

**ROYAL THAI CONSULATE - GENERAL, MUMBAI
REQUISITE DOCUMENTS FOR MICE GROUP TRAVEL**

No.	REQUISITE DOCUMENTS FOR TOURIST VISA	YES	NO
1	Travel Documents and Pictures		
1.1	Valid Passport for 6 months from date of entry (with at least 2 empty pages).		
1.2	A complete Visa Application form (filled in blue ink /typed) with the original signature of the applicant.		
1.3	Two recent photographs (not older than 3 months) of applicant Size - 3.5x4.5cm, white background & matt finish, with applicant's signature on the back.		
1.4	Cover letter from the Corporate Company specifying the travel dates of the group and also stating that the entire travel expenses for the trip will be borne by the company along with list of passengers (on the Corporate's letterhead)		
1.5	Letter from the Tour Company/ Travel agency, appointed by the corporate, to take care of the visa applications along with the list of passengers (in the same order as the list from the Corporate)		
1.6	A photocopy of the return confirmed travel ticket.		
2	Proof of Adequate Finance		
	For Individual Tourist		
2.1	Corporate Company's bank statement of six months (must be original and attested by the bank) with equivalent minimum current balance to USD 700 per person.		
3	Accommodation		
3.1	Proof of hotel/accommodation reservation for the total stay in Thailand with contact number and address		
4	FOR APPROVAL		
4.1	Cover letter from the Corporate Company specifying the travel dates of the group and also stating that the entire travel expenses for the trip will be borne by the company along with list of passengers (on the Corporate's letterhead) List of Passengers should provide details such as; 1) Sr. No. 2) Full Name (as per Passport) 3) Passport Number 4) Passport Issue date 5) Passport Expiry date 6) Place of Issue		
4.2	Letter from the Tour Company/ Travel agency, appointed by the corporate, to take care of the visa applications along with the list of passengers (in the same order as the list from the Corporate)		
4.3	Corporate Company's bank statement of six months (must be original and attested by the bank) with equivalent minim current balance to USD 700 per person.		
4.4	A photocopy of confirmed travel ticket.		
4.5	Proof of Accommodation for the total stay in Thailand.(in the same order as the list from the Corporate)		

07.07.2022

Please Note

- **Kindly take note** that the documents should be first submitted at the Royal Thai Consulate-General, Mumbai through authorized Visa processing center for the approval, The **copy of the approved set of documents** from the Consulate is to be then attached to **each visa application and then submitted to Visa processing center.**
- Documents **should be arranged as per order** at the time of submitting **Approval and Visa applications.**
- **Validity of the visa** denotes the time period during which the traveler can use the visa. **Period of stay** denotes the amount of time the traveler can stay in Thailand
- **Visa Process takes at least 5 working days** from the date when the Royal Thai Consulate-General in Mumbai receives all required documents and fees
- **The above guidelines are defined by Royal Thai Consulate General, Mumbai and must be strictly followed.** Visa Information and Application Centre will not accept visa applications which do not meet above specified guidelines. The documents must be arranged in the order given above.
- **Royal Thai Consulate-General, Mumbai reserves the right to ask for a Personal Interview or Additional Documents.**
- **The Royal Thai Consulate-General in Mumbai maintains full and exclusive competence** for visa application and granting process.