



ANNOUNCEMENT

STANDARD QUALIFICATION FOR VISA PROCESSING SERVICE COMPANY

In order to facilitate foreign travelers wishing to visit Thailand, the Royal Thai Embassy, 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.

Responsibility:

The visa processing service company shall be responsible for a pre-screening the visa applications along with required documents of each visa category, in accordance with the guidelines and instructions as provided by the Royal Thai Embassy prior to the application submission.

The visa processing service company shall also be responsible for the applicants' information as well as for the gathering required documents and collecting a visa fee from the applicant before submitting the applications to the Royal Thai Embassy 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 a company registered under India's relevant laws and have at least fully paid registered capital of THB 5 million or equivalent.
2. The company shall have experience in providing Visa Outsourcing Service for other Embassies/ Consulate-General/ 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 from **1 October 2023**.

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 20 September 2023 within 16.00 hrs.**

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

List of eligible companies:

The list of eligible visa processing service companies will be announced **by 27 September 2023** through the Royal Thai Embassy's website and social medias. The decision shall be final and valid until 30 September 2024.

The Royal Thai Embassy reserves the rights 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
4 September B.E. 2566 (2023)

