

# **Business Registration & Setup Guide**

Thailand Market (v.1)

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# Business Registration Checklist

## Important Notes:

- All applicants must submit their registration electronically via the Zaabai platform.
- All legal documents must be uploaded in PDF format only.
- Only one file per document type is allowed. Submitting multiple files for the same document may result in the application being rejected.
- Please ensure all documents are prepared in advance to avoid delays caused by incomplete or incorrect submissions.

## Required Documents

### 1. Company Affidavit Copies (สำเนาหนังสือรับรอง)

- Must be issued within the last 6 months for verification purposes.
- Upload the entire document in **full color**.
- Documents must be clear, readable, and in PDF format.
- Photocopies and black-and-white documents are not accepted.

### 2. Thai National Identification Card (บัตรประชาชน)

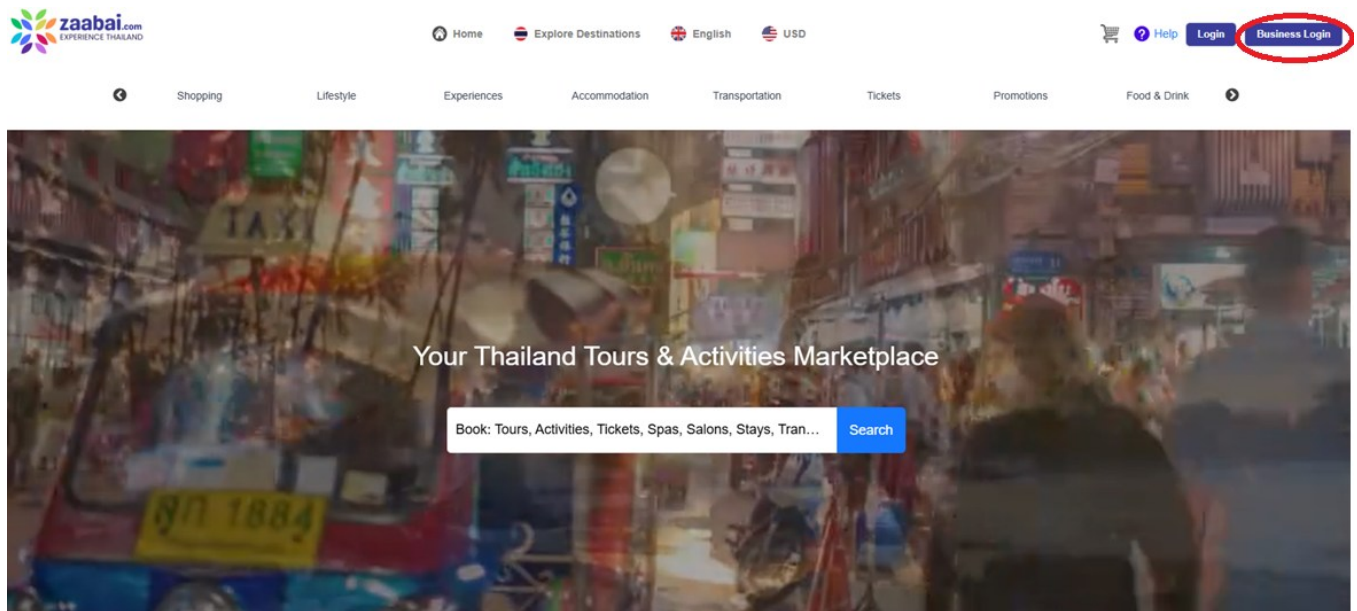
- Must clearly display the Personal Identification Number (เลขประจำตัวประชาชน).
- The Laser Code (เลเซอร์ไอดี) on the back of the card must be included.

### 3. Bank Account Details (บัญชีธนาคาร)

- Provide accurate and complete bank account information for verification.

# Business Registration Process

**Step 1:** Click on **"Business Login"** to create your business account



**Step 2:** Click on **"Register your business"** then **"Register with email"**

**Business Log in**


Email Address

Password

Remember Me [Forgot Password?](#)

**Log in**

Or use other option

Sign in with 

**Register your business**




**Create your business account**

Email Address

**Register with Email**

Or use other option

Register with 

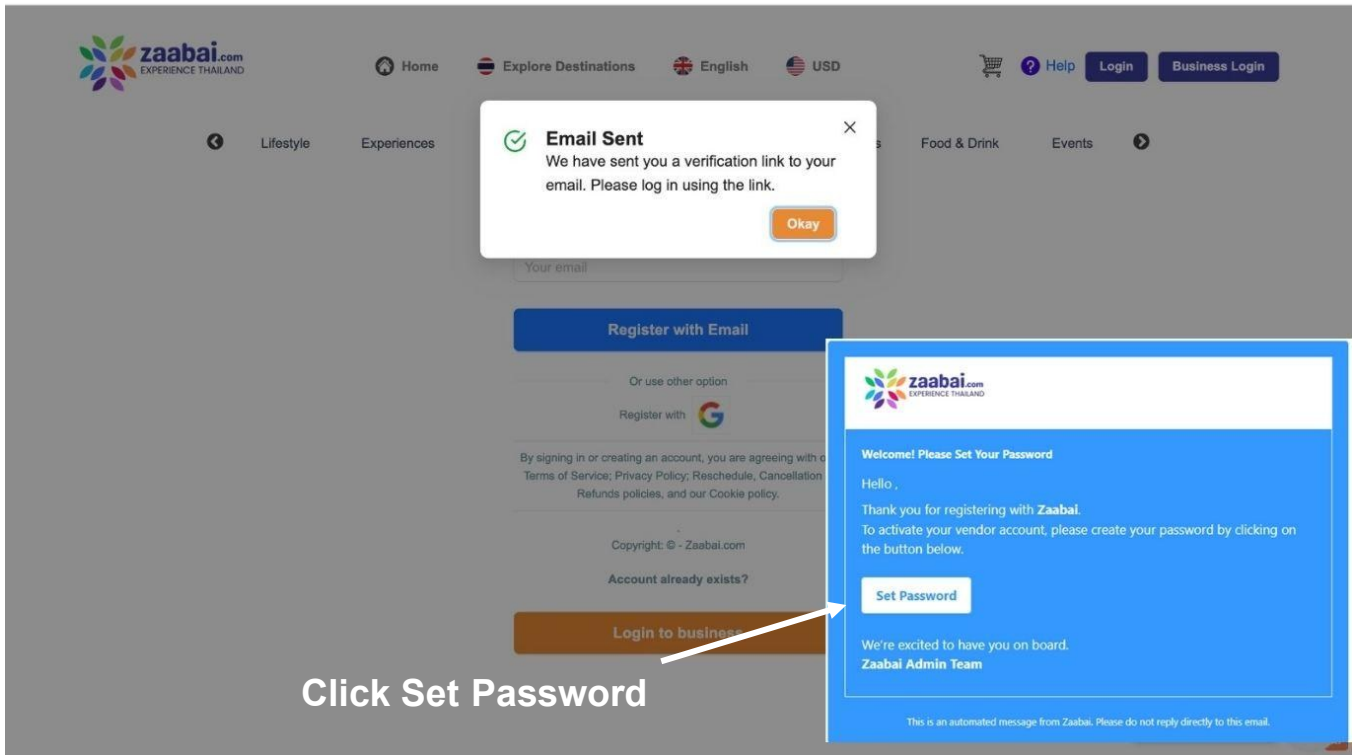
By signing in or creating an account, you are agreeing with our Terms of Service; Privacy Policy; Reschedule, Cancellation & Refunds policies, and our Cookie policy.

Copyright: © - Zaabai.com

Account already exists?

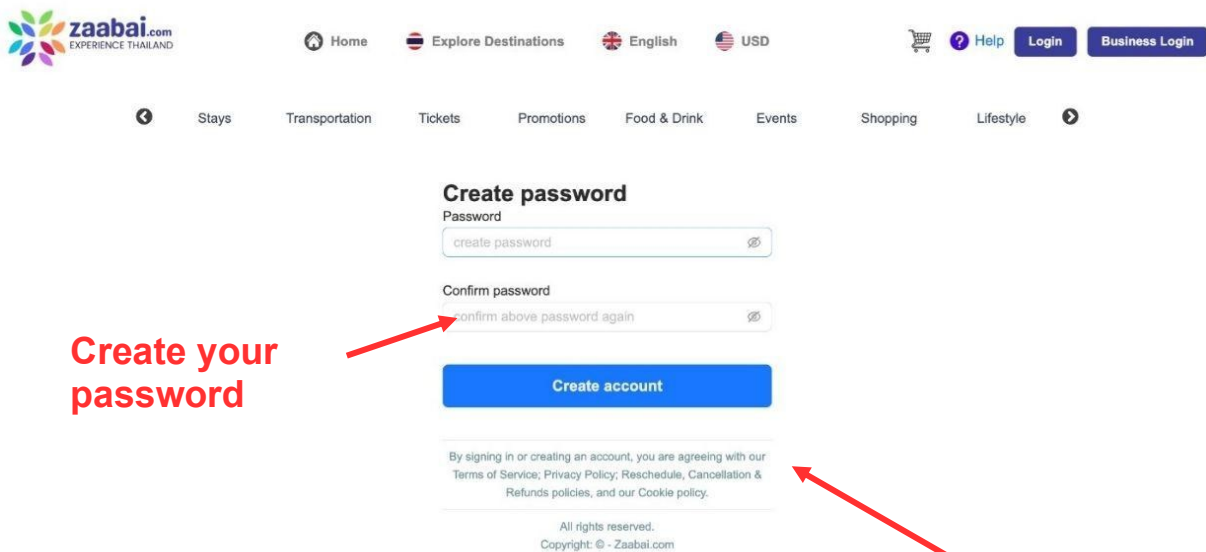
**Login to business**

**Step 3:** Once the registration is completed, the confirmation will be sent via registered email.



**Step 4:** Create your password.

- The password must be 8–16 characters long
- Contain one digit from 1 to 9
- One lowercase letter
- One uppercase letter
- One special character
- No space



1-3

**And click "Create Account"**



**Step 5:** Update your personal detail.

## Personal information

Please fill in Personal details

First Name \*

Middle Name

Last Name \*

Personal Mobile \*

## Business information

Please fill in business details

Business name \*

Industry \*

Category \*

Business details (max. 350 characters) \*

0 / 350

### Business address

Region \*

Province \*

District \*

Postal code\*

Address \*

Upload business logo \*

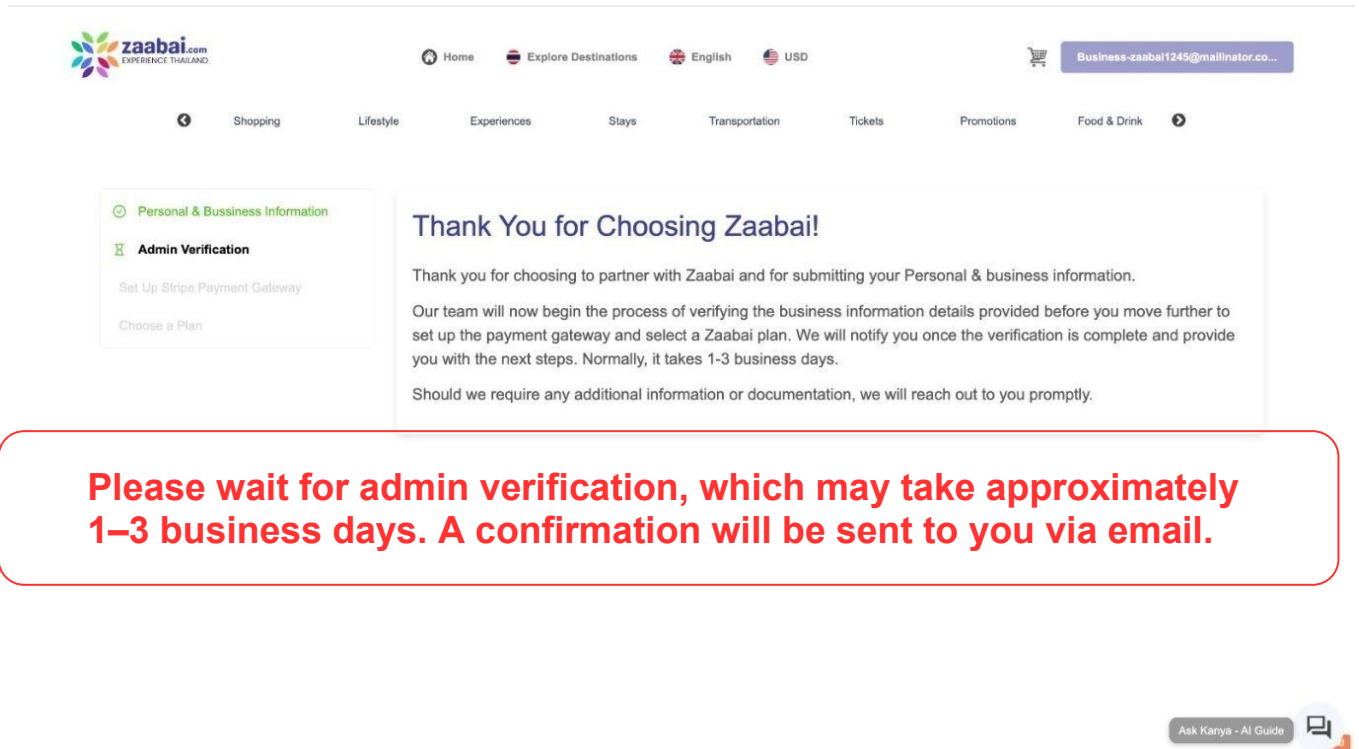


Min. resolution is 500px 500px

file format must be .jpg or .png

 Upload

**Step 6:** Our team will review and verify your company within 1-3 business days.



The screenshot shows the Zaabai.com website interface. At the top, there is a navigation bar with the logo, home, explore destinations, language (English), and currency (USD) options. A shopping cart icon and an email address are also visible. Below the navigation bar, there is a menu with categories like Shopping, Lifestyle, Experiences, Stays, Transportation, Tickets, Promotions, and Food & Drink. The main content area features a progress bar on the left with three steps: 'Personal & Business Information' (completed), 'Admin Verification' (current step), and 'Set Up Stripe Payment Gateway' (pending). The main text area contains a 'Thank You for Choosing Zaabai!' message, followed by a paragraph explaining the verification process and a note that it typically takes 1-3 business days. A red-bordered callout box at the bottom of the screenshot contains the text: 'Please wait for admin verification, which may take approximately 1–3 business days. A confirmation will be sent to you via email.' In the bottom right corner, there is a chatbot icon labeled 'Ask Kanya - AI Guide'.

# Payment Setup

## Step 7: Payment gateway onboarding set up .

### Payment gateway onboarding set up

Please review the below information regarding Stripe Connect Account details

Click on the below URL to set up your Stripe Payment Gateway Account to receive payments

Stripe Onboard URL

Stripe URL

This URL will expire at

3:25:28 PM



Click on Stripe URL

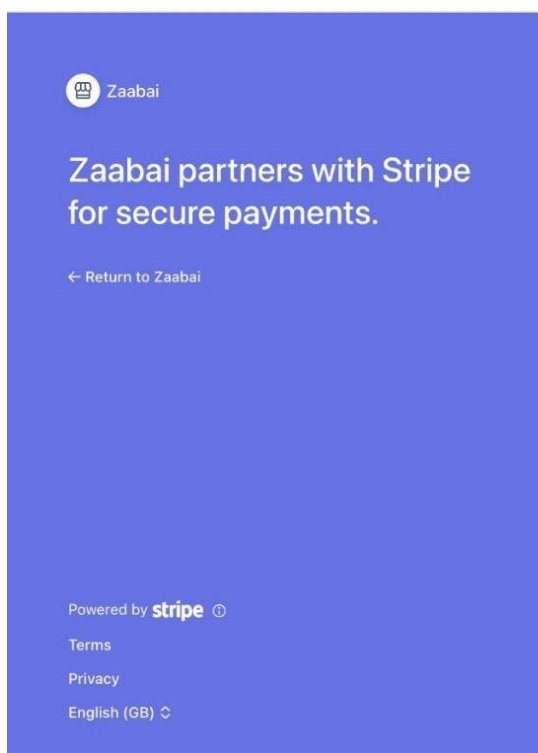


## Step 8: Set up two-step authentication

Please use one of the following authentication apps to complete the setup

- **Google Authenticator**
- **Microsoft Authenticator**
- **Athy**

Scan the QR code and enter the verification code generated by your authenticator app.



You're using a test account with test data.

### Set up two-step authentication

Scan this QR code to set up your account using your preferred authenticator app. Popular choices include Google Authenticator, Microsoft Authenticator and Authy.



Enter code manually instead

Tap on Next



Next

**Step 9:** Download and save the code for emergencies.

Zaabai

### Zaabai partners with Stripe for secure payments.

← Return to Zaabai

Powered by **stripe**

Terms  
Privacy  
English (GB)

You're using a test account with test data.

### Your account is secured

Write down this emergency backup code and store it somewhere safe. If your device is ever lost or stolen, you can use this code to unlock your Stripe account.

nrrd-hqea-eajc-uyre-zkqb

Download code  
Copy code

Next

Tap on Next

**Step 10:** Update the company details with Stripe.

Zaabai

### Zaabai partners with Stripe for secure financial services.

← Return to Zaabai

Powered by **stripe**

Terms  
Privacy  
English (GB)

Business type

You're using a test account with test data.

### Let's start with some basics

Choose your location and business type to get started.

Business location  
Thailand

Business type  
บริษัท (Company)

Continue

Enter your Business Location & type

Tap Continue

**Step 11: Update the company details - Continue**

Zaabai

Zaabai partners with Stripe for secure financial services.

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Powered by **stripe**

Terms

Privacy

English (GB)

Business details

You're using a test account with test data.

**Tell us about your business**

This information is collected to better serve your business and comply with regulators and financial partners, as indicated in the [Terms of Service](#).

**Legal business name**

Chiang Mai Eco Adventure Co., Ltd.

The name you provide must exactly match the name associated with your tax ID.

**Business name (Doing Business As)** Optional

The operating name of your company, if it's different than the legal name.

Chiang Mai Eco Adventure Tours

**Taxpayer Identification Number (TIN)**

1234567890

**Company registration number**

0205565012473

**Enter your Business Details**

**Step 12: Update the company details - Continue**

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Terms

Privacy

English (GB)

**Industry**

Selecting your industry helps satisfy risk and compliance obligations. Select the option that best matches the goods or service your customers will buy.

Other travel and lodging

Most businesses in this industry aren't supported. Your application will be reviewed to see whether your specific business can be supported. In the meantime, you can review the documentation to learn whether your business qualifies and which industries are supported.

**Business website**

https://www.chiangmaiecoadventure.com

Share the website where you sell or promote products or services. The website should provide information about the products and services you're selling. Generic URLs or websites under construction aren't supported. [Learn more about the businesses we support](#)

**Product description**


Northern Thailand. Our experiences are sustainable, nature-focused, and operated by certified professional guides.

Provide a 1–2 sentence description. Make sure to note when you typically charge your customers (i.e. during checkout or 3 days later). This helps us better understand your business.

**Continue**

**Click on continue**

**Step 13:** Update your personal details: First Name & last name in Thai (Do not include Mr./Ms.)



Zaabai partners with Stripe for secure financial services.

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[Terms](#)

[Privacy](#)

[English \(GB\)](#)

Business representative

### Verify your personal details

We will use this information to verify your identity and keep your account safe.

This account should be activated by someone authorized to sign on your organization's behalf. If that's not you, please ask the right person to complete this form.

**Legal name**  
Thai nationals must provide their legal name in Thai script.


**Email address**

**Job title**

**Nationality**

ยืนยันตัวตน  
Verify your Identity

**Step 14:** Update your personal details: Home address and ID no.



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[Terms](#)

[Privacy](#)

[English \(GB\)](#)

Thai national or resident of Thailand, provide your current residential address instead.

**Current residential address**

Same as household registration address

**Phone number**


**Personal Identification Number**  
To verify your identity, we'll need to know your Personal Identification Number We are required to collect this information to satisfy regulatory obligations.

**Laser Code**

To verify your identity, we'll need to know your laser code. This can be found on the back of your identity card.

I own 25% or more of the company.

คลิกเพื่อดำเนินการต่อ  
Click on Continue



**Step 15:** Update the company ownership/management details

Zaabai

Zaabai partners with Stripe for secure financial services.

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[Terms](#)

[Privacy](#)

English (GB)

Business owners

You're using a test account with test data.

### Business owners

Due to regulatory guidelines, we're required to collect information on anyone who has significant ownership of your business. [Learn more.](#)

Please add any individual who owns 25% or more shares of Chiang Mai Eco Adventure Co., Ltd.; if not available, any individual who exercise significant control over Chiang Mai Eco Adventure Co., Ltd.; if not available, any individual who holds the position of senior management.

Add a business owner

**คลิกที่นี่**  
**Click on this**

Continue with no owners

**Step 16:** Provide more details, i.e., website, Facebook etc

Zaabai

Zaabai partners with Stripe for secure financial services.

[← Return to Zaabai](#)

Powered by **stripe**

[Terms](#)

[Privacy](#)

English (GB)

### Additional information

Please provide a few more details to verify your account.

Chiang Mai Eco Adventure Co., Ltd. Edit

URL  
<https://www.chiangmaiecoadventure.com>

Address  
56/2 Ratchapakinai Road  
Phra Sing Subdistrict  
Mueang Chiang Mai  
กรุงเทพมหานคร 50100 TH

Other information provided  
CRN, TIN, Product description, Phone, Industry

Verify business

Provided

**คลิกที่ "Save"**  
**Click on Save**

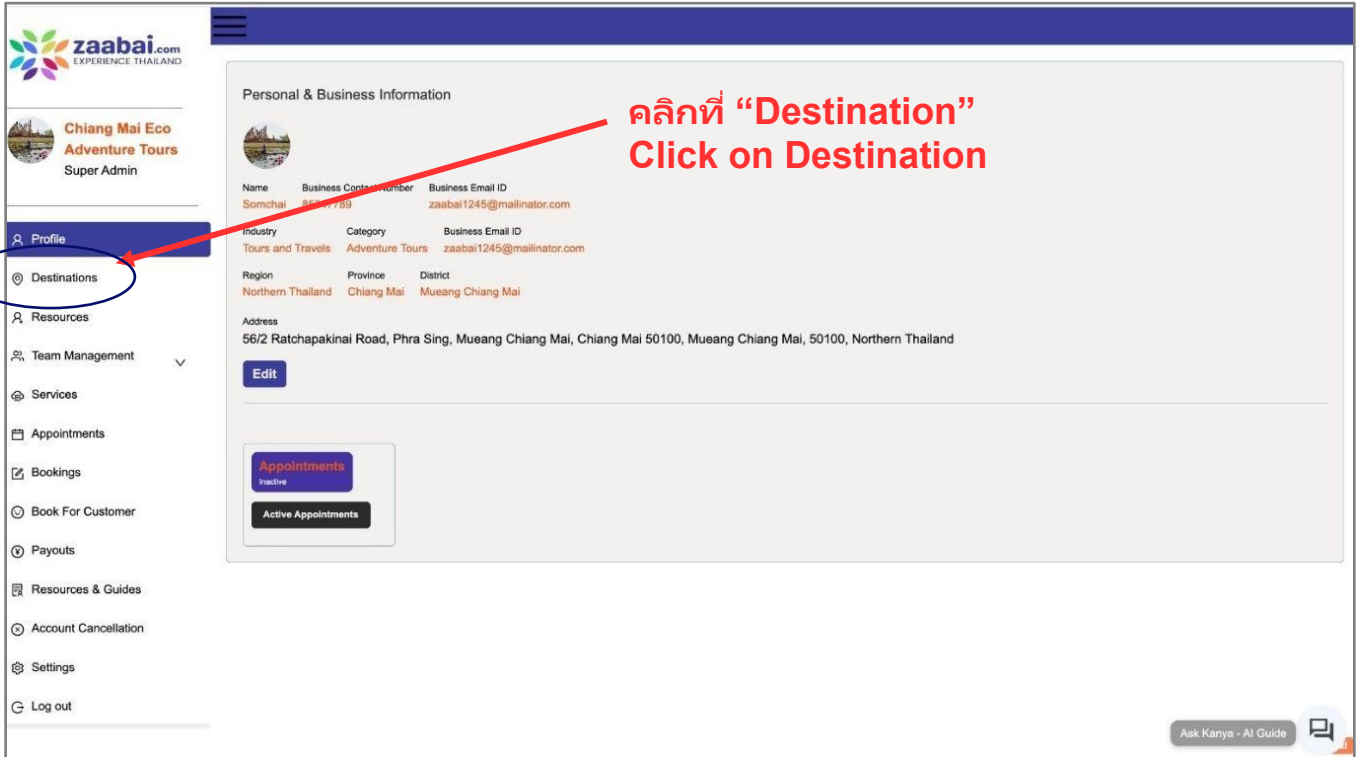
Save

Cancel

# Vendor Profile Update Process

## Part 1: Destination

**Step 17:** Update your business address and contact information



**คลิกที่ "Destination"  
Click on Destination**

**Personal & Business Information**

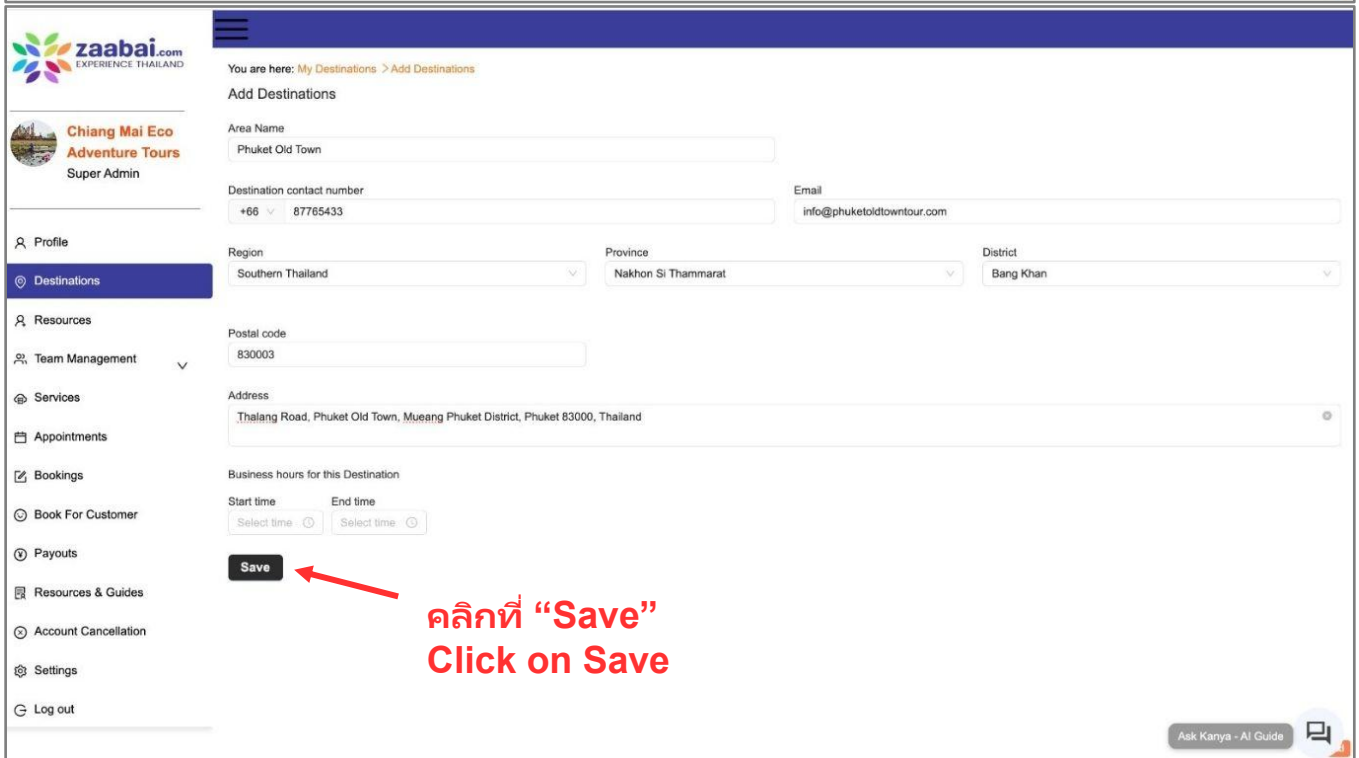
Name	Business Contact Number	Business Email ID
Somchai	8177789	zaabai1245@mailinator.com
Industry	Category	Business Email ID
Tours and Travels	Adventure Tours	zaabai1245@mailinator.com
Region	Province	District
Northern Thailand	Chiang Mai	Mueang Chiang Mai

Address  
56/2 Ratchapakinai Road, Phra Sing, Mueang Chiang Mai, Chiang Mai 50100, Mueang Chiang Mai, 50100, Northern Thailand

[Edit](#)

**Appointments**  
Inactive

[Active Appointments](#)



**คลิกที่ "Save"  
Click on Save**

You are here: [My Destinations](#) > [Add Destinations](#)

### Add Destinations

Area Name

Destination contact number

Email

Region

Province

District

Postal code

Address

Business hours for this Destination

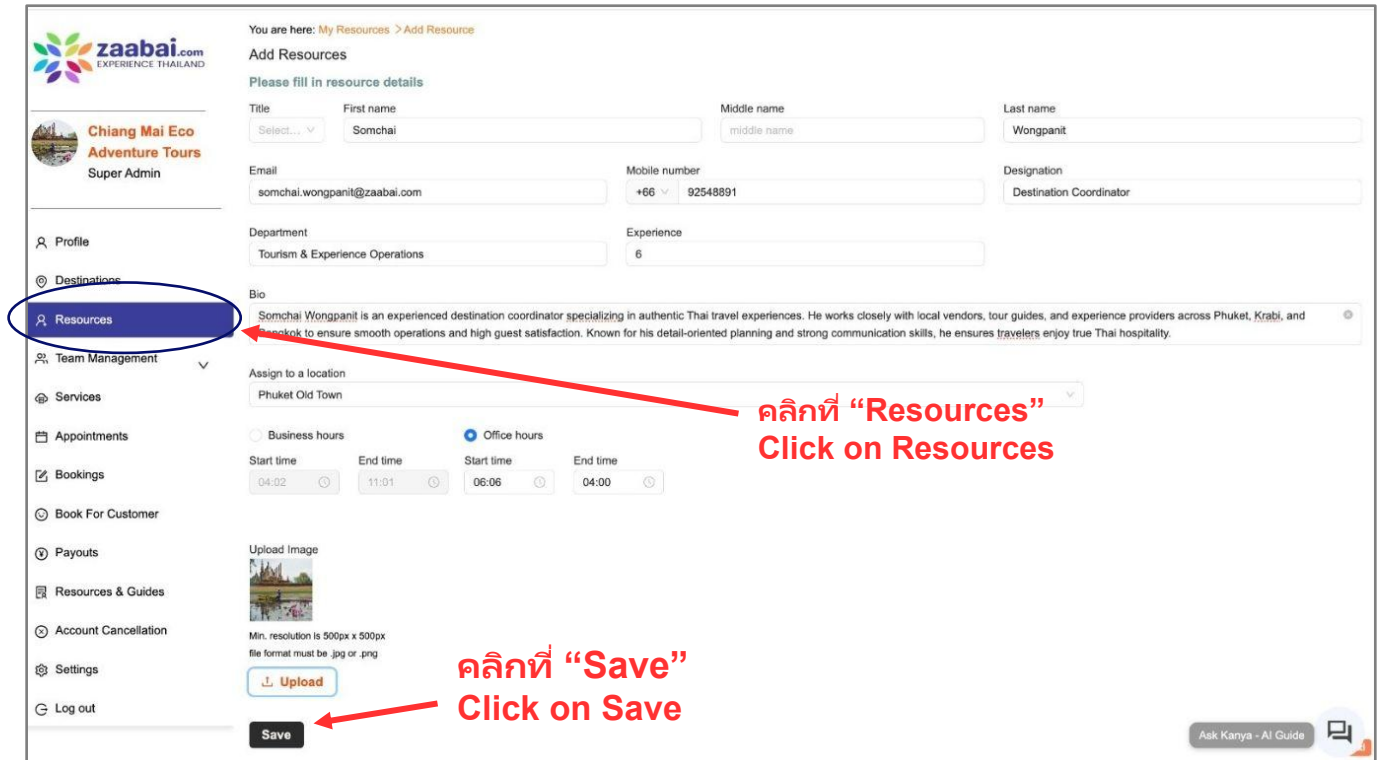
Start time

End time

[Save](#)

## Part 2: Resources

**Step 18:** Update your professionals/Staff who serve the service. You can set office hours for each staff member to match service availability.



You are here: [My Resources](#) > [Add Resource](#)

### Add Resources

Please fill in resource details

Title:  First name:  Middle name:  Last name:

Email:  Mobile number:  Designation:

Department:  Experience:

Bio:

Assign to a location:

Business hours  Office hours

Start time:  End time:  Start time:  End time:

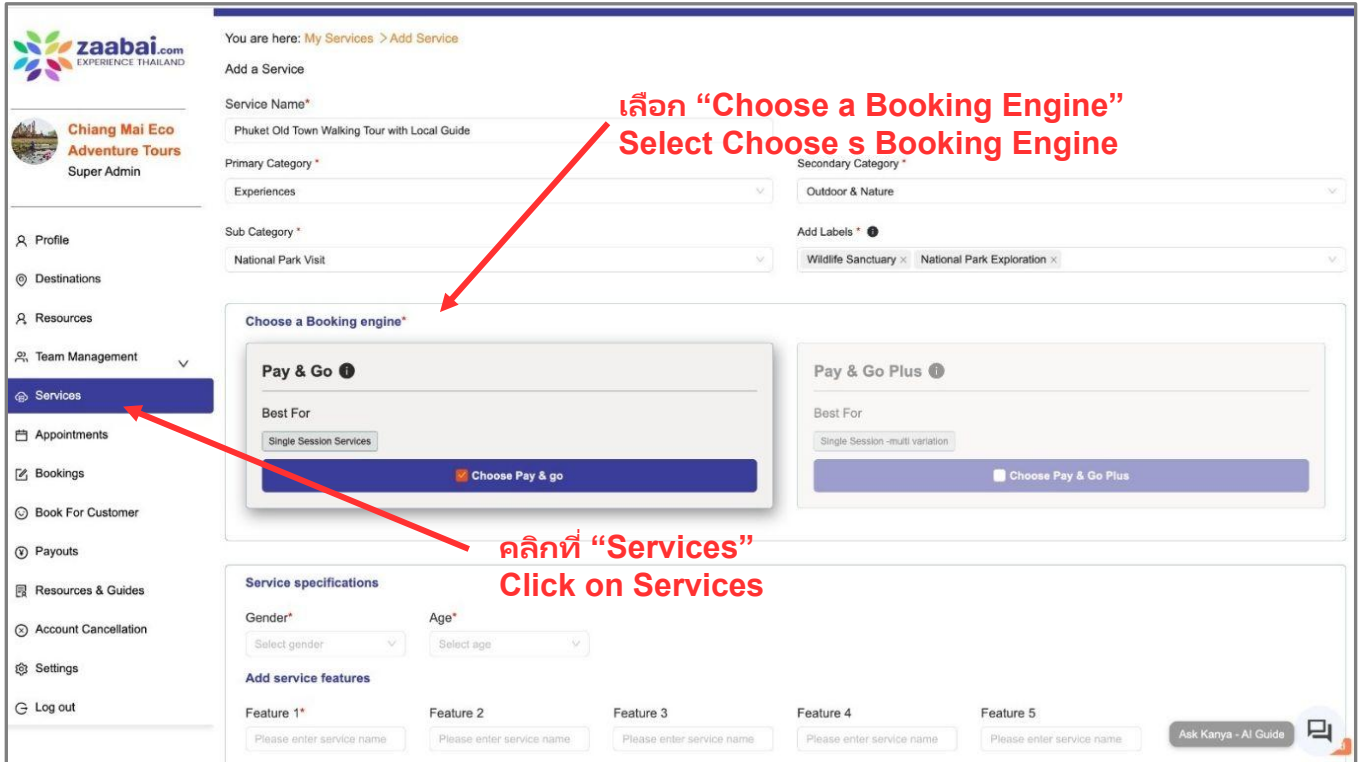
Upload Image:  Min. resolution is 500px x 500px file format must be .jpg or .png

**คลิกที่ "Resources" Click on Resources**

**คลิกที่ "Save" Click on Save**

## Part 3: Services

### Step 19: Update your services, itineraries, images, and more



You are here: My Services > Add Service

Add a Service

Service Name\*  
Phuket Old Town Walking Tour with Local Guide

Primary Category\*  
Experiences

Secondary Category\*  
Outdoor & Nature

Sub Category\*  
National Park Visit

Add Labels\*  
Wildlife Sanctuary x National Park Exploration x

Choose a Booking engine\*

**Pay & Go**

Best For  
Single Session Services

Choose Pay & go

**Pay & Go Plus**

Best For  
Single Session -multi variation

Choose Pay & Go Plus

Service specifications

Gender\*  
Select gender

Age\*  
Select age

Add service features

Feature 1\*  
Please enter service name

Feature 2  
Please enter service name

Feature 3  
Please enter service name

Feature 4  
Please enter service name

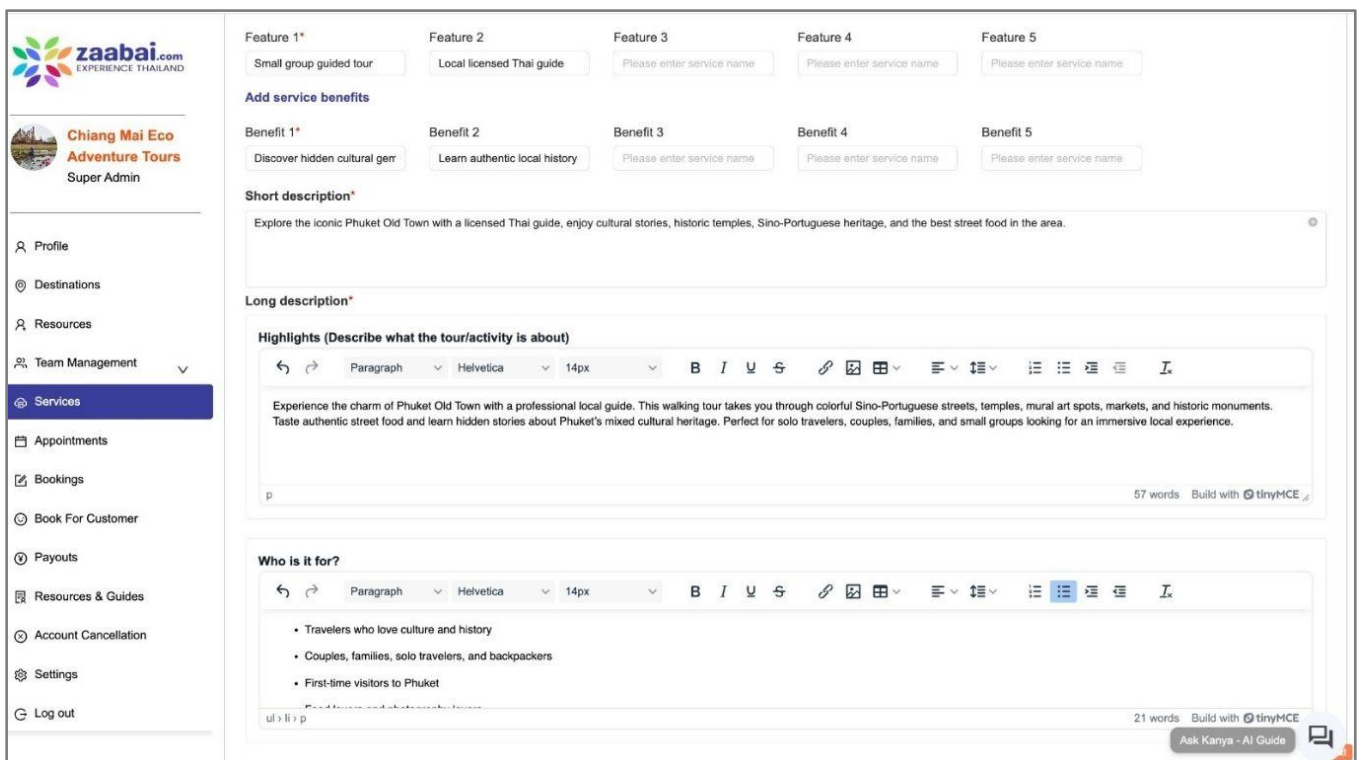
Feature 5  
Please enter service name

Ask Kanya - AI Guide

เลือก "Choose a Booking Engine"  
Select Choose s Booking Engine

คลิกที่ "Services"  
Click on Services

- Add highlights:



Feature 1\*  
Small group guided tour

Feature 2  
Local licensed Thai guide

Feature 3  
Please enter service name

Feature 4  
Please enter service name

Feature 5  
Please enter service name

Add service benefits

Benefit 1\*  
Discover hidden cultural gerr

Benefit 2  
Learn authentic local history

Benefit 3  
Please enter service name

Benefit 4  
Please enter service name

Benefit 5  
Please enter service name

Short description\*  
Explore the iconic Phuket Old Town with a licensed Thai guide, enjoy cultural stories, historic temples, Sino-Portuguese heritage, and the best street food in the area.

Long description\*  
Highlights (Describe what the tour/activity is about)

Experience the charm of Phuket Old Town with a professional local guide. This walking tour takes you through colorful Sino-Portuguese streets, temples, mural art spots, markets, and historic monuments. Taste authentic street food and learn hidden stories about Phuket's mixed cultural heritage. Perfect for solo travelers, couples, families, and small groups looking for an immersive local experience.

57 words Build with tinyMCE

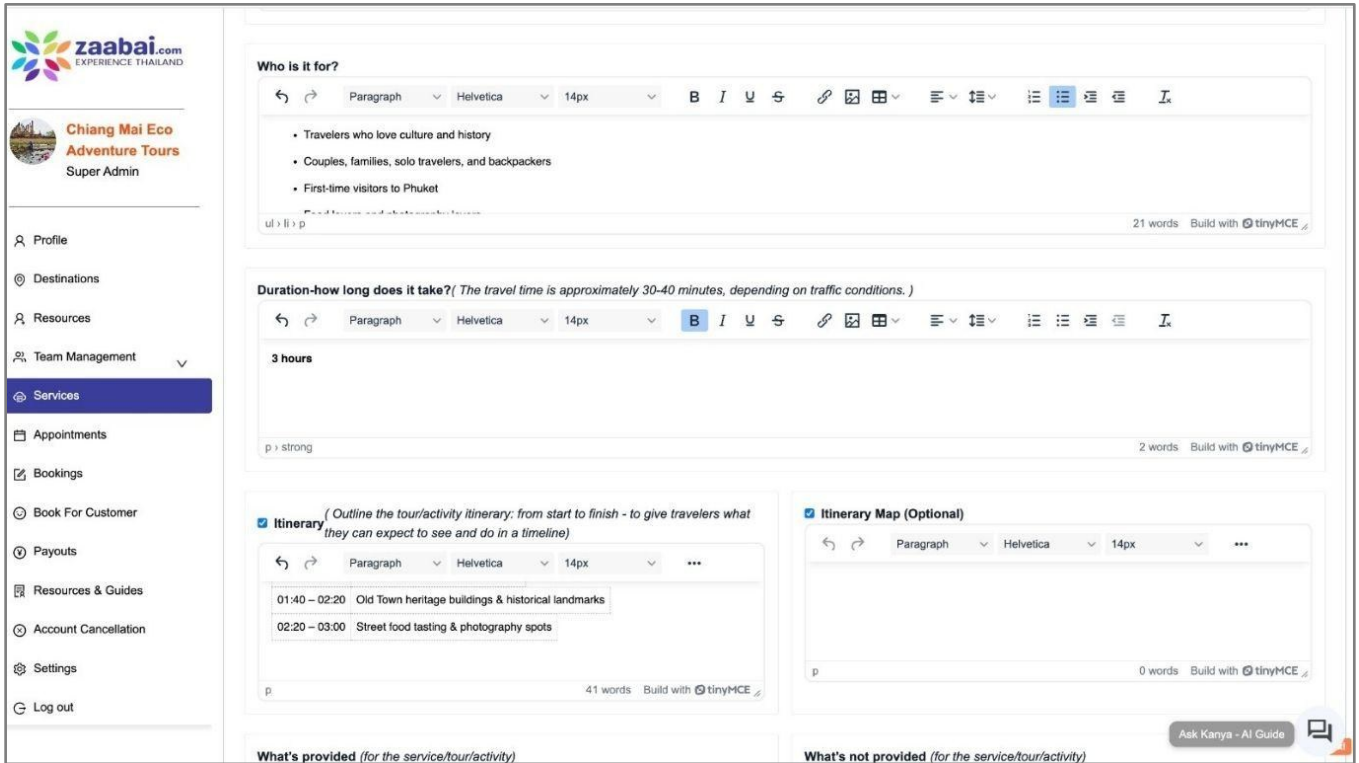
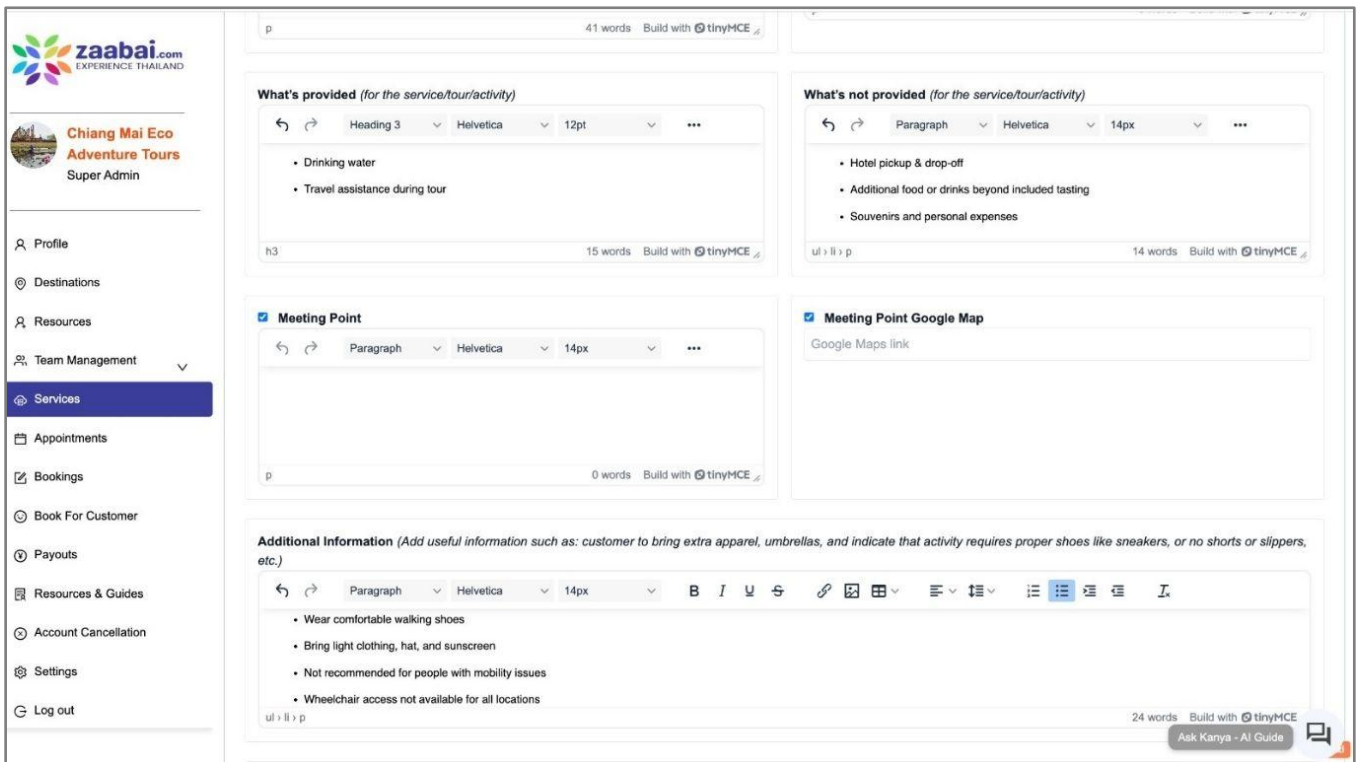
Who is it for?

- Travelers who love culture and history
- Couples, families, solo travelers, and backpackers
- First-time visitors to Phuket

21 words Build with tinyMCE

Ask Kanya - AI Guide

- Add itineraries, meeting points, and tips (for tours, activities or events)





- Upload up to 4 images (max 2 MB each). If no image is uploaded, the next steps will not be displayed.


- 📍 Destinations
- 👤 Resources
- 👥 Team Management
- 🏠 Services
- 📅 Appointments
- 📄 Bookings
- 👤 Book For Customer
- 💰 Payouts
- 📖 Resources & Guides
- 🚫 Account Cancellation

**Service images\***

Mandatory to upload an image. If no image is uploaded, the next steps will not be displayed.



**Important to read.**  
 You can upload maximum 4 images.  
 Min. Resolution in 400px, 300px  
 File format must be .jpg or .png  
 Max. file size 2 Mb



- Set up cancellation and refund policy:

The vendor may offer free cancellation up to 12 hours before the confirmed appointment. If the customer does not show up or misses the cancellation deadline, a refund of up to the maximum allowable amount of **90%** can be applied.

- 👥 Team Management
- 🏠 Services
- 📅 Appointments
- 📄 Bookings
- 👤 Book For Customer
- 💰 Payouts
- 📖 Resources & Guides
- 🚫 Account Cancellation

### Cancellation Policy

**Service cancellation & refunds conditions \***

Free Cancellation Until  **hours** before confirmed appointment

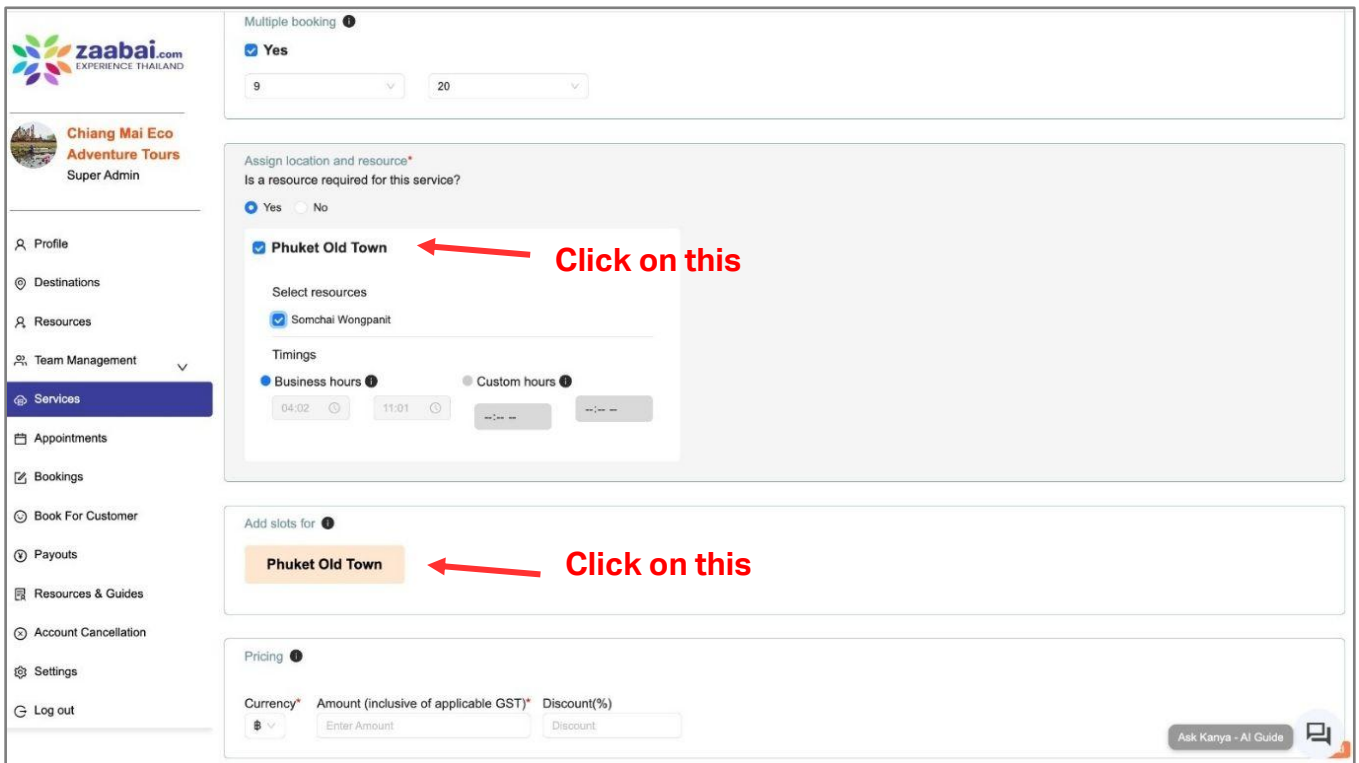
Buyer gets **Full refund less processing** fee if cancellation made before hours indicated.

Buyer will only get a refund of  if condition is **not** met.

No Cancellation & non-refundable service after confirmation by buyer

**Important:**  
 Vender agrees that :-  
 1. Customer can re-schedule services or appointments anytime.  
 2. ALL Platform Processing & Stripe fees will NOT be refunded to Buyer for all refunds.

- Add prices and time slots for your services.



Multiple booking <sup>1</sup>

Yes

9  20

Assign location and resource\*  
Is a resource required for this service?

Yes  No

**Phuket Old Town** ← **Click on this**

Select resources

Somchai Wongpanit

Timings

Business hours <sup>1</sup>  Custom hours <sup>1</sup>

04:02  11:01  --:-- --:--


Add slots for <sup>1</sup>

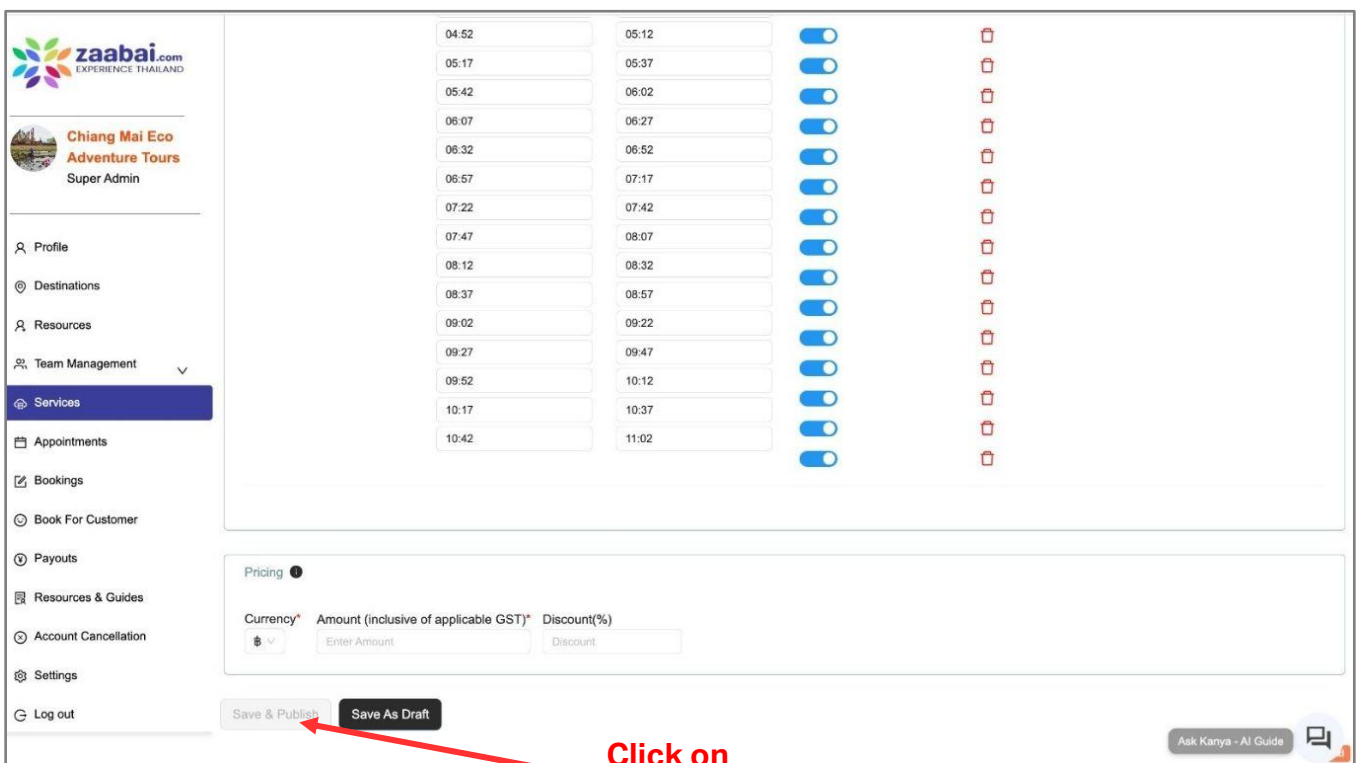
**Phuket Old Town** ← **Click on this**
















Pricing <sup>1</sup>

Currency\* Amount (inclusive of applicable GST)\* Discount(%)

\$  Enter Amount  Discount

Ask Kanya - AI Guide 




04:52	05:12	<input checked="" type="checkbox"/>	
05:17	05:37	<input checked="" type="checkbox"/>	
05:42	06:02	<input checked="" type="checkbox"/>	
06:07	06:27	<input checked="" type="checkbox"/>	
06:32	06:52	<input checked="" type="checkbox"/>	
06:57	07:17	<input checked="" type="checkbox"/>	
07:22	07:42	<input checked="" type="checkbox"/>	
07:47	08:07	<input checked="" type="checkbox"/>	
08:12	08:32	<input checked="" type="checkbox"/>	
08:37	08:57	<input checked="" type="checkbox"/>	
09:02	09:22	<input checked="" type="checkbox"/>	
09:27	09:47	<input checked="" type="checkbox"/>	
09:52	10:12	<input checked="" type="checkbox"/>	
10:17	10:37	<input checked="" type="checkbox"/>	
10:42	11:02	<input checked="" type="checkbox"/>	

Pricing <sup>1</sup>

Currency\* Amount (inclusive of applicable GST)\* Discount(%)

\$  Enter Amount  Discount

**Save & Publish** **Save As Draft** ← **Click on Save & Publish**

Ask Kanya - AI Guide 

**Vendor Registration**  
has been  
**successfully created.**