



Announcement

No. 5/2566

On Standard Qualifications for Visa Processing Service Company

The Royal Thai Embassy in Nairobi wishes to refer to the Embassy's Announcement No. 4/2565 dated 22 June 2022 announcing the list of the companies authorized to provide visa processing service for travelers wishing to visit Thailand from countries in the Royal Thai Embassy in Nairobi's jurisdiction: namely Kenya, Uganda, Tanzania, Ethiopia, Seychelles, Somalia, South Sudan, Rwanda, Burundi, Democratic Republic of the Congo, and Comoros, of which the authorization will expire on 30 June 2023. In order to continue facilitating the visa application to those wishing to travel to Thailand, and by the instruction and authorization from the Ministry of Foreign Affairs of Thailand, the Embassy hereby **announces the standard qualifications as required for visa processing service companies** to be eligible to submit visa applications for applicants to the Embassy **from 1 July 2023 until 30 June 2024**.

Responsibility

1. pre-screening of visa applications and supporting documents required for each visa category in accordance with Guideline/Instructions provided by the Embassy;
2. compilation of visa applications including original passports or travel documents, related supporting documents, and visa fees from the applicants before submitting to the Embassy on behalf of the applicants; and
3. returning of original passports or travel documents, with an issued visa therein, and an official receipt from the Embassy to each applicant.

Qualifications

Eligible visa processing service company shall meet the following criteria and requirements:

1. Legally registered in one of the countries in jurisdiction under relevant laws and must have at least 100,000 USD (or equivalent) registered capital, fully paid.
2. Having an excellent record of doing business and having no lawsuit and/or any serious complaint record. Being experienced in providing

visa processing services for other Embassies/Consulates-General/
Governments with a good track record would be positively considered;

3. Ready to commence the visa processing service from 1 July 2023.

Required Documents

1. Cover letter signed by the company owner with copy of his/her passport or national ID
2. Trade license duly certified and legalized by the Ministry of Foreign Affairs of the host country and the Embassy/High Commission of that country in Nairobi, if necessary
3. Company profile
4. Other supporting documents, if applicable, such as income tax return, financial report from the past year

Note: The enlisted visa processing service companies from previous year with an excellent performance record can omit the required documents no. 3-4.

Date of Submission

Required documents should be submitted directly to the **Royal Thai Embassy, Rose Avenue (off Denis Pritt Road), P.O. Box 58349 - 00200 City Square, Nairobi, KENYA, by 16.00 hours, on 14 June 2023 (Nairobi local time)**. Only a complete set of required documents will be accepted for consideration. After having successfully submitted the hard copy of the required documents to the Embassy, please also submit the electronic files (scanned files) to visa.nib@mfa.go.th. Enquiries regarding this announcement can be made only by E-Mail at visa.nib@mfa.go.th.

List of Eligible Companies

The Embassy will announce a list of eligible companies authorized to submit visa applications for applicants on the Embassy's website www.thaiembassy.org/nairobi/ by **30 June 2023**.

The decision announced will be final and will be valid for one year. The Embassy reserves the right to approve, review, suspend, and terminate the announced list of eligible companies or any part thereof without prior notice and/or providing any reasons.

Royal Thai Embassy,
Nairobi.
18 May B.E. 2566 (2023)

