

## **9 Performance Standards for Registered Visa Application Submitting Agents of The Royal Thai Embassy, Dhaka**

All Registered Visa Application Submitting Agents (Registered Agents) **must comply with the following performance standards.**

1. Registered Agents must advise the applicants to provide correct information in the application forms and submit all required supporting documents.
2. Registered Agents must not submit/knowingly help the applicants to submit false/fake documents especially fake office letter, fake bank documents, and fake identity.
3. Registered Agents must not submit the applications intentionally applying for wrong type/category of visa or advise the applicants to apply wrong visa type – for example; applying for **Tourist Visa** instead of **Non Immigrant Visa “B” or “ED” Category**.
4. Registered Agents must not misuse **double entry Tourist Visa**. The double entry Tourist Visa with 6 months visa validity aims to promote tourism and medical treatment in Thailand and must not be used for business meeting or other purposes.
5. Registered Agents must ensure that all applicants provide reachable/working contact numbers of the applicants, banks, offices, and guarantors
6. Registered Agents must submit all completed applications **before noon** and must not submit large volume of applications in the last minute before visa submission closing time.
7. Registered Agents must understand Thai visa procedures and must provide correct information to the applicants.
8. Registered Agents must advise the applicants to submit the applications at least seven working days before the travel date
9. Any irregularities or complaints regarding visa issuance must be sent to [thaidac@mfa.go.th](mailto:thaidac@mfa.go.th)

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**Royal Thai Embassy**

**25 February 2014**