



No. 19301/1

Royal Thai Consulate – General
18 B, Mandeville Gardens
Ballygunge, Kolkata - 700 019

ANNOUNCEMENT

Sub: Standard Qualifications for Visa Processing Service Company

In order to facilitate travelers wishing to visit Thailand, the Royal Thai Consulate-General in Kolkata, by instruction and authorization from the Ministry of Foreign Affairs of Thailand, hereby announces the standard qualification for visa processing service company to be eligible to submit visa applications for applicants to the Royal Thai Consulate-General.

To participate in this process, the visa processing service company should meet the following criteria and requirements;

1. The company 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. The company 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 process an excellent record of doing business and has no lawsuit and/or any serious complaint record.

3. The visa processing service company is responsible for the pre-screening of the visa applications and supporting documents required for each visa category in accordance with the Guidelines and Instructions provided by the Royal Thai Consulate-General before submitting the applications.

4. The eligible visa processing company **must be ready to commence the submission of visa applications to the Consulate-General from 3 March 2021.**

The visa processing service company should submit required documents:

1. Memorandum of Association;
2. Certificate of Incorporation;
3. Copy of Pan card for the Company;
4. Copy 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 the Embassies, Consulates-General or Governments which the company works/worked for;
8. Company Profile and relevant supporting documents, if any;

Note : Non-original documents of No. 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-General. Non-original documents of No. 3-5 should be authenticated by authorized person

Required documents must be submitted directly to the Royal Thai Consulate-General by **26 February 2021**.

The Royal Thai Consulate-General will announce the list of eligible companies to submit visa applications for applicants by **2 March 2021**. The decision announced shall be final and shall be valid until 30 September 2021.

The Royal Thai Consulate-General in Kolkata 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 reasons.

Royal Thai Consulate-General,
Kolkata
17 February B.E. 2564 (2021)

