



Guidelines on Protocol Practice



Department of Protocol
Ministry of Foreign Affairs of the Kingdom of Thailand
2014



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Foreword

This guideline on protocol practice is designed for the use of Diplomatic Missions, Consular Posts, United Nations Specialized Agencies, and International Organizations accredited to Thailand, which are entitled to enjoy immunities and privileges in performing their functions in the Kingdom of Thailand.

The privileges and immunities granted to foreign missions and their diplomatic and consular staff members in Thailand are principally under the provisions of the Vienna Convention on Diplomatic Relations 1961 and the Vienna Convention on Consular Relations 1963, to which Thailand is a party, as well as international customary laws and the prevailing laws and regulations of Thailand.

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Part 1

Personnel of Diplomatic Missions, Consular Posts and International Organizations in Thailand

The status of staff members of Diplomatic Missions, Consular Posts and International Organizations in Thailand is governed by the provisions of the Vienna Convention on Diplomatic Relations (1961), the Vienna Convention on Consular Relations (1963), international and bilateral agreements which Thailand is party and Thailand's legislation which implemented the said Conventions and agreements.

1. Diplomatic Missions

1.1 Diplomatic agents

A diplomatic agent is the Head of the Diplomatic Mission or a member of the diplomatic staff of the mission. Diplomatic agents should, in principle, be of the nationality of the sending State, in accordance with Article 8 of the Vienna Convention on Diplomatic Relations 1961. Diplomatic agents enjoy diplomatic privileges and immunities specified in the Articles 29 to 36 of the Vienna Convention on Diplomatic Relations 1961.

1.2 Members of the administrative and technical staff of the mission

The members of the administrative and technical staff are the members of the staff of the mission recruited in the sending State and employed in the administrative and technical service of the mission. Members of the administrative and technical staff of the mission enjoy

diplomatic privileges and immunities specified in the Articles 29 to 35 of the Vienna Convention on Diplomatic Relations 1961, except that the immunity from civil and administrative jurisdiction of the receiving State specified in paragraph 1 of Article 31 shall not extend to acts performed outside the course of their duties. They also enjoy the privileges specified in Article 36, paragraph 1, in respect of article imported at the time of first installation.

1.3 Members of the service staff of the mission

The members of the service staff are the members of the staff of the mission employed in the domestic service of the mission. Members of the service staff of the mission who are not Thai nationals or permanently resides in Thailand enjoy immunity in respect of acts performed in the course of their duties and exemption from dues and taxes on the emoluments they receive by reason of their employment and the exemption contained in Article 33 of the Vienna Convention on Diplomatic Relations 1961.

2. Consular Posts

2.1 Career Consuls

Career consular officers are the professional members of the sending State's career consular corps, including the head of a consular post, entrusted in that capacity with the exercise of consular functions. The career consular officers enjoy privileges and immunities specified in Article 40-57 of the Vienna Convention on Consular Relations 1963.

2.2 Honorary Consuls

The establishment of Honorary Consulates and the admission of Honorary Consuls as well as the facilities, privileges and immunities applying to Honorary Consuls and Honorary Consulates are based on the provisions of the Vienna Convention on Consular Relations (1963).

According to Article 62 of the said Convention, the receiving state shall, in accordance with such laws and regulations as it may adopt, permit entry of, and grant exemption from all customs duties, taxes, and related charges other than charges for storage, cartage and similar services on the forwarding articles, provided that they are for the official

use of a consular post headed by an honorary consular officer: coats-of-arms, flags, signboards, seals and stamps, books, official printed matter, office furniture, office equipment and similar articles supplied by or at the instance of the sending state to the consular post.

The appointment of the Head of Consular Post and Honorary Consul-General/Consul shall require an approval of the Royal Thai Government before they can exercise their functions in Thailand. The sending state shall send a Note Verbale proposing the appointment with pertinent data on the proposed Head of Consular Post, Honorary Consul-General/Consul, such as, name and nationality, consular jurisdiction and curriculum vitae. If the admission is granted, the Royal Thai Government shall inform the sending state through the diplomatic channel. Pending delivery of the Exequatur, the new Head of Consular Post and Honorary Consul-General/Consul will be admitted on a provisional basis to exercise their functions. Meanwhile, the sending state shall deliver the Letter of Commission appointing the new Head of Consular Post, Honorary Consul-General/Consul to the Royal Thai Government through diplomatic channel at the earliest opportunity.

The proposed Honorary Consul-General/Consul should, principally, obtain a long term resident permit to perform his/her mission in Thailand.

The Royal Thai Government, upon receiving the Letter of Commission from the sending state, will issue the Exequatur to the new Head of Consular Post and Honorary Consul-General/Consul. The Exequatur shall be signed by the official with equivalent rank to the signatory of the Letter of Commission.

3. Defense Attaché

The sending state may assign air, naval, military attaché and their assistants to its mission in Thailand. The assignment of the proposed attaché requires the prior consent of the Royal Thai Government.

The sending state shall convey a request for such consent through the diplomatic channel to the Department of Protocol along with the information on his curriculum vitae, military rank, and two passport-sized photographs. The proposed attaché is expected to assume his duties after having obtained the consent of the Royal Thai Government.

4. Staff Members of International Organizations

The international recruited officials of the UN Specialized Agencies and members of their immediate families enjoy privileges and immunities specified in Article VI of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations 1947 and agreements between the Royal Thai Government and the Specialized Agencies.

The international recruited officials of other International Organizations and members of their immediate families enjoy privileges and immunities specified in the bilateral agreements between the Royal Thai Government and the Organizations as well as Thailand's legislation which implemented the said agreements.

5. Family Members

Immediate family members are

- Spouse (legal marriage);
- Unmarried dependents under the age of 20 living with their parents;
- Unmarried dependents over the age of 20 living with their parents, who are registered as a full-time student in a formal educational institution in Thailand;
- Unmarried dependents of the age of 20 or above, who are unable to lead an independent life due to mental and physical challenges.

Immediate family members of diplomatic agents, consular officers and administrative and technical staff enjoy diplomatic privileges and immunities specified in the Vienna Convention on Diplomatic Relations (1961) and the Vienna Convention on Consular Relations (1963).

Other forms of family members such as parents of a member of the mission or his/her spouse, of the age of 60 or above, or partner of a member of the mission who neither practice for personal profit any professional or commercial activity nor have Thai nationality will be favourably considered on case-by-case manner.

6. Private Servants

A private servant is person who is in the domestic service of a member of a Diplomatic Mission, Consular Post or International Organization, and not an employee of the sending State. Private servants of members of the mission, if they are not Thai nationals or permanently resident in the Thailand, are generally exempted from dues and taxes on the emoluments they receive by reason of their employment. However, reciprocity is also taken into account. Members of Diplomatic Missions, Consular Posts and International Organizations, who employ private servants, have employer responsibilities for them.

Part 2

Administrative Arrangements

1. Visa Requirements

Members of the Diplomatic Missions, Consular Posts, and International Organizations as well as members of their families and private servants must be in possession of valid entry visas before arriving in Thailand. The visa application should be submitted to the Royal Thai Embassy/Consulate well in advance of departure for Thailand, accompanied by a Note Verbale from the sending state containing information regarding the name, rank and function, family members belonging to the household, private servant, expected date of entry and commencement of duties, as well as an expected duration of the tour of duty. The predecessor's name and rank should also be specified.

Upon arrival in Thailand, they shall submit the relevant documents for the permit of stay to the Department of Protocol at the earliest opportunity.

Members of the Diplomatic Missions, Consular Posts, and International Organizations as well as members of their families and private servants, who are nationals of the countries whose nationals are exempted of visa requirements by the bilateral agreement on visa exemption with Thailand, may enter Thailand without visas. Upon arrival in Thailand, they shall submit the relevant documents for the permit of stay to the Department of Protocol in due course.

2. Notifications

The appointment and arrival of all members of the Diplomatic Missions, Consular Posts and International Organizations, as well as their

family members and private servants must be notified to the Department of Protocol without delay and at the latest within two weeks of their arrival. Similarly, both the termination of duties and final departure of the persons concerned must be notified to the Department of Protocol without delay and at the latest within two weeks of the departure.

3. Permit of Stay

All members of the Diplomatic Missions, Consular Posts, and International Organizations as well as their family members and private servants are required to submit the relevant documents to apply for the permits of stay to the Department of Protocol upon arrival in Thailand. The Department of Protocol will convey the application to the Immigration Bureau of the Royal Thai Police to issue the respective permits of stay.

The relevant documents are as follows:

- A Note Verbale seeking a permit of stay or an extension of permit of stay for the applicant;
- Three (3) completed application forms signed by the applicant. The application form can be downloaded from the website: www.mfa.go.th;
- Passport of the applicant;
- Two (2) passport-sized photographs of the applicant. The photographs of the applicant shall be in full-face and without a hat nor sunglasses.

All members of the Diplomatic Missions, Consular Posts and International Organizations which Thailand is party, are classified into two main groups in accordance with Article 15 and Article 35 of the Immigration Act B.E. 2522 (1979):

Article 15 refers to the following categories:

- Diplomats and members of their immediate families (spouses and dependents);
- Members of administrative and technical staff and members of service staff and members of their immediate families;

- Officials of the UN Specialized Agencies and members of their immediate families;
- Officials of the Asian Institute of Technology and members of their immediate families;
- Private servants of diplomats, members of administrative and technical staff, and members of service staff.

Article 35 refers to the following categories:

- Officials of the non UN International Organizations and members of their immediate families;
- Private servants of official of UN Specialized Agencies and the Asian Institute of Technology;
- Relatives forming part of the household of diplomats, administrative and technical staff and service staff, officials of the UN Specialized Agencies, non UN International Organizations and the Asian Institute of Technology;
- Students of the Asian Institute of Technology and members of their immediate families.

4. Re-Entry Visa

All members of the Diplomatic Missions, Consular Posts, and International Organizations and their households, who have been granted permit of stay, are required to apply for re-entry visas before departing and re-entering Thailand. They are also required to return to Thailand before the expiry date of their re-entry visas. In the case that members of the Diplomatic Missions, Consular Posts and International Organizations depart Thailand without re-entry visas or fail to obtain re-entry visas or their re-entry visas have expired, their permits of stay are considered void and they have to re-apply for the valid entry visas at the Royal Thai Embassies or Consulates. The application for re-entry visas shall be submitted to the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand.

5. Newly Born Child in Thailand

Members of the Diplomatic Missions, Consular Posts, and International Organizations are required to notify the birth of their newly

born child in Thailand. In the case that a member of the Diplomatic Mission, Consular Post and International Organization travels out of Thailand with the newly born child, a passport of his/her nationality is to be issued before leaving the country. Subsequently, prior to re-entering Thailand, a relevant visa must be applied at the Royal Thai Embassy/Consulate well in advance. Once arriving in Thailand, a member of the Diplomatic Mission, Consular Post, and International Organization has to apply for an extension of permit to stay for his/her newly born child at the earliest opportunity.

6. Employment

A spouse of the members of Diplomatic Missions, Consular Posts and International Organizations, who wishes to undertake private employment in Thailand, must apply for a Non-Immigrant Visa at the Royal Thai Embassy/Consulate prior to arrival in Thailand. Upon arrival in Thailand, he/she has to apply for a work permit from the Ministry of Labour.

7. Identity Card

The Department of Protocol will issue five (5) types of Identity cards to the staff members of the Diplomatic Missions, Consular Posts and International Organizations and their households as follows:

- **Dark Blue Stripe Card** will be issued to diplomatic agents and members of the administrative and technical staff of the Diplomatic Missions, as well as to members of their immediate families;
- **Light Blue Stripe Card** will be issued to officials of International Organizations who enjoy privileges and immunities in respect of their official act as well as to members of their immediate families;
- **Green Stripe Card** will be issued to career consular officers who enjoy privileges and immunities as well as to members of their immediate families;
- **Grey Stripe Card** will be issued to honorary consular officers;
- **Plain Card** (no stripe) will be issued to persons other than those enjoying privileges and immunities, i.e. officials of the Asian

Institute of Technology (AIT), officials of the Taipei Economic and Cultural Office, members of the service staff of the Diplomatic Missions as well as members of their immediate families and private servants.

Members of the Diplomatic Missions, Consular Posts and International Organizations and their households are requested to carry their cards with them at all times.

In this regard, requirements in obtaining an identity card are as follows:

- A copy of the Note Verbale informing the Department of Protocol on the applicant's assumption of duty;
- A Note Verbale requesting for an identity card with the information on the applicant's name (in English and Thai languages), position and term of appointment and its copy;
- Two (2) completed application forms with the applicant's signature in black ink;
- Two (2) recent colored photographs (two-inches size) of the applicant with his/her name written on the back of each photograph;
- Two (2) copies of the applicant's current passport with pages containing details of the passport holder and immigration records;

The application form for identity card can be downloaded from the website: www.mfa.go.th. The identity cards for the dependents forming immediate family members of the members of the Diplomatic Missions, Consular Posts and International Organizations in Thailand, will be issued to the dependents with the age between 15 to 20 years only. When applying for the renewal of the identity card, the old card must be returned to the Department of Protocol.

8. Driving License

The Department of Protocol will convey the requests of the Diplomatic Missions, Consulates and International Organizations for the driving licenses for members of the Diplomatic Missions, Consular Posts and International Organizations and their respective spouses and children

with the age over 18 years to the Department of Land Transport, Ministry of Transport. Other members of their households can apply directly for driving licenses to the Department of Land Transport, Ministry of Transport.

The Diplomatic Missions, Consulates and International Organizations are requested to submit the relevant documents to the Department of Protocol for the driving licenses as follows:

- A Note Verbale requesting the driving license for the applicant and its copy;
- Two (2) copies of the applicant's current driving license;
- A Thai language translation of the applicant's current driving license and its copy;
- Two (2) completed application forms for driving license. The application form can be obtained from the Department of Land Transport;
- Two (2) copies of the applicant's passport.

9. VIP Lounges

The Diplomatic Missions, Consular Posts, International Organizations and representative offices of the foreign government accredited to Thailand are eligible to seek VIP lounge services at international airports in Thailand for the following dignitaries;

9.1 Head of State

9.1.1 Emperor/Empress

9.1.2 King/Queen

9.1.3 Member of Royal Family with the status of the Head of State, i.e. Emir, Sultan, Prince/Princess

9.1.4 President

9.1.5 Vice/Deputy President

9.1.6 Special Envoy of the Head of State

9.2 Head of Government

9.2.1 Prime Minister

- 9.2.2 Deputy Prime Minister
- 9.2.3 Special Envoy of the Head of Government
- 9.3 Head of Legislative Branch
 - 9.3.1 President of the Assembly
 - 9.3.2 President of the Senate
 - 9.3.3 President of the House of Representatives
- 9.4 Head of Judiciary Branch
 - 9.4.1 President of the Supreme Court
- 9.5 Head of International Organization
 - 9.5.1 UN Secretary-General
 - 9.5.2 Head of UN Specialized Agency
 - 9.5.3 Head of Regional Inter-governmental Organization
- 9.6 Minister of Foreign Affairs
- 9.7 Other Minister on an official visit to Thailand
- 9.8 Opposition leader in legislative branch
- 9.9 Ambassador and Consular Representative accredited to Thailand upon arrival on assumption of duty and departure on termination of duty
- 9.10 Religious leader
- 9.11 Guest of Their Majesties the King and Queen and Guest of the Members of the Royal Family
- 9.12 Foreign Royal Family Members
- 9.13 Guest of the Royal Thai Government

In this regard, a Note Verbale requesting for VIP lounge services shall be sent to the Department of Protocol **at least three-working days** in advance, unless in exceptional circumstances. Details regarding titles, names, positions, purpose of visit, date, time of arrival and departure, airline and flight number shall be provided. The maximum number of persons to receive/send off the high dignitaries is requested to limit at 7 persons at each VIP lounge.

The Immigration and customs formalities will be provided to the above-mentioned dignitaries and their delegations on official visit to

Thailand at the VIP lounge or at the normal immigration lane at the airport. In the case that the above-mentioned dignitary and his/her delegation are unable to obtain the relevant visas at the Royal Thai Embassy/Consulate prior to arrival in Thailand, the Diplomatic Missions, Consular Posts, International Organizations and representative offices of the foreign government accredited to Thailand shall send a Note Verbale requesting the exemption of visas for the dignitary and his/her delegation at the airport to the Department of Protocol at least three-working days in advance.

The above-mentioned dignitary and delegation on official visit to Thailand are waived from luggage x-ray procedure at the airport.

The body search and luggage x-ray procedure are waived at all cases as provided by the UN Convention on the Prevention and Punishment of Crimes against internationally Protected Persons, including Diplomatic Agents 1973 to the following dignitaries:

- Head of State;
- Head of Government;
- Head of International Organizations;
- Minister of Foreign Affairs.

The other dignitaries who are waived to body search and luggage x-ray procedure are as follows:

- Guest of Their Majesties the King and Queen and Guest of Members of the Royal Family;
- Foreign Royal Family Members.

The waiver of the body search and luggage x-ray procedure to the dignitaries and delegations may be considered on the reciprocity basis. Nevertheless, although the body search and luggage x-ray procedure is waived by the Thai authorities, the relevant airline has the full legitimate rights to conduct the body search and luggage x-ray procedure on passengers for the safety of the aircraft as provided by the condition of carriage of the commercial airlines.

In general, the expenses incurred on the reception of the above-mentioned dignitaries, who are on official visit or perform official missions in Thailand will be borne by the Royal Thai Government.

However, if the dignitaries are on transit or private visit in Thailand, the requesting party shall be responsible for the expenses incurred thereon.

When using the VIP lounge service, the immigration and customs formalities will be provided to the above-mentioned dignitary and delegation on official visit to Thailand at the VIP lounge or at the normal immigration lane at the airport.

In the case that the above-mentioned dignitary and his/her delegation are unable to obtain the relevant visas at the Royal Thai Embassy/Consulate prior to arrival in Thailand, the Diplomatic Missions, Consular Posts, International Organizations and representative offices of the foreign government accredited to Thailand shall send a Note Verbale requesting for the exemption of visas to the dignitary and his/her delegation at the airport to the Department of Protocol.

The Diplomatic Missions, Consular Posts, International Organizations and the representative offices of the foreign government accredited to Thailand are able to seek the VIP lounge services to other dignitaries who are not specified in the above-mentioned list by sending a Note requesting for such services directly to the Airport of Thailand Public Company Limited, which shall facilitate the request if the VIP lounges are available. The requesting party shall bear the expenses of the VIP lounge services incurred thereon.

10. Permission to Carry Firearms and Communication Equipment

10.1 The dignitary and/or his/her delegation as specified in Item 9 are eligible to temporarily carry firearms into Thailand for protection while staying in Thailand. The Diplomatic Mission, Consular Post, International Organization and the representative office of the foreign government accredited to Thailand shall submit a Note Verbale requesting for such purpose to the Department of Protocol at least seven-working days in advance. The Department of Protocol shall convey the request to the relevant Thai authorities for consideration to issue the temporary license on importing and carrying firearms into Thailand. Such request shall contain relevant information as follows:

- Name of the Dignitary in protection;
- Arrival and departure flight numbers of the dignitary;

- Name of officer who will import and carry firearms and his/her copy of passport;
- Brand, type and number of firearms;
- Number of ammunition.

10.2 The dignitary and his/her delegation as specified in Item 9 are able to bring with them communication equipment into Thailand for the purpose of coordination within the delegation during their stay in Thailand. The Diplomatic Mission, Consular Post, International Organization and the representative office of the foreign government accredited to Thailand shall submit a Note Verbale requesting for such purpose to the Department of Protocol at least five-working days in advance. The Department of Protocol shall convey the request to the relevant Thai authorities for consideration to grant the permit to the requesting party to use the equipment at a specified range of frequency while staying in Thailand.

11. Permission to Visit Thai Ports of Foreign Ships

The Diplomatic Mission is requested to send a Note Verbale requesting permission for its national ship to enter water territory and visit ports in Thailand well in advance at least 14 working days prior to the proposed date of arrival of the ship into Thailand to the Department of Protocol. The Department of Protocol shall convey the request to the relevant Thai authority, and inform the requesting party of its consideration in due course.

The Note shall contain necessary information including the name of the ship, dates and times of arrival and departure, gross tonnage, the names of captain and crew and the ports for the visit and the purpose of the visit.

12. Diplomatic Flight Clearance

The Diplomatic Mission is requested to send a Note Verbale requesting for a diplomatic flight clearance for the national aircraft, which will overfly the airspace of Thailand or land at the airports in Thailand well in advance, at least 14 working days prior to the proposed date of enter into/arrival to Thailand's airspace, to the relevant geographical departments (Department of European Affairs/Department of American

and South Pacific Affairs/Department of East Asian Affairs/Department of South Asian, Middle East and African Affairs) of the Ministry of Foreign Affairs. The geographical department will convey the request to the relevant Thai authority, and inform the requesting party the flight clearance number in due course. The diplomatic flight clearance number is generally valid for 24 hours. If there is a change in the flight schedule, the Thai authorities shall be informed at once for issuing the new code number of the diplomatic flight clearance.

The Note shall contain necessary information including the type of aircraft, call sign, points of entry and departure, dates and time, and the purpose of such request.

Part 3

Protocol Guidelines for the Arrival of the New Ambassador

1. Appointment of the New Ambassador

The request for the agrément of the new Ambassador shall be made either through the Diplomatic Mission in Thailand by sending a Note Verbale to the Department of Protocol or through the Royal Thai Embassy in the sending State. The request shall be accompanied by a curriculum vitae of the new Ambassador. The Department of Protocol will send a return note to inform the mission in Thailand or instruct the Royal Thai Embassy to inform the Ministry of Foreign Affairs of the sending State of the agreement.

2. Arrival of the Ambassador-Designate

The Diplomatic Mission shall inform the Department of Protocol at least seven-working days in advance of the arrival date and time of the Ambassador-Designate. The flight number, the names of the accompanying party and any other related information shall be provided so that appropriate arrangements and courtesies will be accorded.

The Ambassador-Designate will be received on arrival in Bangkok by a high-ranking protocol official provided that the time of arrival is during normal office hours, from **08.30 to 16.30 hours on weekdays**. The Diplomatic Mission is responsible for transportation on arrival for the Ambassador-Designate.

3. Calling at the Ministry of Foreign Affairs after Arrival

The Ambassador-Designate should seek an appointment with the Director-General of the Department of Protocol at the earliest opportunity to submit copies of relevant documents required for the request for an audience with His Majesty the King and for granting the commencement of Ambassadorial duty.

The Director-General of the Department of Protocol will advise the Ambassador-Designate of the procedure to present the Letters of Credence to His Majesty the King. A non-resident Ambassador may submit the required documents through the Royal Thai Embassy in the country where the Ambassador currently resides.

4. Documents Required for the Request for an Audience with His Majesty the King and for Granting the Commencement of Ambassadorial Duties

The Ambassador-Designate shall bring to the Director-General of the Department of Protocol the following documents:

- A copy of the Letters of Credence;
- A copy of the Letters of Recall of the Predecessor;
- A copy of the written speech addressed to His Majesty the King;
- Two (2) passport-sized photos.

Note:

- If the Letters of Credence and the Letters of Recall are in any other language than English, they must be accompanied by an English translation.
- The speech must be written in English and should not be longer than two pages.

5. Request for the Royal Audience and the Commencement of Ambassadorial Duties

5.1 The Department of Protocol will submit the Letters of Credence and the other relevant documents to the Office of His Majesty's Principal Private Secretary, together with the formal request for an audience with His Majesty the King for the presentation of the Letters of Credence.

5.2 The Office of His Majesty's Principal Private Secretary will submit all documents to His Majesty the King.

5.3 The Ministry of Foreign Affairs will inform the Ambassador-Designate when the Letter of Notification from the Office of His Majesty's Principal Private Secretary has been issued. The Ambassador then can commence the official duties as from the date stated in the Letter of Notification from the Office of His Majesty's Principal Private Secretary. This process normally takes at least 10 working days.

5.4 The Ambassador's order of precedence is established by the date of assumption of duties as stipulated in the Ministry's reply Note.

5.5 The Department of Protocol will confirm to the Ambassador the date of the Presentation of Credentials.

6. Ceremony of Presentation of the Letters of Credence

6.1 His Majesty the King has graciously designated His Royal Highness Crown Prince Maha Vajiralongkorn to represent His Majesty in granting an audience for the presentation of the Letters of Credence of the new Ambassadors.

6.2 The conversation with His Royal Highness the Crown Prince will be in English.

6.3 The Ceremony of the presentation of the Letters of Credence takes place at Ambara Royal Palace.

6.4 On the Ceremony day, the Royal Motorcade from the Palace and the Director-General or a senior official of the Department of Protocol will receive the Ambassador at the residence/Embassy and accompany him/her to the Palace. The Royal Motorcade will be formed in the following order:

- A police lead car;
- 3 police outriders;
- The Royal vehicle for the Ambassador and the Director-General or a senior official from the Department of Protocol;
- A police tail car.

Note: For the non-resident Ambassador, the Royal Motorcade will receive him/her at the Ministry of Foreign Affairs.

6.5 **Only the Ambassador will be invited** to attend the Ceremony.

6.6 The attire for the Ceremony is a **morning coat, a uniform or a national dress** (a dark suit or business suit cannot be worn for the Ceremony). For women, a suit with a skirt sufficiently long to cover the knees shall be worn.

6.7 The Ambassador will carry the original Letters of Recall of the predecessor, the Letters of Credence and the written speech (addressed to His Majesty the King), put together in one envelope (white colour).

6.8 Upon arriving at the Palace Main Gate, only Royal vehicle will proceed to Ambara Royal Palace.

6.9 The Minister of Foreign Affairs of the Kingdom of Thailand, who is in the white uniform, and the Ambassador are expected to arrive at Ambara Royal Palace prior to the Ceremony for rehearsal of the audience.

6.10 The Aide-de-Camp on duty and Royal Household officials will welcome and lead the Ambassador to the designated place in the Palace. The Ambassador will then be introduced to the Senior Chamberlain and will be invited to the holding room.

6.11 In the Ceremonial Hall, those in attendance (the Minister of Foreign Affairs, H.R.H Crown Prince's Private Secretary and the Aide-de-Camp) will be standing at each designated place until the end of the Ceremony.

6.12 After His Royal Highness the Crown Prince arrives and stands at the designated place, the Senior Chamberlain will lead the Ambassador and the Director-General of the Department of Protocol from the doorway of the Ceremonial Hall to their designated places in the Ceremonial Hall. The Ambassador will stand on the right side of the Senior Chamberlain while the Director-General of the Department of Protocol will stand behind the Ambassador. Then, all will make the first bow to salute His Royal Highness the Crown Prince after which the Ambassador and the Senior Chamberlain will advance 6 steps and make the second bow while the Director-General of the Department of Protocol proceeds to his designated place.

6.13 The Senior Chamberlain will present the Ambassador to His Royal Highness the Crown Prince. The Ambassador will then bow and proceed towards His Royal Highness the Crown Prince and bow.

6.14 The Ambassador will hand the envelope containing the Letters of Credence, the Letters of Recall and the written speech to His Royal Highness the Crown Prince. Having handed the Royal Reply in the envelope to the Ambassador, His Royal Highness the Crown Prince will converse with the Ambassador for an appropriate period of time. At the end of the audience, His Royal Highness the Crown Prince will shake hands with the Ambassador who will then bow and step backward to the right side of the Senior Chamberlain and make another bow.

6.15 Upon leaving the Ceremonial Hall, the Ambassador, together with the Senior Chamberlain on the left side, will walk backwards 6 steps while the Director-General of the Department of Protocol will step to the rear of the Ambassador. Then they will make a bow and walk towards the doorway.

6.16 The Royal Household official will lead the Ambassador to the room next to the Ceremonial Hall where the Ambassador will sign a visiting book. After that, the Ambassador will be ushered back to the holding room.

6.17 As the Ceremony concludes, the Ambassador is invited to a small vin d'honneur at which a congratulatory toast will be proposed by the Minister of Foreign Affairs followed by a photo session.

6.18 After the photo session, the Director-General or a senior official of the Department of Protocol will escort the Ambassador back to the Royal vehicle and leave Ambara Royal Palace for the residence/Embassy in the same procession.

7. Termination of Mission

The Ministry of Foreign Affairs shall be notified of the termination of the tour of duty of the Ambassador. The Ambassador, who wishes to seek a farewell audience with His Majesty the King of Thailand and the Royal Family, shall submit the Note Verbale requesting for a farewell audience with His Majesty the King and the Royal family members through the Department of Protocol **at least 10 weeks** before the departure date. For

the Royal Audience, the Ambassador shall wear a dark suit or a national dress. For women, a suit with a skirt sufficiently long to cover the knees shall be worn. Should the Ambassador wish to have the spouse present at the audience, a request should be made in the Note Verbale, and a curriculum vitae of the spouse should be attached.

On the leaving day, the resident Ambassador will be sent off by a high-ranking protocol official provided that the time of departure is during normal office hours, between **08.30 to 16.30 hours on weekdays**.

Part 4

Guideline for Bestowal of the Royal Decorations on Diplomatic agent

A Diplomatic agent, who has been stationed in Thailand on official duty no less than two years, may be bestowed with a Royal decoration on completion of his/her term of duties on reciprocal basis. The class of the Royal decoration will be corresponded with the rank of a Diplomatic agent during his/her official stay in Thailand.

The class of the Royal decoration is categorized as follows:

Ambassador Extraordinary Plenipotentiary	<ul style="list-style-type: none">• The Knight Grand Cross of the Most Exalted Order of the White Elephant
Minister	<ul style="list-style-type: none">• The Knight Grand Cross of the Most Noble Order of the Crown of Thailand
Chargé d'Affaires a.i.	<ul style="list-style-type: none">• The Knight Commander of the Most Exalted Order of the White Elephant
Minister Counsellor	<ul style="list-style-type: none">• The Knight Commander of the Most Exalted Order of the White Elephant
Counsellor	<ul style="list-style-type: none">• The Knight Commander of the Most Noble Order of the Crown of Thailand

First Secretary

- The Commander of the Most Exalted Order of the White Elephant

Second Secretary

- The Companion of the Most Exalted Order of the White Elephant

Third Secretary

- The Member of the Most Exalted Order of the White Elephant.

Part 5

Diplomatic Privileges and Immunities

In accordance with international practices, the privileges and immunities accorded to staff members of the Diplomatic Missions, Consular Posts and International Organizations in Thailand are based on the principles of non-discrimination and reciprocity, and are governed by the Vienna Convention on Diplomatic Relations 1961, the Vienna Convention on Consular Relations 1963 and by the Diplomatic Privileges and Immunities Act B.E. 2527 (1984), the Consular Privileges and Immunities Act B.E. 2541 (1998), which implement the said Conventions, as well as the agreements concerning privileges and immunities of the United Nations' Specialized Agencies and certain other International Organizations to which Thailand is a party. The purpose of these privileges and immunities is not to benefit individuals but to ensure the efficient and effective performance of the official function of the missions/organizations. It is also important to note that the said Vienna Conventions will only be eligible to expatriate staff of the mission. The locally-recruited staff will not enjoy the privileges and immunities.

The content in this part is generally compiled from legal documents, rules and regulations and practices of the Kingdom of Thailand. It should be considered as a reference tool and a set of general guidelines for staff members of the Diplomatic Missions, Consular Posts and International Organizations as well as their households stationed in Thailand, rather than a legally binding document.

1. Diplomatic Immunities

1.1 According to Article 29 and Article 31 of the Vienna Convention on Diplomatic Relations 1961, a diplomatic agent shall be inviolable and shall enjoy immunity from the criminal, civil and administrative jurisdiction of the receiving State.

1.2 Under the Vienna Convention on Diplomatic Relations 1961, the followings are inviolable:

- Premises of the mission and its means of transport (Article 22);
- Archives and documents of the mission (Article 24);
- Official correspondence, diplomatic bag and diplomatic courier (Article 27);
- Diplomatic agents (Article 29), members of the administrative and technical staff of the mission and members of their immediate families forming part of their households only if they are not nationals or permanent residents of the receiving State (Article 37, paragraph 1 and Article 37, paragraph 2);
- Private residences of diplomatic agents (Article 30) and members of the administrative and technical staff of the mission if they are not nationals or permanent residents of the receiving State (Article 37 paragraph 2) as well as their papers, correspondence and property (Article 30, paragraph 2). Property is only inviolable when used by persons enjoying privileges and immunities;

1.3 Under the provisions of the Vienna Convention on Consular Relations 1963, the followings are inviolable:

- The Consular premises (Article 27, Article 31);
- The Consular's archives and documents (Article 33);
- The official correspondence of the Consular Post (Article 35, paragraph 2);
- The Consular courier (Article 35, paragraph 5);
- Consular Officer, with certain exceptions (Article 41).

1.4 The receiving State is under a special duty to take all appropriate steps to protect the premises of the mission against any intrusion or damage and to prevent any disturbance of the peace of the mission or impairment of its dignity. The premises of the mission shall also be immune from search, requisition, attachment or execution. Therefore, the receiving State shall accord full facilities for the performance of the functions of the Mission.

1.5 The Diplomatic Missions, Consular Posts and International Organizations that wish to request for extra security measures, should submit a Note Verbale informing their request to the Department of Protocol so that the Department could coordinate with the Thai authorities concerned to increase security measures and other protection facilities for the Diplomatic Missions, Consular Posts and International Organizations on various occasions such as the National Day Reception hosted by the Diplomatic Missions, Consular Posts and International Organizations. Moreover, the Department will also provide related protection measures to the Diplomatic Missions, Consular Posts and International Organizations in time of crisis. The Missions are also encouraged to establish direct contacts with the police in the vicinity on security issues.

1.6 It is important to note that according to Article 41 of the Vienna Convention on Diplomatic Relations 1961 and Article 55 of the Vienna Convention on Consular Relations 1963, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State. Diplomatic and consular immunities do not relieve diplomatic and consular personnel of the duty to discharge all private financial obligations incurred during their stay in Thailand.

2. Firearms

Members of Diplomatic Missions, Consular Posts and International Organizations, who wish to possess firearms with a justified security reason, shall submit a request to the Department of Protocol for the importation, exportation, registration and licensing of firearms. The Department of Protocol will consider the request on a case-a-case basis. After obtaining a firearm certificate from the relevant Thai authorities, the members shall carry the firearms only within the premises of the chancery and residence. Upon completion of the applicant's assignment, the

firearms shall be taken out of Thailand unless a transfer request to another privileged person has been approved prior to the departure of the applicant.

A Note Verbale with a copy requesting such importation, exportation, registration and licensing of firearm shall comprise of the following information:

- Name of consignee and his/her assignment;
- Details of firearms (make, model, caliber and serial number);
- Copy of bill of lading;
- Date of arrival or departure;
- Name of port of arrival or of departure;
- Firearms depositary document issued by a captain of the aircraft to whom such firearms are entrusted.

3. Access to Restricted Areas at Suvarnabhumi International Airport

The Department of Protocol will facilitate the issuance and the renewal of airport passes with the Airports Authority of Thailand (AOT), for official use of the members of Diplomatic Missions, Consular Posts and International Organizations, to gain access to restricted areas at the Suvarnabhumi International Airport. Two (2) different types of airport passes without photograph will be issued to members of Diplomatic Missions, Consular Posts and International Organizations by AOT as follows:

- Pass Number 6: permits entrance to and exit from all areas of the arrival hall, departure hall and the apron of commercial aircrafts for the purpose of delivering and receiving diplomatic bags;
- Pass Number 2 and 3: permits entrance to and exit from the arrival Hall up to the area in front of passport control, and the departure hall up to the area in front of AOT security checkpoints.

Note:

- Airport passes must be renewed annually.
- Temporary airport passes which are valid for 24 hours may also be obtained from AOT for special occasion, such as the visit of the Head of State or high-ranking officials. A Note Verbale detailing the need, occasion and list of persons to enter the restricted areas of the airport should be sent directly to the Security Sub-Division of AOT at the airport.
- The holders of all types of passes are requested to carry their respective identity cards in order to prove their identity to AOT's security personnel before entering or leaving the restricted areas of the airport or while they are inside the restricted areas in the airport.

4. Security Measures at Suvarnabhumi International Airport

All members of the Diplomatic Missions, Consular Posts and International Organizations are advised to strictly observe the security measures at the Suvarnabhumi International Airport with the view to ensure the general safety of all passengers traveling by air as follows:

4.1 All members of the Diplomatic Missions, Consular Posts and International Organizations are requested to fully comply with the security measures of AOT, which require that security officers of the airport have the rights to undertake screening measures at the time of boarding by walking through metal detector. The personal belongings of each and every out-bound passenger regardless of whether they are traveling under the diplomatic passport or not as well as their baggage must be passed through the X-ray screening. Exceptions will be granted only on a case-by-case basis to those who obtain an official note from the Department of Protocol requesting the relevant authorities to waive the screening procedures.

4.2 Members of the Diplomatic Missions, Consular Posts and International Organizations are requested to present the official note of their diplomatic bags, which are properly sealed and marked by the authorized personnel to the relevant airport authorities when delivering or receiving diplomatic bags. The diplomatic bags are principally inviolable. However, in case of the eventual search of the diplomatic bags, AOT officials will exercise their utmost respect to the inspection.

4.3 Diplomatic Missions, Consular Posts and International Organizations, which seek to receive airport facilitation for their high dignitaries during their visit to Thailand, are requested to inform the Department of Protocol in advance of their schedules of arrivals and departures. The Department of Protocol will coordinate with AOT in extending such facilitation.

5. Procedures for Receiving and Delivering of Diplomatic Bags

5.1 In compliance with Article 27 of the Vienna Convention on Diplomatic Relations 1961, diplomatic bags bearing an official diplomatic seal shall not be opened or detained. Diplomatic bags may contain only diplomatic documents or articles intended for official use. The articles shall be in reasonable quantities and not be prohibited or restricted imported goods under the regulations of Thailand.

The diplomatic bags will be received after passing the customs procedures. In case there are serious grounds for the eventual search, the diplomatic bags are due to pass the X-ray screening procedures. Such inspection shall be conducted in the presence of a diplomat or his/her authorized representative.

5.2 Other items of diplomatic nature, which are to be loaded in the cabin compartment of the aircraft, will pass the normal security procedures, which are equipped with the Computed Tomography X-ray (CTX) System. The CTX, which is an explosive detecting system, will not explicitly reveal the content inside the diplomatic bag but will detect suspected explosive substances.

6. Acquisition and Sale of Land and Building by Diplomatic Missions

6.1 In accordance with Section 86 of the Land Code Act B.E. 2497 (1954), foreigners may acquire land in Thailand only by virtue of the provisions of a treaty. Diplomatic Missions, Consular Posts and International Organizations that wish to acquire the ownership of land and building in Thailand for official use as a residence of the Head of the Mission or a Chancery, or to sell it, shall submit a Note Verbale informing such intention to the Department of Protocol, who will then coordinate with the Department of Treaty and Legal Affairs for further consideration.

6.2 An agreement on land acquisition between Thailand and the interested country is normally concluded by the Exchange of Notes, which will allow both parties to acquire ownership of such land and building on a reciprocal basis. The relevant taxes, dues and fees for a transfer of ownership of land and building can be exempted provided that there are such provisions specified in the Notes.

7. Request for Immigration and Customs Facilitation at the Border Checkpoints

Members of the Diplomatic Missions, Consular Posts and International Organizations that wish to make a round trip (outbound and inbound) to the neighbouring countries by means of road transportation shall submit a Note Verbale informing such purposes to the Department of Protocol. The Department of Protocol will coordinate with the relevant authorities to extend immigration and customs facilitation at the border checkpoints for such trip. The Note Verbale shall contain the necessary information such as details of the vehicle (model, engine number, registration plate number), names of the driver and passenger(s) and copies of their passports, date and route of the journey.

8. Acquisition and use of Motor Vehicles

In accordance with the Ministry of Foreign Affairs Regulation on Motor Vehicles in Relation to Persons Entitled to Privileges, B.E. 2532 (1989), the acquisition and use of motor vehicle (automobiles and motorcycles) by members of the Diplomatic Missions, Consular Posts and International Organizations, who enjoy an exemption from customs duties, taxes and related charges, are destined for the performance of their functions only not for the benefit of individuals. The traffic law and regulations of Thailand should be strictly observed.

Details of the Regulation are as follows:

8.1 The acquisition of motor vehicles for official use of the Diplomatic Missions, Consular Posts and International Organizations and their staff members' personal use, as well as of their family members forming part of the households, shall be carried out only with the prior written approval of the Department of Protocol.

8.2 The number of motor vehicles, which may be acquired by the Diplomatic Missions, Consular Posts and entitled International Organizations for their official and personal use, shall be determined in relation to the performance of their functions. The Department of Protocol will consider the appropriate number of motor vehicles on a case-by-case basis as well as on a reciprocity basis.

8.3 The number of motor vehicles, which may be acquired by the Diplomatic Missions, Consular Posts and entitled International Organizations, for personal use of their staff members are generally as follows:

- Two (2) motor vehicles for the head of the diplomatic mission of ambassadorial rank;
- One (1) motor vehicle for a diplomatic agent of lower rank and career consular officer;
- One (1) motor vehicle for a member of the administrative and technical staff of a Diplomatic Mission, who is neither a Thai national nor a permanent resident in Thailand, provided that it shall be acquired within six months from the day he/she assumes his/her duty in Thailand.

8.4 For international organizations, the number of motor vehicles acquired under the Regulation shall comply with the agreements concluded between each International Organization and the Royal Thai Government. In general, the head of an International Organization and its officials whose level and rank equal to members of the Diplomatic Missions with an annual contract of at least one year shall each be entitled to one motor vehicle. Nevertheless, the head of an International Organization with ambassadorial rank shall be entitled to two motor vehicles.

8.5 All motor vehicles acquired under this regulation by members of the Diplomatic Missions, Consular Posts and International Organizations shall be used only to ensure the effective performance of their functions, and shall not be used by any other person for whatever purposes. The motor vehicles shall also not be used before their registrations, and when the registration plates have not yet been received from the competent authorities. In case a staff member uses any motor vehicle acquired under this regulation for any purpose other than that

specified above without any justifiable reason, the Ministry of Foreign Affairs shall consider the revocation of its registration and shall proceed to have the customs duties, taxes and related charges imposed for that motor vehicle or take any measure it deems appropriate.

8.6 When the motor vehicle acquired under this regulation is disposed of or exported, members of Diplomatic Missions, Consular Posts and International Organizations may acquire a new motor vehicle in its place only in the case that the motor vehicle, which is being replaced, has been registered under the name of the owner for a period not less than two years, and in the event that the service of the members of the Diplomatic Missions, Consular Posts and International Organizations in Thailand is expected to continue at least one year beyond the date of the acquisition of a new motor vehicle. Members of the administrative and technical staff of the Diplomatic Missions are not entitled to acquire any new motor vehicle to replace the previous acquisition.

8.7 The above regulation shall not be applied to motor vehicles which are irreparably damaged or stolen on the condition that the concerned members of the Diplomatic Missions, Consular Posts and International Organizations provide comprehensive evidence to the effect that serves the satisfaction of the Department of Protocol.

8.8 In all cases, written approval of the Department of Protocol must be obtained before any transfer or sale of motor vehicles under this Regulation. When the privileges of the owner are terminated, the process of transfer, sale or exportation shall be undertaken and the registration documents as well as the registration plates shall be returned to the competent authority before the day of the completion of their tour of duty. It is important to note that all diplomatic privileges shall cease at the moment when the owner leaves Thailand, or after an expiry of a reasonable period of time in which the Department of Protocol deems appropriate.

8.9 In case the owner of the motor vehicle has completed the tour of duty and has left Thailand without completing the formalities on disposal (sale or transfer of ownership) of the motor vehicle, a problem relating to taxes will arise from this motor vehicle and it will not be transferable to a third party. Therefore, it is advisable for the potential purchaser of a motor vehicle belonging to a member of the Diplomatic Mission, Consular Post or International Organization to realize the said condition

prior to the purchasing process, and consult with the Department of Protocol. Otherwise, the Diplomatic Mission, Consular Post and International Organization shall be liable for duty payment assessed on the nature and value of the motor vehicle.

8.10 The sale or transfer of ownership of motor vehicles to a person not entitled to privileges or export of motor vehicles is subjected to the laws and regulations in force concerning payment of customs duty, taxes and other related matters. According to the announcement of the Ministry of Finance No. ๙๓ 9/2537 Subject: Exemption From the Provision of Section 10 of the Customs Tariff Decree B.E. 2530, such a motor vehicle (excluding motorcycle) will be exempted from customs duty and taxes after the expiry of a period of five years from the date on which it was imported.

8.11 The delivery of a motor vehicle to the transferee or the buyer can be made only after the Department of Protocol has notified the Department of Land Transport, Ministry of Transport, of the transfer or sale of the motor vehicle.

8.12 Motorcycles that are imported into Thailand have no duty free period. The sale of the imported motorcycles to non-privileged persons shall be subjected to the payment of customs duty and taxes in accordance with the law.

9. Formalities for the Acquisition or Disposal of Motor Vehicles

9.1 Prior Approval from the Ministry of Foreign Affairs for Purchase/ Import

The Diplomatic Missions, Consular Posts and International Organizations must obtain the approval from the Department of Protocol prior to the purchase or import of a motor vehicle. The Note Verbale seeking the Department's approval shall contain the information on the name and rank of the purchaser/owner and particulars of the motor vehicle (make, model and year of manufacture). A copy of the Note Verbale informing the assumption of duty of the purchaser/owner shall also be attached.

9.2 Import of Duty-Free Motor Vehicle

When the motor vehicle arrived, members of the Diplomatic Missions, Consular Posts and International Organizations shall submit the required documents for customs clearance procedures. A Note Verbale with two (2) copies requesting import of duty-free motor vehicle shall contain the following information:

- Consignee's name and rank and the information on manufacture, model and year of manufacture of the motor vehicle including its engine number, chassis number, cylinder and engine displacement (cubic capacity) and color as well as date of arrival and the name of vessel;
- Three (3) completed entry forms for the diplomatic clearance of goods imported by the Diplomatic Mission, Consular Post and International Organization (DP.1) sealed and signed by the authorized person of the Mission or Organization. The form can be obtained from the website: www.mfa.go.th;
- Original delivery order with two (2) copies sealed and signed by the authorized person of the Mission or Organization;
- Three (3) copies of the bill of lading or airway bill and invoice sealed and signed by the authorized person of the Mission or Organization.

9.3 Registration of Duty-Free Motor Vehicle

9.3.1 The request for vehicle registration shall be made through the Department of Protocol. According to Thailand's Motor Vehicle Act B.E. 2522 (1979), diplomatic registration plates are classified into 5 types:

- **The white registration plate** with the alphabet "ท" is for the official car of the Embassy and the personal car of diplomats;
- **The blue registration plate** with the alphabet "พ" is for the personal car of the administrative staff of the Embassy;

- **The blue registration plate** with the alphabet “อ” is for the official car of the International Organization and the personal car of its staff;
- **The blue registration plate** with the alphabet “น” is for the career consul;
- **The grey registration plate** with the alphabet “ร” is for the honorary consul.

The Diplomatic Missions, Consular Posts and International Organizations shall submit the following documents to the Department of Protocol for the registration of motor vehicle.

- Three (3) copies of Note Verbale giving details of the imported motor vehicle;
- Three (3) copies of a certificate of import (Form 32 issued by Customs Department) sealed and signed by the authorized person of the Mission or Organization;
- Three (3) copies of proof of liability insurance.

9.3.2 In accordance with Thailand’s Motor Vehicle Act B.E. 2522 (1979), all diplomatic privileged motor vehicles both official and personal vehicles must have at least a “Third Party Plus Compulsory Insurance Coverage” at all times.

9.3.3 The Diplomatic Missions, Consular Posts and International Organizations are requested to submit the Ministry’s Note for the registration of duty-free motor vehicles to the Department of Land Transport, Ministry of Transport within 15 days as from the date of the issuance of the Ministry’s Note.

9.4 Registration of Duty-Paid/Locally Purchased Motor Vehicle

The request for registration of the duty-paid/locally purchased motor vehicle shall be made through the Department of Protocol. A Note Verbale with a copy requesting for such registration shall provide all details of the motor vehicle, accompanied by two (2) copies of the vehicle registration book, insurance policy, identity card of the owner, and/or invoice, sealed and signed by the authorized person of the Mission or Organization.

9.5 Annual Renewal of Vehicle Registration

Diplomatic Missions, Consular Posts and International Organizations are required to renew the motor vehicle registration annually. A Note Verbale with its copy requesting renewal of the motor vehicle registration shall contain information on the name of the owner, accompanied by details of the motor vehicle, registration plate number, two (2) copies of the motor vehicle registration book and insurance policy sealed and signed by the authorized person of the Mission or Organization.

9.6 Disposal of Duty-Free Motor Vehicles

9.6.1 The Diplomatic Missions, Consular Posts and International Organizations shall submit a Note Verbale requesting approval from the Department of Protocol for the disposal of the duty-free motor vehicles. Upon receiving the Ministry's approval, the Diplomatic Missions, Consular Posts and International Organizations shall submit three (3) copies of Note Verbale providing details of the motor vehicle and the name and address of the purchaser. The Note Verbale shall be accompanied by three (3) copies of the vehicle registration book sealed and signed by the authorized person of the Mission or Organization and three (3) copies of personal documents of the purchaser (identity card and house registration certified by the holder).

9.6.2 The sale of duty-free motor vehicles to non-privileged person is subjected to payment of duties and taxes determined by Customs Department. After the payment was made, original receipt issued by Customs Department with two (2) copies sealed and signed by the authorized person of the Mission or Organization, shall be provided to the Department of Protocol.

9.6.3 The Diplomatic Missions, Consular Posts and International Organizations, wishing to sell the duty-free motor vehicles to a privileged person, shall submit a Note Verbale requesting approval from the Department of Protocol for the disposal of the duty-free motor vehicles to the privileged persons. Upon receiving the Department's approval, the Diplomatic Missions, Consular Posts and International Organizations shall submit three (3) copies of Note Verbale providing details of the motor vehicle and the name and address of the purchaser,

accompanied by three (3) copies of vehicle registration book sealed and signed by the authorized person of the Mission or Organization. A Note Verbale with two (2) copies from the purchaser's Mission expressing intention to purchase the motor vehicle shall be accompanied by three (3) copies of the Note Verbale informing the assumption of duty of the purchaser.

9.7 Disposal of Duty-Paid/Locally Purchased Motor Vehicle

The Diplomatic Missions, Consular Posts and International Organizations, that wish to dispose the duty-paid/locally purchased motor vehicle, shall submit a Note Verbale requesting approval from the Department of Protocol for the disposal of the said motor vehicle. Upon receiving the Department's approval, they shall submit three (3) copies of Note Verbale providing details of the motor vehicle and the name and address of the purchaser. The Note Verbale shall be accompanied by two (2) copies of the vehicle registration book sealed and signed by the authorized person of the Mission or Organization, and two (2) copies of personal documents of the purchaser (identity card and house registration certified by the holder).

9.8 Export of Duty-Free Motor Vehicles

The Diplomatic Missions, Consular Posts and International Organizations, wishing to export the duty-free motor vehicle, shall submit a Note Verbale with three (3) copies providing information on the owner's name and rank, details of motor vehicle, destination, date of export and name of vessel and port of departure, accompanied by three (3) copies of vehicle registration book sealed and signed by the authorized person of the Mission or Organization.

9.9 Vehicle Registration for Honorary Consular Officers

According to the Regulation of the Ministry of Transport regarding the issuance of motor vehicle registration plates for official use of honorary consular officers, effective as of 11 June 2008, the regulations are as follows:

9.9.1 In applying for the Honorary Consular Officer's registration plate, the motor vehicle in question must be free from lease or other form of contracts and is registered under the name of the Honorary

Consular Officer only. Upon receiving the Honorary Consular Officer's registration plate, the local plate must be returned to the Department of Land Transport, Ministry of Transport.

9.9.2 In this regard, a Note Verbale with a copy requesting for the vehicle registration plate shall be submitted to the Department of Protocol, providing information of the motor vehicle. The Note Verbale shall be accompanied by two (2) copies of the vehicle registration book and identity card of the Honorary Consul.

9.9.3 It is to be noted that the said registration plate for the Honorary Consular Officer is not a requirement and, therefore, those who wish to retain their local registration plate may continue to do so.

9.9.4 According to the Vienna Convention on Consular Relations 1963, the motor vehicle for Honorary Consul is not entitled to privileges and immunities. The said motor vehicle is, therefore, subjected to the enforcement of the relevant Thai laws and regulations, i.e. annual tax payment.

10. Formalities for Customs Clearance of Imported Goods

10.1 The Diplomatic Missions, Consular Posts and International Organizations shall submit a Note Verbale with two (2) copies requesting for customs facilities for importation of goods. The Note Verbale shall provide details of the imported goods, and shall be accompanied by three (3) completed entry forms for diplomatic clearance of goods imported by the Diplomatic Mission, Consular Post and International Organization (DP.1), and three (3) copies of delivery order, bill of lading or airway bill, invoice or packing list (for personal effects, certificate of vaccination or pet passport (for the importation of pets), sealed and signed by the authorized person of the Mission or Organization, including a copy of the Note Verbale informing the assumption of duty of the relevant person (for the importation of used household goods and personal effects only).

10.2 The Diplomatic Missions, Consular Posts and International Organizations shall submit the Note Verbale with a copy informing the name of the member of the Mission or Organization, who is designated as the authorized person of the Mission or Organization on importation/ exportation of goods and any other relevant matters of privileges and

immunities, together with his/her three (3) specimens of signatures to the Department of Protocol.

10.3 The details of imported goods which international organizations may apply for the exemption of customs duty shall comply with the agreements concluded between each international organization and the Royal Thai Government.

10.4 While no precise quantitative restriction is placed upon the importation of dutiable goods exempt from customs duties on the grounds of diplomatic privileges, it is expected that only reasonable quantities of such goods shall be imported and that the privileges so accorded shall not be the object of any abuse. Goods imported on a duty-free basis under customs privileges must be destined for the exclusive use of the office or person as stated in the Note. They must not be transferred to any other persons or places.

10.5 The Diplomatic Missions, Consular Posts and International Organizations are requested to notify the Department of Protocol in advance of any transportation or movement of a large quantity of products already imported into Thailand on a duty-free basis. Details of products, dates and time of transportation as well as their destination are also requested. Exemption from customs inspection is granted in conformity with the generally accepted international practices. However, the customs authorities have the rights to inspect packages in any circumstances after consultation with the Department of Protocol. If there is such a case, the Department of Protocol shall inform the Head of the Diplomatic Mission, Consular Post and International Organization concerned at the earliest opportunity so that he/she can assign his/her representative to be present when the packages are opened.

10.6 In the case that the imported goods are subjected to special regulations, compliance with such regulations is required. The Diplomatic Missions, Consular Posts and International Organizations must request for permission from the Thai authorities concerned via the Department of Protocol prior to the importation of prohibited or restricted goods such as radio communications equipment, firearms and offensive weapons, antiques of arts or Buddha images, marbles and building stones, etc. Additional information can be found on the website: www.customs.go.th.

10.7 With regard to fresh fruits/plants, the Diplomatic Missions, Consular Posts and International Organizations shall submit a request for import permission along with all information required directly to the Director-General, Department of Agriculture, Ministry of Agriculture and Cooperatives prior to the importation in accordance with the Notification of Department of Agriculture on Specifications, Methods and Conditions of Pest Risk Analysis for the Importation of Prohibited Articles dated 11 July B.E. 2550 (2007).

10.8 The Diplomatic Missions, Consular Posts and International Organizations shall observe the quota on the import of duty-free alcoholic drinks allocated by the Department of Protocol.

10.9 On exportation of goods, the Diplomatic Missions, Consular Posts and International Organizations shall submit three (3) copies of Note Verbal providing details of the exportation of goods (the date of termination of consignee's tour of duty, the numbers of cases or packages, weight, CIF value, name of vessel/aircraft, the port of departure, the country of destination and the date of export. The Note Verbale shall be accompanied with three (3) copies of invoice sealed and signed by the authorized person of the Mission or Organization or the packing list (for personal effects)

11. Export of Objects of Thai Cultural Heritage and Import of Antique/ Objects of Art/Buddha Images into Thailand

The Diplomatic Missions, Consular Posts and International Organizations shall submit a request for permission license along with all the supporting documents required through the Department of Protocol prior to the exportation or importation of such objects.

11.1 Export

Buddha images, Bodhisattva or fragments thereof are forbidden to be taken out of Thailand except for worship by Buddhists, or as being part of a cultural exchange or for educational purposes. A license for exportation must be obtained from the Department of Fine Arts, Ministry of Culture. Further information can be obtained from the website of the Department of Fine Arts: www.finearts.go.th and the website of the Department of Foreign Trade, Ministry of Commerce:

www.dft.go.th. Such a license is a legal document to allow export of antiquities and objects of art out of Thailand whether they are originals or reproductions.

In this regards, the Diplomatic Missions, Consular Posts and International Organizations shall apply for a license directly to the Department of Fine Arts, Ministry of Culture at least eight (8) days before the shipment of goods or departure of the applicant for verification before the issuance of license(s) in accordance with Section 22 of the Act on Ancient Monuments, Antiques, Objects of Arts and National Museum B.E. 2504 (1961) amended by the Act on Ancient Monuments, Antique, Objects of Art and National Museum No. 2 B.E. 2535 (1992).

In applying for a license, there shall be a completed application form signed by the applicant, two postcard-sized photographs of the front view of the object with a detailed description of the object and the applicant's passport with a certified copy by the authorized person of the Mission or Organization. The application form can be obtained directly from the Department of Fine Arts, Ministry of Culture.

11.2 Import

A member of a Diplomatic Mission, Consular Post or an International Organization, who wishes to import antiques/objects of art/Buddha images into Thailand, must seek a license for the importation of such objects from the Department of Fine Arts, Ministry of Culture.

Items to present in applying for a license are the same as in the above-mentioned export section.

Upon receiving the license from the Department of Fine Arts, the applicant is requested to submit a Note Verbale affixed with the seal of the Diplomatic Mission, Consular Post and International Organization concerned together with the completed entry form for diplomatic clearance of goods imported by the Diplomatic Mission, Consular Post and International Organization (DP.1), and the copy of a license to the Department of Protocol for the customs clearance procedures. Nevertheless, the officer of the Department of Fine Arts has the rights to inspect the imported objects for verification at the Customs House or at the International Airport's Customs House.

12. Importation of/and Authorization to use Radio Communication Equipment

According to the Vienna Convention on Diplomatic Relations 1961, the Diplomatic Missions, Consular Posts and International Organizations may install and use a wireless transmitter only with the consent of the receiving State. In this case, the Diplomatic Mission, Consular Post and International Organization shall submit a Note Verbale with a copy requesting for the importation, exportation and authorization to use all types of radio communication equipment in Thailand to the Department of Protocol. The Department of Protocol will facilitate in obtaining the authorization to use such radio communication equipment from the National Broadcasting and Telecommunications Commission (NBTC).

In this regard, the information on the details of radio communication equipments to be imported into Thailand (manufacture, model, frequencies etc., copy of bill of lading, date of arrival, name of port of arrival shall be attached to the said Note Verbale.)

The use of frequency permit must be renewed annually. Requests for the renewal shall be submitted via the Department of Protocol. The fee for the use of frequency of the Diplomatic Missions, Consular Posts and International Organizations is considered by the NBTC on reciprocal basis.

13. Exemption from Value Added Tax (VAT)

13.1 In accordance with Section 80/1 (5) of the Revenue Code and the Notification of the Director-General of the Revenue Department, Ministry of Finance, on Value Added Tax (No. 27) issued on 19 February B.E. 2535 (1992), Diplomatic Missions, Consular Posts, and specified International Organizations (with agreements that clearly provide VAT exemption) may apply for VAT exemption. The sale of goods and provision of services to Diplomatic Missions, Consular Posts and International Organizations, which enjoy VAT Exemption, are aimed to facilitate the performance of the Missions or Organizations, and, therefore, are strictly for official use or functional necessity of the Missions or Organizations, not for the personal consumption or benefit of an individual. Reciprocity will be taken into consideration.

13.2 Diplomatic Missions, Consular Posts and International Organizations shall be accorded zero-per cent value added tax only if the value of goods and services sold or provided by a supplier to the Diplomatic Missions, Consular Posts and International Organizations excluding VAT amounts on each particular purchase to 5,000 Baht or more.

13.3 The electricity, tap water and telephone charges of the Mission and the Head of Mission's residence can be requested for VAT exemption with any amount. It is requested that a certificate of the Ministry of Foreign Affairs is required when the Diplomatic Missions, Consular Posts and International Organizations apply for such VAT exemption for the first time.

13.4 On each occasion of and prior to purchasing goods and acquiring services, the Diplomatic Missions, Consular Posts and International Organizations shall request one zero-per cent tax certificate from the Department of Protocol. Such certificate shall be produced to the supplier on each occasion of buying goods and acquiring services.

13.5 Diplomatic Missions, Consular Posts and International Organizations shall send copies of the relevant sales or long-term service contracts together with copies of tax invoices to the Department of Revenue, Ministry of Finance, once every two months.

13.6 The Ministry of Foreign Affairs will issue a certificate for VAT exemption, which is valid for one month from the date of issuance. For long-term service contracts, the one-month period of validity runs from the date of their conclusion.

13.7 In applying for VAT exemption, the Diplomatic Missions, Consular Posts and International Organizations shall submit a Note Verbale with a copy requesting for VAT exemption. The Note Verbale shall be accompanied by two (2) sets of completed VAT 0% certificate application form affixed with the seal and certified by the authorized person of the Missions or Organizations, and two (2) sets of the supplier's tax invoice or price quotation, or the mission's internal authorization/ approved purchase order affixed with the seal and certified by the authorized person of the Missions or Organizations.

13.8 Diplomatic Missions, Consular Posts and International Organizations shall submit a Note Verbale with a copy notifying the names of the members of the Missions or Organizations, who are designated as the authorized persons of the Missions or Organizations on matters relating to VAT exemption with six (6) specimen signatures affixed with the seal to the Department of Protocol. Any change thereof shall be notified to the Department of Protocol together with specimen signatures.

13.9 The following particulars can be requested for VAT exemption on condition that the Royal Thai Embassy/Consulate in the receiving State is also accorded with the same privileges in a reciprocal basis:

- Accommodation services, maintenance, facilities (except electricity, tap water, telephone charges, internet, cable or satellite TV services), equipment/furniture rental services of which the lease contract is done in the name of, and paid for by the Embassy and is applicable only to members of the Diplomatic staff and members of the Administrative and technical staff;
- Handling, packaging and transporting of used personal effects and related customs clearance charges upon the termination of the tour of duty in Thailand of members of the Diplomatic staff and members of the Administrative and Technical staff to be done in the name of and paid for by the Diplomatic Missions;
- Hotel accommodation of visiting officials for official trips to Thailand.
- Training courses related to language, computer/IT, and security, which are deemed essential and beneficial to the functional performance of the Missions or Organizations and paid by the Missions or Organizations;
- Collective health/compulsory insurances paid by the Missions or Organizations.

13.10 Late applications for purchase of goods/services shall not be accepted especially for the purchase that has been made over 6 months.

13.11 The application form for certificate enabling the VAT registered supplier to apply zero-per cent tax rate in computing Value Added Tax in accordance with Section 80/1 (5) of the Revenue Code can be downloaded from the website: www.mfa.go.th. The supplier's price quotation, the internal authorization/approved of the purchase order indicating goods/services of the Diplomatic Missions, Consular Posts and International Organizations together with the supplier's name, address and tax identity card number are acceptable documents instead of the tax invoice in requesting for VAT 0% certificate from the Department of Protocol.

14. Excise Tax Refund for Gasoline

14.1 According to the Excise Act B.E. 2527 (1984) benzine, gasoline and diesel consumed by the official and personal motor vehicles of the Diplomatic Missions and the Consular Posts, by the official motor vehicles of the United Nations and its Specialized Agencies, and by the other International Organizations to which the Royal Thai Government is obliged under agreements to accord the same treatments as accorded to the Diplomatic Missions, the United Nations and its Specialized Agencies can be exempted from Excise tax, in the form of a refund. The principle of reciprocity is applied in the case of the Diplomatic Missions and the Consular Posts.

14.2 Diplomatic Missions, Consular Posts and International Organizations shall submit the Note Verbale with a copy requesting a refund of excise tax for gasoline to the Department of Protocol every four months in a year, from the last consumption of each period of four months, accompanied with the following documents:

- Two (2) sets of completed claim for refund on Excise Tax Form (กษ. 01-35) by the supplier and are affixed with the seal and certified by the authorized person of the Missions or Organizations;
- The original receipts indicating the type of fuel, date of consumption, amount in litres, price of gasoline, the name of the Diplomatic Missions, Consular Posts and International Organizations and the license plate number of the corresponding motor vehicle, affixed with the seal and certified by the authorized person of the Missions or

Organizations. In this regard, the Department of Protocol shall be notified with a Note Verbale informing the name of the above-mentioned authorized person of the Missions or Organizations with their six (6) specimen signatures affixed with the seal. Any change thereof shall be notified to the Department of Protocol together with specimen signatures;

- Two (2) sets of statement of gasoline consumption prepared by Diplomatic Missions, Consular Posts and International Organizations (including types and amount of gasoline in each receipt as well as the aggregate amount);
- Two (2) sets of tax computation (including the total amount of excise tax refund), prepared by the oil company.

14.3 After the procedures have been completed by the Excise Department, the refund will be made by the oil company directly to the Diplomatic Missions, Consular Posts and International Organizations.

Part 6

Visit of the Royal Head of State/Head of State and Head of Government

1. Types of visit

The Royal Thai Government defines the visit of the Royal Head of State/Head of State and Head of Government into five (5) types as follows:

1.1 State Visit

1.1.1 The State Visit is the visit of the Royal Head of State/Head of State at the invitation of Their Majesties the King and Queen. The State Visits are limited to two (2) times per year. The approach for the State Visit should be made approximately 6 months or 1 year in advance. A Royal audience with Their Majesties the King and Queen or other members of the Royal family will be granted for the foreign dignitary, spouse and official delegation.

1.1.2 During the State Visit, the Thai side will provide accommodations and bear local expenses of the Royal Head of State/Head of State, spouse and officials delegation of not more than twenty (20) persons (1+19). Duration of the State Visit should not exceed 5 days and 4 nights. Reciprocity will be considered in the arrangements.

1.1.3 Announcement of visit at respective capitals are done approximately 1 week in advance. The Ministries of Foreign Affairs of both countries are to agree on the date of announcement. The Bangkok Metropolitan Administration will put up the flags of the foreign dignitary's country and the Thai flags together along important roads and

government facilities where the delegation will pay a visit. A welcoming banner will also be put up at the Government House, Don Mueang Airport, and venues according to the itinerary. The banner will be in the Thai language and in the language of the foreign dignitary's country. If it is not possible to use the foreign dignitary's language, the banner will be made in the Thai and English languages.

1.1.4 The high-ranking officials will be assigned to escort the foreign dignitary during the visit. These officials would include a Minister-in-Attendance, the Thai Ambassador accredited to the foreign dignitary's country or international organization, Director-General of the Department of Protocol and a military officer. If there is a spouse accompanying the foreign dignitary, he/she will be escorted by the spouse of the minister-in-attendance, the Thai Ambassador and a security officer.

1.1.5 A Member of the Royal Family will receive and send-off the Royal Head of State/Head of State at the airport.

1.1.6 An official welcoming ceremony will take place at the military airport (Don Mueang Airport). When the foreign dignitary's aircraft is landed, The Director-General of the Department of Protocol and Ambassador of Thailand accredited to the visiting country will proceed into the plane and accompany the foreign dignitary to disembark from the plane. The Members of the Royal Family will welcome the foreign dignitary at the tarmac. The Prime Minister, Deputy Prime Minister, Minister of Foreign Affairs, Supreme Commander of the Royal Thai Armed Forces, Commanders-in-Chief of the Royal Thai Army, Navy, and Air Forces, Commissioner-General of the Royal Thai Police and spouses, together with the spouses of the Director-General of the Department of Protocol and Ambassador of Thailand accrediting to the visiting country will stand in line to introduce themselves to the foreign dignitary and spouse.

1.1.7 A Member of the Royal Family introduces Chief Aide-de-Camp, Commander-in-Chief of the Royal Thai Air Forces, Commander of Don Mueang Air Force and invites the foreign dignitary to stand on a platform to receive a salute from the military honor guards. His/her spouse will be escorted to the holding place. The ceremony will comprise a 21 gun-shot salute, a national anthem of the visiting country and a review of military honor guards in attendance. After the official

welcoming ceremony, the members of the Royal Family will escort the foreign dignitary to the holding place.

1.1.8 A Member of the Royal Family will introduce His Majesty's Deputy Principal Private Secretary, who will introduce the personal security team to the foreign dignitary. The Director-General of the Department of Protocol introduces the official delegation of the visiting country to the Members of the Royal Family. Then, the Members of the Royal Family escort the foreign dignitary to the official car. The Members of the Royal Family will be seated with the foreign dignitary and spouse.

1.1.9 At Maha Jesdabodin Pavilion, the Governor of Bangkok Metropolitan and spouse will welcome the foreign dignitary and spouse, and hand over the city key to the foreign dignitary. The foreign dignitary and spouse will, then, be escorted to the Borom Bhiman Palace, which is their official accommodation.

1.1.10 The State Banquet will be hosted by Their Majesties the King and Queen at the Chakri Grand Palace on a later day. An exchange of gifts will be made. His Majesty the King will deliver the speech and the foreign dignitary will make a reply speech at the dining table. The cultural performance will be presented after the dinner. High-ranking officials from Thailand and the visiting country, as well as members of the Diplomatic corps will be invited to attend the State Banquet.

1.1.11 The Grand Reception will be held during the State Visit at the Government House. The foreign dignitary will be invited to sign the visitor's book and receive the gift from the Royal Thai Government. The Prime Minister will invite the foreign dignitary to stand at the center of the hall and make a toast to the Royal Head of State/Head of State of the foreign dignitary. The foreign dignitary will make a reply toast to Their Majesties the King and Queen. The high-ranking officials from Thailand and the visiting country together with the members of the Diplomatic Corpse will be invited to attend the Grand Reception.

1.1.12 The Members of the Royal Family will send off the foreign dignitary and spouse at Don Mueang Airport with the presence of the Prime Minister, Deputy Prime Minister, Minister of Foreign Affairs, Supreme Commander of the Royal Thai Armed Forces, Commanders-in-Chief of the Royal Thai Military, Navy, and Air Forces, Commissioner-

General of the Royal Thai Police and spouses together with the spouses of the Director-General of the Department of Protocol and Ambassador of Thailand accredited to the visiting country. The official delegation will be escorted to board the aircraft.

1.1.13 The Members of the Royal Family will invite the foreign dignitary to stand at the platform to receive a salute from the military honor guards. The spouse of the foreign dignitary will be escorted to the holding place. The farewell ceremony will comprise a salute from the military honor guards in attendance and a national anthem of the visiting country. After the ceremony, the foreign dignitary will be escorted to the holding place and to the aircraft.

1.2 Official Visit

1.2.1 The official visit refers to the visit by the Royal Heads of State, Heads of State, Members of Royal Families of foreign countries, Heads of Government and Heads of International Organizations with equivalent ranks at the invitation of the Royal Thai Government. The official visits are limited to six (6) times per year except for the visit prior to or following international meeting hosted by Thailand. The initial approach for the official visit should be made approximately 4 months in advance. If there is a wish for the foreign dignitary and spouse to be granted a Royal audience with Their Majesties the King and Queen or other members of the Royal family, a request shall also be made early at least 2 months in advance.

1.2.2 During the official visit, the Thai side will provide appropriate accommodations and bear local expenses of the foreign dignitary and his/her spouse and official delegation of not more than 9 persons (1+9). Duration of the official visit should not exceed 4 days and 3 nights. Reciprocity will also be considered in the arrangements.

1.2.3 Announcement of visit at respective capitals is done approximately 1 week in advance. The Ministries of Foreign Affairs of both countries are to agree on the date of announcement.

1.2.4 The high-ranking officials will be assigned to escort the foreign dignitary during the visit. These officials would include a Minister-in-Attendance, the Thai Ambassador accredited to the foreign dignitary's country or international organization, Director-General of the

Department of Protocol and a military officer. If there is a spouse accompanying the foreign dignitary, the spouses of the Minister-in-Attendance and the Thai Ambassador and a security officer will escort the foreign dignitary's spouse.

1.2.5 The Prime Minister or the Deputy Prime Minister will receive and send-off the Head of State at the airport. The Deputy Prime Minister or the Minister will receive and send-off the Head of Government at the airport.

1.2.6 If the foreign dignitary travels on a special flight, a welcoming ceremony will take place at the military airport (Don Mueang Airport). The ceremony will comprise a plane-side military honor guards in attendance beside a red carpet, a 21 gun-shot salute (for Heads of State) or a 19 gun-shot salute (for Head of Government) and a garland presentation. The official welcoming will be held at the Government House and comprise a review of military honor guards and introduction to the members of the Cabinet and Diplomatic Corps.

1.2.7 If the foreign dignitary travels on a commercial flight, a Government representative will welcome and present a garland to the foreign dignitary upon arrival at Suvarnabhumi International Airport. A receiving line of ladies dressed in Thai traditional costumes and a special VIP room will be arranged at the airport. In the case that a special VIP room is not available or in case of inclement weather or rain, the motorcade will standby at the tarmac. An official car for the foreign dignitary, an appropriate transport for the official delegation and a motorcycle escort will be arranged throughout the official visit. If the foreign dignitary is a member of a Royal Family, who has a Royal emblem flag, it will be put up on the official car and hotel where the foreign dignitary stays along with the Thai flag.

1.2.8 Liaison officials, security personnel and protection measures as well as medical team will be arranged to facilitate the delegation throughout the visit. Customs clearance and immigration formalities at the airport as well as permission to carry firearms and communication equipment will be coordinated for the delegation.

1.2.9 The Bangkok Metropolitan Administration will put up the flags of the foreign dignitary's country and the Thai flags together along important roads and government facilities where the delegation

will pay a visit. A welcoming banner will also be put up at the Government House, Military Airport – Don Mueang Airport (If the aircraft lands at military airport), and venues according to the itinerary. The banner will be in the Thai language and in the language of the foreign dignitary's country. If it is not possible to use the foreign dignitary's language, the banner will be made in the Thai and English languages. In the case that the foreign dignitary's aircraft lands at Suvarnabhumi International Airport, the Airport Authority of Thailand will put up the welcoming banner.

1.2.10 The program for the foreign dignitary to pay a courtesy call on the Prime Minister and, later, a bilateral meeting will be arranged. A joint press conference will be held if both countries mutually agree. The Prime Minister will host luncheon at the Government House in honor of the foreign dignitary. Invited guests will include the foreign dignitary's members of delegation, distinguished Thai guests and relevant members of the diplomatic corps. The Prime Minister will deliver welcoming remarks and propose a toast before the meal. An English translation of the toast will be placed on the table. Souvenirs will be exchanged and exhibited during the luncheon. Details of protocol formalities during the luncheon can be further arranged on the mutual concurrence of both sides. If the foreign dignitary is a Head of State, the Prime Minister will propose a toast and then deliver welcoming remarks.

1.2.11 A tour program will be arranged according to the request of the foreign dignitary. A separate tour program for the spouse of the foreign dignitary will also be arranged as requested. The Spouse of the Thai counterpart will be arranged to accompany the foreign dignitary's spouse.

1.2.12 If there is a bestowal of Royal Decoration, coordination must be made in advance, preferably not less than 30 days. There is no practice of reciprocating bestowal of Royal Decoration.

1.2.13 If there is going to have a signing of the bilateral agreement during the visit, related procedures must be completed in advance, preferably not less than 15 days before the date of visit.

1.2.14 If there is going to be a conferment of an Honorary Degree during the visit, there must be an advanced coordination.

1.3 Working Visit

1.3.1 The Working visit is the visit by the Heads of State, Heads of Government and Heads of International Organizations with equivalent rank for the purpose of having negotiation or discussion in particular issues of mutual interests.

1.3.2 Working visits are limited to 10 times per year except for the visits prior to or following international meetings hosted by Thailand. The initial approach for the working visit shall be made approximately 1 month in advance.

1.3.3 The Royal Thai Government will provide accommodations and bear local expenses for the Head of Delegation, his/her spouse and the official delegation of not more than 5 persons (1+5). Duration of working visit should not exceed 3 days and 2 nights. Reciprocity will be considered in the arrangements. Liaison officers, security personnel and medical team will be provided. Customs and Immigration clearances as well as permissions to carry firearms and communication equipments will be coordinated by the relevant Thai authorities.

1.3.4 The Prime Minister will appoint a Deputy Prime Minister or Minister to receive and send-off the foreign dignitary at the airport. A high-ranking official will be assigned to escort the foreign dignitary throughout the visit. An official car for the foreign dignitary and appropriate transport for the official delegation will be arranged during the visit. No motorcycle escort will be provided. Flags and welcoming banners will be placed only at the airport, Government House, and venue of the bilateral meeting. If the foreign dignitary is a member of a Royal Family, who has a Royal Emblem Flag, it will be put up on the official car and hotel where the foreign dignitary stays.

1.3.5 A bilateral meeting with the Prime Minister would be arranged at the Government House. The Prime Minister will host a luncheon in honour of the foreign dignitary and may deliver a short remark. Exchange of gifts would be done through diplomatic channels.

1.3.6 If there is going to have a signing of an agreement during the visit, related procedures must be completed in advance of not less than 15 days ahead of the date of visit.

1.3.7 If there is a request for the foreign dignitary to be granted a Royal Audience with His Majesty the King, coordination must be made in advance on the condition that it would not cause any inconvenience for His Majesty the King. If the foreign dignitary visits Thailand with a spouse, Royal Audience would be with Their Majesties the King and Queen. The Prime Minister and his/her spouse will present the foreign dignitary and spouse to Their Majesties. These arrangements must be done at least 2 weeks in advance of the visit. In the case that the foreign dignitary requests for Royal Audience with other members of the Royal Family, a representative of the Prime Minister would present the foreign dignitary to Their Royal Highnesses.

1.3.8 A tour program could be arranged according to the request of the foreign dignitary. A separate spouse program will also be arranged as requested.

1.4 Visit as Guest of the Government

1.4.1 The visit to Thailand as guest of the Government refers to the visit of the Royal Heads of State, Heads of State, Heads of Government, Heads of International Organizations with equivalent ranks, and other important persons for whom the Government would provide appropriate reception as the case may be.

1.4.2 The visit as private guest of Their Majesties the King and the Queen is the visit by the members of the Royal Families of foreign countries or important personalities at the invitation of Their Majesties the King and Queen. The nature of this visit will be of less ceremonial formalities.

1.4.3 Initial approach for such visit should be done approximately 1 month in advance. There is no limit to the number or visits as guest of the Government. The Thai side will provide appropriate accommodations and bear local expenses for the Head of delegation and his/her spouse only (1+1) for a period not exceeding 3 days and 2 nights. An official car and appropriate transport will be arranged for the foreign dignitary and his/her delegation. There will be no motorcycle escort.

1.4.4 The Prime Minister will appoint a Deputy Prime Minister or a Minister-in-Attendance to receive and send-off the foreign dignitary at the airport. Liaison officers, security personnel and medical

teams will be provided to the foreign dignitary throughout the visit. Customs and Immigration clearances and permission to carry firearms and communication equipments will be coordinated. If requested, a high-ranking official will be assigned to escort the foreign dignitary for the duration of the visit.

1.4.5 A courtesy call on the Prime Minister would be arranged as appropriate. A meeting with a Thai counterpart, such as the relevant Thai Minister or high-ranking officials may be arranged if requested. The Prime Minister may host or assign a representative to host a luncheon at the Government House in honour of the foreign dignitary. There would be no remarks delivered. Exchange of gifts would be done through diplomatic channel.

1.4.6 If there is a request to be granted a Royal Audience with His Majesty the King, it would be considered on a case-by-case basis if it is the desire of the foreign dignitary and if it would not cause inconvenience for His Majesty. The Prime Minister and spouse would present the foreign dignitary and his/her spouse to Their Majesties the King and Queen. This arrangement must be done at least 2 weeks in advance of the visit.

1.4.7 A tour program will be arranged according to the request of the foreign dignitary. A separate spouse program will also be arranged as requested.

1.5 Private Visit

1.5.1 The Private Visit refers to the visit of members of Royal Families, Heads of State, Heads of Government, Heads of International Organization with equivalent rank, former Heads of State and Heads of Government, and other important persons visiting Thailand in a private capacity or briefly transiting through Thailand.

1.5.2 A VIP room at the airport will be arranged. Customs and Immigration clearance will be coordinated. The facilitation, however, does not include waive of any fees. Requests for waives of fees will be considered on a case-by-case basis. The Royal Thai Government will appoint a Cabinet Minister or senior official to receive and send-off the foreign dignitary at the airport. The Thai officials will also be assigned to facilitate the delegation at the airport on the day of arrival and departure.

1.5.3 The Royal Thai Government will provide security measures to the foreign dignitary according to the Royal Thai Police's procedures. Security personnel may be provided as requested provided that the foreign dignitary's country will be responsible for the related costs. The vehicle may be provided as courtesy if deemed appropriate by the Royal Thai Government.

2. Ceremonies on the visit

The ceremonies on the visit to Thailand for the Royal Head of State/ Head of State/Head of Government will be arrival ceremony at airport, welcoming ceremony at the Government House, State Banquet/Official dinner/luncheon, and farewell ceremony at airport. The State Visit will involve more ceremony formalities and royal reception by the members of the royal family than the official visit. In general, the scenario of the official visit to Thailand of the Head of State/Head of Government will be as follows:

2.1 Welcoming Ceremony at Royal Thai Air Force Base or Don Mueang Airport

2.1.1 The Prime Minister will appoint a Deputy Prime Minister to chair the reception committee and welcome the foreign dignitary. If the foreign dignitary is the Head of State or in case of reciprocity, the Prime Minister may receive him/her at the airport on a special occasion. In general practice, the Deputy Prime Minister and spouse will receive the foreign dignitary and spouse at the tarmac, together with the Minister of Honor (Minister-in-Attendance), Director-General of the Department of Protocol, Representative of the Royal Thai Air Force and a Military Officer of Honor. If the Prime Minister receives the foreign dignitary at the airport, the Minister of Foreign Affairs and the Secretary-General to the Prime Minister will also attend.

- The arrival ceremony for the Head of State/Head of Government, who pays an official visit to Thailand by the special plane, will take place at Don Mueang Airport.
- When the airplane lands, the official greeting party will move to the foot of the airplane steps. The Director-General of the Department of Protocol and

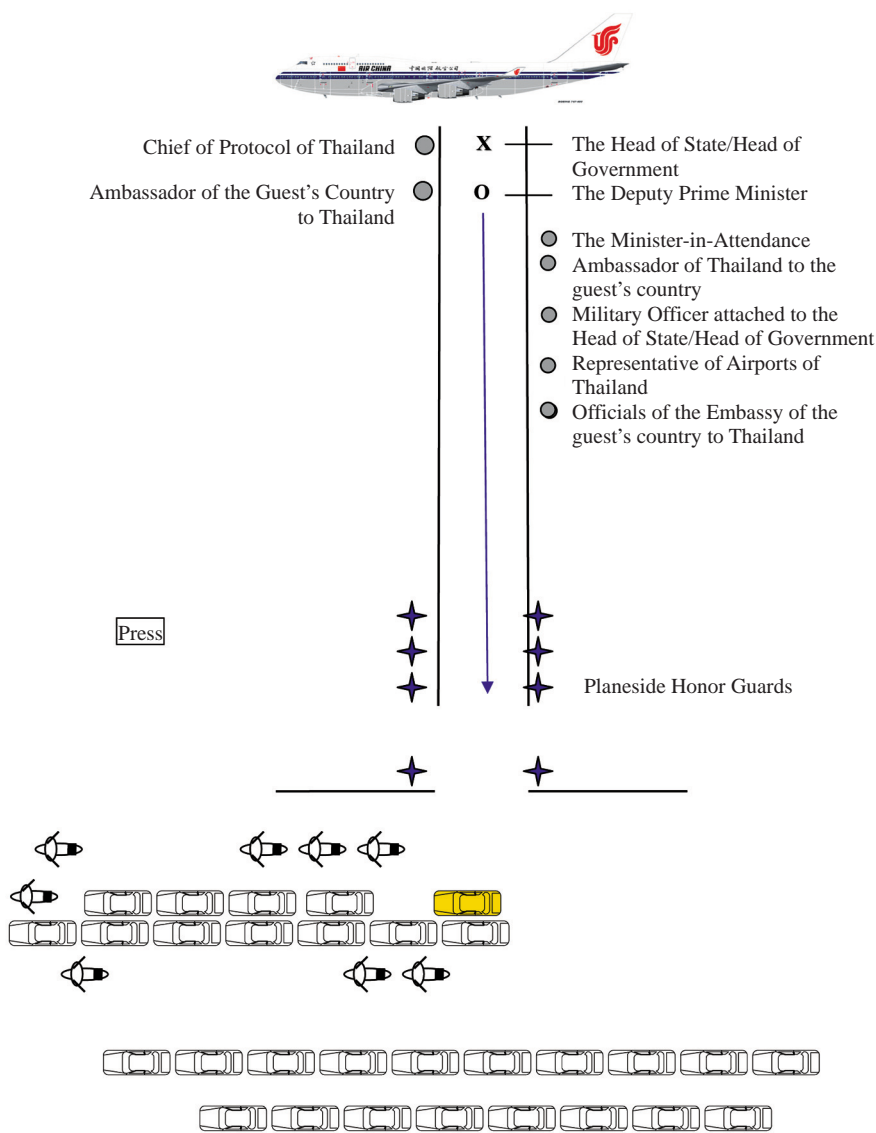
the Ambassador of the foreign dignitary's country accredited to Thailand will board the aircraft to escort the foreign dignitary and spouse, and the official delegation off the aircraft. At the tarmac, the Director-General of the Department of Protocol presents Deputy Prime Minister and spouse to the foreign dignitary and spouse.

- The Deputy Prime Minister presents a wrist garland to the Head of State/Head of Government. The spouse of the Deputy Prime Minister presents a wrist garland to the spouse of the Head of State/Head of Government. Thereafter, the Deputy Prime Minister presents the Minister-in-Attendance, Ambassador of Thailand to the foreign dignitary's country, Military Officer attached to the Head of State/Head of Government, Representative of Airports Authority of Thailand Public Company Limited to the Head of State/Head of Government.
- The Deputy Prime Minister and spouse invite the Head of State/Head of Government and spouse to review the Plane-side Honour Guards and proceed to a reception room (meanwhile, a 21-gun shot salute will be made in honor of the Head of State/Head of Government). At an appropriate time, the Protocol officials lead the guest's delegation to the motorcade. The Deputy Prime Minister and Spouse invite the foreign dignitary and spouse to proceed to the motorcade, and send off the foreign dignitary and spouse at the vehicle.

2.1.2 In case of rain, the Director-General of the Department of Protocol and Ambassador of the foreign dignitary's country accredited to Thailand will board the aircraft to escort the foreign dignitary and spouse, and the official delegation off the airplane. Thereafter, the Director-General of the Department of Protocol invites the foreign dignitary and spouse to board the bus and proceed to the VIP Building. At the entrance of the VIP Building, the Director-General of the Department of Protocol presents Deputy Prime Minister and spouse to the foreign dignitary and spouse. The Deputy Prime Minister presents

a wrist garland to the foreign dignitary. The Spouse of the Deputy Prime Minister presents a wrist garland to the spouse of the foreign dignitary. The Deputy Prime Minister presents the Minister-in-Attendance, Ambassador of Thailand to the foreign dignitary's country, Military Officer attached to the Head of State/Head of Government, Representative of Airports Authority of Thailand public Company Limited to the Head of State/Head of Government and spouse. Thereafter, the Deputy Prime Minister and spouse invite the foreign dignitary and spouse to review the Plane-side Honour Guards and proceed to the motorcade, and send off them at the vehicle.

Diagram of Line-up Positions on the Don Mueang Airport (Arrival Ceremony)



2.2 Welcoming Ceremony at Suvarnabhumi International Airport

2.2.1 The Prime Minister will appoint a Deputy Prime Minister to welcome the Head of State/Head of Government and spouse at the exit gate or a connecting bridge/stair. The Deputy Prime Minister will be accompanied by spouse, Minister in Honor, Ambassador of Thailand accredited to the foreign dignitary's country, Director-General of the Department of Protocol and Military Officer of Honor.

2.2.2 The Deputy Prime Minister and spouse wait at bridge to welcome the foreign dignitary and spouse. The Director-General of the Department of Protocol and the Ambassador of Thailand accredited to the foreign dignitary's country will board the aircraft to escort the foreign dignitary and spouse, and the official delegation off the aircraft. The Deputy Prime Minister presents a wrist garland to the foreign dignitary and the spouse of the Deputy Prime Minister presents a wrist garland to the spouse of the foreign dignitary, and, thereafter, invites them to a reception room. A line of ladies in Thai national dresses welcomes the foreign dignitary and spouse on the way to a reception room. At an appropriate time, the Deputy Prime Minister and spouse invite the foreign dignitary and spouse to proceed to the motorcade and sends off them at the vehicle.

Note: There will be no gun salute and honor guards in the welcoming ceremony at the Suvarnabhumi International Airport.

2.3 Welcoming Ceremony at the Government House

2.3.1 The Prime Minister will welcome the foreign dignitary at the entrance of the Government House (Thai Koo Fah Building) and invites him/her to stand at the front area of the building for the photo opportunity. Then, the Prime Minister will invite the foreign dignitary to walk on the carpet to the pedestal at the lawn area in front of the building for the welcoming ceremony. The band plays the national anthems of the foreign dignitary's country and the Kingdom of Thailand respectively.

2.3.2 The welcoming ceremony begins as the commander of the honor guards in attendance delivers the report and the Prime Minister invites the foreign dignitary to review the guards of honor. Upon stepping down from the pedestal (The band plays a march), the foreign

dignitary walks to review the honor guards and bows to the victory flag of the guards of honor, and walks back to the pedestal.

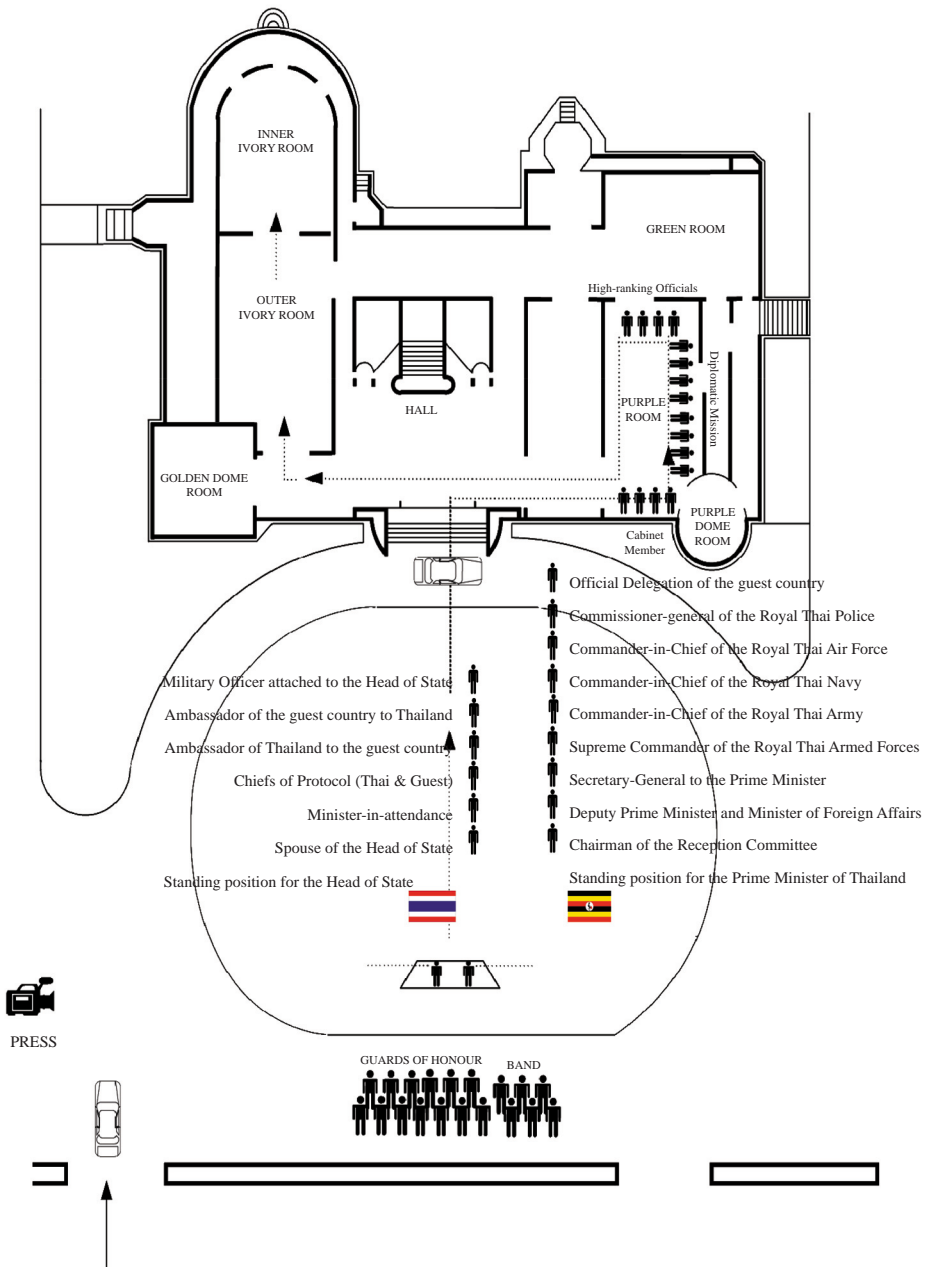
2.3.3 After the ceremony, the Prime Minister invites the foreign dignitary to walk pass the standing line of the Thai high-ranking officials. The Director-General of the Department of Protocol introduces the Deputy Prime Minister, Minister of Foreign Affairs, Secretary-General to the Prime Minister, Supreme Commander of the Royal Thai Armed Forces, Commanders-in-Chief of the Royal Thai Army, Navy and Air Forces and the Commissioner-General of the Royal Thai Police. The Ambassador of the foreign dignitary's country accredited to Thailand introduces the official delegation of the foreign dignitary's country to the Prime Minister.

2.3.4 The Prime Minister invites the foreign dignitary and spouse to walk into the purple room in the Thai Koo Fah Building. The Director-General of the Department of Protocol introduces the members of the Cabinet and the members of the Diplomatic Corps accredited to Thailand. The Distinguished Thai high-ranking officials introduce themselves.

2.3.5 The Prime Minister invites the foreign dignitary and spouse to proceed to the outer ivory room for signing of the Government's guest book and to view the display of the gifts from both sides. Thereafter, The Prime Minister invites the foreign dignitary and spouse to the inner ivory room for bilateral meeting.

2.3.6 In case of rain, there will be no review of the guards of honor at the Government House.

Diagram of Welcoming Ceremony at THAI KOO FAH BUILDING



2.4 Official Dinner/Luncheon in Honor of the Head of State/Head of Government and spouse

2.4.1 Dinner/Luncheon will be held in honor of the Head of State/the Crown Prince/the Crown Princess/Regent/Governor-General/Head of Government or Head of International Organization with equivalent rank, who pays an official visit or working visit to Thailand, at the Government House or other venue as deemed appropriate by the Royal Thai Government. The number of the invited foreign dignitary's delegation shall not exceed 25 persons. The reciprocity will also take into consideration.

2.4.2 The Prime Minister together with the Deputy Prime Minister, who is responsible for the reception of the foreign dignitary, welcomes the foreign dignitary upon stepping down from vehicle. The Prime Minister then invites the foreign dignitary to sign in the Government House's guest book and to view the gifts from the Royal Thai Government. The foreign dignitary invites the Prime Minister to view the gift from the foreign dignitary's country. The Prime Minister invites the foreign dignitary to the lobby of the Government House (Santi Maitri Building) to view demonstration of Thai handicrafts.

2.4.3 In the meantime, upon arrival of the foreign dignitary at the Hall of Santi Maitri Building, Government House. The protocol officials invite the foreign dignitary's official delegation to the Hall of Outer Santi Maitri Building, and to the dinner/luncheon table. The Protocol officials invite the foreign dignitary's delegation and the Thai dignitaries to stand at their seats.

2.4.4 The protocol officials then invite the Prime Minister and the foreign dignitary and spouse to proceed to the Hall of Outer Santi Maitri Building for the official dinner/luncheon. When the Prime Minister and the foreign dignitary and spouse are at their seats and are seated, all members of the foreign dignitary's delegation and the Thai dignitaries bow and sit down.

2.4.5 The Prime Minister delivers remarks and proposes a toast to the foreign dignitary (Head of State) and spouse. (the band plays the national anthem of the foreign dignitary's country.) The foreign dignitary delivers remarks and proposes a toast to Their Majesties the King and Queen of Thailand. (The band plays the Royal Anthem.) The Dinner/ Luncheon is served. The cultural shows are performed.

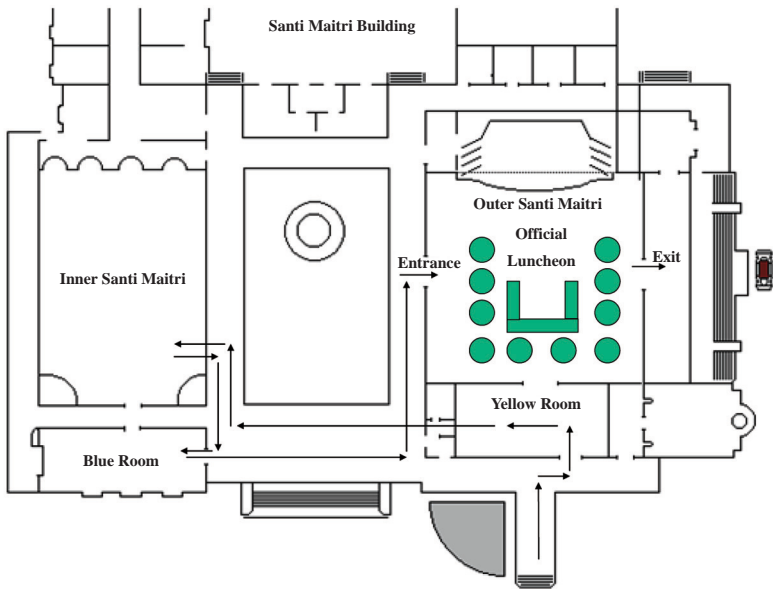
2.4.6 At the end of the last cultural show, the Prime Minister invites the foreign dignitary and spouse to present flower bouquets to the performers.

2.4.7 After the dinner, the Prime Minister escorts the foreign dignitary and spouse to the motorcade in front of the Government House's building (Santi Maitri Building), and sends off the foreign dignitary and spouse at the vehicle.

2.4.8 If the dinner/luncheon is scheduled immediately after the bilateral discussion, the Prime Minister will invite the foreign dignitary from the meeting room to the room prepared for the signing of the Government House's guest book and then to the dinner/luncheon room.

2.4.9 The dinner/luncheon for the visit as a guest of the Government will be held at the Government House or other venue as deemed appropriate. The meeting prior to the dinner/luncheon may be arranged. There will be no speeches, remarks or toasts. The gifts are to be exchanged through diplomatic channels.

Diagram of Santi Maitri Building



2.5 Royal Audience

2.5.1 A request for the foreign dignitary to have a royal audience with Their Majesties the King and Queen of Thailand must be endorsed by the Prime Minister and, subsequently transmitted to the Office of the Principal Secretary to His Majesty the King for His Majesty's gracious approval. This arrangement must be done at least 2 weeks in advance of the visit.

2.5.2 If the foreign dignitary having the Royal Audience is a Head of State or President, the Prime Minister would join in the Royal Audience. The number of guests which have been granted the Royal Audience shall not exceed 5 persons excluding the interpreter. Additional number of guests can be considered if the said person holds a position of not lower than Permanent Secretary.

The Ministry of Foreign Affairs will compile a list of names and positions of the attendees in Thai and English languages and their curriculum vitae and submit them to the Office of the Principal Secretary to His Majesty the King. After the documents have been presented to His Majesty the King, the name list of the attendees should not be changed abruptly.

2.5.3 The number of photographers from the foreign dignitary's side shall not exceed 3 persons.

2.5.4 Announcement of the Royal Audience schedule shall be done only after His Majesty the King's approval.

2.5.5 If the foreign dignitary plans to present His Majesty the King with a gift, it should be sent to the Bureau of the Royal Household at least 1 hour in advance, and details of the gift should be submitted in Thai and English languages.

2.5.6 The dress code on this function is a dark suit or a national dress with no black neckties for gentlemen, and a blouse with sleeves, a skirt, but no black dresses for ladies.

2.5.7 The foreign dignitary and his/her entourage should arrive at Royal Residence or venue of Royal Audience at least 30 minutes before scheduled time. The Lord Chamberlain or representative will welcome the foreign dignitary and his/her entourage, and invites them to

the holding room. Upon scheduled time, the Grand Chamberlain invites the foreign dignitary and his/her entourage to the room for the Royal Audience. If the foreign dignitary is the Head of State, Crown Prince or Princess, a member of Royal Family or Regents/Governors-General, the Prime Minister would join in the Royal Audience. If the foreign dignitary is the Head of Government, the Prime Minister would escort and present the foreign dignitary to His Majesty the King.

2.5.8 In the case that the foreign dignitary wishes to present gifts to His Majesty the King. If the gift is of a small size, he/she may present it to His Majesty after the Prime Minister presents him/her and after the handshake. If the gift is of a large size, it will be placed on a table for His Majesty's viewing after the discussion.

2.6 Bestowal of Royal Decorations during Official Visit

2.6.1 On official visit, the Royal Thai Government may wish to bestow Royal Decoration on the foreign dignitary to express its recognition to the contribution that the foreign dignitary has made to promote the closer relations between the two countries.

2.6.2 The Royal Thai Government will propose the highest Royal Decoration sash, the Knight Grand Cordon (Special Class) of the Most Exalted Order of the White Elephant (Maha Paramaporn Chang Pueak) to the Heads of State, members of the Royal Family, Heads of Government and Regent/Governor-General.

2.6.3 In the case that the foreign dignitary intends to bestow the Royal Decorations/Decorations to the Prime Minister and the Thai personnel, the Director-General of the Department of Protocol, Ministry of Foreign Affairs of Thailand shall present its assessment on the acceptance of the foreign Royal Decorations/Decorations to the Secretariat of the Cabinet. The Secretariat of the Cabinet shall peruse and then submit the assessment for the approval of the Prime Minister. Upon receipt approval from the Prime Minister, the Director-General of the Department of Protocol shall request the Secretariat of the Cabinet to seek the Royal Permission for the Prime Minister and the Thai personnel to wear such foreign Royal Decorations/Decorations in appropriate circumstances and in accordance with the relevant regulations.

2.6.4 The bestowal of the Royal Decoration will take place at the Government House's hall with His Majesty the King's portrait or picture and flags of both countries arranged in the room. The Protocol officer invites participants from the Thai side and the foreign dignitary's side to stand on the left and the right sides of the ceremonial area (facing His Majesty the King's portrait or picture). Then, the Director of Protocol (Government House) invites the Prime Minister and the foreign dignitary to the ceremonial area.

2.6.5 If the foreign dignitary is the Head of State, only the Prime Minister bows to His Majesty the King's portrait or picture. If the foreign dignitary is a Head of Government, the Prime Minister and the foreign dignitary bow to His Majesty the King's portrait and picture. If the foreign dignitary is a Crown Prince or Crown Princess, only the Prime Minister and the foreign dignitary bow to His Majesty the King's portrait or picture.

2.6.6 When all participants are in positions, the announcer reads out the citation. The official of the Secretariat of the Cabinet brings in a tray with the Royal Decoration. The foreign dignitary walks to bow at His Majesty the King's portrait or picture. The protocol officials put the Royal decoration on the foreign dignitary. The Prime Minister delivers congratulatory remarks, and congratulates the foreign dignitary. The participants congratulate the foreign dignitary. The Prime Minister then invites the foreign dignitary for a group photo.

2.7 Farewell Ceremony at Don Mueang Airport

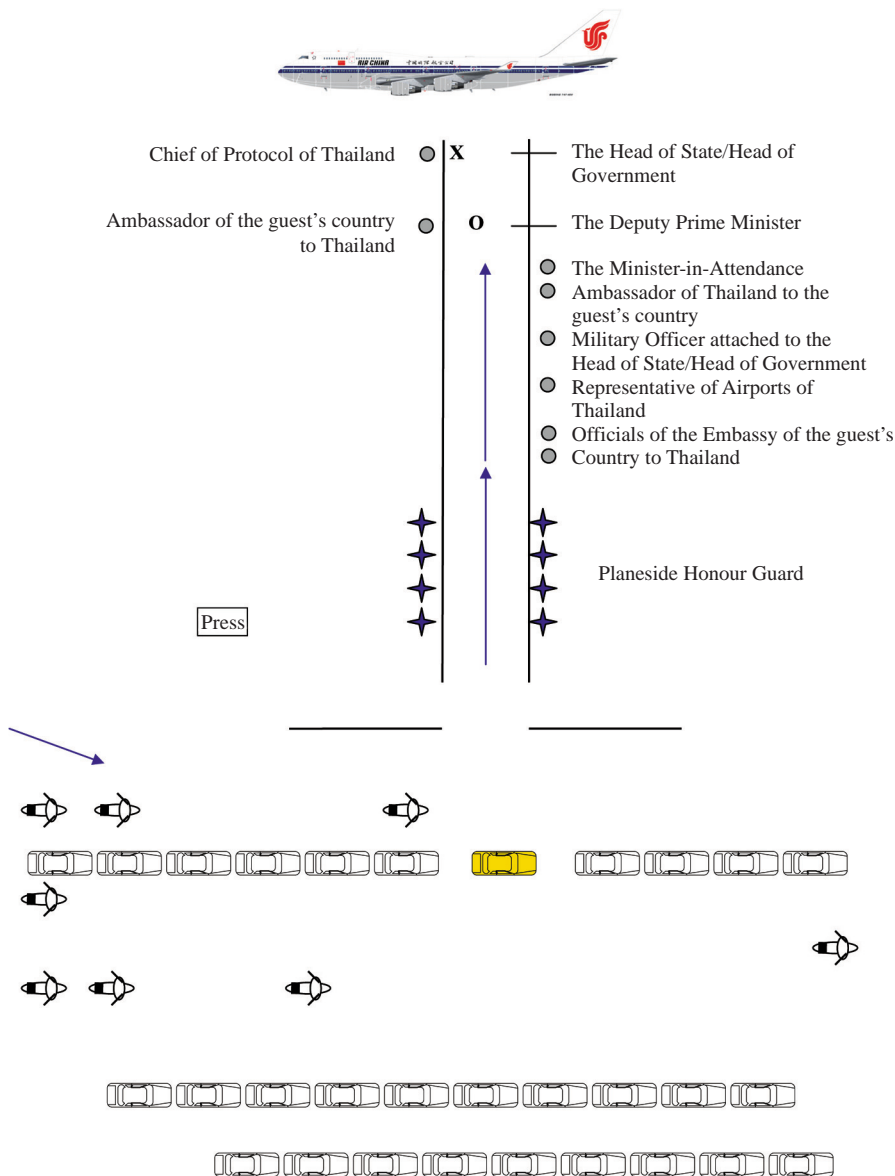
2.7.1 The farewell ceremony will take place at Don Mueang Airport, when the foreign dignitary pays a visit to Thailand by a special plane. The Deputy Prime Minister, who is responsible on the reception of the foreign dignitary, and spouse together with the Thai and Foreign dignitaries line up at the tarmac to welcome the foreign dignitary and spouse upon arrival at Don Mueang Airport.

2.7.2 The Deputy Prime Minister and spouse invite the foreign dignitary and spouse to review the Plane-side Guards of Honor and proceed to the airplane. In the meantime, the protocol officials lead the delegation of the foreign dignitary's country to the airplane. The foreign dignitary and spouse bid farewell to the Thai dignitaries.

2.7.3 At the foot of the airplane steps, the Deputy Prime Minister presents a memento and a wrist garland to the foreign dignitary. The spouse of the Deputy Prime Minister presents a wrist garland to the spouse of the foreign dignitary. The foreign dignitary and spouse bid farewell to the Deputy Prime Minister and spouse, and board the airplane.

2.7.4 In case of rain, when the motorcade arrives at the entrance of the VIP Building, Don Mueang Airport, the Deputy Prime Minister and spouse await to receive the foreign dignitary and spouse. The Deputy Prime Minister and spouse invite the foreign dignitary and spouse to the VIP room. The Deputy Prime Minister presents a memento to the foreign dignitary. In the meantime, the protocol officials lead the delegation of the foreign dignitary's country to the airplane. At the appropriate time, the Deputy Prime Minister invites the foreign dignitary and spouse to proceed to the airport bus. The foreign dignitary and spouse bid farewell to the Thai dignitaries. The Deputy Prime Minister and spouse escort the foreign dignitary and spouse to the airplane. At the airplane, the Deputy Prime Minister presents a wrist garland to the foreign dignitary and the spouse of the Deputy Prime Minister presents a wrist garland to the spouse of the foreign dignitary. The foreign dignitary and spouse bid farewell to the Deputy Prime Minister and spouse, and board the airplane.

Diagram of Line-up Positions on the Don Mueang Airport (Departure Ceremony)



3. Motorcade

Principally, the motorcade for the official visit of the Head of State/ Head of Government is as follows.

Police Motorcycle	<ul style="list-style-type: none">• Metropolitan Police Officers (3 motorcycles)
Police car	<ul style="list-style-type: none">• Metropolitan Police Officers
Police car	<ul style="list-style-type: none">• Crime Suppression Police Officers
Car	<ul style="list-style-type: none">• Thai Chief of Protocol• Guest Country's Chief of Protocol• Thai Protocol Official
VVIP Car	<ul style="list-style-type: none">• Head of State/Head of Government and spouse• Special Branch Police Officer
Thai security car	<ul style="list-style-type: none">• Special Branch Police Officers
Guest Country's security car	<ul style="list-style-type: none">• Guest Country's Security Officers
Car	<ul style="list-style-type: none">• Minister-in-Attendance• Military Officer attached to the Head of State/ Head of Government
Car	<ul style="list-style-type: none">• Ambassador of Thailand to the guest country
Embassy's car	<ul style="list-style-type: none">• Ambassador of the guest country to Thailand
Car 1	<ul style="list-style-type: none">• Official delegation of the guest country
Car 2	<ul style="list-style-type: none">• Official delegation of the guest country
Car 3	<ul style="list-style-type: none">• Official delegation of the guest country
Car 4	<ul style="list-style-type: none">• Official delegation of the guest country

Car 5	• Official delegation of the guest country
Luggage van	• VVIP personal luggage
Cars	• Thai Protocol Officials
Embassy's car	• Embassy's officials
Car	• Spare for VVIP
Ambulance	• Physician/Nurse
Police car	• S.W.A.T
Press Vans	• Media
Police car	• Metropolitan Police Officers

4. Information to be provided by the Visiting Side

In a view to facilitate the smooth official visit of the Head of State/ Head of Government to the Kingdom of Thailand as a guest of the Royal Thai Government, the Department of Protocol wishes to obtain the following information well in advance.

4.1 Personal details of the visiting guest and spouse (if accompanying)

- Full name, designation and mode of address
- Curriculum vitae/Biographical sketch
- Blood group (including Rh factor) and medical records
- Specific health requirements
- Food habits and specific likes and dislikes

4.2 Full list of all delegation members accompanying the guest (official and unofficial parties, businesspersons and press)

4.3 Mode of travel and arrival/ departure

- Special flight/commercial flight (flight details, air craft's types and call sign etc.)
- Time and date of arrival and departure

4.4 National Anthem and Flag

- A copy of the musical score and cassette/CD recording of the national anthem
- Personal standard flag (if any) and a sample of House flag, Car flag, and Table flag

4.5 Firearms and other security devices

- Names and passport details of security personnel carrying weapons and radio communication equipments (Walkie-Talkie)
- Serial numbers, manufacturer, type and model of weapons and walkie-talkie
- Rounds of ammunition carried by each security personnel
- Power output, frequency range and frequency spots of walkie-talkie

Note: weapons and ammunition carried by security personnel are liable to be verified at the time of arrival and departure by customs officials.

4.6 Full list of media party and the list of equipments carried by the media party for customs clearance (The Press Division, Department of Information of the Ministry of Foreign Affairs of Thailand deals with all issues pertaining to the media including making arrangements for press conferences and meetings with media persons. The official in Press Division will be the nodal point of contact.)

4.7 Immigration/Customs

- All members of the delegation must complete immigration forms prior to disembarking and vice-versa. In case of traveling by special flight, Diplomatic Mission of the visiting guest country may send sufficient numbers of disembarkation forms so that these are completed prior to landing.
- All passports and documents should be carried by one designated member of the delegation.

- An official from the Diplomatic Mission of the visiting guest country should be nominated for coordinating immigration and customs formalities on arrival and departure.

4.8 Requirements for access control at all venues

- List of officials from the Diplomatic Mission and advance team requiring access to the airport to receive and bid farewell to the guest.
- List of vehicles with registration numbers and name of drivers (vehicles being hired/used by Diplomatic Mission).
- Special pins will be provided for members of delegation. These pins should be worn at all times.

4.9 Names of the members of the official delegation attending ceremonial events and official meeting (Audience with His Majesty the King, Bilateral Meeting with Prime Minister, Plenary Meeting, Dinner/ Lunch hosted by Prime Minister etc.).

4.10 Interpreters

If the guest country is not comfortable in English language, an interpreter would be arranged by the visiting side and the interpreter would be seated behind the guest during the courtesy call, bilateral meeting and dinner/lunch.

4.11 Gifts

If there is a gift exchange, the gift should be handed over through the protocol channel in order to be displayed in advance for the viewing of the two leaders.

4.12 Advance team

The advance team from the visiting side is welcome. The Diplomatic Mission of the visiting side should make all arrangements for its stay, transport, meeting, site visit etc.

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