

Directorate of Investment and Company Administration
Announcement for Recommendation of Foreigners' Visa Extension

1. A company which applies recommendation to extend foreigners' visa must be a company whose registration period has been completed for 1 year.
2. Suspended and Struck-off companies due to failure to comply with Myanmar Companies Law (2017) will continue to accept recommendation for visa extension only after 1-year compliance.
3. Foreigners from the company who wish to obtain recommendation for visa extension must apply at least 90 to 120 days prior to their expiration. The foreigner's passport must be valid for at least 6 months.
4. In order to apply recommendation for foreigner's visa extension, the company must be able to present the following documents-
 - (a) Updated Company Extract Form,
 - (b) Evidence of company's current operations, (License/Permit/Evidence from Government Agency, Business Contract with Other Related Organization (if Any))
 - (c) Proclamation of the company's board of directors regarding the foreigner
 - (d) Company must submit tax returns or audit reports for fiscal years 2020-2021 and fiscal years 2021-2022 and fiscal years 2022-2023, or proof of prior income tax payments (if applicable),
 - (e) CV Form of the relevant foreigner including a prominent (2"x 1.5") size photograph taken within 6 months, education, experiences and permanent foreign address (domestic/local address)
(See attached form for full details)
 - (f) Terms of Reference (TORs)/Job description for the foreign employee's position and duties in the company,
 - (g) Employment contract and foreigner's education certificate/ qualifications
 - (h) To inform DICA in case of change of local address of the foreigner
 - (i) If a foreigner submits a second extension, evidence of his income tax payment for the periods he/ she has served must be presented.
 - (j) Number of employees in company (foreigner/citizen) including name, passport number/ national registration card number, phone number

- (k) Evidence of kinship must be attached for family members (wife/husband/son/daughter) of relevant foreigner.
- 5. Companies operating under Myanmar Investment Commission Permit/ Endorsement must apply only at MOVAS (<http://movas.dica.gov.mm/>). If you apply for an online visa extension recommendation at <https://visaonline.dica.gov.mm/>, it will not be accepted.
- 6. This announcement is effective from 14-9-2022.

(Although the Directorate of Investment and Company Administration conducts necessary verification on the submitted visa case, the application can be rejected unless it conforms with the existing policies.)

Curriculum Vitae

-2"x 1.5"
-Prominent
- Recent
Photo within
6 months

No Personal Detail

- 1 Incumbent Company Name -
Including Updated
Company Extract Form
- 2 Name - Mr/ Ms/ Mrs
- 3 Passport (Old and New) -
- 4 Nationality -
- 5 Designation - e.g. Marketing Manager
- 6 Skill/ Education -
- 7 TOR (Terms of Reference)/
Job Descriptions -
- 8 Employment History -
- 9 E-Mail -
- 10 Contact Number -Mobile -
Office -
- 11 Address -Domestic/ Local Address -
Foreign Permanent Address -
- 12 Information for Family
Members (Marriage
Certificate & Birth
Certificate) -(Spouse/ Immediate Family members)
- 13 Have you applied Business -
Visa before?