

SOP for the issuance of Facilitation Letter

1. Upon request from local agencies

- Local agencies should send an official letter requesting the Royal Thai Consulate-General to issue facilitation letter , providing full details of the visit such as dates of enter and exit , duration of stay in Thailand, point (s) of entry and exit, objective of visit, accommodation, place (s) to visit, number and details of members of the group (number, full names, numbers of passports/border pass and IDs), detail of vehicle (s) (type , model, colour, registered plate numbers, detail of driver (s))
- Copy of invitation letter from relevant Thai agency (if any)
- Copies of relevant documents, especially details of persons and vehicle (s) should also be provided.
- Detail of contact person (telephone numbers, fax number, e-mail, telephone number in Thailand)
- The letter as well as supporting documents should be submitted to the Royal Thai Consulate – General at least 5 working days prior to the visit.

2. Upon request from an individual or a group of people

- An official letter on behalf of an individual or a group of people should be submitted to the Royal Thai Consulate-General to request for the facilitation letter providing full details of the visit such as dates of enter and exit , duration of stay in Thailand, point (s) of entry and exit, objective of visit, accommodation, place (s) to visit, number and details of members of the group (number, full names, numbers of passports/border pass and IDs), detail of vehicle (s) (type , model, colour, registered plate numbers, detail of driver (s))
- If it is not possible to submit the letter, the individual or a representative of the group should fill up the Application Form and submit to the Royal Thai Consulate-General
- Copy of invitation letter from relevant Thai agency (if any)
- Copies of relevant documents, especially details of persons and vehicle (s) should also be provided.
- Detail of contact person (telephone numbers, fax number, e-mail, telephone number in Thailand)
- The letter as well as supporting documents should be submitted to the Royal Thai Consulate – General at least 5 working days prior to the visit.
- Please take note that the receipt of the request does not guarantee the issuance of the facilitation letter since it is under consideration of the Royal Thai Consulate-General. Furthermore, the issuance of facilitation letters to any individual or group of people does not imply that he/she/they are exempted from any related rules and regulations in Malaysia and Thailand, especially those concerning immigration and customs procedures.
- Please be informed that the importation of some materials/equipment to Thailand, particularly the portable, two-way radio transceiver (walkie talkie) need to be strictly in compliance with relevant Thai laws and regulations. The Royal Thai Consulate-General is unable to request for an exemption for them to import the said equipment to Thailand.

4. Upon request from an organization/individual or a group of people for importation materials/equipment from Thailand to Malaysia

- An official letter on behalf of an organization/individual or a group of people should be submitted to the Royal Thai Consulate-General to request for the facilitation letter providing full details of the visit such as dates of enter and exit , duration of stay in Malaysia, point (s) of entry and exit, objective of visit, accommodation, place (s) to visit, number and details of members of the group (number, full names, numbers of passports/border pass and IDs), detail of vehicle (s) (type , model, colour, registered plate numbers, detail of driver (s))
- In case of requesting for facilitation letter for importation of materials and/or equipment from Thailand to Malaysia, please provide number and full details of materials and/or equipment together with objective of use of the said materials and/or equipment.
- If it is not possible to submit an official letter , the organization/individual or a representative of the group should fill up the Application Form and submit to the Royal Thai Consulate-General
- Copies of relevant documents, especially details of persons and vehicle (s) should also be provided.
- Detail of contact person (telephone numbers, fax number, e-mail, telephone number in Malaysia)
- The letter as well as supporting documents should be submitted to the Royal Thai Consulate – General at least 5 working days prior to the visit.
- Please take note that the receipt of the request does not guarantee the issuance of the facilitation letter since it is under consideration of the Royal Thai Consulate-General. Furthermore, the issuance of facilitation letters to any organization/individual or group of people does not imply that he/she/they are exempted from any related rules and regulations in Malaysia and Thailand, especially those concerning immigration and customs procedures.

Royal Thai Consulate-General, Kota Bharu