

THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF IMMIGRATION & POPULATION

DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION
IMMIGRATION DEPARTMENT
APPLICATION FOR BUSINESS VISA (SINGLE ENTRY)

**1.5 X 2
inch
(Color)
White BG**

1. Name in full (in block letters)
2. Father's Name in Full
3. Nationality 4. Sex
5. Date of Birth 6. Place of birth
7. Occupation

8. Personal Description:

- (a) Color of hair (b) Height
(c) Color of eyes (d) Complexion

9. Passport

- (a) Number (b) Date of issue
(c) Place of issue (d) Issuing authority
(e) Date of expiry

10. Permanent address &
Contact Phone No.

11. Address in Myanmar

12. Purpose of Entry into Myanmar.....

13. Name and Address of guarantor during stay in Myanmar
.....

14. Financial resources in Myanmar

- (a) Cash (Kyats and Foreign Currency)
(b) Bank Deposit
(c) Name of Bank
(d) Amount

15. Attention for Applicants

- (a) Apart from professions mentioned in this visa application from, applicants are not to engage in any sort of work with or without charges.
(b) Applicant shall abide by the laws of the Republic of the Union of Myanmar and shall not interfere in the internal affairs of the Republic of the Union of Myanmar.
(c) Legal action will be taken against those who violate or contravene any provision of the existing laws, rules and regulation of the Republic of the Union of Myanmar.

I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.

Date

Signature of Applicant

(FOR OFFICE USE ONLY)

Visa No. Date

Visa Authority

Date

Signature of Officer-in-charge
Embassy of the Republic of the Union of
Myanmar, Singapore

Place

Directorate of Investment and Company Administration
Announcement for Recommendation of Foreigners' Visa Extension

1. A company which applies recommendation to extend foreigners' visa must be a company whose registration period has been completed for 1 year.
2. Suspended and Struck-off companies due to failure to comply with Myanmar Companies Law (2017) will continue to accept recommendation for visa extension only after 1-year compliance.
3. Foreigners from the company who wish to obtain recommendation for visa extension must apply at least 90 to 120 days prior to their expiration. The foreigner's passport must be valid for at least 6 months.
4. In order to apply recommendation for foreigner's visa extension, the company must be able to present the following documents-
 - (a) Updated Company Extract Form,
 - (b) Evidence of company's current operations, (License/Permit/Evidence from Government Agency, Business Contract with Other Related Organization (if Any))
 - (c) Proclamation of the company's board of directors regarding the foreigner
 - (d) Company must submit tax returns or audit reports for fiscal years 2020-2021 and fiscal years 2021-2022 and fiscal years 2022-2023, or proof of prior income tax payments (if applicable),
 - (e) CV Form of the relevant foreigner including a prominent (2"x 1.5") size photograph taken within 6 months, education, experiences and permanent foreign address (domestic/local address)
(See attached form for full details)
 - (f) Terms of Reference (TORs)/Job description for the foreign employee's position and duties in the company,
 - (g) Employment contract and foreigner's education certificate/ qualifications
 - (h) To inform DICA in case of change of local address of the foreigner
 - (i) If a foreigner submits a second extension, evidence of his income tax payment for the periods he/ she has served must be presented.
 - (j) Number of employees in company (foreigner/citizen) including name, passport number/ national registration card number, phone number

- (k) Evidence of kinship must be attached for family members (wife/husband/son/daughter) of relevant foreigner.
- 5. Companies operating under Myanmar Investment Commission Permit/ Endorsement must apply only at MOVAS (<http://movas.dica.gov.mm/>). If you apply for an online visa extension recommendation at <https://visaonline.dica.gov.mm/>, it will not be accepted.
- 6. This announcement is effective from 14-9-2022.

(Although the Directorate of Investment and Company Administration conducts necessary verification on the submitted visa case, the application can be rejected unless it conforms with the existing policies.)

Curriculum Vitae

-2"x 1.5"
-Prominent
- Recent
Photo within
6 months

No Personal Detail

- 1 Incumbent Company Name -
Including Updated
Company Extract Form
- 2 Name - Mr/ Ms/ Mrs
- 3 Passport (Old and New) -
- 4 Nationality -
- 5 Designation - e.g. Marketing Manager
- 6 Skill/ Education -
- 7 TOR (Terms of Reference)/ -
Job Descriptions
- 8 Employment History -
- 9 E-Mail -
- 10 Contact Number -Mobile -
Office -
- 11 Address -Domestic/ Local Address -
Foreign Permanent Address -
- 12 Information for Family -(Spouse/ Immediate Family members)
Members (Marriage
Certificate & Birth
Certificate)
- 13 Have you applied Business -
Visa before?

(Company Letter Head)

Dated: DD/MM/YY

Embassy of the republic of the Union of Myanmar
15 St Martin's Drive
Singapore 257996

Subject: Application for Business Visa (Single)

Dear Sir/Madam,

Letter of Recommendation

This letter is recommendation for our employee, Mr. Steven (FIN No. G1234567U) who has been working as vice president of K & K Pte Ltd from 8th June 2013 to present. He is required to travel to Myanmar from 3rd September to 6th September 2017 to have business meeting with Mr. John, Managing Director of DG group Pte Ltd.

In this respect, we would be grateful if Embassy could kindly grant him Business (Single) entry visa for him and his particulars are mentioned as below:

- (1) Name :
- (2) Passport Number :
- (3) Nationality :
- (4) Date of Birth :
- (5) Date of Issue :
- (6) Expected travel date to Myanmar :
- (7) Duration of Stay :
- (8) Name and contact number , address
of the company in Myanmar :

In connection with this visa application, we guarantee that all expenses involved in this trip will be fully covered by our company and we hold ourselves responsible for his conduct to comply with the Laws of the Republic of the Union of Myanmar during his stay in Myanmar.

Please don't hesitate to contact Mr. David Marcial, Chief of Staff (+65 8123 4568, david@gmail.com) for further clarification.

We would be very much appreciated your kind consideration and prompt attention to his application.

Your faithfully,

(Sign) (Company Stamp)

Mr. David Marcial
Chief of Staff
K & K Pte Ltd, Singapore

(Company Letter Head)

Dated: DD/MM/YY

Embassy of the republic of the Union of Myanmar
15 St Martin's Drive
Singapore 257996

Subject: Application for Business Visa (Single)

Dear Sir/Madam,

Letter of Invitation

We would like to invite Mr. Steven (FIN No. G1234567U), vice president of K & K Pte Ltd (1 Raffles Place #06-00, Singapore 048616) to visit our DG group Pte Ltd and to have a business meeting with Mr. John, Managing Director of DG group Pte Ltd. His passport particulars are mentioned as below:

- | | |
|-------------------------------------|---|
| (1) Name | : |
| (2) Passport Number | : |
| (3) Nationality | : |
| (4) Date of Birth | : |
| (5) Date of Issue | : |
| (6) Expected travel date to Myanmar | : |
| (7) Duration of Stay | : |

In this connection, we would like to request you to apply Business Visa (Single) at Embassy of the Republic of the Union of Myanmar in Singapore. We will provide all logistic matters concerning this visit.

Please don't hesitate to contact Mr. Than, Chief of Staff (+95 1 542451, than@gmail.com) for further clarification.

Your faithfully,

(Sign) (Company Stamp)

Mr. Than
Chief of Staff
DG group Pte Ltd, Myanmar



ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်အစိုးရ
အမျိုးသားစီမံကိန်းနှင့် စီးပွားရေးဖွံ့ဖြိုးတိုးတက်မှုဝန်ကြီးဌာန
ကုမ္ပဏီမှတ်ပုံတင်လက်မှတ်

အမှတ် /

မြန်မာနိုင်ငံ ကုမ္ပဏီများ အက်ဥပဒေအရ
.....အား ပေးရန်တောင်းဆိုသော လိမ္မော်
ကုမ္ပဏီအဖြစ် နှစ်၊ လ၊ တွင် ပုံတင်ထားခြင်းအား
..... နှစ်၊ လ၊ ရက်နေ့မှစ၍ လက်မှတ်ရေးထိုးပြုလိုက်သည်။

မွန်ကြားရေးမှူးချုပ်

ရင်းနှီးမြှုပ်နှံမှုနှင့်ကုမ္ပဏီများညွှန်ကြားမှုဦးစီးဌာန

THE GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF NATIONAL PLANNING AND ECONOMIC DEVELOPMENT

CERTIFICATE OF INCORPORATION

NO of =

I hereby certify that the tenure of
..... incorporated under the
Myanmar Companies Act on
is renewed and affected from

Director General

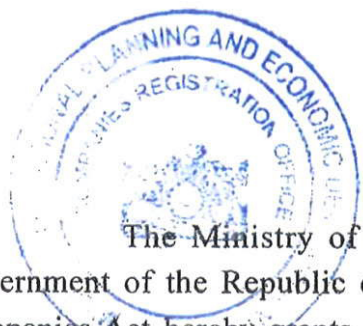
Directorate of Investment and Company Administration

ဤကုမ္ပဏီမှတ်ပုံတင်လက်မှတ်သည် မှတ်ပုံတင်ရက် (၁၈-၂-၂၀၁၇) မှ (၁၇-၂-၂၀၂၇)ရက်နေ့အထိ (၅)နှစ် သက်တမ်း အတွက်သာ ဖြစ်သည်။ သက်တမ်း မကုန်ဆုံးမီ (၃)လ အလိုတွင် သက်တမ်းတိုးရန် သို့မဟုတ် မှတ်ပုံတင် ရုံးသို့ လျှောက်ထားရမည်။

ဥပဒေရေးရာမှူးချုပ်

THE GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF NATIONAL PLANNING AND ECONOMIC DEVELOPMENT

FORM 1
FORM OF PERMIT
(See section 27 A)



Permit No.

Date 16th June, 2014

The Ministry of National Planning and Economic Development of the Government of the Republic of the Union of Myanmar in pursuance of the Myanmar Companies Act hereby grants a permit to the ... MYANMAR COMPANY LIMITED.

..... in respect of which particulars are detailed below, to carry on its business in the Republic of the Union of Myanmar subject to the provisions contained in the said Act.

- (1) Name of the Company
- (2) Country of incorporation
of the company. The Republic of the Union of Myanmar
- (3) Location of the company's Head Office
and / or Principal Office in the Republic
of the Union of Myanmar.
....., Dagon Township, Yangon.
- (4) The object for which the company
is formed (field of business). Telecommunications services and related
activities as per MIC Permit.
dated on 8-8-2014.
- (5) (a) The amount of Capital and
the number of shares into
which the Capital is divided. USD 2,000,000,000 divided into 20,000,000 ...
shares of USD 100 each.
(b) If more than one class of
shares is authorised, the
description of each class. Only one class.
- (6) The names, addresses and
nationality of the directors. As per List attached.
- (7) The maximum amount of
indebtedness which may be
incurred by the company and
also a prohibition against
the contracting of debts
in excess of that amount. As per conditions attached.
- (8) Period of validity of permit. June 16, 2014 to
June 15, 2019.
- (9) Statement of compliance
with legal requirements for
issue of Capital including
the amount to be paid in
before business is commenced. As per conditions attached.
- (10) Statement of compliance
with such conditions as
may be prescribed. The conditions attached to the permit
and conditions as may be prescribed
from time to time are also to be strictly
adhered to by the company.

By order



ကုမ္ပဏီမှတ်ပုံတင်လက်မှတ်
Certificate of Incorporation

██████████ ကုမ္ပဏီလီမိတက်
██████████ COMPANY LIMITED
Company Registration No. ██████████ 8

မြန်မာနိုင်ငံကုမ္ပဏီများအက်ဥပဒေ ၁၉၁၄ ခုနှစ် အရ
██████████ ကုမ္ပဏီလီမိတက်
အား ၂၀၁၂ ခုနှစ် ဇွန်လ ၂၇ ရက်နေ့တွင်
အစုရှယ်ယာအားဖြင့် တာဝန်ကန့်သတ်ထား သည့် အများနှင့်မသက်ဆိုင်သောကုမ္ပဏီ
အဖြစ် ဖွဲ့စည်းမှတ်ပုံတင်ခွင့် ပြုလိုက်သည်။

This is to certify that
██████████ COMPANY LIMITED
was incorporated under the Myanmar Companies Act 1914 on 27 June
2012 as a Private Company Limited by Shares.

██████████

ကုမ္ပဏီမှတ်ပုံတင်အရာရှိ
Registrar of Companies

ရင်းနှီးမြှုပ်နှံမှုနှင့်ကုမ္ပဏီများညွှန်ကြားမှုဦးစီးဌာန
Directorate of Investment and Company Administration





Myanmar Companies Online Registry - Company Extract

Company Name (English)

A12345 SERVICES (MYANMAR) LIMITED

Company Name (Myanmar)

-

Company Information

Registration Number

XXXXXXXXXX

Registration Date

13/09/2018

Status

Registered

Company Type

Private Company Limited by Shares

Foreign Company

Yes

Principal Activity

77 - Rental and leasing activities

Date of Last Annual Return

01/06/2019

Previous Registration Number

-

Addresses

Registered Office In Union

xxxxxxx Street,
xxxxx Township
Yangon, Myanmar

Officers

Name:	MR. CHEE	Type:	Director
Date of Appointment:	13/09/2018	Date of Birth:	xx/xx/19xx
Nationality:	Myanmar	N.R.C./Passport:	9/xxx(C) xxxxxx
Gender:	Male	Business Occupation:	-
Name:	MR. RUNG	Type:	Director
Date of Appointment:	13/09/2018	Date of Birth:	xx/xx/19xx
Nationality:	Myanmar	N.R.C./Passport:	12/xxx(C) xxxxxx
Gender:	Male	Business Occupation:	-
Name:	DAW AYE AYE	Type:	Director
Date of Appointment:	13/09/2018	Date of Birth:	xx/xx/19xx
Nationality:	Myanmar	N.R.C./Passport:	12/xxx(C) xxxxxx
Gender:	Female	Business Occupation:	-

Ultimate Holding Company

Name of Ultimate Holding Company	Jurisdiction of Incorporation	Registration Number
XXXXXXXXXXXX	Singapore	XXXXXXXXXXXX

Share Capital Structure

Total Shares Issued by Company	Currency of Share Capital
10,000,000	USD



Myanmar Companies Online Registry - Company Extract

Company Name (English)

A12345 SERVICES (MYANMAR) LIMITED

Company Name (Myanmar)

-

Class	Description	Total Number	Total Amount Paid	Total Amount Unpaid
ORD	Ordinary	10,000,000	10,000,000	0.00

Members

Name of Company:	A12345 SERVICES (MYANMAR) LIMITED
Registration Number:	xxxxxxxxxxxxxx
Jurisdiction of Incorporation	Singapore

Class	Description	Total Number	Total Amount Paid	Total Amount Unpaid
ORD	Ordinary	10,000,000	10,000,000	0.00

Mortgages and Charges

Form / Filing Type	Effective Date
No records available	
Details about all mortgages and charges can be accessed from the Company Profile Filing History at no charge.	

Filing History

Form / Filing Type	Effective Date
D-1 Particulars of directors and secretaries	10/06/2020
AR Annual Return	01/06/2019
D-1 Particulars of directors and secretaries	13/12/2018
A-1 Application for incorporation as a private company limited by shares	13/09/2018

INFORMATION SHEET

BUSINESS VISA (SINGLE ENTRY)

- Valid for (3) months
- Period of stay in Myanmar restricted to 70 Days from date of arrival. It can be extended.

DOCUMENTS REQUIRED FOR BUSINESS VISA

1. Appointment letter (online Q number)
2. One copy of duly-filled Business Visa application form. Every set of application form has to be duly signed by the applicant. False signature may result in non-acceptance at the Visa counter
3. An original invitation letter to you from a registered company in Myanmar
4. An original recommendation letter to you from a registered company in Singapore
5. TWO recent photos of 1.5 x 2 inches with white color background (Scanned photos are not allowed, without any Glasses & photo must be taken in 6 month time)
6. Passport with minimum validity of Six months & two full empty pages
7. Applicant's Name Card/ Business Card
8. Photocopy of the first page of passport with the applicant's photo shown
9. A photocopy of IC/ PR (with Re-Entry Form-7)/ EP/ Student Pass (Both sides)
10. Birth Certificate is required to submit if the applicant is under 15 years old
11. VISA fees S\$ 90
12. Applicants may be asked to provide other documents if and when necessary

TIME

- Visa application submission : Monday to Friday, From 9:00 am to 12:00 pm (noon)
- Visa Collection : Monday to Friday, From 3:00 pm to 4:00 pm
- Visa Processing Time : 1 working day in most cases
- We strongly recommend that visa applicants should not purchase flight tickets or make unchangeable travel plan before obtaining visa

NOTES

1. On the appointment date, please come to Myanmar Embassy at 9:00 am.
2. Make sure you bring all required documents listed above. Your application may not be accepted if you cannot present all required documents.
3. If you do not have long term stay permit in Singapore, your application will not be accepted.
4. When you arrive embassy, please wait for your queue number. Once your queue number is called, proceed to visa application counter and submit your application with required documents.
5. If your application is accepted, you will pay visa fees and visa processing fees. Authorized staff will issue a receipt and your application submission process will be completed.
6. You can collect your passport on the same working day between 3:00 pm and 4:00 pm.

For more information, please visit <http://www.myanmarembassy.sg>