

TO SET-UP FOREIGN BRANCH / REPRESENTATIVE OFFICE



**Documentary Requirements for Permit Application**

1. Application for Permit (Affixed K.1000/- court fee stamp)
2. Application Form A (2) copies (Duly filled up signed)
3. List of intended business activities that will be carried out in the Union of Myanmar (To mention only specific business)
4. Original Bank Statement of the Company.
5. Annual reports or audited Financial Statements for the last previous 2 years of the Parent Company (Notarised and Certified by the Government Office concerned of Respective Country)
6. Statement of compliance for initial capital brought in.
7. Memorandum and Articles of Association of parent company (Notarised and Certified by the Government Office concerned of Respective Country)
8. Appointment letter/Power of attorney for the Authorised Person (Notarised and Certified by the Government Office concerned of Respective Country)
9. Board of Director's Resolution of parent company.
10. Passport or NRC copy of Authorised Person.
11. List of Directors of Parent Company
12. Licence of the Central Bank of Myanmar for Bank Representative Office.

**Documentary Requirements for Registration Application**

1. Memorandum and Articles of Association of parent company (Notarised and Certified by the Government Office concerned of Respective Country)
2. Declaration of Registration
3. Declaration of Registered Office
4. Declaration of Legal Version
5. Certificate of Translation
6. Undertaking for occasional reports
7. Persons authorised to accept services in the Union of Myanmar (Form XVIII)
8. Appointment letter/Power of attorney for the Authorised Person (Notarised and Certified by the Government Office concerned of Respective Country)
9. Myanmar Translation of Memorandum and Articles of Association of parent company.
10. List of Directors of Parent Company
11. Passport or NRC copy of Authorised Person.

FORM A  
APPLICATION FOR PERMIT TO TRADE  
(See Regulation 3)

Note: This application is to be accompanied by:

- (1) A copy of the Company's Memorandum and Articles of Association or of the chapter, statutes of other instruments constituting or defining the constitution of the Company.
- (2) Copies of the Company's Balance Sheet and Profit and Loss Accounts for the last two years preceding the application.

Application by a Foreign Company or Company carrying on International Trade for issue of a Permit under Section 27 A of the Myanmar Companies Act:

(1)		Name of Company	
(2)		Country of incorporation of Company	
(3)	(a)	Names, addresses and nationality of shareholders in case of companies incorporated in the Republic of the Union of Myanmar	
	(b)	Number of citizens or non-citizen shareholders together with the number of shares held by them separately in the case of companies incorporated outside the Republic of the Union of Myanmar	
(4)	(a)	Location of Company's Head Office	
	(b)	The location of Company's principal office in the Republic of the Union of Myanmar	
(5)		The objects for which the company is formed (field of business)	
(6)	(a)	The amount of capital and the number of shares into which the capital is divided	
	(b)	If more than one class of share is authorized, the description of each class and the rights and privileges pertaining to each	
	(c)	Amount of capital brought or to be brought into the Republic of the Union of Myanmar	
	(d)	Whether there is any discrimination among different classes of shareholders with regard to number of votes he may cast	
(7)	(a)	The maximum amount of indebtedness if any which may be incurred by the company and	
	(b)	The prohibition against the contracting of debts in excess of that amount	

(8)		Period for which Permit is applied for	
(9)		The offices who are to conduct the affairs of the company, duties of each, and the authority of the Board of Directors to fill the positions above named	
(10)		The number of Directors, the manner of their appointments and their powers	
(11)		The names, addresses and nationality of the Directors for the current year	
(12)		The names, addresses and nationality of the promoters	
(13)		Statements in compliance with legal requirements for initial capital including the amount to be paid in before commencement of business	

FORM XVIII

Returns of Persons Authorised to Accept Service under Regulation 8(1)(c)  
(The Myanmar Companies Regulation, 1957)

Return pursuant to Regulation 8(1)(c) by incorporated in which has a place of business in the Union of Myanmar at .....

.....Township, ....., the Republic of the Union of the names and address of someone or more persons resident in Republic of the Union of Myanmar authorized to accept on behalf of the company service of processes and any notices required to be served on the Company.

List of persons authorized to accept service on behalf of the Company.

Name of person	Address	Nationality&P.P.No	Description or Occupation
			Representative

Signatures of the persons authorized under Regulation 8(1) (c) of the Myanmar Companies Regulations, 1957 or some other person in Myanmar duly authorized by the Company

Date .....