

## 4. REGISTRATION OF BRANCHES OR REPRESENTATIVE OFFICES OF FOREIGN COMPANIES

### Step 1

Prepare application documents for submission to DICA

**1** Obtain application documents from DICA or through the DICA website



1. Application cover letter
2. Declaration of registration (Form 1)
3. Situation of registered office form
4. Declaration of legal version
5. Authorized persons' details (Form 18)
6. Application form for permit (Form A)
7. Statement of company objectives and undertaking not to conduct trading activities

- Copy of passport or NRC of authorized person
- \* Memorandum and Articles of Association of applicant company (in English)
- \* Annual report or audited financial statements of applicant company for previous two years
- \* Appointment letter/power of attorney for authorized persons

Other documents to be provided by applicant company:

- Directors' resolution of applicant company
- List of directors of applicant company

(\*Indicates documents that must be notarized and certified by the appropriate authorities of the resident country and by the Embassy of Myanmar in that country)

### Step 2

Submit signed application documents to DICA

**2** Submit completed and signed application documents to DICA



1. Application cover letter
2. Declaration of registration (Form 1)
3. Situation of registered office form
4. Declaration of legal version
5. Authorized persons' details (Form 18)
6. Statement of company objectives and undertaking not to conduct trading activities
7. Application form for permit (Form A)
8. Directors' resolution of applicant company

9. List of directors of applicant company
10. Copy of passport or NRC of authorized person
- 11.\* Memorandum and Articles of Association of applicant company (in English and Myanmar).
- 12.\* Annual report or audited financial statements of applicant company for previous two years.
- 13.\* Appointment letter/power of attorney for authorized persons.

### Step 3

Pay stamp duty and registration fee

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

**4** Pay registration fee at OSS



1. Payment acceptance letter issued by OSS



+ 500,000 kyat

## Step 4

Obtain temporary registration and Permit to Trade

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Obtain temporary incorporation certificate and temporary permit from DICA (if desired)



1. Letter regarding permit conditions issued by DICA
2. Conditions letter issued by DICA
3. Temporary incorporation certificate issued by DICA
4. Temporary Permit to Trade issued by DICA

## Step 5

Transfer minimum capital and submit other documents

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Submit evidence of minimum capital transfer and signed conditions letter to DICA



1. Credit advice confirming transfer of minimum capital required
2. Submit conditions letter signed by company



US\$50,000 initial capital brought in required for service companies



US\$150,000 initial capital brought in required for other foreign companies

## Step 6

Permanent incorporation certificate and Permit

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Obtain permanent incorporation certificate and permanent Permit to Trade from DICA



1. Incorporation Certificate (Permanent) issued by DICA
2. Permit to Trade (Permanent) issued by DICA