



Announcement

No. 3/2565

on Standard Qualifications for Visa Processing Service Company

With reference to the Embassy's Announcement No. 13/2564 dated 18 June 2021 announcing the list of the companies providing 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, the Democratic Republic of Congo, and Comoros, until 30 June 2022, 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 for visa processing service companies** to be eligible to submit visa applications for applicants to the Embassy from 1 July 2022 until 30 June 2023.

Responsibility

The visa processing service companies shall be responsible for;

1. compilation of the visa applications including the original passports or travel documents, related supporting documents and designated visa fees as required for each visa category in accordance with Guideline/Instructions provided by the Embassy; and
2. submission of the applications in No.1 on behalf of the applicants to the Embassy and return the passport with the official receipt from the Embassy to each applicant.

Qualifications

The 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, full paid.
2. Having an excellent record of doing business and have no lawsuit and/or any serious complaint record. Experiences in providing visa processing services for other Embassies/Consulate-General/Governments with a good track record would be positively considered.
3. Ready to commence the visa processing service from 1 July 2022.

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

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, 15 June 2021 (Nairobi local time)**. Only a complete set of required documents will be accepted for consideration. Once successfully submitted the hard copy to the Embassy, the electronic files (scanned files) to visa.nib@mfa.go.th can also follow. 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 the list of eligible companies to submit visa applications for applicants on the website nairobi.thaiembassy.org by **30 June 2022**.

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.

