



ANNOUNCEMENT

No. 9/2023

Standard Qualifications for Visa Processing Service Company

In order to facilitate foreign travellers wishing to visit Thailand from countries under jurisdiction of the Royal Thai Embassy in Amman, namely the Hashemite Kingdom of Jordan, Republic of Iraq, and State of Palestine, the Embassy, by the instruction and authorization from the Ministry of Foreign Affairs of Thailand, hereby **announces the standard qualifications for visa processing service companies** to be eligible to submit visa applications for applicants to the Embassy.

Responsibilities :

Prior to submitting the applications to the Royal Thai Embassy on behalf of the applicants, the visa processing service company shall be responsible for :

- Pre-screening visa applications along with supporting documents required under each visa category, in accordance with the Guidelines and Instructions as provided by the Royal Thai Embassy ;
- Applicants' complete and accurate information as well as collecting all required documents and visa fees from the applicants.

Qualifications :

To be eligible to apply for this process, the visa processing service company shall meet the following criteria and requirements :

1. Must be a legally registered company under relevant laws of Jordan, Iraq, and the State of Palestine;
2. Having the capacity to operate under the same company's name or company's branch/network in all countries under jurisdiction of the Royal Thai Embassy in Amman will be positively taken into account;
3. Possessing an excellent record of doing business and having no serious verdict(s) or lawsuit(s) against it and/or any serious complaint record. Experiences with a good track record in providing visa processing service for other Embassies/Consulate-Generals/Government Agencies/Organizations will be positively taken into account;
4. Must be ready to commence the submission of visa applications to the Royal Thai Embassy from 1 January 2024.

Required Documents : the visa processing company shall submit the following:

1. An application form;
2. A cover letter signed by the company owner/manager on behalf of company with a copy of his/her passport or national ID;
3. A copy of business license duly certified and legalized by the Ministry of Foreign Affairs of the host country and the Embassy/High Commission of that country;
4. Company profile;
5. Other supporting documents, if applicable, such as income tax return or a financial report from the past year.

Deadline of Application Submission:

The visa processing service company must submit the application form and all required documents directly to **the Royal Thai Embassy in Amman, Building No. 8, Ahmad Ya'koub Awamleh Street, Abdoun, Amman, or via email at thaiembassy.amm@mfa.go.th by 14 December 2023 not later than 16.00 hr.**

Only a complete application form with all required documents, submitted within the mentioned date and time, will be accepted for consideration.

Announcement of Eligible Companies:

The Royal Thai Embassy will announce a list of eligible visa processing service companies by 28 December 2023. The decision announced shall be final and valid until 31 December 2024.

The Royal Thai Embassy reserves the rights to approve, review, suspend, and terminate the list of eligible service companies without prior notice and/or providing any reasons.

Royal Thai Embassy,
Amman.
19 November B.E. 2566 (2023)



Application Form for Visa Processing Service

1. Company's Profile

Company's Name: _____

Address: _____

Owner's name : _____

Manger responsible on behalf of the Company : _____

Contact person :

Name : _____

Tel : _____

Email : _____

Company's website: _____

2. Company's Scope of Work and Experience

2.1 Please describe your company's scope of work

A detailed scope of work may be enclosed.

2.2 Please describe if your company has the experience in providing visa processing service for Diplomatic Missions/ Government Agencies/ other organizations.

A detailed description of the experience may be enclosed.

2.3 If your company has no prior experience providing visa processing service, please describe how your scope of work/experience would contribute/fit the visa processing service.

3. Lawsuits and Complaints

Please describe if there are any previous or exiting serious criminal/civil verdict (s) and/or lawsuit(s) against your company.

4. Which of the following countries do you apply for processing visa service.

Jordan

Iraq

The State of Palestine

Jordan, Iraq, the State of Palestine

Others (please specific) _____

List of Your Visa Processing Service Companies/Branches/Networks

Company	Jordan	Iraq	The State of Palestine
Example A	<p>Example A Address: Telephone: Email:</p> <p>Example A Address: Telephone: Email:</p>	<p>Example A in Baghdad Address: Telephone: Email:</p> <p>Example A in Erbil Address: Telephone: Email:</p>	<p>Example A in Jerusalem Address: Telephone: Email:</p> <p>Example A in Ramallah Address: Telephone: Email:</p>