

British Chamber Of Commerce In Myanmar Incorporated

21st March 2020

Corner of Bogyoke Aung San Road and 27th Street
Suite No #06-04, Level 6, Junction City Tower
Pabedan Township, Yangon, Myanmar

For the attention of Peter Crowhurst, CEO British Chamber of Commerce

Re. Stay Permits & Business Visas

Dear Peter

With reference to the above, and in light of the current COVID-19 pandemic, FocusCore Myanmar would like to update the Chamber and their members with the official processes for first time applicants of stay permits and for renewals of stay permits and business visas for foreign workers in Myanmar.

We would be pleased to field any questions you or the members may have via email, telephone or WhatsApp:

- Telephone: +95 97 7700 7330 (Monday to Friday 8:00am to 6:00pm)
- Email: choko.latt@focuscorecs.com
- WhatsApp: +95 92 5910 4411 (urgent cases only)

Please see below the official processes and our unofficial translation of the DICA guidelines (refer to the appendix for the original Myanmar version).

Stay permit extensions are to be processed by submitting the extension request to DICA and the relevant Ministry (if required). If you are unsure which is the correct Ministry, please contact FocusCore directly. The applicant must provide all the necessary documents (please see below *required documents).

If the applicant has overstayed, the application for extension **will not** be accepted.

Business visas are eligible for extension by submitting an application to DICA. The applicant must submit all the necessary documents (please see below *required documents).

If the applicant has overstayed, the application for extension **will not** be accepted.

Tourist visas are not eligible for extension under any circumstances.

The new rules for the **Application of Stay Permit (first time applicant)** are as follows:

1. DICA will accept the application if the applicant's business visa (which is their entry visa) is at least a minimum 5 days from expiry.
2. Company officers, members and their families can apply by providing copies of the company incorporation certificates from DICA.
3. Applicants who are applying can apply with a recommendation letter from the company if he/she cannot provide a copy of their education or degree certificates.
4. If applying for an employee, a company must provide additional supporting documents of their business such as contracts, agreements, invoices, licenses, permits etc.

The above stated conditions are eligible only during the COVID-19 quarantine period based on any official announcements from the Republic of the Union of Myanmar.

For the Extension of Stay Permit: excluding steps No.1 and No.3 above which do not apply, the above steps together with the standard extension process (which remains unchanged) shall apply. If you are unclear of the standard extension process, please contact FocusCore directly.

NB: A copy of the employment contract must be submitted with all applications. DICA have also requested for companies to refrain from submitting an application if the applicant's visa is more than 3 weeks from the expiry date.

New rules for the **Extension of Business Visa:**

1. DICA will accept the application if the applicant's business visa (which is their entry visa) is at least a minimum 5 days from expiry.
2. Company officers, members and their families can apply for an extension by providing copies of the company incorporation certificates from DICA.
3. Applicants who are applying can apply with a recommendation letter from the company if he/she cannot provide a copy of their education or degree certificates.
4. If applying for an employee, a company must provide additional supporting documents of their business such as contracts, agreements, invoices, licenses, permits etc.

The above stated conditions are eligible only during the COVID-19 quarantine period based on any official announcements from the Republic of the Union of Myanmar.

***Required Documents for Stay Permit Application & Renewal:**

- Duly filled visa extension application form signed by the employer with the company stamp affixed
- Copy of the incorporation certificate of the company from DICA together with evidence of the company's engagement such as invoices, tax certificates, etc.
- Original passport
- Copy of the first page together with the valid visa page of the passport which is to be signed by the employer with the company stamp affixed
- Copy of the employment contract
- Copy of certificate of education or degree certificates
- Form C
- A letter from the employer requesting a visa extension, addressed to Union Minister, Ministry of Labour, Immigration and Population on official company letter head and signed by the employer with the company stamp affixed
- Payment of the visa extension fees

***Required Documents for Business Visa Extension:**

- Duly filled visa extension application form signed by the employer with the company stamp affixed
- Copy of the incorporation certificate of the company from DICA together with evidence of the company's engagement such as invoices, tax certificates, etc.
- Original passport
- Copy of the first page together with the valid visa page of the passport which is to be signed by the employer with the company stamp affixed
- Copy of the employment contract
- Copy of certificate of education or degree certificates
- Form C
- A letter from the employer requesting a visa extension, addressed to Union Minister, Ministry of Labour, Immigration and Population on official company letter head and signed by the employer with the company stamp affixed
- Payment of the visa extension fees

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As can be expected DICA is currently overwhelmed with applications and they will process applications in order of priority.

As you can appreciate this is a very fast moving situation and there can be conflicting advice being circulated. However, we meet DICA and the related ministries daily and thus have a great working relationship with them. We have a 100% success rate in making these types of applications. The process is not difficult, we just need to make sure each application is completed properly with the correct documents provided and submitted in the way the authorities prefer.

We trust the above is clear. If you have any questions, please do not hesitate to contact the FocusCore team for further discussion.

We remain at your service.

Yours truly



Eddy Herbert
Managing Director
FocusCore Myanmar Company Limited

Appendix

COVID-19 ရောဂါ ဖြစ်ပွားနေမှု ကာလအတွင်း ဗီဇာသက်တမ်းတိုး ထောက်ခံချက် တင်ပြရန် ဖြေလျော့သတ်မှတ်ချက်များ

- ၁။ နိုင်ငံခြားသားများ အနေဖြင့် ဗီဇာသက်တမ်း မကုန်ဆုံးမီ အနည်းဆုံး (၅) ရက်အထိ ကျန်ရှိသည့် ပုဂ္ဂိုလ်များအား လက်ခံ ဆောင်ရွက်ပေးမည်။
- ၂။ ကုမ္ပဏီ Officer ၊ Members နှင့် ၎င်းတို့ မိသားစုဝင်များ ၏ ဗီဇာသက်တမ်းတိုး ထောက်ခံချက် ရရှိရေး အတွက် ကုမ္ပဏီမှတ်ပုံတင် လက်မှတ်ဖြင့် တင်ပြနိုင်သည်။
- ၃။ ပထမအကြိမ် ခန့်ထားသည့် နိုင်ငံခြားသား ဝန်ထမ်းများ အနေဖြင့် ကျွမ်းကျင်ပညာရှင် အထောက်အထား တင်ပြ နိုင်ခြင်း မရှိပါက ကုမ္ပဏီ Officer ၏ ထောက်ခံချက်ဖြင့် တင်ပြနိုင်သည်။
- ၄။ ကုမ္ပဏီ ဝန်ထမ်းများအတွက် ဗီဇာသက်တမ်းတိုး တင်ပြပါက ကုမ္ပဏီ၏ လက်ရှိဆောင်ရွက်နေသည့် လုပ်ငန်း အထောက် အထား (Contracts ၊ Agreement ၊ Invoice ၊ လုပ်ငန်း လိုင်စင်၊ ခွင့်ပြုမိန့်) တင်ပြရမည်။
- ၅။ အထက်ဖော်ပြပါ သတ်မှတ်ချက်များသည် COVID-19 ရောဂါ ဖြစ်ပွားနေမှု၏နိုင်ငံတော်မှကြေညာချက်အပေါ်သက်ရောက်မှု ရှိသည့် ကာလအထိသာ အကျုံးဝင်သည်။

ရင်းနှီးမြှုပ်နှံမှုနှင့် ကုမ္ပဏီများ ညွှန်ကြားမှု ဦးစီးဌာန