

No. 0404/c. 14126



The Ministry of Foreign Affairs presents its compliments to all Diplomatic Missions, Consular Posts and International Organizations (DCIOs) and has the honour to bring to the latter's attention the guideline on cancelled diplomatic, consular and international organization license plates as follows:

1. Upon receiving the Ministry's Note for the **disposal or transfer** of ownership of the motor vehicle to the Department of Land Transport, DCIOs are required to complete the process of disposing or transferring of ownership of the said vehicle within 15 working days and **to return diplomatic license plate** of the said motor vehicle to the Department of Land Transport.

2. For **exported motor vehicle**, the Ministry will issue a Note to the Customs Department. A copy of the same Note will be provided for DCIOs to submit to the Department of Land Transport to **process the de-registration and cancellation of diplomatic license plate and to obtain an export permit** before proceeding to export the motor vehicle.

3. The **owner of the vehicle** is responsible for **ensuring that all due process and relevant documentation of transferring his/her vehicle be properly concluded and the diplomatic license plate be returned** to the Department of Land Transport prior to the handing over of the vehicle to the new owner and/or prior to the completion/termination of his/her term of duty.

4. For **lost license plate**, DCIOs are required to **provide the Department of Land Transport with a police report**.

5. DCIOs are not authorized or permitted to **issue a Note to the Department of Land Transport to authorize themselves to destroy cancelled license plates**.

6. The **use of cancelled license plates** and plates that are not issued by the Department of Land Transport is **not permitted and illegal**.

7. DCIOs, which are currently **in possession of cancelled or unreturned license plates**, are required to **return** them along with a Note Verbale and a list of the said license plates to the Department of Land Transport.

8. On the issue of **annual vehicle registration**, DCIOs are required to **renew** for both official and private motor vehicle their registration **annually** by submitting the request via the Ministry.

/In this connection...

All Diplomatic Missions, Consular Posts and International Organizations,  
**BANGKOK.**

In this connection, the Ministry wishes to seek DCIOs' cooperation in supervising and reminding all staff members to strictly observe the said guideline as well as the Ministry's Regulation on the acquisition, registration, use and disposal of motor vehicles for persons entitled to privileges. Failing to comply with the regulation shall affect the approval process for the purchasing as well as registration of the DCIO's motor vehicles.

The Ministry of Foreign Affairs avails itself of this opportunity to renew to all Diplomatic Missions, Consular Posts and International Organizations the assurances of its highest consideration.

