



**Royal Thai Embassy,
Islamabad.**

ANNOUNCEMENT

The Royal Thai Embassy wishes to inform travel agents and companies in Pakistan that the application for Visa Processing Service Companies for the Royal Thai Embassy, Islamabad for the fiscal year 2024 and 2026 (October 2023 – October 2025) is now open.

Travel agents and companies who wish to apply for the above-mentioned position are required to follow the instructions as follows:

Responsibilities:

1. The visa processing service companies shall compile visa applications, including original passports, previous passports (if any) and supporting documents required for each visa category, in accordance with Embassy's guidelines and instructions;

2. The visa processing service companies shall be responsible for forwarding the applicants' information to the Embassy on behalf of the applicants and for returning the passport to the applicants with the official receipt issued by the Embassy.

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;

3. Must be ready to commence the service from 11 October 2023 – 10 October 2025.

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:

The above documents must be submitted directly to the Royal Thai Embassy, Islamabad (Consular and Visa Section), Diplomatic Enclave by Friday, 8 September 2023 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 companies eligible for visa processing service on Friday, 29 September 2023 through the Embassy's website. The announced decision is final, effective from 11 October 2023 until 10 October 2025 (2 years). The Embassy reserves the right to approve, review, suspend or terminate the list of eligible companies or any part thereof without notice and/or reason without prejudice.

