

THAILAND TOURIST AND BUSINESS VISA

THANK YOU FOR CHOOSING VISA FIRST TO PROCESS YOUR VISA APPLICATION. THIS IS YOUR VISA FIRST APPLICATION PACK WHICH CONTAINS:



INFORMATION ON THE
DOCUMENTS YOU WILL
NEED TO PROVIDE IN
ORDER TO OBTAIN A VISA



ORDER FORM



VISA APPLICATION
FORM

Please make sure to read all information provided carefully. Once you have gathered all required documents please print off, fill out and sign the application form provided. Please then send the completed form and the required documents to our address, which is outlined below. We strongly recommend that you use **registered post**, as you will be sending your passport. If you have any further questions please do not hesitate to contact us.

You can contact us by:



info@visafirst.com



+44(0) 207 659 9180 from the UK



+353(0) 1 878 3329 from Ireland

WHAT DO I NEED TO APPLY FOR MY THAILAND BUSINESS VISA?

TOURIST VISA (Single entry):

- Passport, with at least 1 blank page and valid for 6 months beyond the date of application.
- 2 recent photos taken against a white background.
- Application form completed and signed.

TOURIST VISA (Multi Entry), the following is also required:

- 6 months bank statements showing a consistent balance of at least £5,000.
- Letter from UK employer, addressed to the Royal Thai Embassy, London.
- Copy of confirmed flight ticket to Thailand.
- Copy of confirmed hotel booking(s).

NON-IMMIGRANT (BUSINESS) VISA (Single entry):

- Passport, with at least 1 blank page and valid for 6 months beyond the date of application.
- 2 recent photos taken against a white background.
- Application form, completed and signed.
- Letter from inviting Thai company which must:
 - 1) be on company letterhead paper.
 - 2) state the applicant's full name.
 - 3) state the purpose of the visit.
 - 4) specify the number of entries required.
- Letter from UK company which must:
 - 1) be on company letterhead paper.
 - 2) state the applicant's name and the specific purpose of the visit.
 - 3) state the company/organisation to be visited.
 - 4) specify the intended length of the visit.
 - 5) be signed by the applicant's manager.
 - 6) accept financial responsibility for the applicant.

NON-IMMIGRANT (BUSINESS) VISA (MULTI ENTRY), THE FOLLOWING IS ALSO REQUIRED:

- 6 months bank statements showing a consistent balance of at least £5,000.
- Copy of confirmed flight tickets to Thailand.
- Copy of confirmed hotel booking.

Where should I send my documents to?

Visa First, 3rd Floor, 9 White Lion Street, London N1 9PD, UK.

How long does the visa take to be organised?

The standard period for a visa to be issued is 3-4 working days.

How long is the visa valid for?

Tourist visas are valid for 3 or 6 months from the date of issue. The visas are issued as 3-Month Single Entry and 6-Month Multiple Entry ones.

Business (Non-Immigrant) visas are valid for 3 months or 1 year from the date of issue.

The visas are issued as 3-Month Single Entry or 1-Year Multiple Entry ones.

Where can I direct my questions to?

You can contact any of the Visa First officials at 0207 659 9180.

THAILAND TOURIST AND BUSINESS VISA

ORDER FORM

First Name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated Date of Departure: DAY / MONTH / YEAR
Home Phone:	Mobile:
E-mail:	
Address (to return passport to):	

FOR TOURIST VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)

FOR BUSINESS VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)
Name of the company you are working for?
What is your occupation?
Name of HR Manager in your company:
Name and telephone number of staff member in your company that organises travel for staff:
Accounts Contact:
Where possible please provide the name of the person in your accounts team that manages payments:

THAILAND TOURIST AND BUSINESS VISA

VISA OPTIONS:

Tourist Visa:		Business Visa:	
3 Month Single Entry:	£110	3 Month Single Entry:	£150
6 Month Multiple Entry:	£210	1 Year Multiple Entry:	£245

Please note: Embassy fee is set by the Embassies themselves and Visa First has no control over it. Usually, the Embassy fee varies according to Embassy, applicant's nationality, type and duration of visa. The prices given here consist of Visa First handling fee and Embassy fee. They are for one person, inclusive of VAT and are an estimate only. Please note that, additional fees may apply. These are dependant on the way you want to receive your passport, exchange rate changes, changes in the Embassy fees etc. In the event that in your case an additional fee is due we will contact you to organize the payment in the most convenient way for you.

POSTAGE DETAILS

How would you like your passport and visa returned to you?

Note: If you do not select an option below, we will hold your passport in our offices for self pick-up unless you advise in writing of an alternative preferred option.

Registered post (UK only)* delivery, including handling fee (delivered within 48 hours) – £10.00

Courier options:

To United Kingdom (1-2 working days) – £35

To Europe EU (1-3 working days) – £50

Self-pick up

Personal courier

* The above services are available only within United Kingdom.

For more information on Courier options please contact Visa First Help Desk on 0207 659 9180

For Clients in the UK: If your passport is misplaced by the embassy or courier, we will replace your passport with the passport office. There is an additional fee of £15 for passport cover which is recommended to all clients. Tick this box only if you wish to avail of passport cover.

THAILAND TOURIST AND BUSINESS VISA



PAYMENT DETAILS

Method of payment:	Credit Card	Postal Order	Bank Draft
Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Laser <input type="checkbox"/> Maestro/Solo		
Name of Card Holder:			
Card Number:			
Card Expiry Date:	MONTH YEAR	SECURITY CODE	
Registered Card Address:			
Mailing Address: /If different/			

*If you are paying by credit card simply fill out your credit card details and return this application to us.
All postal order and bank draft payments should be returned with this application to one of the following addresses:*

VISA FIRST
14 St. Stephen's Green
Dublin 2
Ireland
Fax: +353 1 878 3329

VISA FIRST
3rd Floor
9 White Lion Street
London N1 9PD
United Kingdom
Fax : +44 20 7659 9180

NB: Please make postal order and bank draft payments payable to TaxBack - Visa First Division.
For all payments made by a credit or debit card there is a 3% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

TERMS AND CONDITIONS

Visa First reserves the right to return any passport without the requested visa if the passport and/or the documents provided do not comply with the requirements or if there is insufficient time to process the visa. Please note that, other documents may be requested at the discretion of the embassy. The provided processing time is given as a general guidelines - actual waiting times may vary. The visa fee is non-refundable even in the event that your application is delayed or rejected.

Passports are required for the entire processing time. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss.

You must travel with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact Visa First Help Desk for advice. In this case Reallocation fees may apply.

Visa First advises against purchasing restricted or inflexible tickets prior to visa issuance. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that visas are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of Visa First, you agree to our terms and conditions listed above, which you can view at <http://www.visafirst.com/terms.asp> .

Signature of applicant:

**2 Photographs
 To be submitted
 with
 1 application
 form**



**VISA
 APPLICATION FORM**

Visa Application time 9.00-12.00 Hrs
 Visa Collection time 11.00-12.00 Hrs
 Monday - Friday

Type Of Visa Required	No. of Entries
Non – Immigrant Visa • 'S' for Single Entry • 'M' for Multiple Entries	
Tourist Visa • 'S' for Single Entry • 'M' for Multiple Entries	
Transit Visa	
Other types	

Part 1: Personal Details

Mr / Miss / Mrs / Master

Given Name (First Name) :	
Surname (Family Name):	
Maiden Name:	Applicant's Father Name :
Nationality:	Nationality at Birth:
Birth Place:	Date of Birth (dd/mm/yyyy):
Marital status (Please circle one): Single Married Divorced Widow(er) Other	
Profession (Please specify position presently held) :	
Employer / Institution :	
Present Address:	
Mobile Number:	
Permanent Address (If different from above):	
Telephone Number:	
E-mail Address:	
Passport/Travel Document	
No:.....	
Authority:.....	
Date of Issue:.....	
Expiry Date:.....	

Part 2: Visiting Details

Date(s) of Previous visit(s) to Thailand (If more than 3 visits, please note only the last 3 visits):
Purpose of Current Visit:
Evidence Substantiating your purpose of visit FOR NON-IMMIGRANT OR LONG STAY ONLY
Estimated Date of Arrival in Thailand (NOTE: You must travel within 3 months from the date of issue):
Duration of Proposed stay:
Proposed Address in Thailand:

For Attention of Applicant:

I hereby confirm that the purpose of my visit to Thailand is already identified in this application form and the information given is correct and complete.
Note: Visa fee is non-refundable

Signature.....

Date.....

Official Use Only

Type of Visa:.....
 Category:.....No :.....
 Date of Issue:.....
 Expiry Date:.....
 Signature:.....

Consular Officer

Note

THAILAND TOURIST AND BUSINESS VISA

Date: _____

Royal Thai Embassy
Consular Section
29-30 Queen's Gate, London
SW7 5JB

Dear Sir/Madam,

This letter is to confirm that _____ *Name of Inviting Company* _____ will sponsor
_____ *Name of Traveller* _____ for a *Multiple or Single* entry business visa.

_____ *Name of Traveller* _____ has been employed by _____ *Name of UK Company* _____
as a _____ *Job Title* _____ since _____ *Date* _____.

_____ *His / Her* _____ contact number is _____ *Traveller tel no* _____.

_____ *Name of Traveller* _____ is planning on visiting
_____ *Name of Thai Company* _____ for business discussions starting on the _____ *Date* _____.

_____ *Name of UK Company* _____ will provide full financial support for
_____ *Name of Traveller* _____.

Please feel free to contact me on _____ *UK Company Tel No* _____
_____ *and full address* _____ if you have any questions.

I thank you for your assistance in this matter.

Yours faithfully,

_____ *Name and Job Title* _____