

2. REGISTRATION OF MYANMAR PUBLIC COMPANIES

Step 1

Check availability of company name at DICA

1

Submit signed name check form to DICA



1. Name-check form (bought from DICA or downloaded from DICA website)



+ 1000 kyat

2

Submit director identification documents (for each director) to DICA



1. Copy of national registration card

Step 2

Obtain company registration forms at DICA (or online) and pay stamp duty

3

Obtain company registration forms from DICA or through the DICA website



1. Application cover letter
2. Declaration of registration (Form 1)
3. Situation of registered office form
4. Statement of company objectives
5. Directors' details (Form 26)
6. Directors' contact details form
7. Memorandum of Association
8. Articles of Association

4

Pay stamp duty at One Stop Service (OSS) or Internal Revenue Department



+ 5100 kyat

Step 3

Submit signed company registration forms at DICA and pay registration fee

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Submit completed and signed company registration forms to DICA



1. Application cover letter
2. Declaration of registration (Form 1)
3. Situation of registered office form
4. Statement of company objectives
5. Directors' details (Form 26)
6. Directors' contact details form
7. Memorandum of Association
8. Articles of Association

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Pay company registration fee at OSS



1. Payment acceptance letter from OSS



+ 2,500,000 kyat

Step 4

Incorporation certificate

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Obtain company incorporation certificate from DICA



1. Company incorporation certificate issued by DICA

Step 5

Prepare for business commencement

8

Confirm registered office address (within one month of registration)

9

Publish newspaper advertisements

10

Prepare company prospectus and submit to SECM for approval

11

Open bank account

12

Prepare documents for initial share issue



+ 50,000,000 kyat minimum deposit



1. Forms 6 and 26
2. Board of Directors' resolution



1. Letter from DICA requesting confirmation of registered office address
2. Submit confirmation from ward administration

Step 6

Submit documents for Business Commencement Certificate

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Submit completed and signed business commencement documents (and SECM approval letter) to DICA



1. Application cover letter
2. Application form (Form 1)
3. Certified declaration for commencement of business
4. Consent to act form (signed by all directors) (Form 2)
5. Directors' agreement to buy share qualification (Form 25)
6. Company brochure
7. Copy of newspaper advertisements
8. Bank account statement (minimum deposit)
9. Forms 6 and 26 (for initial share issue) with Board of Directors' resolution (for initial share issue)

Step 7

Business Commencement Certificate

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Obtain business commencement certificate from DICA



1. Business commencement certificate issued by DICA