



Royal Thai Consulate-General.  
12<sup>th</sup> Floor, Express Tower, Barrister  
Rajni Patel Marg,  
Nariman Point, Mumbai 400 021  
Tel. 2282-3535 Fax.2282-1525

## **Announcement**

### **Standard Qualification for Visa Processing Service Company**

In order to facilitate travelers wishing to visit Thailand, the Royal Thai Consulate-General, Mumbai, by the instruction and authorization from the Ministry of Foreign Affairs of Thailand, hereby **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.

#### **Responsibility:**

The visa processing service company shall be responsible for pre-screening the visa application along with its supporting documents required under each visa category consistent with the Guidelines and Instructions provided by the Royal Thai Consulate-General prior to submitting the applications.

The visa processing service company shall be responsible for the applicants' information as well as gather required documents and visa fees from the applicants prior to submitting the applications to the Consulate 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 experiences in providing Visa Outsourcing Service for other Embassies/ Consulates-General/Governments for not less than 5 years with good service records. The company must also possess an excellent record of doing business and has no lawsuit and/ or any serious complaint record.
3. The eligible visa processing service company must be ready to commence the submission of visa applications to the Consulate from **1 October 2018**.

**Required documents:** the visa processing service company shall submit:

- 1.1 Memorandum of Association;
- 1.2 Certificate of Incorporation;
- 1.3 Copy of the PAN card of the Company;
- 1.4 Copy of Income Tax Return for the past two years;
- 1.5 Financial Report from the past year;
- 1.6 Other supplementary documents, if any;
- 1.7 Original recommendation letters from Embassies, Consulates-General or Governments which the company works/worked for;
- 1.8 Company Profile and relevant supporting documents, if any;

**Note:** - Non-original documents of 1.1 – 1.2 shall be duly certified by the state chamber of commerce and legalization by **Ministry of External Affairs of India** before submitting to the Consulate.

-Non-original document of 1.3 – 1.5 should be authenticated by an authorized person.

**Date of Submission:**

Required documents must be submitted directly to **Royal Thai Consulate-General, 12<sup>th</sup> Floor, Express Towers, Barrister Rajni Patel Marg, Nariman Point, Mumbai 400 021, by 21 September 2018 within 17.00 hrs.**

The Consulate shall accept the document submission within the mentioned date & time. Furthermore, only completed 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 applications for applications for applicants by **28 September 2018**. The decision announced shall be final and shall be valid for one year.

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

Royal Thai Consulate-General  
Mumbai  
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