



Guidelines on Protocol Practice

Department of Protocol
Ministry of Foreign Affairs of the Kingdom of Thailand
Second Edition

Foreword

The Guidelines on Protocol Practice (Second Edition) aims to inform the members of diplomatic and consular missions, United Nations affiliated agencies and International Organizations accredited to Thailand on basic protocol procedures to be followed as well as privileges and immunities granted throughout their tenure in Thailand.

Thailand is host to 76 Embassies, 15 Consul Generals, 113 Honorary Consulates, 20 United Nations affiliated agencies and 17 International Organizations, with over 10,000 people who are entitled to different levels of privileges and immunities. In 2016, “e-Privilege” online system (<https://eprivilege.mfa.go.th>) has been launched to simplify and ensure timely facilitation and services concerning privileges and immunities accorded to member of the Diplomatic Missions and Consular Representatives in Thailand. The Protocol Department of the Ministry of Foreign Affairs is dedicated to improving the living and working environment of the members of the Missions during their stay in Thailand.

The privileges and immunities granted to members of the Missions are based on the principle of reciprocity and governed by the Vienna Convention on Diplomatic Relations (1961), the Vienna Convention on Consular Relations (1963), related UN Conventions and host country agreements with the International Organizations and the prevailing laws and regulations of Thailand.

Department of Protocol

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Part 1

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

The privileges and immunities granted to members of Diplomatic Missions, Consular Posts and International Organizations (DCIOs) in Thailand is governed by the provisions of the Vienna Convention on Diplomatic Relations (1961) (VCDR), the Vienna Convention on Consular Relations (1963) (VCCR), related UN Conventions and host country agreements with the International Organizations and the prevailing laws and regulations of Thailand.

1. Diplomatic Missions

In accordance with the VCDR, members of the Diplomatic Missions are considered in three categories. The type of passport and/or title of duty of a member of a Mission are among the factors indicating the category of the person concerned in accordance with the VCDR and Thai regulations, as well as on the basis of reciprocity. Nevertheless, it is at the Ministry of Foreign Affairs' discretion to determine or change the category and to clarify the status of a member of the Mission.

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 VCDR. Diplomatic agents enjoy diplomatic privileges and immunities specified in the Article 29 to 36 of the VCDR.

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 Articles 29 to 35 of the VCDR, 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 articles imported at the time of first installation.

1.3 Members of the Service Staff of the Mission

The members of the service staff are those employed in the domestic service of the mission. Members of the service staff of the mission who are not Thai nationals or permanently resident 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 VCDR.

2. Consular Posts

In accordance with the VCCR, members of the Consular Missions are divided into in two categories. The type of passport and/or title of duty of a member of a Mission are among the factors indicating the category of the person concerned in accordance with the VCCR and Thai regulations, as well as on the basis of reciprocity. Nevertheless, it is at the Ministry of Foreign Affairs' discretion to determine or change the category and to clarify the status of a member of the Mission.

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 VCCR.

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 VCCR.

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 forwarded 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 and request the sending state to deliver the Letter of Commission appointing the new Head of Consular Post and 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.

Pending delivery of the Exequatur, the new Head of Consular Post, Honorary Consul-General/Consul will be admitted on a provisional basis to exercise their functions.

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 channels to the Department of Protocol along with the information on his/her curriculum vitae, military rank, and two passport-sized photographs. The proposed attaché is expected to assume his/her duties after having obtained the consent of the Royal Thai Government.

4. Staff Members of International Organizations

The internationally recruited officials of the UN organs and members of their immediate families enjoy privileges and immunities specified in the Convention on the Privileges and Immunities of the United Nations (1946), the Convention on the Privileges and Immunities of the Specialized Agencies (1947) and other agreements between the Royal Thai Government and an individual UN organ.

The internationally 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 implementing 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 VCDR and the VCCR.

Other 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 considered case-by-case, based on the principle of reciprocity and at the discretion of the Ministry of Foreign Affairs.

6. Private Servants

A private servant is person who is in the domestic service of a member of a DCIOs, 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 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 DCIOs, who employ private servants, have employer responsibilities for them.

Please note that private servants are not considered household members of their employer.

Part 2

Administrative Arrangements

1. Visa Requirements

Members of the DCIOs 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 DCIOs 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 Department of Protocol must be notified of the appointment and arrival of all members of the DCIOs, as well as their family members and private servants, without delay and at the latest within two weeks of their arrival. Similarly, the Department of Protocol must be notified of both the determination of duties and final departure of the persons concerned without

delay and at the latest within two weeks of their departure. All applications should be made online through <https://eprivilege.mfa.go.th>.

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 permits of stay to the Department of Protocol upon arrival in Thailand. All applications should be made online through <https://eprivilege.mfa.go.th>. The Department of Protocol will issue a letter to the Immigration Bureau of the Royal Thai Police to issue the respective permits of stay.

The relevant documents to be scanned and submitted online are as follows:

- A Note Verbale requesting a permit of stay or an extension of permit of stay for the applicant;
- A copy of passport of the applicant including a copy of the page(s) with visa, latest entry stamp, and, in case of extension, the valid permit of stay and Non-immigrant Re-entry Permit;
- A passport photographs of the applicant in colour, full-face view directly facing the camera without a hat or sunglasses, taken within the last 6 months, and on a plain white or off-white background;
- Application must be submitted ***online at <https://eprivilege.mfa.go.th>** (only when notified by the Department of Protocol; otherwise, the missions are required to send three (3) copies of the above documents to the Department of Protocol).

All members of the Diplomatic Missions, Consular Posts and International Organizations to which Thailand is a party to, 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 (please refer to Part 1: 5. Family Members);
- Administrative and technical staff, members of service staff and members of their immediate families, excluding locally hired staff who are members of the missions, regardless of their designation;
- Officials of the UN organs and members of their immediate families;
- Officials of other international organizations which have relevant agreements with the Royal Thai Government;
- Officials of the Asian Institute of Technology and members of their immediate families; and
- Private servants of diplomats, members of administrative and technical staff, members of service staff, and officials of international organisations as provided by relevant agreements with the Royal Thai Government.

Article 35 refers to the following categories:

- Private servants of officials of UN organs, other international organizations and the Asian Institute of Technology unless specified otherwise in their agreements with the Royal Thai Government;
- Relatives forming part of the household of diplomats, administrative and technical staff and service staff, officials of the UN organs, other 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 a 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 DCIOs are required to notify the birth of their newly born child in Thailand. In the case that a member of a DCIO 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 for at the Royal Thai Embassy/Consulate well in advance. Once arriving in Thailand, a member of the DCIO has to apply for an extension of the permit to stay for his/her newly born child at the earliest opportunity.

6. Employment

A spouse of a member of a DCIOs, 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. Please note that spouses under this section are not entitled to either privileges or immunities unless bilateral arrangements with the Royal Thai Government state otherwise.

7. Identity Card

The Department of Protocol will issue five (5) types of identity cards to the staff members of the DCIOs and their households as follows:

- Dark Blue - issued to members of the Diplomatic Missions as well as to members of their immediate families;
- Green Card - issued to career consular officers who enjoy privileges and immunities as well as to members of their immediate families;
- Light Blue - 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;
- Grey - issued to heads of honorary consular posts;
- Beige - issued to persons other than those specified above.

Members of the DCIOs and their households are requested to carry their cards with them at all times.

***ID Card applications should be made online through <https://eprivilege.mfa.go.th>.** The documents required to obtain an ID card are as follows:

- A copy of the applicant's passport page with the permit of stay stamp from the Immigration Bureau.
- A copy of the applicant's signature.

The old ID card should be returned to the Ministry of Foreign Affairs upon collection of the new ID card. **Applications for renewal of ID cards should be made online through <https://eprivilege.mfa.go.th>.**

8. Driving License

The Department of Protocol will convey the requests of the DCIOs for the driving licenses for members of the DCIOs and their respective spouses and children over 18 years of age but not more than 20 years of age 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 DCIOs 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;
- Two (2) sets of Thai language translation of the applicant's current driving license with the category of vehicles allowed; otherwise supporting document(s) with such information must be supplied.
- Two (2) completed application forms. The application form can be obtained from the Department of Land Transport;
- Two (2) copies of the applicant's passport.

9. VIP Lounges

DCIOs and representative offices of foreign governments accredited to Thailand are eligible to request 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 (Former)
- 9.1.5 Vice/Deputy President (Former)
- 9.1.6 Special Envoy of the Head of State

- 9.2 Head of Government
 - 9.2.1 Prime Minister (Former)
 - 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 (Former)
 - 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 VIP lounge services shall be sent to the Department of Protocol at least three (3) working days in advance. 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 limited to 7 persons in each VIP lounge.

The Immigration and customs formalities will be provided to the above-mentioned dignitaries and their delegations on official visits / private visits to Thailand at the VIP lounge or 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 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 in advance.

The body search and carry-on luggage x-ray procedure at the airport are waived for the above-mentioned dignitaries and delegations on official visits to Thailand.

The body search and carry-on luggage x-ray procedure are waived in all cases in accordance with 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 body search and carry-on luggage x-ray procedure are also waived for other dignitaries including:

- 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 carry-on luggage x-ray procedure to the dignitaries and delegations may be considered on a reciprocal basis. Nevertheless, although the body search and carry-on luggage x-ray procedure is waived by the Thai authorities, the relevant airline has the full legitimate rights to conduct the body search and carry-on 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 in transit or on a private visit to 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 an official visit to Thailand at the VIP lounge or normal immigration lane at the airport.

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. In such cases, the DCIO and the representative office of the foreign government accredited to Thailand are required to submit a Note Verbale to the Department of Protocol at least seven (7) working days in advance. The Department of Protocol shall convey the request to the relevant Thai authorities for consideration to issue a temporary license to import and carry firearms into Thailand. Such requests shall contain the following information:

- Name of the dignitary in protection;
- Arrival and departure flight numbers of the dignitary;
- Name of officer who will import and carry firearms and copy of his/her passport;
- Brand, type and number of firearms;
- Amount/quantity 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. In such cases, the DCIO and the representative office of the foreign government accredited to Thailand are required to submit a Note Verbale to the Department of Protocol at least five (5) 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 to the Department of Protocol requesting permission for its national ship to enter water territory and visit ports in Thailand at least fourteen (14) working days prior to the proposed date of arrival of the ship into Thailand. The Department of Protocol shall convey the request to the relevant Thai

authority, and inform the requesting party of the authority's consideration in due course.

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

12. Diplomatic Flight Clearance

The Diplomatic Mission is requested to send a Note Verbale requesting diplomatic flight clearance for the national aircraft, which will overfly the airspace of Thailand or land at the airports in Thailand, at least fourteen (14) working days prior to the proposed date of entry into/arrival in Thailand's airspace. The Note Verbale should be submitted 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 of 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 in order to issue a new code number for diplomatic flight clearance.

The Note shall contain the necessary information including: type of aircraft, call sign, points of entry and departure, dates and time, and should state 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 to the Ministry of Foreign Affairs either through the foreign Diplomatic Mission in Thailand or through the Royal Thai Embassy in the sending State. The request shall be submitted along with a curriculum vitae of the new Ambassador which includes:

- 1) The new Ambassador's full name (as appeared in the Letters of Credence) both in roman/latin script and local script (where applicable)
- 2) The new Ambassador's date of birth
- 3) The new Ambassador's marital status and his/her spouse's full name (where applicable). If the spouse's curriculum vitae is available, please also provide in separate document
- 4) The new Ambassador's educational background
- 5) The new Ambassador's professional background
- 6) Two (2) passport-sized colour photographs of the new Ambassador
- 7) Pronunciation in phonetic form of the names of the new Ambassador and his/her spouse (where applicable), to ensure correct Thai transliteration

The Department of Protocol will inform the mission of the sending state in Thailand or instruct the Royal Thai Embassy in the sending state to inform the foreign office of the granted agrément.

2. Arrival of the Ambassador-Designate

The foreign mission shall inform the Department of Protocol via a diplomatic note **at least fifteen (15) working days** prior to the arrival of the Ambassador-Designate. The diplomatic note should include the arrival date and time, flight number and names of the accompanying party. Should the foreign mission request the reservation of the VIP room at the airport, such a request should also be mentioned in the note.

The Ambassador-Designate will be greeted upon arrival at the airport by senior representative of the Department of Protocol, provided that the time of arrival is **between 0830 and 1630 hours on working days**. The foreign mission shall be responsible for transportation on arrival for the Ambassador-Designate.

3. First Call at the Ministry of Foreign Affairs after Arrival

The Ambassador-Designate shall seek, at the earliest opportunity, an appointment with the Director-General of the Department of Protocol to submit copies of the documents required for an audience with His Majesty the King and for his/her assumption of duty as Ambassador Extraordinary and Plenipotentiary.

The non-resident Ambassador-Designate may submit the required documents through the Royal Thai Embassy in or with jurisdiction covering the country in which the Ambassador-Designate currently resides.

4. Documents Required for the Request for an Audience with His Majesty the King and for the Assumption of Duty as an Ambassador Extraordinary and Plenipotentiary

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

- 1) a copy of the Letters of Credence,
- 2) a copy of the Letters of Recall,
- 3) a copy of the written speech addressed to His Majesty the King,
- 4) Two (2) passport-sized colour photographs.

N.B. :

- a) *The Letters of Credence should be addressed to “His Majesty Maha Vajiralongkorn Bodindradebayavarangkun, King of Thailand”*
- b) *If the Letters of Credence and the Letters of Recall are in any other language than English, an English translation must be provided*
- c) *The written speech must be in English and should not be longer than two pages (A4 size)*
- d) *It is important that the name of previous Ambassador in the Letters of Recall should be spelt in the same ways as his/her name appeared in his/her Letters of Credence*

5. Request for the Royal Audience and the Assumption of Duty as an Ambassador Extraordinary and Plenipotentiary

- 1) The Department of Protocol will submit a request for the new Ambassador’s Royal Audience with His Majesty the King for the presentation of the Letters of Credence to the Office of His Majesty’s Principal Private Secretary.
- 2) Once advised by the Office of His Majesty’s Principal Private Secretary, the Department of Protocol shall notify the Ambassador-Designate of the commencement date of his/her assumption of duty.
- 3) The Ambassador’s order of precedence is established by the date of assumption of duty as stipulated in the Letter of Notification issued by the Office of His Majesty’s Principal Private Secretary.
- 4) The Department of Protocol will confirm the date of the presentation of the Letters of Credence with the Ambassador once the audience has been granted. A detailed programme of the audience, list of foreign Ambassadors attending the Ceremony and programme of visit to Thailand (for non-resident Ambassadors) will also be provided

6. First Courtesy Calls on the Occasion of the Ambassador's Assumption of Duty

After the assumption of duty, the Ambassador may request the Department of Protocol for courtesy calls on Thai Government dignitaries and authorities. The Department of Protocol will arrange for audiences with members of the Royal Family only after the ceremony of the presentation of the Letters of Credence takes place.

7. Ceremony of the Presentation of the Letters of Credence

New ambassadors shall present their Letters of Credence to His Majesty the King at the Ceremony of the Presentation of the Letters of Credence.

The conversation with His Majesty the King during the audience shall be in English.

The arrangement for the audience are as follows;

- 1) **Resident Ambassador** (accompanying delegate is not allowed) will wait for the Royal motorcade at his/her residence.
- 2) **Non-resident Ambassador** (accompanying delegate is not allowed) is requested to wait for the Royal motorcade at the Ministry of Foreign Affairs.
- 3) The Ambassador will travel in a Royal car, accompanied by a senior official from the Department of Protocol. The Royal car will be escorted by police outriders, a police lead car and a police tail car.
- 4) The attire for the Ceremony is

Ladies: a dress with sleeves, skirt that cover knees, or national dress

Gentlemen: morning coat, uniform or national dress

- 5) The Ambassador will bring with him/her **a single and properly sealed white envelope** containing:
 - The original Letters of Credence,
 - The original Letters of Recall (if applicable), and
 - The Ambassador's written speech addressed to His Majesty the King
- 6) The Ambassador will arrive at the Royal Palace approximately **45 minutes prior to the Ceremony for a rehearsal.**
- 7) The Department of Protocol will inform the Ambassador of details of ceremony after the Ambassador confirms his/her attendance.

8. Termination of Duty

Before the Ambassador's termination of duty, the Department of Protocol will facilitate the Ambassador's requests and appointments for farewell calls with the Thai Government dignitaries. For a farewell audience with His Majesty the King and the Royal Family members, the Ambassador shall submit such request through the Department of Protocol **at least two (2) months** before the departure date.

The foreign mission shall inform the Department of Protocol via a diplomatic note **at least fifteen (15) working days** prior to the departure of the Ambassador. The diplomatic note should include the departure date and time, flight number and names of the accompanying party. Should the foreign mission request the reservation of the VIP room at the airport, such a request should also be mentioned in the note

On the day of departure, the Ambassador will be sent off by a senior official of the Department of Protocol provided that the time of departure is **between 0830 and 1630 hours on working days.**

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 and Plenipotentiary | • Knight Grand Cross (First Class) of the Most Exalted Order of the White Elephant |
| Minister | • Knight Grand Cross (First Class) of the Most Noble Order of the Crown of Thailand |
| Minister Counsellor | • Knight Commander (Second Class) of the Most Exalted Order of the White Elephant |
| Counsellor | • Knight Commander (Second Class) of the Most Noble Order of the Crown of Thailand |

First Secretary

- Commander (Third Class) of the Most Exalted Order of the White Elephant

Second Secretary

- Companion (Fourth Class) of the Most Exalted Order of the White Elephant

Third Secretary

- Member (Fifth Class) 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 DCIOs in Thailand are based on the principles of non-discrimination and reciprocity, and are governed by VCDR, VCCR 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 VCDR and VCCR 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 DCIOs as well as their household members during their tenure in Thailand.

1. Diplomatic Immunities

1.1 According to Article 29 and Article 31 of the VCDR, a diplomatic agent shall be inviolable and shall enjoy immunity from the criminal, civil and, with some exceptions, administrative jurisdiction of the receiving State.

1.2 Under the VCDR, the following 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 extra security measures, should submit a Note Verbale to the Department of Protocol so that the Department could coordinate with the Thai authorities concerned to consider providing appropriate 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 relevant 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 VCDR and Article 55 of the VCCR, 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-by-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 the captain of the aircraft to whom such firearms are entrusted.

3. Access to Restricted Areas in Suvarnabhumi International Airport

The Department of Protocol will facilitate the issuance and the renewal of permanent (1 year) airport passes with the Airports Authority of Thailand (AOT), for official use of the members of DCIOs, to gain access to restricted areas at the Suvarnabhumi International Airport.

Please note the following:

- Airport passes are issued to members of DCIOs based on the principle of reciprocity with special consideration on functional necessity. All passes are personalized i.e. non-transferable.
- Diplomatic agents, consular officers and officials of international organizations will be issued passes with maximum access up to the aerobridge in both the departure and arrival halls (Pass no. 3).

- Technical and administrative staff, service staff, and locally recruited staff will be issued passes with maximum access up to the luggage claim area (Pass no. 1).
- In cases of functional necessity, a request with supporting reason(s) for more airport passes or for airport passes with greater access can be submitted to the Department of Protocol for consideration on a case-by-case basis. The request should include supporting reason(s) in detail.
- Temporary airport passes which are valid for 24 hours may also be obtained directly from AOT for special occasions, 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. AOT maintains full authority in suspending the issuance of temporary airport passes when it deems appropriate.
- 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.
- Holders of airport passes are required to strictly observe the safety and security measures of the airports.

For Don Muang International Airport, the request must also be submitted to the Department of Protocol for consideration. A maximum of two (2) permanent (1 year) transferable passes will be issued to each DCIO for their official use.

For other airports, please contact the Department of Protocol for further guidelines.

4. Security Measures at Suvarnabhumi International Airport

All members of a DCIO are advised to strictly observe the security measures at the Suvarnabhumi International Airport with a view to ensuring the general safety of all passengers traveling by air as follows:

4.1 All members of a DCIOs are requested to fully comply with the security measures of AOT, which require that security officers of the airport have the right to undertake screening measures at the time of boarding by walking through a 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 a DCIOs are requested to present an official note of their diplomatic bags, which is 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 there are serious grounds for the eventual search, the diplomatic bags are due to pass the x-ray screening procedure. The inspection, if required, shall be conducted in the presence of a diplomat or his/her authorized representative and with utmost request.

4.3 DCIOs, 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 Diplomatic Bags

5.1 In compliance with Article 27 of the VCDR, 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, including the Computed Tomography X-ray (CTX) System. The CTX, which is an explosive detecting system, will not explicitly reveal the content thereof but will detect suspected explosive substances.

6. The Acquisition, Sale, Lease or Disposition of Real Estate (Land and/or Building) by Diplomatic and Consular Missions and International Organizations

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. DCIOs 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 to notify and request the consent of the Ministry prior to the acquisition, sale, lease or disposition of real estate. The Note Verbale shall include the following information:

- The exact address with photographs of the real estate and floor plans of the building,
- Intended use of the property i.e. Chancery, Chancery Annex, Residence of Head of the Mission,
- Reason for acquisition, sale, lease or termination of lease of the real estate.
- Copies of the title deed.

Missions are requested to submit five (5) copies of the Note Verbale and relevant documents to the Department of Protocol

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 based on the principle of reciprocity. 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 a DCIOs who wish to make a round trip (outbound and inbound) to the neighbouring countries by means of road transportation shall submit three (3) sets of Note Verbale informing the Department of Protocol. The Department of Protocol will coordinate with the relevant authorities to extend immigration and customs facilitation at the relevant border checkpoints for such trips. The missions should notify the Ministry of the date and route of the journey, details of the vehicle (model, engine number, registration plate number) and names of the driver and passenger(s) together with copies of their passports by a Note Verbale at least seven (7) days prior to the intended travel date.

8. General Guideline for the Acquisition, Importation, Sale, Transfer and Exportation and use of Motor Vehicles

In accordance with the Ministry of Foreign Affairs Regulations on Motor Vehicles in Relation to Persons Entitled to Privileges, B.E. 2532 (1989), the acquisition of imported motor vehicle (automobiles) by members of the DCIOs, who enjoy an exemption from customs duties, taxes and related charges, is not to benefit the individuals but to expedite the performance of their functions. The traffic laws and regulations of Thailand should be strictly observed.

8.1 The acquisition, importation, sale, transfer and re-export of motor vehicles for official use of a DCIO 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 quota of imported motor vehicles for the Diplomatic Missions, Consular Posts and entitled International Organizations for official use, shall be one (1) imported motor vehicle per three (3) diplomatic privileged persons. However, the Department of Protocol will consider the appropriate number of motor vehicles based on the principle of reciprocity with special consideration given to functional necessity.

8.3 The quota for imported motor vehicles, which may be acquired by members of the Diplomatic Missions, Consular Posts and entitled International Organizations, 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 The quota for imported motor vehicles for officials of International Organizations, and the period the officials of international organizations enjoy duty free importation of motor vehicles shall comply with the agreements concluded between each International Organization and the Royal Thai Government and relevant conventions. In general, the head of an International Organization and its officials whose level and rank is equal to members of the Diplomatic Missions, who have 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.

In cases where an official of an international organization has imported a motor vehicle for not less than five (5) years and wishes to import a new motor vehicle to replace the old one, a request can be submitted to the Department of Protocol for consideration on a case-by-case basis.

8.5 All motor vehicles acquired by members of the DCIOs shall be used only to ensure the effective performance of their functions, and shall not be used by any other person for whatever purpose. The motor vehicles shall also not be used before they are registered, 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 imported motor vehicle is disposed of or exported, members of DCIOs (in accordance with the relevant privileges stipulated in the agreement between the organization and the Royal Thai Government or other relevant conventions) may acquire a new motor vehicle in its place only if 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 For motor vehicles which are irreparably damaged or stolen members of the DCIOs must provide comprehensive evidence to the effect that serves the satisfaction of the Department of Protocol.

8.8 In all cases, written approval from the Department of Protocol must be obtained before any transfer or sale of motor vehicles under this Regulation occurs. 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 directly to the competent authority the day before 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 cases where the owner of the motor vehicle has completed their tour of duty and has left Thailand without completing the formalities on disposal (sale or transfer of ownership) of the motor vehicle, transfer to a third party will not be possible as this will result in tax related problems. 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 to 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 imported 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. ๙๗ 9/2537 Subject: Exemption From the Provision of Section 10 of the Customs Tariff Decree B.E. 2530, such a motor vehicle (excluding motorcycles) 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 imported motorcycles to non-privileged persons shall be subject to the payment of customs duty and taxes in accordance with the law.

9. Formalities for the Acquisition, Importation, Sale, Transfer and Export and Disposal of Motor Vehicles

9.1 Prior Approval from the Ministry of Foreign Affairs for Acquisition, Importation, Sale, Transfer and Export of Motor Vehicles

The DCIOs must submit two (2) copies of Note Verbale to the Department of Protocol seeking approval prior to the acquisition, importation, sale, transfer and export 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, for officials of international organizations, the duration of contract) and particulars of the motor vehicle (make, model and year of manufacture). A copy of proof of identity of the purchaser/owner and where applicable the letter of assumption of duty shall also be attached.

9.2 Customs Clearance of Import Duty-Free Motor Vehicle

The DCIOs must submit two (2) copies of the Note Verbale with supporting documents to the Ministry of Foreign Affairs, referring to the Ministry's Note granting permission to place a purchase order to import a motor vehicle and requesting customs clearance facilitation for the imported motor vehicle, with the following information:

- Co-signatory'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 DCIO (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;
- Two (2) copies of the 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 Motor Vehicle

9.3.1 Registration of imported motor vehicles, the DCIOs must submit three (3) copies of Note Verbale with supporting documents to the Ministry of Foreign Affairs, requesting vehicle registration facilitation for the import/transfer of the imported motor vehicle, with the following information:

- Owner'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 import (according to Form32);
- Copies of proof of identity of the vehicle owner;
- Copies of proof of liability insurance;
- Copies of the Certificate of Import (Form 32 issued by Customs Department) sealed and signed by the authorized person of the Mission or Organization;
- Copies of import entry and tax declaration forms.

9.3.2 Registration of locally manufactured/duty-paid motor vehicles, DCIOs must submit two (2) copies of Note Verbale with supporting documents to the Ministry of Foreign Affairs, requesting vehicle registration facilitation for the acquisition/transfer of the locally manufactured/duty-paid motor vehicle, with the following information:

- Owner'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;
- Copies of proof of identity of the vehicle owner;
- Copies of proof of liability insurance;

9.3.3 All diplomatic privileged motor vehicles both official and personal vehicles, must have at least a “Third Party Plus Compulsory Insurance Coverage” at all times.

9.3.4 The DCIOs 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 The request for vehicle registration shall be made through the Department of Protocol. Diplomatic registration plates are classified into 5 types:

- White, beginning with the Thai letter “ก” is for the official car of the Embassy and the personal car of diplomats;
- Blue, beginning with the Thai letter “ข” is for the personal car of the administrative staff of the Embassy;
- Blue, beginning with the Thai letter “จ” is for the official car of the International Organization and the personal car of its staff;
- Blue, beginning with the Thai letter “ฉ” is for the career consul;
- Grey, beginning with the Thai letter “ญ” is for the honorary consul.

9.5 Annual Renewal of Vehicle Registration

The DCIOs are required to renew their motor vehicle registration annually by submitting two (2) copies of a Note Verbale with supporting documents to the Department of Protocol. The following information is required:

- Owner's name and rank and information on the manufacture, model and year of manufacture of the motor vehicle. Engine number, chassis number, cylinder and engine displacement (cubic capacity) and color and registration plate number should be included;
- Copies of proof of motor vehicle registration book;
- Copies of proof of liability insurance;

sealed and signed by the authorized person of the Mission or Organization.

9.6 Disposal of Imported Motor Vehicles

The sale or transfer of ownership of motor vehicles imported into Thailand for less than 5 years to a non-diplomatic privileged person shall be governed by the law, regulations and orders related to the imposition of customs duties and taxes.

9.6.1 DCIOs must submit two (2) copies of a Note Verbale requesting approval from the Department of Protocol for the disposal of the imported motor vehicles with the following information:

- Owner and purchaser's name and rank and information on the manufacture, model and year of manufacture of the motor vehicle. Engine number, chassis number, cylinder and engine displacement (cubic capacity) and color and registration plate number should be included;
- Copies of proof of identity of the vehicle owner and purchaser (For Thais copies of identity card and house registration certified by the holders. For Foreigners copies of passport and stay)
- Copies of proof of motor vehicle registration book.

9.6.2 For transfer of ownership of the imported motor vehicle between diplomatic privileged persons, upon receiving the Ministry's approval, DCIOs must submit three (3) copies of a Note Verbale together with supporting documents requesting the transfer of ownership of the imported motor vehicles. The following information should be included;

- Owner and purchaser's name and rank and information on the manufacture, model and year of manufacture of the motor vehicle. Engine number, chassis number, cylinder and engine displacement (cubic capacity) and color and registration plate number should be included;
- Copies of proof of identity of the vehicle owner and purchaser
- Copies of proof of motor vehicle registration book;
- Copies of proof of liability insurance;

9.6.3 The sale of imported motor vehicles (imported into Thailand less than five (5) years prior to the sale) to non-privileged person is subjected to payment of duties and taxes determined by the Customs Department. For transfer of ownership to a non-diplomatic privileged person, upon receiving the Ministry's approval, the DCIOs must submit two (2) copies of a Note Verbale requesting facilitation for the assessment of duty remaining on the imported motor vehicle. After the payment has been made, three (3) copies of a Note Verbale and the receipt issued by Customs Department, sealed and signed by the authorized person of the Mission or Organization, shall be submitted to the Department of Protocol to request facilitation of transfer of ownership of the motor vehicle.

9.7 Disposal of Duty-Paid/Locally Purchased Motor Vehicle

The DCIOs, that wish to dispose the duty-paid/locally purchased motor vehicle, are required to submit two (2) copies of the 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 a 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 the personal documents of the purchaser (identity card and house registration certified by the holder).

9.8 Export of Duty-Free Motor Vehicles

DCIOs wishing to export a duty-free motor vehicle shall submit three (3) copies of a Note Verbale, 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 the 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 Regulations 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, 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 should be 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 one (1) copy requesting 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 VCCR 1963, the motor vehicle of the Honorary Consul is not entitled to privileges and immunities. The said motor vehicle is, therefore, subject to the enforcement of the relevant Thai laws and regulations, i.e. annual tax payment.

9.9.5 In principle, one Honorary Consulate/Consulate-General will be allowed to register the maximum of one motor vehicle under a special number and plate designated for Honorary Consular Posts; however, should functional necessity arise, a request can be submitted to the Department of Protocol for consideration on a case-by-case basis.

10. Formalities for Customs Clearance of Imported Goods

10.1 DCIOs shall submit a Note Verbale with two (2) copies requesting customs facilities for the importation of goods. The Note Verbale shall provide details of the imported goods, and shall be accompanied by three (3) completed entry forms for the diplomatic clearance of goods imported by the DCIOs (DP.1), and three (3) copies of the 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. 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) should be included.

10.2 DCIOs shall submit a Note Verbale with one (1) 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 for 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 DCIOs 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 DCIO 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. DCIOs must request 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, work of art 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, DCIOs 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 DCIOs shall observe the quota on the import of duty-free alcoholic drinks allocated by the Department of Protocol.

10.9 On exportation of goods, DCIOs shall submit three (3) copies of a 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, port of departure, country of destination and date of export. The Note Verbale shall be accompanied with three (3) copies of the invoice, sealed and signed by the authorized person of the Mission or Organization or the packing list (for personal effects).

11. Exportation of Objects of Thai Cultural Heritage and Importation 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 Exportation

The export of Buddha images, Bodhisattva or fragments thereof is except for worship by Buddhists, or as 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 works of art out of Thailand whether they are originals or reproductions.

In this regards, DCIOs 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 (front view) of the object together with a detailed description of the object and the applicant's passport with 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 Importation

A member of a DCIO, who wishes to import antiques/work 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 DCIO concerned together with the completed entry form for diplomatic clearance of goods imported by the DCIO (DP.1), and a copy of the license to the Department of Protocol for the customs clearance procedures. Nevertheless, the officer of the Department of Fine Arts has the right 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 VCDR 1961, the DCIOs may install and use a wireless transmitter only with the consent of the receiving State. In this case, the DCIO shall submit a Note Verbale with one (1) copy requesting 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 procedures to obtain the authorization to use such radio communication equipment from the National Broadcasting and Telecommunications Commission (NBTC).

In this regard, detailed information on the radio communication equipment 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 renewal shall be submitted via the Department of Protocol. The fee for the use of frequency of the DCIOs shall be considered by the NBTC on a 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 DCIOs, which enjoy VAT Exemption, are aimed at facilitating the performance of the Missions or Organizations, and, therefore, are strictly for official use or functional necessity of the Missions or Organizations, not for personal consumption or the benefit of an individual. Reciprocity will be taken into consideration.

13.2 DCIOs 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 DCIOs 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 regardless of the amount.

13.4 On each occasion of and prior to purchasing goods and acquiring services, DCIOs 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 The DCIOs 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, a one-month period of validity runs from the date of their conclusion.

13.7 In applying for VAT exemption, DCIOs 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 DCIOs 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 on 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 the purchase of goods/services shall not be accepted especially in the case of purchases that was made over 6 months previously.

13.11 The application form for a 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 DCIOs 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 DCIOs shall submit a Note Verbale with one (1) 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 the completed claim for refund on Excise Tax Form (ถ.บ. . . . 01-35) by the supplier, affixed with the seal and certified by the authorized person of the Missions or Organizations;
- The original receipts and one (1) copy indicating the type of fuel, date of consumption, amount in litres, price of gasoline, the name of the DCIO 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 in a Note Verbale of the name of the above-mentioned authorized person of the Missions or Organizations and provided with 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 DCIOs (including types and amount of gasoline on 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 DCIOs.

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 a 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 A State Visit is a visit of the Royal Head of State/ Head of State at the invitation of Their Majesties the King and Queen. 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 accommodation 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 a visit to the respective capitals is made approximately 1 week in advance. The Ministries of Foreign Affairs of both countries shall agree on the date of the announcement. The Bangkok Metropolitan Administration will put up flags of the foreign dignitary's country and Thai flags together along important roads and at government facilities where the delegation will pay a visit. A welcoming banner will also be put up at the Government House, Air Terminal, Headquarters of the Royal Thai Air Force Don Mueang International 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 Suite of Honour 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 Air Terminal, Headquarters of the Royal Thai Air Force (Don Mueang International Airport). When the foreign dignitary's aircraft has landed, the Director-General of the Department of Protocol and Ambassador of the visiting country accredited to Thailand will proceed onto the plane and accompany the foreign dignitary to disembark from the plane. The Members of the Royal Family will welcome the foreign dignitary on 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 accredited 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 will introduce the Chief Aide-de-Camp, Commander-in-Chief of the Royal Thai Air Forces, Commander of Don Mueang Air Force and invite 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 salute, the 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 will introduce the official delegation of the visiting country to the Members of the Royal Family. Then, the Members of the Royal Family will 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 A 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 a speech and the foreign dignitary will make a reply speech at the dining table. A 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 A 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 will receive a 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 Corps, 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 Air Terminal, Headquarters of the Royal Thai Air Force Don Mueang International 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 on 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 the 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 Official Visit refers to a 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 visits prior to or following international meetings 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 at least 2 months in advance.

1.2.2 During the official visit, the Thai side will provide appropriate accommodation and bear local expenses of the foreign dignitary and his/her spouse and official delegation of not more than 9 persons (1+9). The 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 shall 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 Air Terminal 2, Wing 6 (Don Mueang International Airport). The ceremony will comprise plane-side honor guards in attendance beside a red carpet, a 21 gun salute (for Heads of State) or a 19 gun salute (for Head of Government) and a garland presentation. The official welcoming will be held at 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 costume and a VVIP room will be arranged at the airport. In the case that a VIP room is not available or in the case of inclement weather or rain, a motorcade will standby on the tarmac. An official car for the foreign dignitary, 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 a 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 route and government facilities where the delegation will pay a visit. A welcoming banner will also be put up at 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 a luncheon at Government House in honor of the foreign dignitary. Invited guests will include members of the foreign dignitary's 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 Decorations.

1.2.13 If there is going to be a signing of a 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 advanced coordination.

1.3 Working Visit

1.3.1 A Working visit is a visit by the Heads of State, Heads of Government and Heads of International Organizations with their equivalent rank for the purpose of having negotiations or discussions on particular issues of mutual interest.

1.3.2 Working visits are limited to 10 times per year except for visits which occur 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 accommodation and bear local expenses for the Head of Delegation, his/her spouse and an official delegation of not more than 5 persons (1+5). The duration of a working visit should not exceed 3 days and 2 nights. Reciprocity will be considered in the arrangements. Liaison officers, security personnel and a medical team will be provided. Customs and Immigration clearances as well as permissions to carry firearms and communication equipment 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 will be arranged at the Government House. The Prime Minister will host a luncheon or dinner in honour of the foreign dignitary and may deliver some short remark. An exchange of gifts will be done through diplomatic channels.

1.3.6 If there is going to be a signing of an agreement during the visit, related procedures must be completed in advance 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, a 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 made at least 2 weeks in advance of the visit. In the case that the foreign dignitary requests a Royal Audience with other members of the Royal Family, a representative of the Prime Minister will 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 A visit to Thailand as guest of the Government refers to visits of 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 an appropriate reception as the case may be.

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

1.4.3 The Initial approach for such visits should be done approximately 1 month in advance. There is no limit to the number or visits as guests of the Government. The Thai side will provide appropriate accommodation 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 police 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 permissions to carry firearms and communication equipment 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. The 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 made 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 A Private Visit refers to a 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 the waiving of any fees. Requests to waive 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. 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 a courtesy if deemed appropriate by the Royal Thai Government.

2. Ceremonies on the Visit

The ceremonies associated with the visit to Thailand by the Royal Head of State/ Head of State/Head of Government will be as follows: arrival ceremony at airport, welcoming ceremony at the Government House, State Banquet/Official dinner/luncheon, and farewell ceremony at airport. A State Visit will involve more ceremony formalities and a 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 Military Air Terminal 2, Wing 6 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 special occasions. In general practice, the Deputy Prime Minister and spouse will receive the foreign dignitary and spouse of 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.

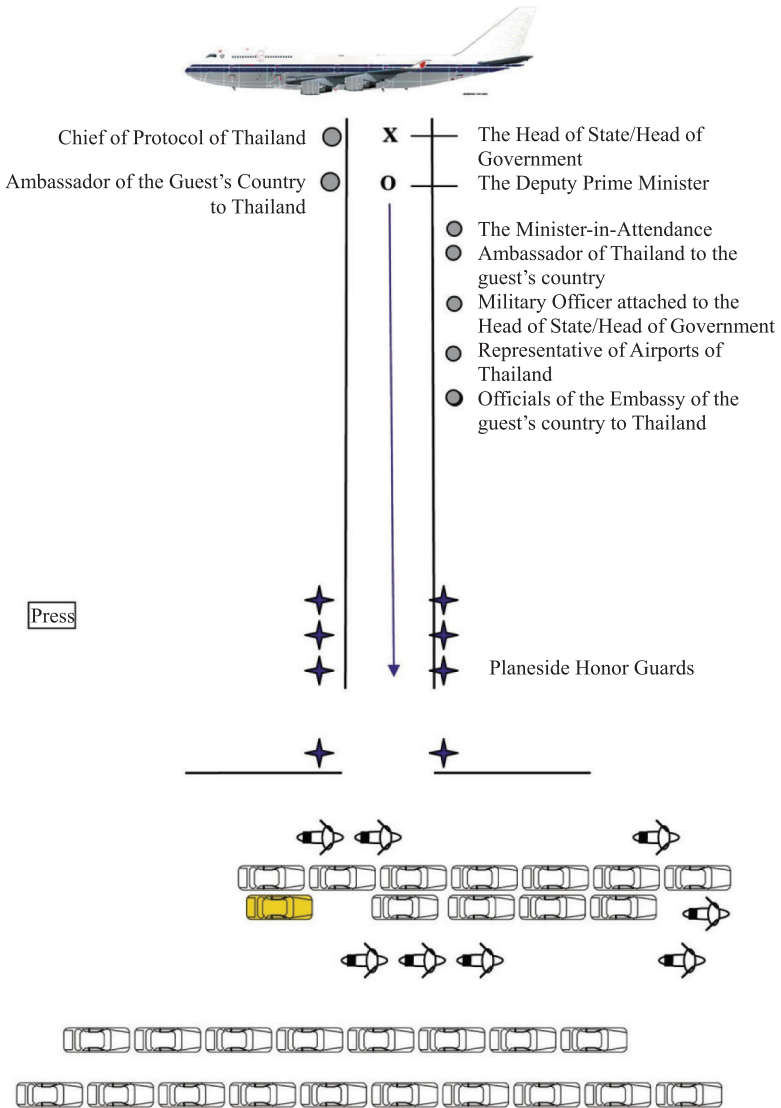
- The arrival ceremony for the Head of State/Head of Government, who pays an official visit to Thailand by special plane, will take place at Military Air Terminal 2, Wing 6 Don Mueang Airport.
- When the airplane lands, the official greeting party will move to the staircase. The Director-General of the 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. On the tarmac, the Director-General of the Department of Protocol presents the Deputy Prime Minister and spouse to the foreign dignitary and spouse.
- The Deputy Prime Minister presents a 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 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 in 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 them off in the vehicle.

Diagram of Line-up Positions at Military Air Terminal 2, Wing 6 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 aero bridge/stair. The Deputy Prime Minister will be accompanied by their 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 the aero 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 garland to the foreign dignitary and the spouse of the Deputy Prime Minister presents a garland to the spouse of the foreign dignitary, and, thereafter, invites them to a reception room. A line of ladies in Thai national dress 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 them off in the vehicle.

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

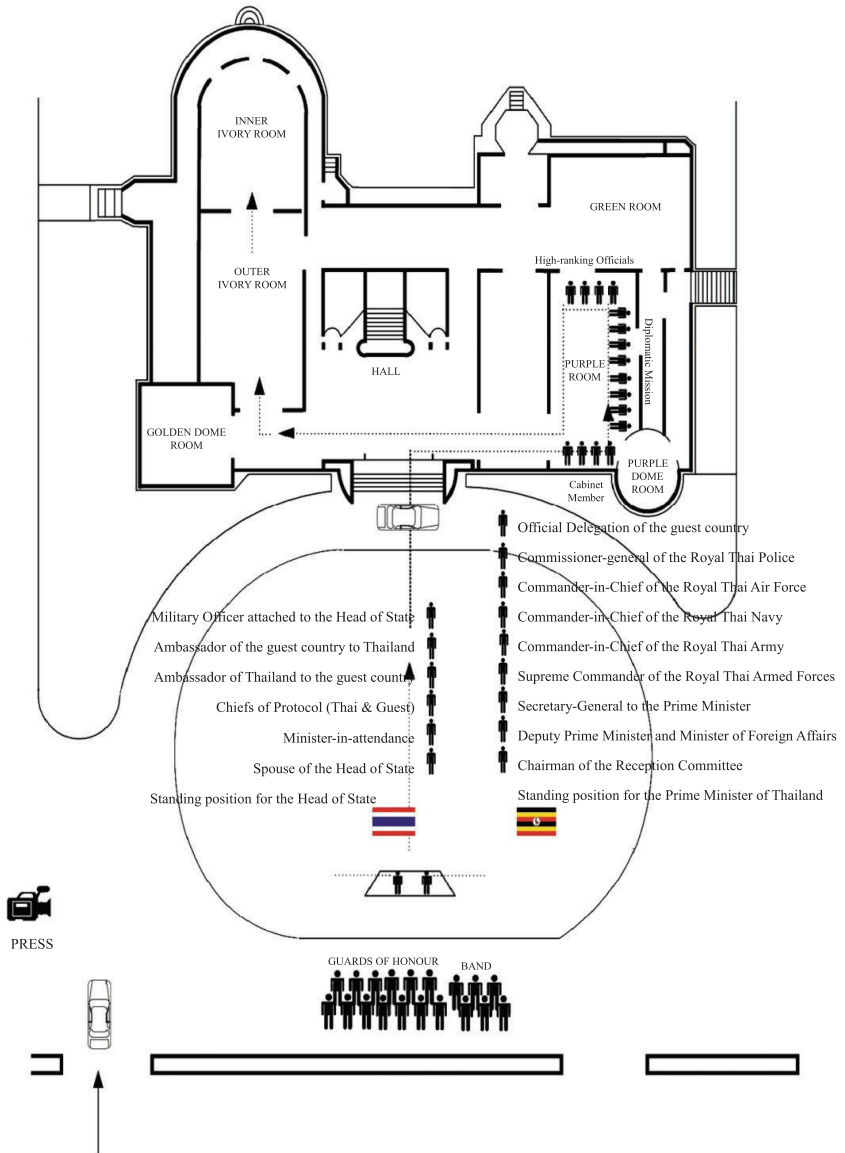
2.3.3 After the ceremony, the Prime Minister invites the foreign dignitary to walk pass the standing line of the Thai high-ranking officials. The Director-General of the Department of Protocol introduces the Deputy Prime Minister, Minister of Foreign Affairs, Secretary-General to the Prime Minister, 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 the signing of the Government's guest book and to view the display of gifts from both sides. Thereafter, The Prime Minister invites the foreign dignitary and spouse to the inner ivory room for a bilateral meeting.

2.3.6 In case of rain, there will be a review of the guards of honor inside 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 A 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 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. 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, welcome the foreign dignitary upon stepping down from vehicle. The Prime Minister then invites the foreign dignitary to sign the Government House guest book and to view the gifts from the Royal Thai Government. The foreign dignitary invites the Prime Minister to view the gifts from the foreign dignitary's country. The Prime Minister invites the foreign dignitary to the lobby of Government House (Santi Maitri Building) to view a 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 the 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 the Outer Santi Maitri Building for the official dinner/luncheon. When the Prime Minister and the foreign dignitary and spouse 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.

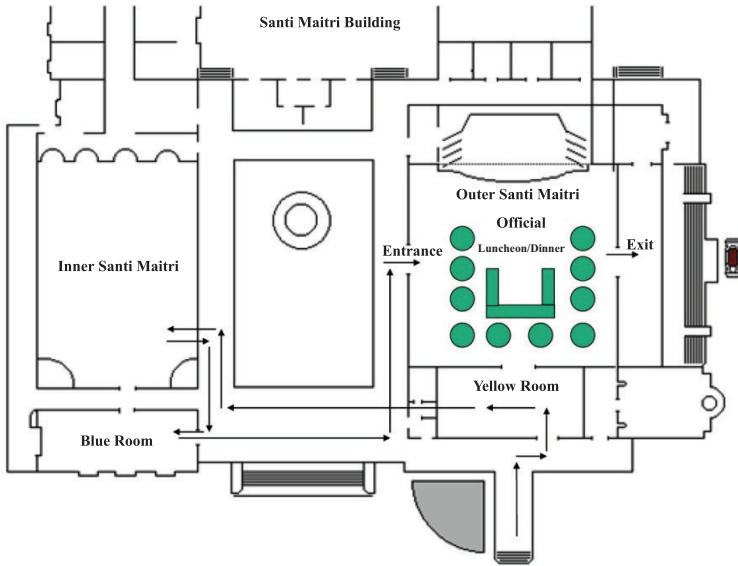
2.4.6 At the end of the last cultural show, the Prime Minister invites the foreign dignitary and spouse to present flower bouquets to the performers.

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

2.4.8 If the dinner/luncheon is scheduled immediately after a 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 guest book and then to the dinner/luncheon room.

2.4.9 The dinner/luncheon for a visit as a guest of the Government will be held at 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 made 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 the Royal Audience. The number of guests which have been granted the Royal Audience shall not exceed 5 persons excluding the interpreter. An additional number of guests can be considered if the said person holds a position 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 together with 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 made only with 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 the Thai and English languages.

2.5.6 The dress code on this function is a dark suit or 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 the Royal Residence or venue of the Royal Audience at least 30 minutes before the scheduled time. The Lord Chamberlain or representative will welcome the foreign dignitary and his/her entourage, and invite them to the holding room. At the 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 a 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 a Head of Government, the Prime Minister would escort and present the foreign dignitary to His Majesty the King.

2.6 Bestowal of Royal Decorations during Official Visit

2.6.1 On official visits, the Royal Thai Government may wish to bestow a Royal Decoration on the foreign dignitary to express its recognition of 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 a 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 of approval from the Prime Minister, the Director-General of the Department of Protocol shall request the Secretariat of the Cabinet to seek 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 a Royal Decoration will take place at the hall of Government House 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 a 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 position, 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 places 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 Military Air Terminal 2, Wing 6 Don Mueang Airport, when the foreign dignitary pays a visit to Thailand by a special plane. The Deputy Prime Minister, who is responsible for the reception of the foreign dignitary, and spouse together with the Thai and Foreign dignitaries line up on 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 aerobridge, 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, Military Air Terminal 2, Wing 6 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 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 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.

3. Motorcade

Principally, the motorcade for the official visit of a 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• Special Branch Police Officers Guest Country's |
| security car | <ul style="list-style-type: none">• Guest Country's Security Officers Car• 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 | <ul style="list-style-type: none">• Official delegation of the guest country |
| Luggage van | <ul style="list-style-type: none">• VVIP personal luggage Cars• Thai Protocol Officials |
| Embassy's car | <ul style="list-style-type: none">• Embassy's officials |
| Car | <ul style="list-style-type: none">• Spare for VVIP |
| Ambulance | <ul style="list-style-type: none">• Physician/Nurse |
| Police car | <ul style="list-style-type: none">• S.W.A.T Press Vans• Media |
| Police car | <ul style="list-style-type: none">• Metropolitan Police Officers |

4. Information to be provided by the Visiting Side

With a view to facilitating the official visit of the Head of State/ Head of Government to the Kingdom of Thailand as a guest of the Royal Thai Government runs smoothly, 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 equipment (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 equipment 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 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, the 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 the 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 using the 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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