

**Manual for the Online Reservation Form
for Appointment with the Director-General
of the Department of International Organizations:**

1. Important Information:

- 1.1 This online registration form is intended to facilitate foreign embassies, international agencies and international organizations based in Thailand, that wish to request an appointment with the Director-General of the Department of International Organizations, Ministry of Foreign Affairs.
- 1.2 This form can be used on its own or accompanied by an official note/email from the embassy, international agency or international organization requesting the said appointment.
- 1.3 Please note that the information provided in this online reservation form will be collected, released and used only by the personnel of the Department of International Organizations, Ministry of Foreign Affairs of Thailand, for the purpose of facilitating the contact between the Department of International Organizations and the embassy, agency or organization which has filled in the form, in line with the Royal Thai Government's Act on the Digitization of the Public Administration and the Delivery of Public Services B.E. 2562
- 1.4 In line with the Thai laws and regulations on transparency and good governance, as well as the Department's "No Gift Policy", the Department of International Organizations would like to affirm that there are no monetary tokens or charges involved with the use of this online form.
- 1.5 In line with the Thai laws and regulations on transparency and good governance, as well as the Department's "No Gift Policy", the Department of International Organizations requests that there be no gifts exchanged during the requested appointment.

2. Instructions on how to fill the appointment reservation form:

- 2.1 Please fill in the name, official title and the organization of the persons attending the requested appointment by placing the person of the highest rank at the top of the list.
- 2.2 Please also mention in the title if the person attending the requested appointment is a translator, a media representative of a person in need of special assistance.
- 2.3 We kindly request that the persons attending the requested appointment be limited to 4 persons. However, if there needs to be more than 4 persons, please inform the Dept. official once we reach out to discuss the requested appointment.
- 2.4 Please select the type of the appointment as intended by the persons requesting the appointment. If it is a courtesy call/an introductory call or any other type of call that has an outstanding issue (s) at hand, please specify the issue (s) in the next paragraph.
- 2.5 The Secretariat of the Dept. will regularly monitor the requests and will get back to the contact person mentioned at the end of the form. If it can not be approved within 3 days, please send an email the form and your request via email to saraban1000@mfa.go.th
- 2.6 The Department of International Organizations reserves the right to regret appointments and requests the kind understanding to postpone appointments in the event of foreseeable schedule conflicts.
