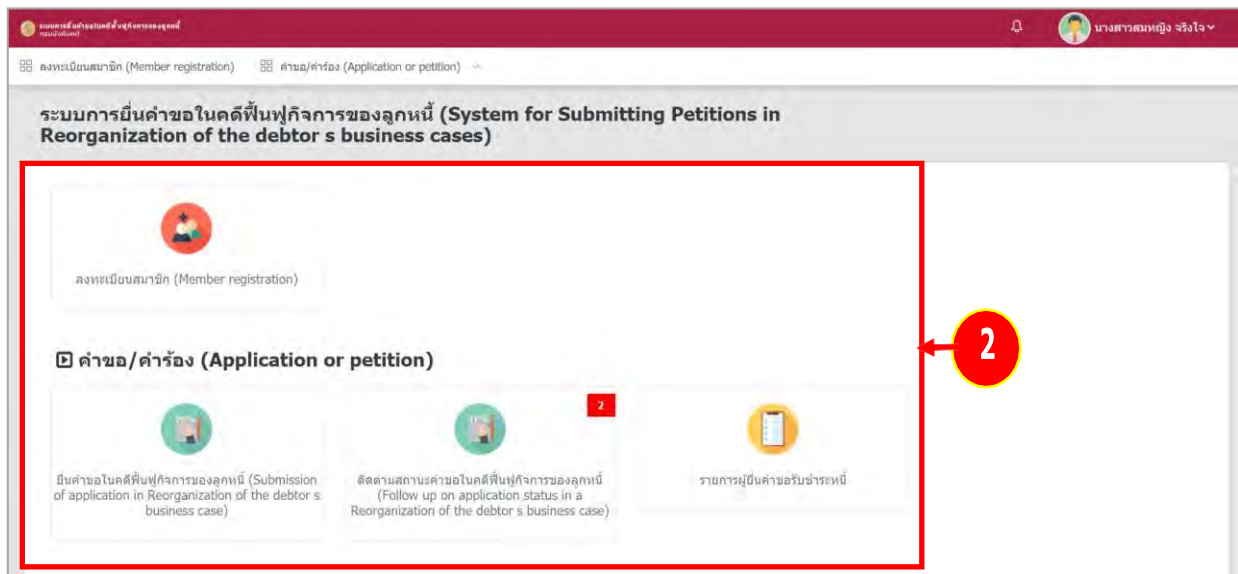
Figure 21. "System for submitting petitions in reorganization of the debtor's business cases" page

4. Submission of an application in reorganization of the debtor's business case

4.1 Type of application

1. Click "**Submission of application in reorganization of the debtor's business case**" menu.
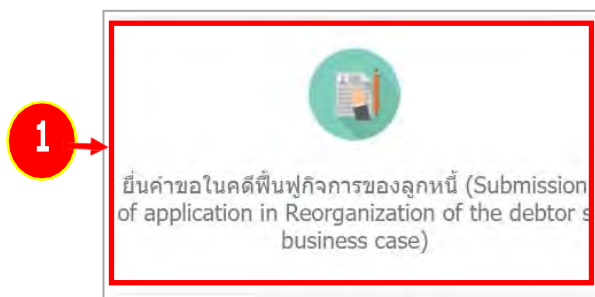
Figure 22. "Submission of application in reorganization of the debtor's business case" page

2. "Type of application" page is displayed. Choose "**Type of submission**" and "**Self-submission**" or "**Submit as representative**", and click "**NEXT**."

Figure 23. "Type of application" page

4.2 Information of the creditor or assign

1. "Information of the creditor or assign" page is displayed. Information registered by the user is retrieved. To change the information, click "**CHANGE REGISTERED INFORMATION**."

Figure 24. "Information of the creditor or assign" page

2. If the information is correct, click "**NEXT**."

Figure 25. "Information of the creditor or assign" page

4.3 Power of attorney

1. "Power of Attorney (POA)" page is displayed.
To add a person granting the power of attorney, click **+ เพิ่มผู้มอบอำนาจ (ADD PERSON GRANTING THE POA)**

Figure 26. "Power of Attorney (POA)" page

2. Fill in information of the person granting the power of attorney, especially the fields marked with an asterisk (*).

Figure 27. "Information of the person granting the power of attorney" page

3. Choose "Duties of the attorney" and click "**SAVE**."

Figure 28. "Information of the person granting the power of attorney" page

4. Information of the person granting the power of attorney is displayed. Correct or delete the information, if desired, and click "**NEXT**."

Figure 29. "Information of the person granting the power of attorney" page

4.4 Choose type of debt

1. "Choose type of debt" page is displayed, tick ☐ to choose the types of debts. For details about debts, click ❓

2. Click "**NEXT**."
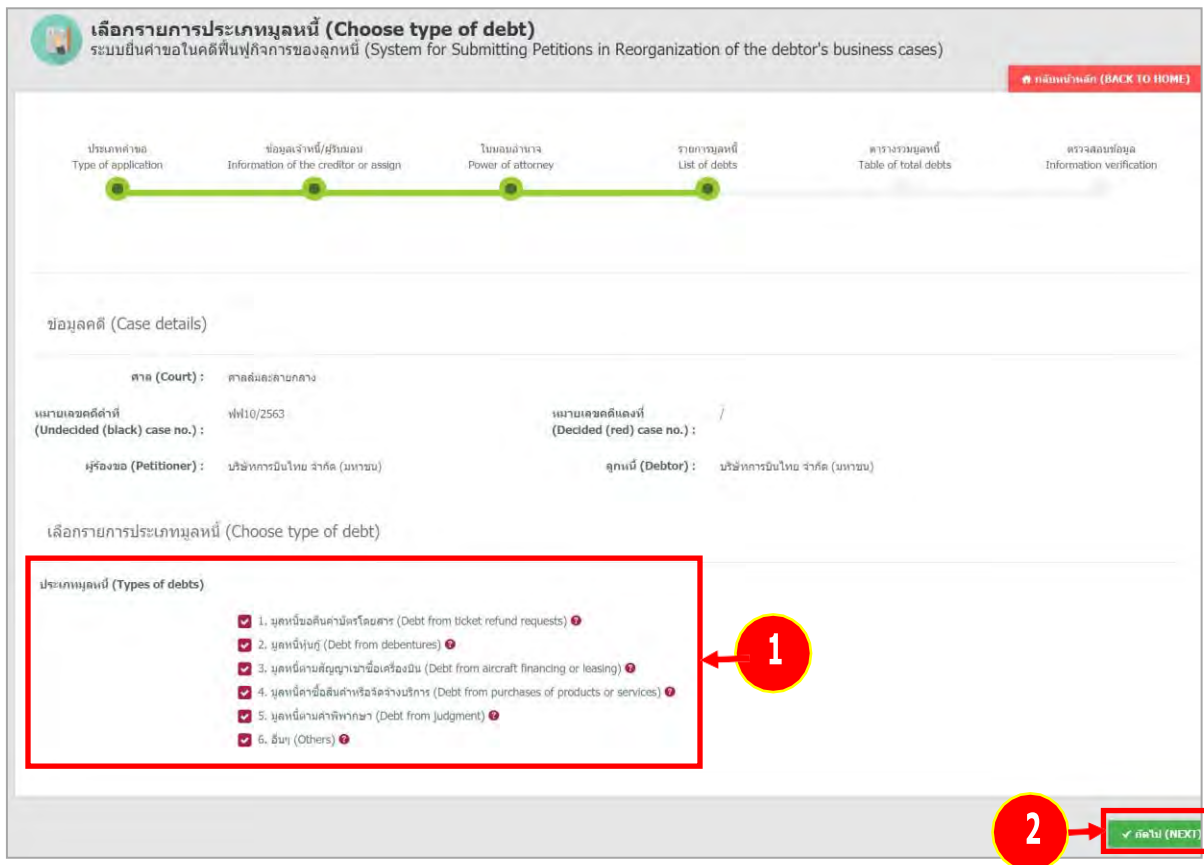
Figure 30. "Choose type of debt" page

4.5 Details of each debt item

1. The instructions for each of the chosen debt items are displayed. Fill in the details in each field.

Figure 31. "Details of each debt item" page

4.5.1 Debt from ticket refund requests

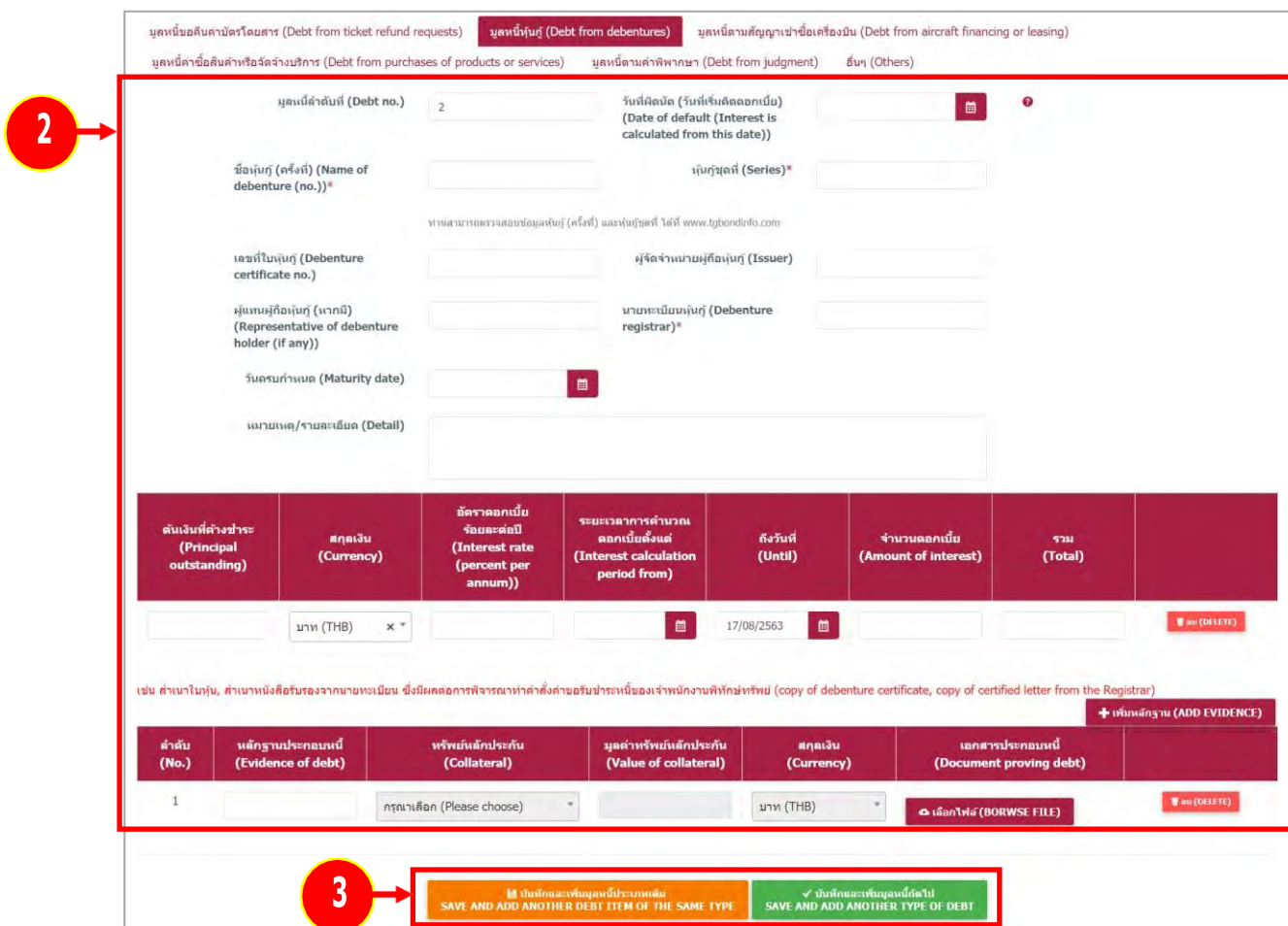1. Click "**Debt from ticket refund requests**" tab.

Figure 32. "Debt from ticket refund requests" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

- Debt number is specified by the system.

- Specify date of default (interest is calculated from this date). For details about the default, click

- Fill in first name (in English).

- Fill in last name (in English).

- Fill in booking number

- Fill in 13-digit ticket number

- Fill in remark/details.

- Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.

- To add evidence of debt, click "**ADD EVIDENCE**." When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE**."

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" or "**SAVE AND ADD ANOTHER TYPE OF DEBT**."

Figure 33. "Debt from ticket refund requests" page

4. "Save debt information" window is displayed. Click "**SAVE**."

Figure 34. "Save debt information" window

5.When the debt information is saved, it will be shown in the verification tables and can be corrected, viewed in detail, or deleted.

Figure 35. "Debt from ticket refund requests" page

4.5.2 Debt from debentures

1. Click "**Debt from debentures**" tab.

Figure 36. "Debt from debentures" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

- Debt number is specified by the system.

- Specify date of default (interest is calculated from this date). For details about the default, click ❓

- Fill in name of debenture (number).
- Fill in series.

Debenture number and series can be found at www.tgbondinfo.com

- Fill in debenture certificate number.
- Fill in issuer.
- Fill in representative of debenture holder (if any).
- Fill in debenture registrar.

- Fill in maturity date.

- Fill in remark/details.

- Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.

- To add evidence of debt, click "**ADD EVIDENCE**." When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE**."

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" or "**SAVE AND ADD ANOTHER TYPE OF DEBT**."

Figure 37. "Debt from debentures" page

4. "Save debt information" window is displayed. Click "**SAVE**."
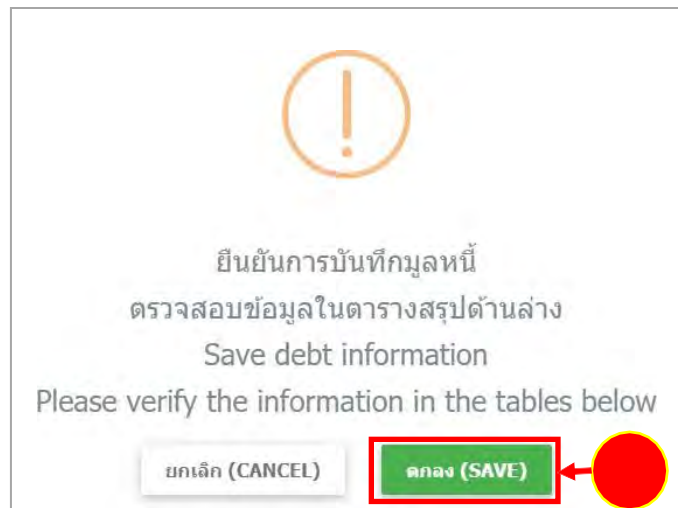
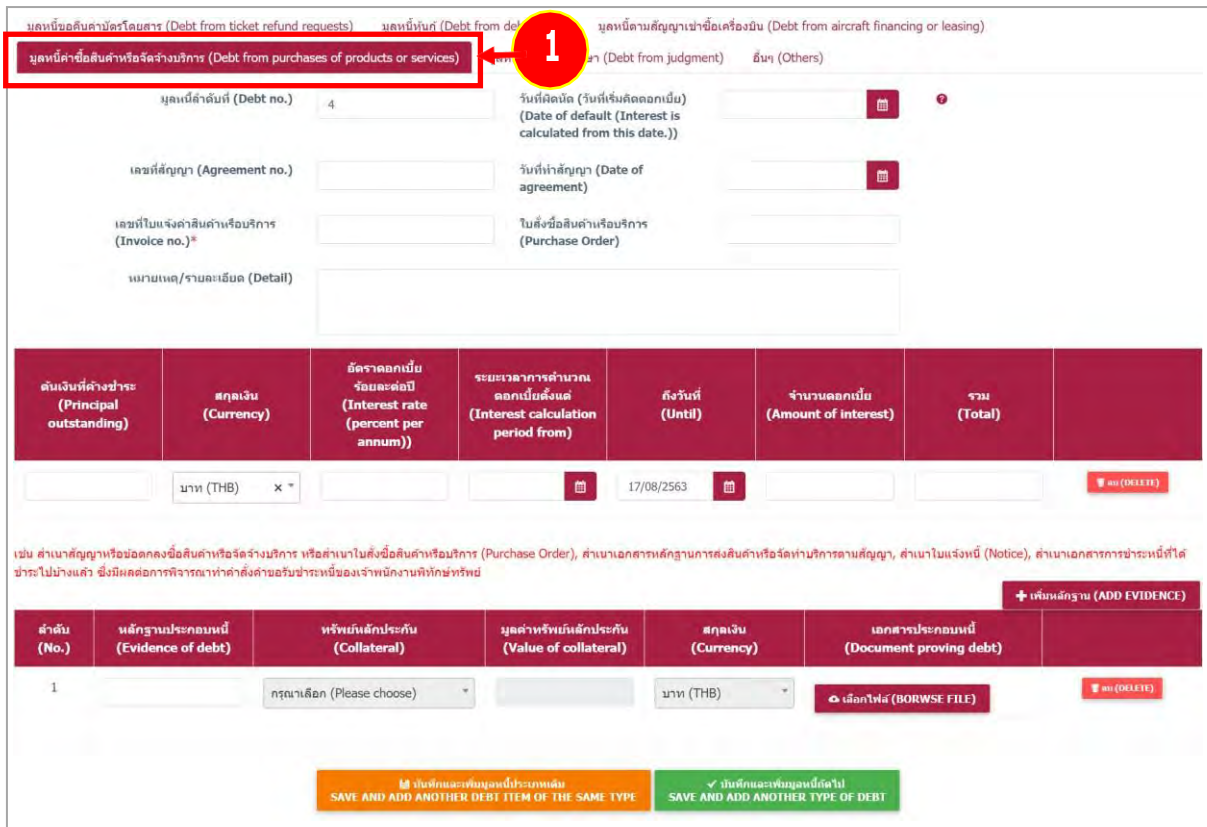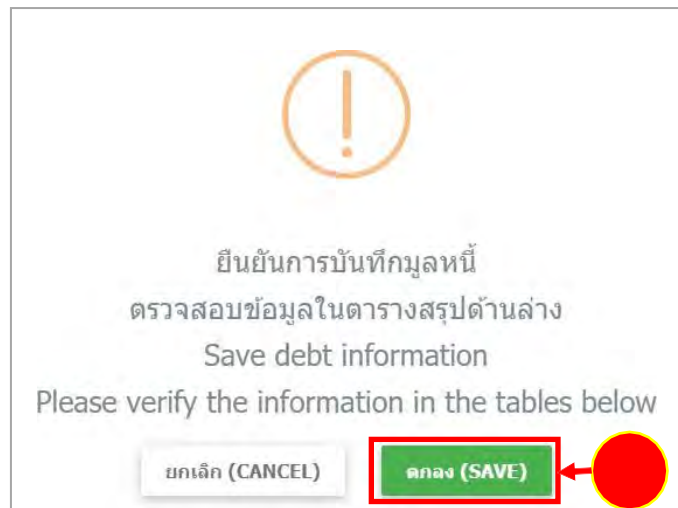Figure 38. "Save debt information" window

4.5.3 Debt from aircraft financing or leasing

1. Click "**Debt from aircraft financing or leasing**" tab.

Figure 39. "Debt from aircraft financing or leasing" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

- Debt number is specified by the system.
- Specify date of default (interest is calculated from this date). For details about the default, click
- Fill in agreement number.
- Fill in name of agreement.
- Fill in date of agreement.
- Fill in name of owner.
- Fill in name of lessor.
- Fill in aircraft number.
- Fill in invoice number.
- Fill in remark/details.
- Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.
- To add evidence of debt, click "**ADD EVIDENCE**." When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE**."
- To add collateral details, click "**ADD INFORMATION**." When the table is displayed, fill in registration number, type of creditor, type of collateral, approximate value (baht), and details.

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" or "**SAVE AND ADD ANOTHER TYPE OF DEBT**."

Figure 40. "Debt from aircraft financing or leasing" page

4. "Save debt information" window is displayed. Click "**SAVE**."

Figure 41. "Save debt information" window

4.5.4 Debt from purchase of products or services

1. Click "**Debt from purchases of products or services**" tab.

Figure 42. "Debt from purchases of products or services" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

- Debt number is specified by the system.

- Specify date of default (interest is calculated from this date). For details about the default, click ❓

- Fill in agreement number.

- Fill in date of agreement.

- Fill in invoice number.

- Fill in purchase order.

- Fill in remark/details.

- Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.

- To add evidence of debt, click "**ADD EVIDENCE**." When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE**."

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" or "**SAVE AND ADD ANOTHER TYPE OF DEBT**."

Figure 43. "Debt from purchases of products or services" page

4. "Save debt information" window is displayed. Click "**SAVE**."

Figure 44. "Save debt information" window

4.5.5 Debt from judgment

1. Click "**Debt from judgment**" tab.

Figure 45. "Debt from judgment" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

 - Debt number is specified by the system.

 - Specify date of default (interest is calculated from this date). For details about the default, click
 - Fill in court.
 - Fill in the date of judgment.
 - Fill in decided (red) case number.
 - Fill in remark/details.

 - Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.

 - To add evidence of debt, click "**ADD EVIDENCE**." When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE**."

 - To add collateral details, click "**ADD INFORMATION**." When the table is displayed, fill in registration number, type of creditor, type of collateral, approximate value (baht), and details.

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" or "**SAVE AND ADD ANOTHER TYPE OF DEBT**."

Figure 46. "Debt from judgment" page

4. "Save debt information" window is displayed. Click "**SAVE**."

Figure 44. "Save debt information" window

4.5.6 Others

1. Click "Others" tab.

Figure 48. "Others" page

2. Fill in all the details, especially the fields marked with an asterisk (*).

- Debt number is specified by the system.

- Specify date of default (interest is calculated from this date). For details about the default, click

- Fill in agreement number.

- Fill in date of agreement.

- Fill in invoice number.

- Fill in purchase order.

- Fill in remark/details.

- Fill in information in the table, i.e. principal outstanding, currency, interest rate (percent per annum), interest calculation period from and until, and amount of interest.

- To add evidence of debt, click "**ADD EVIDENCE.**" When the details are shown, fill in type of evidence of debt. To attach documents proving the debt, click "**BROWSE FILE.**"

- To add collateral details, click "**ADD INFORMATION.**" When the table is displayed, fill in registration number, type of creditor, type of collateral, approximate value (baht), and details.

3. When the details are completely filled in, click "**SAVE AND ADD ANOTHER DEBT ITEM OF THE SAME TYPE**" to add another debt item of the same type, if desired.

Figure 49. "Others" page

3. When the information under each tab is completely filled in, it will be shown in the verification tables and can be corrected, viewed in detail, or deleted.

Figure 50. "Others" page

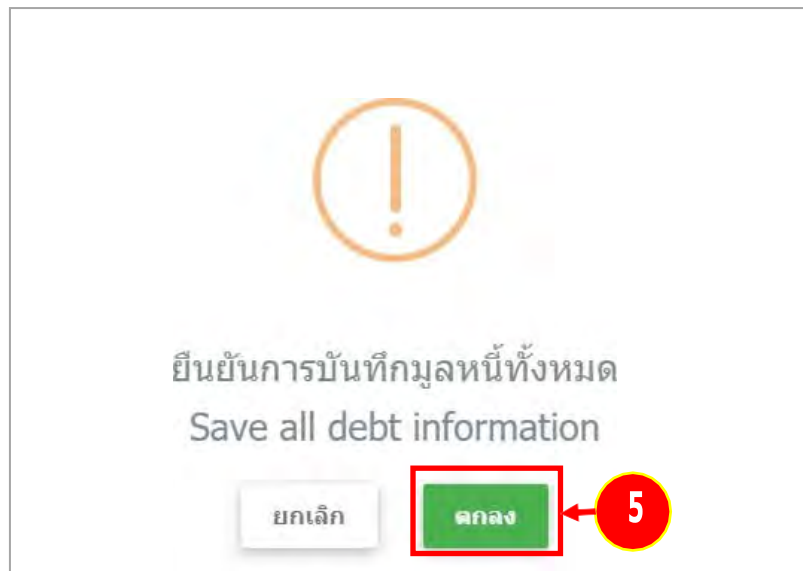4. "Save debt information" window is displayed. Click "**SAVE**."

Figure 51. "Save debt information" window

4.6 Table of total debts

1. "Table of total debts" page is displayed. Choose either "**secured creditor**" or "**unsecured creditor**."

2. For each item of debt that bears interest after the date of the court's reorganization order, choose "**Plus interest at the rate of (percent)**", fill in interest rate, and choose "**Specify**."

3. Click "**VERIFY DEBT INFORMATION**."

Figure 52. "Table of total debts" page

4.7 Information verification

1. Verify the information, and click "**SUBMIT REQUEST**."

Figure 53. "Information verification" page

2. "Request submission" window is displayed. Click "**Submit.**"
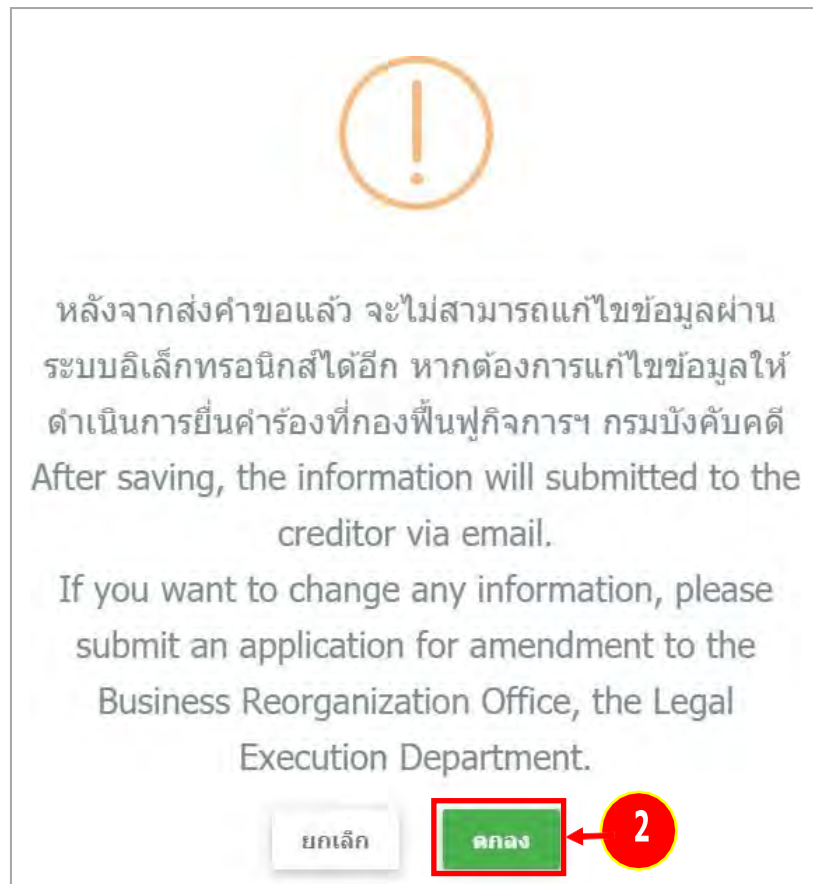
Figure 54. "Request submission" window

After submission of the request, the information cannot be amended via the electronic system. If you want to change any information, please submit an application for amendment to the Business Reorganization Office, the Legal Execution Department.

4.8 Fee payment

1. "Fee payment" page is displayed. Choose "**Bill Payment**" or "**Debit/credit card**" to indicate the payment method.

2. Click "**PAY FEE**."

Figure 55. "Fee payment" page

3. "Payment confirmation" window is displayed. Click "**Pay**."

Figure 56. "Payment confirmation" page

After payment, the information cannot be amended via the electronic system. If you want to change any information, please submit an application for amendment to the Business Reorganization Office, the Legal Execution Department.

Specimen pay in slip

Figure 57. "Pay in slip" page

Sample of credit card/debit payment

1. Choose desired payment channel.
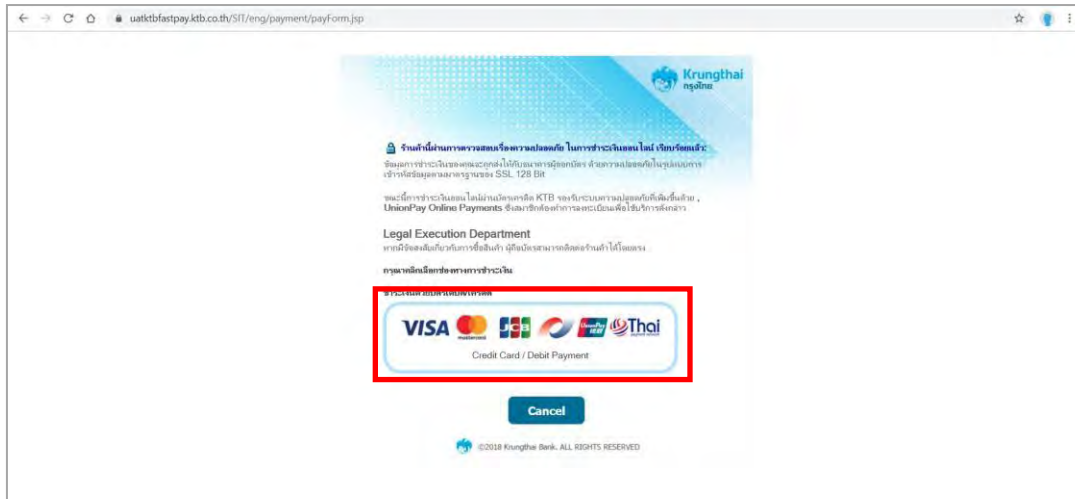
Figure 58. "Payment channel" window

2. Sample of payment by VISA. "Credit card information" page is displayed. Fill in all credit card information, and click "**SUBMIT**."

Figure 59. "Credit card information" page

5. Follow up on application status in a reorganization of the debtor's business case

1. Click "Follow up on application status in a reorganization of the debtor's business case" menu**.**
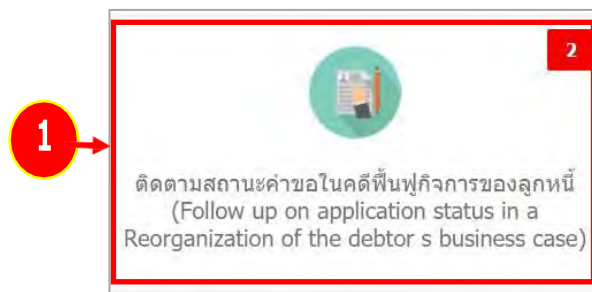
Figure 60. "Follow up on application status in a reorganization of the debtor's business case" page

2. "Follow up on application status in a reorganization of the debtor's business case" page is displayed. To search for information, specify the details, and click "**SEARCH**."

3. Information is displayed according to the specified details. In this part, an invoice or an application for debt repayment can be printed out, and information can be deleted.

Figure 61. "System for submitting petitions in reorganization of the debtor's business cases" page

5.1 Printing a pay in slip

1. Click "**INVOICE**."

Figure 62. "System for submitting petitions in reorganization of the debtor's business cases" page

2. "Pay in slip (in PDF format)" page is displayed.

Figure 63. "Pay in slip (in PDF format)" page

5.2 Printing an application for debt repayment in business reorganization

1. Click print button.

Figure 64. "System for submitting petitions in reorganization of the debtor's business cases" page

2. "Application for Debt Repayment in Business Reorganization (in PDF format)" page is displayed.

Figure 65. "Application for Debt Repayment in Business Reorganization (in PDF format)" page

5.3Deleting information

1. Click delete button.

Figure 66. "System for submitting petitions in reorganization of the debtor's business cases" page

2. "Deletion confirmation" window is displayed. Click "**CONFIRM**."

Figure 67. "Deletion confirmation" window

6. List of debt repayment applicants

1. Choose "List of debt repayment applicants" menu.
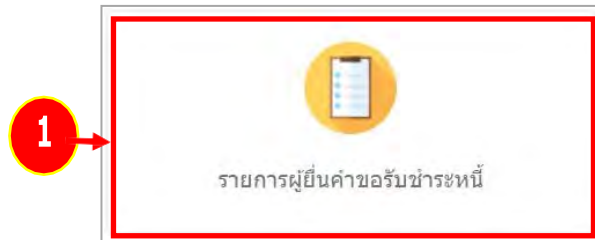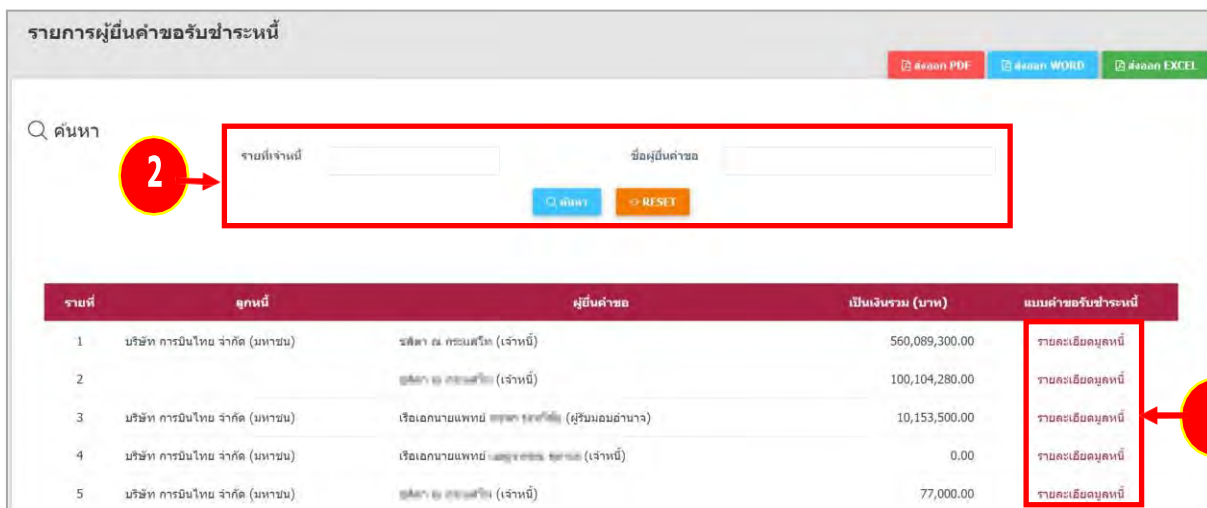
Figure 68. "Debt repayment applicants" page

2. "Debt repayment applicants" page is displayed. To search information, specify creditor number or applicant's name, and click "**SEARCH**."

3. Information is displayed according to the specified details. To view the details of other debt items according to the desired list, click "**Debt details**."

Figure 69. "List of debt repayment applicants" page

4. "Details of debt repayment application" page is displayed. Click "**Document proving debt**" to view the details of other debt items.

Figure 70. "Details of debt repayment applications" page

5. A list of debt repayment applicants can be requested. To export a list, click "**Export PDF,**" "**Export WORD,**" or "**Export EXCEL**."

Figure 71. "List of debt repayment applicants" page

6. "List of debt repayment applicants (in PDF format)" page is displayed.

Figure 72. "List of debt repayment applicants (in PDF format)" page