

# 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](mailto: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 VISA?

### TOURIST VISA:

Completed application form.

Original passport - must be valid for at least 6 months after planned departure from Thailand and must have two blank visa pages.

Two recent, colour, passport-sized photographs taken against white background and printed on standard photographic paper.

Proof of sufficient funds – 20000 Baht per person – approximately, €520 e.g bank statement in case of single entry visa request. Please note, in case of a multiple entry visa request, the bank statement should show a balance of at least £5,000 for the last 6 months.

Flight booking confirmation.

Accommodation booking confirmation.

Confirmation of legal residence in the UK or Ireland - residence permit or BRP card.

### BUSINESS VISA:

Original passport, valid for at least 6 months beyond entry date with at least 2 blank visa pages.

Completed and signed visa application form.

Two recent, colour, passport-sized photographs.

Proof of sufficient funds – 20000 Baht per person – approximately €520 e.g bank statement.

Letter from current employer addressed to the Embassy on company letterhead paper, stating the applicant's name and including the following details: specify the purpose of the visit, the number of entries and the length of the visa required, the name of the organisation to be visited with its contact details. It must include an acceptance of financial responsibility for the applicant and it must be signed by the applicant's supervisor or company's HR Department.

Letter of invitation from the company in Thailand on company letterhead paper, stating the name of the applicant and the following details: the purpose of the visit, the number of entries and the length of the visa required.

Confirmation of legal residence in the UK or Ireland - residence permit or BRP card.

Please note that the Thailand Embassy no longer accepts applications completed by hand, only applications submitted online are accepted. An appointment must also be booked with the embassy to submit applications. Visa First can assist with every stage of the application process, however delays may occur due to this new system.

### Where should I send my documents to?

Visa First, 3rd Floor, 26 Finsbury Square, London, EC2A 1DS, UK.

### How long does the visa take to be organised?

The standard processing time is 5 working days.

### How much time can I spend in Thailand?

The allowed stay on a tourist visa is up to 60 days per entry.

The allowed stay on a business visa is up to 90 days per entry.

### How long is the visa valid for?

Tourist visas can be issued as either 3 month single entry or 6 month multiple entry visas. They are valid from the date of issue.

Business visas can be issued as either 3 month single entry or 1 year multiple entry visas. They are also valid from the date of issue.

### Where can I direct my questions to?

You can contact any of the Visa First officials on 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):	
How did you book your flight? (name of the website, travel agency)	
How did you hear about our services?	

\* Please be advised that all necessary correspondence for this visa application process will be directed to the email address and/or the postal address you provided on this application form. Please bear this in mind when providing your contact details, as necessary email/postal correspondence may include a client's personal information.

## 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.

- |   |   |
|---|---|
| <input type="checkbox"/> Registered post delivery*, including handling fee (delivered within 48 hours): £12 |   |
| <input type="checkbox"/> Courier in UK (Overnight): £40   | <input type="checkbox"/> Self-pick up                                   |
| <input type="checkbox"/> Courier in Europe EU (1-3 working days): £60                                       | <input type="checkbox"/> Personal courier (fill in full address below): |

\* The above services are available only within the United Kingdom.  
For delivery options outside of the United Kingdom, please contact the Visa First help desk on 0207 659 9180.

## VISA OPTIONS:

Tourist Visa:		Business Visa:	
3 - Month Single Entry:	£125	3 - Month Single Entry:	£160
6 - Month Multiple Entry:	£260	1 - Year Multiple Entry:	£270

Please note, the embassy fee is set by the embassy and Visa First does not control this. Usually, the embassy fee varies according to the given embassy, the applicant's nationality, the type and the duration of the visa. The prices stated here consist of the Visa First handling fee and the embassy fee. They are for one person, inclusive of VAT and are an estimate only. Please note that, additional fees may apply. These fees are dependent on the way in which you would like to receive your passport, exchange rate changes and changes in the embassy fees etc. In the event that an additional fee applies to you, we will contact you to organise the payment in the most convenient way possible for you.

# THAILAND

## TOURIST AND BUSINESS VISA

**For clients in Ireland:** 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

### PAYMENT OPTIONS:

Online payment: a link will be sent to your email so you can securely pay online.

Bank draft or postal order, payable to Taxback - Visa First Division.

Bank transfer

Account name:	Taxback
Bank:	AIB Bank
Bank Address:	St Helen's, 1 Undershaft, London, EC3A 8AB, UK
Bank code:	23 85 90
Account number:	17143001
IBAN:	GB40AIBK23859017143001
Swift:	AIBKGB41UND

*NB: Please make postal order, bank draft and bank transfer payments payable to Taxback - Visa First Division.*

## 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 the 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.

It is the client's own responsibility to ensure that they familiarize themselves with their visa validity dates and ensures all details on the visa are correct. The client must enter the country to activate the visa before the visa expiration date. The client's visa is liable to be canceled once the visa expiration passes if the client has not entered before this date. The client bears all responsibility and liability in such situations.

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

Signature of applicant:

## POWER OF ATTORNEY

I, \_\_\_\_\_ (name), authorize \_\_\_\_\_ (name), who is my \_\_\_\_\_ (describe the type of the relationship, i.e. partner/spouse, employer/colleague, relative, etc.) to act on my behalf in relation to the organization of my visa, including sending and collecting my documents.

Signature of applicant:

# THAILAND TOURIST AND BUSINESS VISA

APPLICATION FORM								
Personal information								
Title:	Mr	Miss	Mrs	Master	Other:	Sex:	Male	Female
Full name as per passport:								
Any other name/s (if any):								
Contact number:			Email:					
Current nationality:			Nationality at birth:					
Do you hold any nationality other than the one indicated above? <i>(if yes, please specify other nationality):</i>						Yes	No	
Country and city of birth:			Date of birth:					
Marital status:		Single	Married	Common law	Civil union/ Domestic partnership			
		Widowed	Divorced	Separate				
Passport details								
Passport number:			Place of issue:					
Date of issue:		DAY / MONTH / YEAR		Date of expiry:		DAY / MONTH / YEAR		
Contact details								
Current address:								
Is your permanent address same your current address? <i>(if no, please fill in your permanent address):</i>						Yes	No	
Travel information								
Intended date of arrival:			Intended date of departure:					
Port of arrival:    Border checkpoint (please specify the name of the checkpoint): International airport (please specify your flight number): Seaport (please specify your vessel number):								
Have you ever visited Thailand ?						Yes	No	
Have you ever applied for Thai visa?						Yes	No	
Are you travelling as part of a tour group?						Yes	No	
Place of stay in Thailand								
Accommodation:		Hotel	Hostel	Guesthouse	Private Property	Dormitory		
Name:								
Address:			Contact number:					
Do you have additional place of stay? <i>(if yes, please provide details):</i>						Yes	No	
Name:								
Address:			Contact number:					
Employment details								
Occupation:		Business owner	Employee	Freelance	Employee	Government official		
		Retired	Student	Unemployed				
Company/Institute name:			Yearly income in USD:					

# Declaration

I have read and understood the question in this application and ensure that my answers and all supporting documents are true and correct. Any false or misleading information maybe result in the permanent visa refusal or the denial of entry into the Kingdom of Thailand. In addition, I consent that all applications are subjected to approval and the Embassy/Consulate may request for additional interview or document (s) deem necessary. Submission of a visa application does not necessarily mean that a visa will be granted and the visa processing fee cannot be refunded in any circumstance.

I consent to the collection, use, and disclosure of my personal information including but not limited to race, political activities, criminal record, and health record compiled by the E-VISA system and any law enforcement agency for the purposes of immigration. I agree to waive any right of action against any person or organization providing information or opinions in compliance with this authorization. I hereby acknowledge and declare the terms of this authorization for release of information are fully understood by me.

I hereby confirm that I have recognized responsibility for environmental matters and local culture when travelling in the Kingdom of Thailand, and that I shall be carried out with due regard to all appropriate and relevant legislation and regulatory considerations and associated compliance obligations regarding environment and the local culture.

Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kasikorn Bank is the merchant entity entrusted with the responsibility by MFA to provide the applicant with e-visa processing by the MFA.