

Joint Chamber Webinar

Business Visa & Stay Permit Process

Presented by: **Eddy Herbert** – Managing Director, FocusCore Myanmar Co., Ltd.

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FocusCore



Business Visa's

There are currently four (4) methods for the application of business visa:

- Business Visa on arrival (VOA)
- Business Visa online (eVisa)
- Business Visa Embassy application (single entry)
- Business Visa Embassy application (multiple entry)

Business Visa extension

- Completed 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 services agreements, 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
- A letter of authorization to FocusCore to submit the application on behalf of the Company
- Payment of the visa extension fees

The required documents and submission processes are subject to change from time to time.

Stay Permit Application & renewal

- Duly filled visa 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 services agreements, 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
- A letter of authorization to FocusCore to submit the application on behalf of the Company
- Payment of the visa extension fees

The required documents and submission processes are subject to change from time to time.

FRC (Foreigners Registration Certificate)



Only required if the foreigner stays in Myanmar in excess of 90 days

- Provide the following information; parents name, residential address in home country, marital status, height
- FRC Application Forms
- Original and two copies of applicant's passport
- Recommendation letter from the Ministry of Labour, Immigration and Population
- Applicants photos (1.5"x 2", 5 Pcs)
- FRC fees

The required documents and submission processes are subject to change from time to time.

Form C



The foreigner must inform the Regional Immigration Office of their address within 24 hours upon arrival to Myanmar

Complete the application for Form C (Available at the Immigration Office) and submit along with:

- Passport with valid Visa (original and copy)
- Copy of NRC and Household register list of the Landlord (for applicant staying in a residence)
- Lease agreement/ contract (for applicant staying in both a residence and hotel/ service apartment) (Note: this document is mandatory for hotel/service apartments)
- Original Recommendation letter from Ward Office (for applicant staying in residence)
- Original Recommendation letter from hotel/service apartment or proof of document (for applicant staying in hotel/ service apartment)
- Prepare recommendation letter to Immigration Office with company letterhead
- Employment verification letter
- Applicant's photos (2 Pcs)

The required documents and submission processes are subject to change from time to time.

PEO & Payroll Services

- Our PEO services support SMEs, corporates and freelancers that do not have an entity in Myanmar
- Under the FocusCore co-employment model you or your employees are registered with our licensed entity and have the flexibility to work on your projects
- We hire you or your employees, becoming the employer of record for all visa, tax and compliance and insurance purposes

Our payroll services include and not limited to:

- a) Staff payroll calculation – national and international staff
- b) Management of social security board (SSB) documents and payment histories
- c) Management of personal income tax deductions and filing obligations
- d) Management of labour office Registrations

Thank you! Please download our brochure:



Office: +95 99 6278 7699 WhatsApp: +95 92 5910 4411

eddy.herbert@focuscorecs.com

**Company Incorporation | MIC Application Services | Corporate Secretarial Services |
Payroll & Bookkeeping Services | License & Permit Services | Tax & Compliance Services**