



ANNOUNCEMENT

Standard Qualifications for Visa Processing Service Company for the Royal Thai Embassy Islamabad

In order to facilitate travelers wishing to visit Thailand from Pakistan, the Royal Thai Embassy, Islamabad, by the authorization and instruction from the Ministry of Foreign Affairs of Thailand, hereby announces the standard qualifications for visa processing service companies to be eligible to submit visa applications for the travelers to the Royal Thai Embassy, Islamabad.

Responsibility:

1. The visa processing service companies shall compile visa applications including the original passports, previous passports (if any), and supporting documents required for each visa category in accordance with the guidelines and instructions provided by the Embassy;
2. The visa processing service companies shall be responsible for applicants' information on behalf of the applicants to the Embassy and return the passport with the official receipt issued by the Embassy to applicants.

Qualifications:

The eligible visa processing service companies shall meet the following criteria and requirements:

1. Must be a legally registered company under relevant laws of Pakistan, and have at least 100,000 USD (or equivalent) registered capital, fully paid;
2. Must have experiences in providing visa outsourcing service for other Embassies/Consulate-General/Governments' agencies in Pakistan for at least 5 years with an excellent track record. The companies must also possess an excellent record of doing business and services, and have no lawsuit and/or any serious complaint record;
3. The eligible visa processing service companies shall be ready to commence the service for two years from 11 October 2021 – 10 October 2023;

Required Documents: the visa processing service companies shall submit

1. Cover letter signed by the company owner(s)/partner(s) with a copy of his or her passport or national identity card (ID);
2. Company profile;
3. Company registration or trade license or tour operating license issued by the Department of Tourist Services, Government of Pakistan duly attested by the Ministry of Foreign Affairs of Pakistan;
4. Travel operator with an accreditation of International Air transport Association (IATA);
5. Copy of income tax return for the past two years;
6. Financial report for the past one years;
7. Other supplementary documents, (if any).

Date of Submission:

Required documents should be submitted directly to the Royal Thai Embassy Islamabad (Consular and Visa Section), Diplomatic Enclave by Monday, 4 October 2021 within 15.00 hrs.

The Embassy will accept the documents submission within the mentioned date and time. Only complete set of required documents will be accepted for consideration.

List of eligible companies:

The Royal Thai embassy will announce the list of eligible companies to submit visa applications on 11 October 2021 through the Embassy's website. The decision announced will be final and will be valid for two years.

The decision announced will be final and will be valid till 10 October 2023, and the Embassy reserves the right to approve, right to review, right to suspend, and right to terminate the list of eligible companies or any part thereof without prior notice and/or providing any reasons.

Royal Thai Embassy
Islamabad
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