



## **ANNOUNCEMENT**

### **STANDARD QUALIFICATION FOR VISA PROCESSING SERVICE COMPANY**

In order to facilitate foreign travellers wishing to visit Thailand, the Royal Thai Embassy in New Delhi hereby announces the standard qualification for a visa processing service company to be eligible to submit visa applications for applicants to the Royal Thai Embassy and Royal Thai Consulate-Generals in India.

#### **Responsibility:**

The visa processing service company shall be responsible for pre-screening the visa applications and the required documents of each visa category in accordance with the guidelines and instructions as provided by the Royal Thai Embassy and Royal Thai Consulate-Generals in India before the application submission.

The visa processing service company shall also be responsible for the applicants' information, gathering required documents, and collecting a visa fee from the applicant before submitting the applications to the Royal Thai Embassy Royal Thai Consulate-Generals in India on behalf of the applicants.

#### **Qualifications:**

The eligible visa processing service company shall meet the following criteria and requirements as follows:

1. The company shall be registered under India's relevant laws and have at least a fully paid registered capital of THB 5 million or equivalent.
2. The company shall have experience providing Visa Outsourcing Services for other Embassies, Consulate-Generals, or Governments for not less than 5 years with good service records. The company must also possess an excellent record of doing business and have no lawsuit and/or any serious complaint record.
3. The company shall be ready to commence the submission of visa applications to the Embassy on **1 October 2024**.

#### **Required documents:**

The applicant company shall submit:

1. Memorandum of Association;
2. Certificate of Incorporation;
3. Copy of PAN card of the Company;

4. Copy of Income Tax Return for the past two years;
5. Financial Report from the past year;
6. Other supplementary documents, if any;
7. Original recommendation letters from Embassies, Consulate-General or Governments which the company works/worked for; and,
8. Company profile and relevant supporting documents, if any.

**Remarks:**

- Non-original documents of 1 - 2 shall be duly certified by **the state chamber of commerce** and undergo legalization by the **Ministry of External Affairs of India** before submitting to the Royal Thai Embassy.

- Non-original documents of 3 - 5 shall be authenticated by an authorized person.

**Date of submission:**

All required documents shall be directly submitted to the Royal Thai Embassy, 56-N, Nyaya Marg, Chanakyapuri, New Delhi 110021, **by 13 September 2024 within 16.00 hrs.**

Only a complete set of documents submitted within the above-mentioned date and time shall be considered.

**List of eligible companies:**

The list of eligible visa processing service companies will be announced on the Royal Thai Embassy's website and social media platform by **23 September 2024**. The decision shall be final.

The Royal Thai Embassy reserves the right to approve, review, suspend, and terminate the list of eligible service companies or any part thereof without prior notice and/or providing any reasons.

Royal Thai Embassy  
New Delhi  
6 September B.E. 2567 (2024)

