

Completing your TRCC member profile

Detailed guide for TRCC members | Version 1.0 | 30 September 2026

This guide explains what to enter in **Company profile**, why TRCC needs it and what can appear publicly. It follows the current Member Workspace form and its field configuration. It does not make an optional field mandatory or change TRCC publication rules.

Open <https://trcc.or.th/member-portal/>, choose your organisation and open **Company profile**. An **Owner** or **Profile manager** can use **Edit profile** and **Replace logo**. A **Viewer** can read the Workspace but cannot save these changes. Fields marked required in the live form must be completed; otherwise the fields below are optional under the current default configuration.

Public values appear only while the member company itself is eligible and published. A field-level switch never publishes a hidden company by itself. Seven switches control their exact values: website, public email, public phone, operating country and city, office address, registration number and Tax ID. Turning one switch off removes only that value from public surfaces.

Use only synthetic examples from this guide as writing models. Replace them with your organisation's accurate information.

1. Organisation name and description

Find these fields in **Company profile**, then **Profile sections**, **Member profile**, **Edit**; or choose **Edit profile** and open section 1, **Member profile**.

Organisation type

- **Enter:** choose the option that best describes the organisation, such as **Company**. This is the organisation's public-facing type, not its precise legal form.
- **Why:** it helps visitors understand what kind of member they are viewing.
- **Required, applicable and editable:** an Owner or Profile manager can edit it. The current form requires a valid approved option for a new value. If the Workspace shows a saved legacy type outside the current list, do not guess; keep it and ask TRCC which option to use.
- **Visibility and unknown values:** it is a **Public profile** field with no separate switch. If the correct type is unclear, contact TRCC before changing it.

Display name (EN)

- **Enter:** the English name customers and partners recognise. Example: **Siam Aurora Logistics**.
- **Why:** this is the main English heading in the Workspace and public member profile. It may be shorter than the registered legal name.
- **Required, applicable and editable:** editable by an Owner or Profile manager. It is optional in the current default field configuration, but an accurate English display name is strongly recommended.
- **Visibility and unknown values: Public profile**, with no separate switch. If no English trading name exists, use an accurate English rendering of the official name and avoid inventing a brand.

Display name (TH)

- **Enter:** the official Thai display or trading name. Synthetic example in English transliteration: **Siam Aurora Logistics**.
- **Why:** it helps Thai readers identify the organisation.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager; complete it only when an accurate Thai version is available.
- **Visibility and unknown values: Public profile**, with no separate switch. Leave it blank if the organisation does not use or cannot verify a Thai version.

Display name (RU)

- **Enter:** the official Russian display or trading name. Synthetic example in English transliteration: **Siam Avrora Logistik**.
- **Why:** it helps Russian-speaking members and partners identify the organisation.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager; complete it only when an accurate Russian version is available.
- **Visibility and unknown values: Public profile**, with no separate switch. Leave it blank if the organisation does not use or cannot verify a Russian version.

Short profile text (EN)

- **Enter:** a clear summary of the organisation. Example: **Siam Aurora Logistics provides cross-border freight forwarding and customs coordination for manufacturers and distributors trading between Thailand and Eurasia.**
- **Why:** this text may appear near the top of the published member profile.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. The on-screen **Recommended: 2–4 sentences** is writing guidance, not a validation limit.
- **Visibility and unknown values: Public profile**, with no separate switch. If the wording is not ready, leave it blank and return later rather than copying confidential material.

Short profile text (TH)

- **Enter:** an accurate Thai version of the short profile text.
- **Why:** it gives Thai readers the same concise introduction.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. It does not need to be a word-for-word translation, but it must have the same factual meaning.
- **Visibility and unknown values:** **Public profile**, with no separate switch. Leave it blank until an accurate Thai version is available.

Short profile text (RU)

- **Enter:** an accurate Russian version of the short profile text.
- **Why:** it gives Russian-speaking readers the same concise introduction.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** **Public profile**, with no separate switch. Leave it blank until an accurate Russian version is available.

The **Registered legal name** is different: it belongs in section 6 and should match official records exactly. Do not replace the public display name with a long legal name unless that is also how the organisation is publicly known.

2. Business activity

Find these fields in **Company profile**, then **Profile sections, Business profile, Edit**; or section 2, **Business profile**, in the complete edit form.

Business type

- **Enter:** a short description of the business role or organisation type. Example: **International freight forwarder and customs coordination provider**.
- **Why:** it tells readers how the organisation operates, not just what it sells.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. **Recommended: 1 short phrase or 1 sentence** is guidance, not a hard length rule.
- **Visibility and unknown values:** **Public profile**, with no separate switch. Use plain language; leave blank if the description has not been agreed internally.

Main products / services

- **Enter:** the most important current offerings. Example: **Ocean and air freight; customs documentation; bonded warehousing; last-mile delivery; trade route planning**.
- **Why:** this may populate the public **Products / Services** information and helps members find relevant expertise.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. **Recommended: 3–8** offerings is guidance, not a minimum or maximum enforced by the form.
- **Visibility and unknown values:** **Public profile**, with no separate switch. List only services the organisation currently provides; omit an unknown or proposed service.

Markets / customers

- **Enter:** the main customer groups, markets, countries, industries or partner types. Example: **Thai manufacturers and regional distributors shipping to Russia, Kazakhstan and other Eurasian markets; Russian exporters entering Thailand.**
- **Why:** it shows who the organisation serves and where it works.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. **Recommended: 1–3 sentences** is guidance, not a validation limit.
- **Visibility and unknown values: Public profile**, with no separate switch. Use broad, non-confidential descriptions; do not name a customer without permission. Leave it blank if the market description is not known.

A complete business-profile example

Business type: International freight forwarder and customs coordination provider.

Main products / services: Ocean and air freight; customs documentation; bonded warehousing; last-mile delivery; trade route planning.

Markets / customers: Thai manufacturers and regional distributors shipping to Russia, Kazakhstan and other Eurasian markets; Russian exporters entering Thailand.

This example distinguishes the organisation's role, its offerings and the customers or markets it serves instead of repeating the same sentence three times.

3. Industries

Find these fields in section 3, **Industries**, of **Edit profile**.

Primary industry sector

- **Enter:** choose the one available sector that best represents the organisation's main real activity. Example: **Logistics & Transport**.
- **Why:** TRCC uses it as the main directory classification. It may appear as a public sector label or directory filter when the company profile is public.
- **Required, applicable and editable:** optional in the current form and editable by an Owner or Profile manager. Choose one only when it accurately describes the principal activity.
- **Visibility and unknown values: Directory classification;** there is no separate member switch. If no option fits, leave it unselected and explain the activity in **Other / clarification note for TRCC**.

Additional industry sectors

- **Enter:** choose zero, one or several sectors for genuine additional activities. Example: add **Trade / Import-Export / Distribution** only if the organisation actually performs that work.
- **Why:** additional sectors improve classification and discovery without replacing the primary sector.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. The primary sector cannot also be selected as an additional sector; the interface removes or rejects that duplicate.
- **Visibility and unknown values: Directory classification,** with no separate switch. Do not select sectors only because they are target markets. Choose none when they do not apply.

Other / clarification note for TRCC

- **Enter:** a short explanation when the taxonomy does not describe the activity. Example: **Our main work combines bonded cold-chain storage with customs brokerage; please advise the closest sector.**
- **Why:** it gives TRCC context without creating a new sector or publishing an uncertain classification.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values: Private note** for TRCC; no public switch. Use it when uncertain, otherwise leave it blank.

4. Contacts

Find these fields in **Company profile**, then **Profile sections, Public contact, Edit**; or section 4, **Public contact**.

Website

- **Enter:** the full official URL, including https://. Example: <https://www.siam-aurora.example/>.
- **Why:** it gives visitors a direct route to the organisation's official website.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. The value must be a valid URL.
- **Visibility and unknown values:** controlled only by **Show website on public profile** and the company's publication status. Leave blank and keep the switch off if there is no verified official site.

Show website on public profile

- **Enter:** turn it on only when the saved Website is ready for public use.
- **Why:** it is the independent publication choice for Website.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager; it is saved with the same profile update.
- **Visibility and unknown values: Shown after save** exposes only Website; **Hidden after save** removes only Website. Keep it off when unsure.

Public company email

- **Enter:** a monitored business address intended for public enquiries. Example: hello@siam-aurora.example.
- **Why:** it gives public-profile visitors an organisation contact without exposing the private TRCC administration address.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. It must be a valid email address.
- **Visibility and unknown values:** controlled only by **Show email on public profile**. Leave blank and keep the switch off if no suitable public mailbox exists.

Show email on public profile

- **Enter:** turn it on only with permission to publish the saved Public company email.
- **Why:** it independently controls public email display.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** **Shown after save** exposes only the public company email; **Hidden after save** removes it. It never publishes **Private contact email**.

Private contact email

- **Enter:** the monitored internal address TRCC should use for membership communication. Example: membership@siam-aurora.example.
- **Why:** TRCC needs a reliable operational contact even when the public enquiry address is different.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. It must be a valid email address.
- **Visibility and unknown values:** labelled **Private** and not shown on the public profile; it has no publication switch. If no shared mailbox exists, use an authorised work address or ask TRCC which contact to retain.

Public phone

- **Enter:** a public business number, preferably with country code. Example: **+66 2 555 0142**.
- **Why:** it provides another direct public contact channel.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** controlled only by **Show phone on public profile**. Leave blank and keep the switch off if the number is private, temporary or unverified.

Show phone on public profile

- **Enter:** turn it on only when the saved Public phone may be published.
- **Why:** it independently controls public phone display.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** **Shown after save** exposes only Public phone; **Hidden after save** removes it. Keep it off when unsure.

5. Location

Find these fields in **Company profile**, then **Profile sections, Location / address, Edit**; or section 5, **Location / address**.

Operating country

- **Enter:** choose **Thailand, Russia** or **Other** for the country where the organisation actually operates. Example: **Thailand**.
- **Why:** it distinguishes current operations from incorporation, registration or a representative's residence.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. If you choose **Other, Country (if Other)** becomes required for that save.
- **Visibility and unknown values:** controlled together with Operating city by **Show operating country and city on public profile**. Leave it blank if the operating location cannot be confirmed.

Country (if Other)

- **Enter:** the country name when Operating country is **Other**. Example: **Kazakhstan**.
- **Why:** it records a country outside the two quick choices.
- **Required, applicable and editable:** required only when **Other** is selected; otherwise not applicable. Editable by an Owner or Profile manager.
- **Visibility and unknown values:** follows the operating-location switch. Do not complete it when Thailand or Russia is selected.

Operating city

- **Enter:** the principal city for current operations. Example: **Bangkok**.
- **Why:** it helps members understand where the organisation works.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** controlled together with Operating country by **Show operating country and city on public profile**. Leave it blank if several offices exist and no principal city has been agreed.

Show operating country and city on public profile

- **Enter:** turn it on only when the saved operating country and city may be public.
- **Why:** it is the one exact switch for those two operating-location values.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** it never publishes the office address, legal registered address or a person's residence as a fallback. Keep it off when the operating location is unknown.

Office address (EN)

- **Enter:** the actual business or office address in English. Example: **18th Floor, Example Tower, 99 Silom Road, Bangrak, Bangkok 10500, Thailand.**
- **Why:** it supplies a usable English office address when public display is appropriate.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager. It is not the registered legal address unless both are in fact the same.
- **Visibility and unknown values:** controlled by **Show office address on public profile.** Leave blank if there is no public office or the address is unverified.

Office address (TH)

- **Enter:** the same actual office address in Thai, when available.
- **Why:** it supports accurate local-language directions.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** controlled by the same **Show office address on public profile** switch. Leave blank if no verified Thai version exists.

Show office address on public profile

- **Enter:** turn it on only when the actual Office address may be published.
- **Why:** it independently controls the office-address values.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** it never substitutes or publishes a legal registered address. Keep it off when the location is private or uncertain.

6. Legal and registry information

Find these fields in **Company profile**, then **Profile sections, Company legal / registry information, Edit**; or section 6 of the complete form. Copy values from current official registration, tax or corporate records. Do not guess.

Registered legal name

- **Enter:** the exact legal name, including the legal suffix. Example: **Siam Aurora Logistics Co., Ltd.**
- **Why:** it identifies the registered entity separately from the public display name.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager when the member is a registered legal entity.
- **Visibility and unknown values:** **Not shown publicly**, with no switch. If it cannot be verified, leave it blank and ask the authorised corporate contact.

Legal entity type

- **Enter:** choose the legal form shown in official records.
- **Why:** it helps TRCC maintain accurate registry information.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager; it may not apply to every member type.
- **Visibility and unknown values:** **Not shown publicly**, with no switch. Leave blank rather than selecting an approximate form.

Registration number

- **Enter:** the exact company or organisation registration number. Example: **0105566123456**.
- **Why:** it supports precise entity identification.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager when an official registration number exists.
- **Visibility and unknown values:** hidden unless **Show registration number on public profile** is on and the company profile is published. Leave blank and keep the switch off when unknown or not applicable.

Show registration number on public profile

- **Enter:** turn it on only after confirming that the exact saved Registration number may be public.
- **Why:** it is the independent publication choice for that identifier.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** it exposes only the canonical Registration number; turning it off removes only that number. It does not publish other legal fields.

Tax ID

- **Enter:** the exact tax identifier from official records. Example: **0105566123456**.
- **Why:** it supports accurate TRCC legal and registry records.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager where a Tax ID exists.
- **Visibility and unknown values:** hidden unless **Show Tax ID on public profile** is on and the company profile is published. Leave blank and keep the switch off when unknown or not applicable.

Show Tax ID on public profile

- **Enter:** turn it on only after confirming that the exact saved Tax ID may be public.
- **Why:** it is the independent publication choice for that identifier.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** it exposes only the canonical Tax ID; turning it off removes only that identifier. It does not publish other legal fields.

Registered capital

- **Enter:** the official amount and currency exactly enough to avoid ambiguity. Example: **THB 5,000,000**.
- **Why:** it preserves a useful corporate record when applicable.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager; not every organisation has registered capital.
- **Visibility and unknown values:** **Not shown publicly**, with no switch. Leave blank if not applicable or not verified.

Legal jurisdiction country

- **Enter:** the country under whose law the entity is registered. Example: **Thailand**.
- **Why:** it separates legal jurisdiction from operating location.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager where applicable.
- **Visibility and unknown values:** **Not shown publicly**, with no switch. Leave blank if the jurisdiction is not verified.

Legal jurisdiction note

- **Enter:** only useful official context that does not fit the other legal fields. Example: **Registered in Thailand as a private limited company**.
- **Why:** it helps TRCC interpret the legal record without changing the public description.
- **Required, applicable and editable:** optional and editable by an Owner or Profile manager.
- **Visibility and unknown values:** **Not shown publicly**, with no switch. Leave it blank when no clarification is needed.

7. Logo

Open **Company profile**, expand **Logo**, and choose **Replace**. The logo is a separate form from **Edit profile**.

New logo

- **Enter:** upload the current official logo as a real PNG or JPG/JPEG image, no larger than **5 MB**. Example filename: **siam-aurora-logo.png**.
- **Why:** the logo identifies the organisation in its Workspace and public profile.
- **Required, applicable and editable:** a file is required only when you choose to replace the logo. Owners and Profile managers may replace it; Viewers cannot. If no new logo is available, cancel and keep the current image.
- **Visibility and unknown values:** there is no separate logo switch. Public display still depends on the company's publication status. A valid replacement is applied immediately and recorded in change history.

Notes for TRCC on the logo form

- **Enter:** optional context, for example **Updated horizontal logo approved by our communications team on 25 September 2026.**
- **Why:** it records context with the logo change.
- **Required, applicable and editable:** optional; editable by an Owner or Profile manager only during this replacement.
- **Visibility and unknown values:** private change context, not public profile content. Leave it blank when no explanation is needed.

Before saving, compare the current and selected image, confirm that it is not a scan containing confidential material, and select **Update logo**.

8. Representatives

Open **Company profile**, then **People & representatives**. Representation and Workspace access are separate relationships: a representative does not automatically receive an account, and a Workspace user does not automatically become a representative.

An Owner or Profile manager may propose a new representative. A Viewer is read-only. Only an Owner may later use **Invite to Workspace**.

Full name (English)

- **Enter:** the person's complete professional English name. Example: **Narin Sutham**.
- **Why:** it identifies the person for protected identity review and the company relationship.
- **Required, applicable and editable:** required when adding a new representative. Shared personal-detail corrections may require TRCC review.
- **Visibility and unknown values:** the name can appear publicly only when the relationship switch, person consent and all publication gates pass. Do not submit a partial or uncertain identity; confirm it first.

Full name (Thai)

- **Enter:** the accurate Thai name, when available.
- **Why:** it supports the person's Thai-language identity.
- **Required, applicable and editable:** optional for a new representative; shared personal details may require TRCC review.
- **Visibility and unknown values:** subject to the same consent and publication gates as the person. Leave blank if unknown.

Full name (Russian)

- **Enter:** the accurate Russian name, when available.
- **Why:** it supports the person's Russian-language identity.
- **Required, applicable and editable:** optional for a new representative; shared personal details may require TRCC review.
- **Visibility and unknown values:** subject to the same consent and publication gates as the person. Leave blank if unknown.

Private email

- **Enter:** a verified private work email for the person. Example: narin.sutham@siam-aurora.example.
- **Why:** it is used for protected identity review and, only after a separate Owner action, a possible Workspace invitation.
- **Required, applicable and editable:** required when adding a new representative. Do not use a shared address if it does not identify the intended person.
- **Visibility and unknown values:** never published by this form. If the exact work email is unknown, do not submit the new-person proposal yet.

Company role title

- **Enter:** the person's title for this organisation. Example: **Managing Director**.
- **Why:** it defines the exact company relationship, not a global title for the person.
- **Required, applicable and editable:** required for a new representative. An Owner or Profile manager may later edit a verified relationship's **Title / position** immediately.
- **Visibility and unknown values:** public only when the relationship is set to show and all publication/consent gates pass. Confirm the current title before submitting.

Make Primary representative

- **Enter:** turn it on only for the person who should be the organisation's one Primary representative.
- **Why:** TRCC distinguishes one primary contact from additional representatives.
- **Required, applicable and editable:** optional. A company may temporarily have no primary, but can have at most one. Changing the primary among verified representatives is applied immediately.
- **Visibility and unknown values:** primary status does not grant Workspace or Event access. Leave it off when the appointment is unclear.

Show this company relationship on the public company profile

- **Enter:** turn it on only when the organisation and person have authorised public display of this relationship.
- **Why:** it controls the company-specific public representative relationship.
- **Required, applicable and editable:** optional. For a new person it is part of the protected proposal; for an existing verified relationship, its equivalent public setting is applied immediately.
- **Visibility and unknown values:** the switch is necessary but not sufficient: person consent and company/person publication gates must also pass. Keep it off when consent or suitability is uncertain.

Notes for TRCC

- **Enter:** optional review context. Example: **Appointment confirmed by the company secretary on 20 September 2026.**
- **Why:** it helps TRCC assess the protected request.
- **Required, applicable and editable:** optional during the proposal.
- **Visibility and unknown values:** private review context; not public. Do not include passwords, identity-document copies or unnecessary sensitive data.

Select **Submit for protected review**. The new Person and relationship are not applied until TRCC completes review. Follow the status under **Recent People changes** and **Change history**.

After approval, an Owner may select **Invite to Workspace** in that person's row, choose **Profile manager** or **Viewer**, and select **Send invitation**. That invitation grants account access only; it does not change representative status or grant Event authority.

9. Review and save

Use section summaries to find incomplete or changed areas. The first incomplete section, a section with an error, or a section opened from Company profile may open automatically.

1. Make the intended changes. The status bar reports unsaved changes.
2. Select **Review complete update**. Read every changed field and its new value. These values are still unsaved.
3. Choose **Continue editing** if anything is wrong, or **Save update** when the review is accurate. If you try to save before reviewing, the Workspace opens the review first.
4. If any field has an error, nothing in that profile update is applied. Correct the linked error and review again. If the profile changed in another session, refresh and re-enter the intended changes; the stale update is not partly applied.
5. After a successful save, open the exact change record in **Change history**, then return to **Company profile** and check the saved values and every public visibility state.

Valid profile changes and valid logo replacements are applied immediately as protected, atomic changes and recorded in history. A new representative or a change to shared Person identity remains a protected TRCC-review request. Do not interpret the representative review state as a delay to an ordinary profile or logo update.

Before you save

- The display name is recognisable, and the registered legal name matches official records where applicable.
- The English description clearly explains the organisation without confidential claims or unapproved customer names.
- Primary and additional industries reflect real activity and do not duplicate each other.
- Public contact values are monitored, and each of the three contact switches matches the intended public display.
- Operating location and office address are accurate, distinct from legal jurisdiction, and their two switches are intentional.
- Registration number and Tax ID come from official records, and each public switch is intentional.
- The selected logo is the current official PNG or JPG and no larger than 5 MB.
- Representative names, titles, private email and consent choices are accurate; representation has not been confused with Workspace access.
- **Review complete update** shows only the changes you intend to save.

For help, contact the Thai-Russian Chamber of Commerce at secretary@trcc.or.th, +66 2 766 7489, or <https://trcc.or.th/contact/>.