



**ROYAL THAI EMBASSY  
AMMAN**

## **ANNOUCEMENT**

**No. 5 /2022**

### **Standard Qualification for Visa Processing Service Company**

In order to facilitate foreign travellers wishing to visit Thailand, the Royal Thai Embassy in Amman, by the instruction and autorisation from the Ministry of Foreign Affffairs of Thailand, hereby announces the standard qualification for a visa processing service company to be eligible to submit visa applications for applicants to the Royal Thai Embassy in Amman.

#### **Responsibility:**

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 Guildelines and Instructions as provided by the Royal Thai Embassy prior to submitting the applications.

The visa processing service company shall be responsible for the applicants' information as well as for the gathering of required documents and visa fees from the applicants prior to submitting the applications to the Royal Thai Embassy on behalf of the applicants.

#### **Qualification:**

To participate in this process, the visa processing service company shall meet the following critaria and requirements as follows:

1. The visa processing service company must be legally registered company under relevant laws of Jordan, or Iraq, or Palestine.
2. The visa processing service company must have experience in providing visa service.
3. The visa processing service company must be ready to commence the submission of visa applications to the Royal Thai Embassy from 1 January 2023.

4. **Required documents** : the visa processing company shall submit the following:

- 4.1 Application form;
- 4.2 Company registration letter;
- 4.3 Tourism & Travel Agency License;
- 4.4 Company Profile and relevant supporting documents ;
- 4.5 Other supplementary documents, if any;

**Date of submission:**

The visa processing service company should submit the application form and required documents directly to **the Royal Thai Embassy in Amman, Building No. 8, Ahmad Ya'koub Awamleh Street, Abdoun, Amman. Or to email at [thaiembassy.amm@mfa.go.th](mailto:thaiembassy.amm@mfa.go.th) by 26 December 2022 not later than 16.00 hrs.**

The Royal Thai Embassy shall accept the document submission within the mentioned date and time. Furthermore, only a complete set of required documents will be accepted for consideration.

**List of Eligible companies:**

The Royal Thai Embassy will announce the list of eligible companies to submit visa applications for applicants by 28 December 2022. The decision announced shall be final and valid until 31 December 2023.

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.  
11 December B.E. 2565 (2022)



## Application form for Visa Processing Service Company

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Owner name : \_\_\_\_\_

Contact person

Name : \_\_\_\_\_

Tel : \_\_\_\_\_

Email : \_\_\_\_\_

Representative office in Jordan:

Name : \_\_\_\_\_

Tel : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_

Representative office in Iraq:

Name : \_\_\_\_\_

Tel : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_

Representative office in Palestine:

Name : \_\_\_\_\_

Tel : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_