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| **Instructions for requesting an administrative review**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **The authority processing a request for an administrative review**  If a Finnish mission (hereafter ‘mission’), by virtue of the Visa Code, has decided to refuse or annul a visa, or to revoke a visa otherwise than at the request of the visa holder, the visa applicant may request an administrative review of the decision from **the Ministry for Foreign Affairs**, as provided in chapter 7a of the Administrative Procedure Act.  **Time limit for requesting an administrative review and the date from which it is calculated**  Service of a decision to refuse, annul or revoke a visa is considered to have been effected on the seventh day from the date entered in the standard form as set out in annex VI of the Visa Code, unless otherwise proven. The request for an administrative review must be submitted **within 30 days from the receipt of the decision on the visa application (standard form)**. The date of service is not included in calculating the time limit for requesting an administrative review. If a request for an administrative review has not been submitted within the time limit, the request will be ruled inadmissible.  **Delivery of a request for an administrative review**  The person requesting an administrative review is responsible for ensuring that the request arrives according to the appropriate procedures and within the time limit. The mission or the Ministry for Foreign Affairs must have received the request before the end of its opening hours on the last day of the time limit.  The request for an administrative review must be delivered to the Ministry for Foreign Affairs within the time limit. If delivered by email, the request may be sent only to the Registry of the Ministry for Foreign Affairs. If delivered on paper, the request must be sent by post or courier service to the Ministry for Foreign Affairs or to the mission that made the visa decision. The person requesting an administrative review may alternatively deliver the request in person or through an attorney.  The following must be appended to the document requesting an administrative review:  - a receipt of the payment of the processing fee, which indicates ”RECT 3715 + and the name of the visa applicant”;  - the decision of which a review is requested, in the original or as a copy;  - a certificate indicating the date of service of the decision or other evidence of the date when the time limit for the request began;  - the documents provided in support of the request for an administrative review, unless they have already been delivered to the mission; and  - a power of attorney, where necessary.  An attorney must produce a power of attorney or supply other credible proof of his or her authorisation to represent the person requesting the administrative review. If there is doubt as to the authorisation or its extent, the power of attorney must, on the order of the Ministry for Foreign Affairs, present specific details. | **Order of requests for a review**  Before appealing against a visa decision made by a mission, the recipient must request an administrative review of the decision from the Ministry for Foreign Affairs.  A decision of the Ministry for Foreign Affairs on a request for an administrative review may be appealed against to an administrative court.  **The language used in processing the request for an administrative review**  The request for an administrative review must be written in the Finnish or Swedish language.  **The processing fee for a request for an administrative review**  The processing fee for a request for an administrative review is EUR 170. A receipt of the payment of the processing fee must be appended to the request. The request for an administrative review may be ruled inadmissible if the processing fee has not been paid within 30 days after the request became pending. The processing fee must be paid on the bank account of the Ministry for Foreign Affairs or of the mission that made the visa decision. The processing fee cannot be paid in cash.  **Form of a request for an administrative review**  The request for an administrative review must be submitted in writing. The request must contain the name of the person requesting the review and the contact details needed for dealing with the matter. If the right of the person to be heard is exercised by their attorney, for example the inviter, the request must also contain the name and municipality of residence of the attorney. The person requesting the administrative review or the attorney must sign the document requesting the administrative review.  **Content of the request for an administrative review and appendices**  The document requesting an administrative review must contain the following information:  - the decision to be reviewed,  - the content of the requested review, and  - the grounds for requesting the review.  **Contact details of the Ministry for Foreign Affairs**  Bank account details for the processing fee:  Nordea IBAN: FI3616603000106974  BIC: NDEAFIHH  Message field: RECT 3715 + the name of the visa applicant  Email and postal addresses for sending a request for an administrative review:  Email: kirjaamo.um@formin.fi  Postal address: Ministry for Foreign Affairs, Registry  PO Box 176, FI-00023 Government  Visiting address of the Registry: Government service point, Ritarikatu 2 B, Helsinki, Finland  Opening hours: 8:00 am – 16:15 pm  **Contact details of the mission**  Bank account details for the processing fee:  Bank name: Kasikorn Bank  Address: Park Ventures Ecoplex,  57 Wireless Road, Lumphini, Pathumwan,  Bangkok 10330, Thailand  Branch: Park Ventures branch  Account name: Embassy of Finland  Account no.: 007-8-93380-1  Swift code: KASITHBK  Message field: RECT 3715 + the name of the visa  applicant  Sending a request for an administrative review on paper only:  Postal address: Embassy of Finland  Athenee Tower, 14th floor  63 Wireless Road (Witthayu)  Lumpini, Pathumwan  Bangkok 10330, Thailand  Visiting address: Athenee Tower, 14th Floor,   63 Wireless Road, Lumpini, Pathumwan,   Bangkok 10330, Thailand  Customer service hours: Mon – Thu 8:30 am – 11:30 am |
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