



Announcement

Standard Qualification for Visa Processing Service Company

In order to facilitate travelers wishing to visit Thailand, the Royal Thai Consulate-General, Mumbai thereby announces the standard qualification for a visa processing service company to be eligible to submit visa applications for applicants to the Royal Thai Consulate-General, Mumbai.

Responsibility:

The visa processing service company shall be responsible for pre-screening the visa applications along with their supporting documents required under each visa category, in accordance with the Guidelines and Instructions as provided by the Royal Thai Consulate-General, Mumbai 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 fee from the applicants' prior to submitting the applications to the Royal Thai Consulate-General on behalf of the applicants.

Qualifications:

The eligible visa processing service company shall meet the following criteria and requirements, as follows.

1. Must be a legally registered company under relevant laws of India and have at least fully paid registered capital of THB 5 million (or equivalent)

2. Must have experience in providing Visa Outsourcing Service for other Embassies/Consulate-General/Governments for not less than 5 years with good service records. The company must also possess an excellent record of doing business and have no lawsuit and/or any serious complaint record.

3. Must be able to provide the visa application tracking system, preferably end-to-end tracking.

4. The eligible visa processing service company must be ready to commence the submission of visa applications to the Consulate-General from **1 October 2023**

Required documents: the visa processing service company shall submit:

1. Memorandum of Association;
2. Certificate Incorporation;

3. Copy of PAN card of the Company;
4. Company of Income Tax Return for the past two years;
5. Financial Report from the past year;
6. Other supplementary documents, if any;
7. Original recommendation letters from Embassies, Consulate-General or Governments which the company works/worked for; and,
8. Company Profile and relevant supporting documents, if any.

Remarks:

- Non-original documents of 1 - 2 shall be duly certified by the state chamber of commerce and undergo legalization by the Ministry of External Affairs of India / Maharashtra Mantralaya before submission to the Royal Thai Consulate-General, Mumbai.

- Non-original documents of 3 - 5 should be authenticated by an authorized person.

Date of Submission:

All required documents must be submitted directly to the **Royal Thai Consulate-General, Mumbai by 22 September 2023 within 16.30 hrs.**

The Royal Thai Consulate-General shall accept the documents 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 Consulate-General will announce the list of eligible companies to submit visa application for applicants by 27 September 2023. The decision announced shall be final and shall be valid until 30 September 2024.

The Royal Thai Consulate-General reserves the rights to approve, review, suspend and terminate the list of eligible service company or any part thereof without prior notice and/or providing any reasons.

Royal Thai Consulate-General,
Mumbai
4 September B.E. 2566 (2023)

