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

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

CERTIFICATE OF INCORPORATION

NO. ..............................................

I hereby certify that the tenure of ..................................................

incorporated under the
Myanmar Companies Act on ..................................................

is registered with effect from ..................................................

Director General

Directorate of Investment and Company Administration
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, of which particulars are detailed below, to carry on its business within 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.

(3) Location of the company's Head Office and / or Principal Office in the Republic of the Union of Myanmar.

(4) The object for which the company is formed (field of business).

(a) The amount of Capital and the number of shares into which the Capital is divided.

(b) If more than one class of shares is authorised, the description of each class.

(5) The names, addresses and nationality of the directors.

(6) 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.

(7) Period of validity of permit.

(8) Statement of compliance with legal requirements for issue of Capital including the amount to be paid in before business is commenced.

(9) Statement of compliance with such conditions as may be prescribed.

(10) 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
Certificate of Incorporation

COMPANY LIMITED

Company Registration No. 8

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.

Registrar of Companies

Directorate of Investment and Company Administration

Former Registration No. 2-2013
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