

Additional Requirements for Business Visa Application

(As of 16 September 2022)

1. The applicant's company registered in Myanmar must have at least one year of registration under Directorate of Investment and Company Administration (DICA).
2. The applications from the companies that have been suspended or struck-off due to failure to comply with Myanmar Companies Act (2017) shall be accepted only after one year of operation in accordance with the law.
3. In order to apply for a business visa for a foreign employee, the respective company is required to submit the following documents attached to the application:
 - a. Updated Extract Form of the company,
 - b. Current field of operations of the company,
 - c. Affidavit of liability of the company's board of directors regarding the foreign employee,
 - d. The receipts of income tax payment for 2020-2021 fiscal year and 2021-2022 fiscal year, and the receipt of tax payment or an audit report or any proof of prior tax payment (if available) for 2022-2023 fiscal year,
 - e. An update CV form of the foreign employee that includes a photograph (2" x 1.5") taken within 6 months, educational background, work experience, permanent residence address (home country and Myanmar),
 - f. Assigned designation and job description, Terms of Reference (TOR) of the foreign employee in the company,
 - g. Employment contract and proof of education,
 - h. The company must inform the DICA, if there are any changes to the local (Myanmar) residence address of the foreign employee,

- i. If the foreign employee is entering Myanmar for the second time, he/ she must submit the proof of any previous income tax payment receipt,
- j. The employment status of the company / the list of employees (local/ foreigners) including names, positions, passports, National Registration Card No. and Phone No.
- k. Family Certificate (if the spouse / son / daughter of the foreign employee also apply for a visa)
