

3. REGISTRATION OF FOREIGN COMPANIES

Step 1

Check availability
of company name

1

Submit signed name check form to DICA



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



+ 1000 kyat

Step 2

Obtain company
registration forms
from DICA or through
the DICA website

2

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. Declaration of Legal Version
5. Certificate of Translation
6. Directors' details (Form 26)
7. Memorandum of Association
8. Articles of Association
9. Application form for permit (Form A)
10. Statement of company objectives and
undertaking not to conduct trading activities

Other documents to be provided by applicants:
- Copy of passport of shareholder (if an individual)
or directors' resolution (if a company)
- Copy of passport of foreign directors or copy of
the NRC for local directors.



+ 5100 kyat

3

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

Step 3

Submit signed
company registration
documents to DICA

4

Submit completed and signed forms to DICA



1. Application cover letter
2. Declaration of registration (Form 1)
3. Situation of registered office form
4. Declaration of Legal Version
5. Certificate of Translation
6. Statement of company objectives and
undertaking not to conduct trading
7. Directors details (Form 26)
8. Memorandum of Association
9. Articles of Association
10. Application form for permit (Form A)
11. Copy of passport of shareholder and
directors' resolution
12. Copy of passport of foreign directors
or copy of the NRC for local directors

Step 4

Pay registration fee

5

Pay registration fee at OSS



1. Payment acceptance letter issued by OSS



+ 500,000 kyat

Step 5

Obtain temporary registration and Permit to Trade (if desired)

6

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 6

Transfer minimum capital and submit other documents

7

Confirm registered office address (within one month of registration)



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



US\$50,000 minimum capital required for service companies

8

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



US\$150,000 minimum capital required for other foreign companies

Step 7

Permanent incorporation certificate and permit

9

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