

## Announcement for Companies

1. The Directorate of Investment and Company Administration (DICA) is facilitating the stay permit and visa extension for:
  - a) Any member of Board of Directors of a foreign company incorporated in Myanmar and their family members.
  - b) Foreign technicians employed by foreign and local companies and those technician's family members.
2. To be more effective and efficient in the above mentioned processes, the companies are requested to provide the following information and documents:
  - a) Application Letter, addressed to the Director General of DICA, signed by Managing Director of the company.
  - b) Undertaking Letter signed by Managing Director.
  - c) Copy of passport and 2 Color passport photos. (1.5 x 2 inches) for every person seeking visa extension.
  - d) Copies of Company Registration Certificate Form of Permit, Form 26 or Form 18.
  - e) The current business activities of the company.(including copies of any permits or licenses issued to the company by relevant government agency or organizations and evidence of tax payment if DICA's official requested.
  - f) List of all foreign and local employees of the company signed by the Managing Director or Director.
  - g) Authorized Representative Letter signed by the Managing Director or a Director if the Foreign Director or foreign technician cannot come to DICA in person.
  - h) Professional Qualification Certificate of foreign technicians and copy of Employment Contract signed by Managing Director or Chief Representative of parent company or Myanmar Branch Office.
  - i) Job title and all responsibilities of the foreign technicians in company.
3. Trading Companies must apply to Ministry of Commerce for visa extension.

4. All applications must be submitted to the Directorate at least 3 weeks before the expiry date of the relevant visa. Applications submitted after this deadline will not be accepted.
5. We would like to request companies to provide the necessary documents and to cooperate with DICA for smooth and efficient processing of visa extension process.
6. This announcement will be effected on 21<sup>st</sup>, October, 2017.

Directorate of Investment and Company Administration

**The Government of the Republic of the Union of Myanmar**  
**Ministry of Planning and Finance**  
**Directorate of Investment and Companies Administration**  
**Application for Stay and Visa Extension**

1. Name -
2. Citizenship -
3. Passport
  - a) Date of Issue -
  - b) Place of Issue -
  - c) Expiry -
4. Designation in Company -
5. Name of Company and Address in Myanmar -
6. Habitual Residence -
7. Residence in Myanmar -
8. Expiry date of Visa -
9. How many times of visa Extension obtained -  
from DICA
10. Responsibility in Company -
11. Purpose of coming to Myanmar -  
(Only for Dependent)
12. How long to extend the Visa -
13. Type of Visa (Single / Multiple) -
14. Brief Description about current business -  
of Company

Sign by Applicant

Sign by MD / Representative