

Raw Materials Database

Preparation of relevant documents

If the company is applying for raw material services from the Investor Club Association (IC) for the first time, it must submit relevant documents to the IC to register its project code in the IC's database. This applies to both normal project code and accumulated max stock project code. The required documents are listed below.

1. Registration form for IC online services
2. Terms of online service agreement
3. Copy of the investment promotion certificate
4. Letter of notification for project code

When the company has completed all the required steps, it must submit the approval request for regular projects via the online system only. However, the accumulated max stock project must still be processed manually at the counter service. Companies can also request other raw material database services by submitting the following relevant documents:

1. Letter of request for database submission.
2. Letter of approval by the Office of the Board of Investment Promotion (BOI) for the list of raw materials/production formula/raw materials stock adjustment.

Note All the relevant documents must be affixed with the company seal with the signature of the authorized person.

Criteria for generating project code

Normal project

After the company submits the project code request form, the company will receive the notification with a 6-digit project code generated by the Office of the Board of Investment and the company must use this code to generate an 8-digit project code to access database online services.

Example of how to generate the project code in accordance with the section of eligible rights

Exercise rights under section	Project Code (BOI)	Project Code (IC)
Section 36(1)	123456	12345613
Section 36(2)	123456	12345623
Section 30	123456	12345632

Accumulated max stock project

To receive the project code for raw materials, companies must submit the request at the raw material counter service. The project code will be generated by IC based on the following conditions:

1. For Bangkok Branch, the project code is M+Year+Running No.+Section+3
For example, M6400113
2. For Chonburi Branch, the project code is L+Year+Running No.+Section+3
For example, L6400113
3. For Chiang Mai Branch, the project code is MC+Year+Running No.+Section+3
For example, MC640113
4. For Nakhon Ratchasima Branch, the project code is MN+Year+Running No.+Section+3
For example, MN640113
5. For Khon Kaen Branch, the project code is MK+Year+Running No.+Section+3
For example, MK640113
6. For Songkhla Branch, the project code is MZ+Year+Running No.+Section+3 For example, MZ6400113

The structure of data entry consists of two systems, the following:

1. **Data Entry for approval of raw material list via online service for normal project** consists of;
 - 1.1 Reference Formula File is the file used to request approval for raw material and raw material maximum stock for each item, including requests for product modifications, to add new raw material products for normal projects, and to add new list of import raw materials for repairs.

No	Details	Length	Data Type	Description
1	Product Card	512	Numeric and Alphabet	Product name as in promotion certificate
2	Product Name	512	Numeric and Alphabet	Product name for export
3	Product Code	35	Numeric and Alphabet	Product model
4	Product Capacity	9,2	Numeric	Production capacity in 4 months
5	Product Unit	3	Numeric and Alphabet	Product unit
6	Weight Per Piece (KGM)	18,8	Numeric	Product weight per 1 unit (KGM only)
7	GRP_NO	6	Numeric and Alphabet	Raw material list
8	DESC	512	Numeric and Alphabet	Name of primary raw material
9	UOM	3	Numeric and Alphabet	Raw material unit
10	QTY_NET	9,8	Numeric	Total of raw material usage
11	QTY_LOSS	9,8	Numeric	Total of raw material losses (no loss occurs for the quantifiable unit, such as C62 or SET)
12	QTY_GROSS	9,8	Numeric	Total raw material usage included material losses

Essential information for entering reference formula file

1. Qty_Net and Qty_Gross fields must not contain null value.
 2. QTY_GROSS field must be equal to Qty_net field + Qty_loss field.
 3. Qty_loss fields must only enter zero number if no loss occurs.
 4. There will be no loss value for quantified raw materials such as C62 or SET, so the data must be entered as zero.
 5. Reference formula file can record for multiple sheets with a maximum size of 2 MB and will not allow blank sheets in the file.
 6. Only one reference formula is allowed in a single sheet. Data can be entered in either lowercase or uppercase letters.
- 1.2 Secondary name is the file for approval of raw material secondary name of each item including modification requests and cancellation requests. The data entry structure is as follows:

No	Details	Length	Data Type	Description
1	GRP_NO	6	Numeric and Alphabet	Raw material list
2	DESC	512	Numeric and Alphabet	Raw material secondary name
3	TARIFF	10	Numeric	Tariff code of raw material in 9999.99.99 format
4	UOM	3	Numeric and Alphabet	Raw material unit matches with the primary name
5	STOCK_TYPE	15	Alphabet	The maximum stock is only categorized into 2 types as follows: 1. Max_Revolving refers to circulating stock 2. Max_Import refers to non-circulating stock
6	ESS_MAT	1	Alphabet	Raw Materials have 3 statuses as follows: 1. "N" refers to raw material 2. "Y" refers to necessary raw material 3. "R" refers to imported raw materials for repair and export
7	TYPE	1	Alphabet	Data recording has 3 types as follows: 1. A = Add: add data for the first time. 2. C = Chang: edit approved data. 3. D = Delete: delete approved data.

Essential information for entering secondary name file

1. A single secondary name file can only contain a single sheet.
2. A single raw material list can only include 1 TYPE (A = Add, C = Chang, or D = Delete)
3. A secondary name can only contain a single primary name.
4. The unit of the secondary name must match the unit of the primary raw material.
5. If the project is a revolving stock account, must specify Stock_Type field as Max_Revolving.
6. If the project is a non-revolving stock account, must be specified Stock_Type field as Max_Import.
If the project contains both types of raw material in the same account, can specify Stock_Type in both accounts, but raw materials of the same product must have the same Stock_Type.
7. If raw materials are imported for repair and export, the Stock_Type field must specify as Max_Revolving.
8. The same list of raw materials must be specified as either N or Y.
9. Data can be entered in either lowercase or uppercase letters, but it is not allowed in Thai.

1.3 Formula File is the file for requesting approval formulas for each product. This includes requests for formula modifications and formula approval of imported raw materials for repair and export. The data entry structure is as follows:

No	Details	Length	Data Type	Description
1	Product Name	512	Numeric and Alphabet	Product name for export
2	Product Code	35	Numeric and Alphabet	Product code
3	Product Unit	3	Numeric and Alphabet	Product unit
4	Weight Per Piece (KGM)	18,8	Numeric and Alphabet	Product weight per unit (KGM only)
5	Formula Type	10	Alphabet	Type of formula is categorized into 2 types as follows: 1. Product refers to product. 2. Return refers to imported raw materials for repair
6	Usage per	4	Numeric	Usage quantity per 1 or per 1,000
7	GRP_NO	6	Numeric and Alphabet	Raw material list must match with product list and the total maximum stock
8	DESC	512	Numeric and Alphabet	Raw material secondary name
9	UOM	3	Numeric and Alphabet	Raw material unit
10	QTY_NET	9,8	Numeric	Total raw material usage
11	QTY_NET	9,8	Numeric	Total raw material loss (No loss occurs for the quantifiable unit, such as C62 or SET)
12	QTY_GROSS	9,8	Numeric	Total raw material usage included raw material losses

Essential information for entering secondary name file

1. Qty_Net and Qty_Gross fields must not contain null value.
2. QTY_GROSS field must be equal to Qty_net field + Qty_loss field.
3. Qty_loss field must only enter zero number if no loss occurs.
4. There will be no loss value for quantified raw materials such as C62 or SET, so the data must be entered as zero.
5. Multiple sheets not exceeding 50 sheets and not exceeding 2 Mb may be included in a reference formula file, but it is not allow blank sheets.
6. The product code field allows for multiple models within a single sheet and a single product. If the usage of the product is equal, then the name of the model must be specified in the next field.
7. Data can be entered in both lowercase and uppercase letters, but it is not allowed in Thai.

2. Data entry structure for accumulated max stock projects or manually approved raw material list and production formula. The data entry structure is as follows:

2.1 Data entry structure for list of raw materials (Primary Name) (**BIRTMML.XLSX**) details as follows:

No	Details	Data Type	Length	Decimal	Description
1	PROJ_CODE	Alphabet	8		Project code
2	GRP_NO	Alphabet	6		Raw material list
3	GRP_DESC	Alphabet	512		Primary raw material name
4	MAX_STOCK	Numeric	11	2	Quantity of circulating maximum stock
5	MAX_IMPORT	Numeric	11	2	Quantity of non-circulating maximum stock
6	UOM	Alphabet	3		Raw material unit (in compliance with the statistical code of the Customs Department)
7	ESS_MAT	Alphabet	1		Y = necessary raw material N = raw material
8	START_QTY	Numeric	11	2	Initial quantity
9	APP_NO	Alphabet	11		Approval document number
10	APP_DATE	Alphabet	10		Approval document date
11	TYPE	Alphabet	1		Data processing types: A = add data C = edit data

Example of MML file

PROJECT_CODE	GRP_NO	GRP_DESC	MAX_STOCK	MAX_IMPORT	UOM	ESS_MAT	START_QTY	APP_NO	APP_DATE	TYPE
12345613	000001	LABEL	360,000	0	C62	N		1309/002271	17/01/2021	A
12345613	000002	INDUCTOR	511,994	0	C62	N		1309/002271	17/01/2021	A
12345613	000003	UV GLUE	51,000	0	GRM	N		1309/002271	17/01/2021	A
12345613	000004	FILTER	95,800	0	MTR	N		1309/002271	17/01/2021	A

Note

- Each project will be generated a 6-digit code by the Office of the Board of Investment. The company must add two more digits to create an 8-digit code in the format XXXXXYZ.
Y refers to Section: 1 = Section 36(1), 2 = Section 36 (2), 3 = Section 30
Z refers to account type by indicating as 3
For example, Section 36(1) = 12345613, Section 36(2) = 12345623, Section 30 = 12345632
- The item will be recorded by dividing the name of the raw material into one name per item. Each item can only have one primary raw material name and one secondary raw material name. These names must be recorded separately in the database.
- The unit of raw material must be consistent with the unit specified in the Customs Department's statistical code. (The unit of raw material must match the import declaration document)
- For adding, editing, and deleting raw material names must be recorded in the Birtdesc.xlsx file.
- Tariff Code data must be added in accordance with the product item and raw material name.
- For adding approval document number and approval document date, it must be recorded in the following files: Birtmml.xls, Birtdesc.xlsx, Birtfrm.xlsx, and Birtadj.xlsx.
- If raw material has only a single name (as recorded in Birtmml.xlsx), it will not require re-recording raw material in Birtdesc.xlsx for adding additional data. The system will automatically generate raw material names in the database. However, if needed to specify the Tariff code, it required to re-record the single raw material name in Birtdesc.xlsx (as recorded in Birtmml.xlsx) by specifying the type as A.

8. Instead of removing data from the database, the system will indicate the status of raw materials as inactive once the raw material name deletion process is complete.
9. To record Tariff Code data and include the list of raw materials, it must record data into two separate files: Birtmml.xlsx and Birtdesc.xlsx and it must specify the type as A in both files.

2.1 Entering primary file name (BIRDESC.XLSX) the details are as follows:

No	Details	Data Type	Length	Decimal	Description
1	PROJ_CODE	Alphabet	8		Project code
2	GRP_NO	Alphabet	6		Raw material list
3	GRP_DESC	Alphabet	512		Primary raw material name
4	TARIFF	Alphabet	14		Tariff code
5	APP_NO	Alphabet	11		Approval document number
6	APP_DATE	Alphabet	10		Approval document date
7	TYPE	Alphabet	1		Data processing types: A = add data C = edit data D = delete data

Example of DESC file

PROJ_CODE	GRP_NO	GRP_DESC	TARIFF	APP_NO	APP_DATE	TYPE
12345613	000001	LABEL ASSY	3920.20.90	1309/002271	17/01/2021	A
12345613	000002	IND	3824.90.99	1309/002271	17/01/2021	A
12345613	000003	CAP	4806.40.00	1309/002271	17/01/2021	A

- Note**
1. The company does not require approval from BOI to delete data.
 2. The company does not require approval from BOI to edit tariff code data.

2.3 Entering Formula list (BIRTFRM.XLSX) the details are as follows:

No	Details	Data Type	Length	Decimal	Description
1	PROJ_CODE	Alphabet	8		Project code
2	MODEL	Alphabet	35		Model code
3	MODEL_DESC	Alphabet	254		Product name
4	UOP	Alphabet	8		Product unit
5	STATE_DATE	Alphabet	10		Date of formula first use in DD/MM/YYYY format (Date of request for formula approval submitted to BOI)
6	GRP_NO	Alphabet	6		Raw material list (as indicated in BIRTMML)
7	QTY_PER	Numeric	9	8	Quantity per unit
8	QTY_1000	Numeric	9	8	Quantity per 1000
9	APP_NO	Alphabet	11		Approval document number
10	APP_DATE	Alphabet	10		Approval document date
11	TYPE	Alphabet	1		Data processing types: A = add data, C = edit data, D = delete data, I = add raw material list to existing formula

Example of FRM file

PROJECT_CODE	MODEL	MEDEL_DESC	UOP	START_DATE	GRP_NO	QTY_PER	QTY_1000	APP_NO	APP_DATE	TYPE
12345613	IC08F	PCB SUB ASSY	C62	10/02/2021	000001	0	1.00000000	1309/002272	17/02/2021	A
12345613	IC08F	PCB SUB ASSY	C62	10/02/2021	000002	0	0.05000000	1309/002272	17/02/2021	A
12345613	IC08F	PCB SUB ASSY	C62	10/02/2021	000003	0	1.00000000	1309/002272	17/02/2021	A

Note

1. Model and formula data will be recorded in a single Birtfrm.xlsx file. Model data can be duplicated, but the Model data is not allowed to be duplicated when combined with the model description.
2. If the company changes the original production formula by adding, modifying, or deleting raw material lists, the system will create a new version of the formula and adjust the raw material account by selecting an export date that is consistent with the formula period.
3. To add production formula data, it must be recorded to all fields (recorded as Type = A).
4. The following fields will be only recorded when editing production unit data: Proj_code, Model, Model_desc, Uop, App_no, App_date, and Type.
5. The following fields will be recorded when editing production formula data (adding raw material list, modifying usage quantity, or deleting raw material list): Proj_code, Model, Model_desc, Start_date, App_no, App_date, Grp_no, Qty_per or Qty_1000, and Qty_per.
6. When it first submits production formula data, the system will check if the submission date is within six months of the registration date. If this is the case, the start date of the production formula will be recorded in the system as the registration date.
7. The start date of the new production formula shall not be less than that of the original production formula in case there is a need to edit or delete an existing production formula.
8. The system will not allow the addition of any new data to a production formula that has already been added. To add more list of raw materials into an existing production formula, those raw materials must be entered as Type I rather than Type A.
9. If the usage quantity data is changed, or added or removed from the list, the system will generate a new version of the production formula.
10. Deleting model data results in its model status being marked as inactive, and all production formulas linked to the deleted model data are prevented from raw material adjustment.

3. Raw material stock adjustment

The company shall only submit a request for approval to export raw materials via the online database to adjust the stock balance of the raw materials. The company shall be approved by the Office of the Board of Investments for other raw material adjustments with IC.

Raw material stock adjustment can be divided into the following cases:

3.1 Export raw materials overseas

Companies can submit requests via the online database.

3.2 Raw Materials Losses

Preparation of relevant documents

1. Company letter requesting raw materials and essential materials stock adjustments for material losses in the production process.
2. Approval document for raw material and essential material stock adjustment for material losses in the production process (original document)
3. Export declaration document (if losses are exported overseas)

Data entry structure of BIRTADJ file in case of raw material losses

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
12345613	000001	LABEL	-200.00000000	ADJ SCRAP	1309/004700	01/02/2021

Data entry structure of BIRTADJ file in case of export raw material losses overseas.

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
12345613	000001	LABEL	-200.00000000	ADJ SCRAP EXPORT	1309/004701	01/02/2021

3.3 Payment of customs duties**Preparation of relevant documents**

1. Company request letter for customs duty adjustment.
2. Request letter for customs duty payment of raw and essential materials (original document)
3. Request letter for collecting import duties of raw and essential materials (original document)
4. Receipt from the Customs Department (original document with a copy)
5. Export declaration document with the report form of excise tax and VAT.
6. Other relevant documents (if any)

Data entry structure of BIRTADJ file in case of customs duty payment

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
12345613	000001	LABEL	-200.00000000	ADJ PAY TAX	1309/004703	01/01/2021

3.4 Payment of customs duties for raw material losses that are not included in the production formula**Preparation of relevant documents**

1. Company request letter for customs duty adjustment.
2. Request letter for customs duty payment of raw and essential materials (original document)
3. Request letter for collecting import duties of raw and essential materials (original document)
4. Receipt from the Customs Department (original document with a copy)
5. Export declaration document with the report form of excise tax and VAT.
6. Other relevant documents (if any)

Data entry structure of BIRTADJ file in case of customs duties for raw material losses not included in production formula

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
12345613	000001	LABEL	-200.00000000	ADJ SCRAP PAY TAX	1309/004704	01/01/2021

3.5 Transfer raw materials and transfer acceptance**Preparation of relevant documents**

1. Company request letter for adjustment of quantity transfer (in case of transferor)
2. Company request letter for adjustment of accepted transfer quantity (in case of transferee)
3. Approval document for transfer – transfer acceptance of imported raw materials (original document)

Data entry structure of BIRTADJ file in case of raw materials transfer (Transferor)

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
12345613	000001	LABEL	-200.00000000	ADJ TRANSFER (5432111)	1309/004705	01/02/2021

Example of Data entry structure of BIRTADJ file in case of transfer acceptance (Transferee)

PROJ_CODE	GRP_NO	GRP_DESC	QTY	DESC	APP_NO	APP_DATE
54321113	000001	LABEL	200.00000000	ADJ RECEIVE (12345611)	1309/004706	01/02/2021

- Note**
1. If the transferor and transferee are using service at the same branch, it must proceed at the same time by both parties.
 2. If the transferor uses the service at a different branch, it must inform service staff to send information to another branch where the transferer is using the service.
 3. It takes 2 working days for the raw material database to be processed.

4. Setup the first importation date can be classified into two categories, as detailed below.

4.1 Setup the first importation date for the list of approved accumulating raw material max stock or Revolving_Stock can be accessed via the IC online system.

4.2 File of the first importation date for the list of approved non-accumulating max stock or Max_Import has the data entry structure as follows:

No	Details	Length	Length	Description
1	GRP_NO	6	Numeric and Alphabet	List of raw material must match with the account and maximum stock
2	DESC	512	Numeric and Alphabet	Primary raw material name
3	Start_Date	10	Numeric	Start date of rights
4	End_Date	10	Numeric	End date of rights

Essential Information

1. Only the raw materials that have been approved for Max_Import accounts are allowed.
2. The start date shall not begin prior to the date of project approval.
3. The end date shall not begin prior to the end date of the project.
4. Data can be entered in both lowercase and uppercase letters, but it is not allowed in Thai.