

Directorate of Investment and Company Administration
Guidelines for Registration of Foreign Companies

STEP 1
**Check availability of
company name**

1. **Submit signed name-check form (from Directorate of Investment and Company Administration (DICA) or DICA website)**
 - *Name-check form (1,000 kyat)*

STEP 2
**Obtain company
registration forms
from DICA or DICA
website**

2. **Obtain company registration forms from DICA or DICA website (5,100 kyats)**
 - *Application cover letter*
 - *Declaration of registration (Form 1)*
 - *Situation of registered office form*
 - *Declaration of Legal Version*
 - *Certificate of Translation*
 - *Directors details (Form 26)*
 - *Memorandum of Association*
 - *Articles of Association*
 - *Application Form for Permit (Form A)*
 - *Statement of company objectives & Undertaking not to conduct trading activities*

Other documents to be provided by applicants:

- *Copy of passport of shareholder (if an individual) or copy of directors' resolution (if a company)*
- *Copy of passport of foreign directors or copy of N.R.C for local directors*

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

STEP 3
**Submit signed
company
registration
documents at DICA**

4. **Submit completed and signed forms at DICA**
 - *Application cover letter*
 - *Declaration of registration (Form 1)*
 - *Situation of registered office form*
 - *Declaration of Legal Version*
 - *Certificate of Translation*
 - *Statement of company objectives & Undertaking not to conduct trading*
 - *Directors details (Form 26)*
 - *Memorandum of Association*
 - *Articles of Association*
 - *Application Form for Permit (Form A)*
 - *Copy of passport of shareholder or copy of directors' resolution*
 - *Copy of passport of foreign directors or copy of N.R.C for local directors*

STEP 4
Pay registration fee

5. Pay registration fee at OSS (1,000,000 kyats)

- *Letter regarding permit conditions issued by DICA*
- *“Conditions letter” issued by DICA*
- *Payment acceptance letter issued by OSS*

STEP 5
Obtain temporary registration and Permit to Trade (if desired)

6. Obtain temporary incorporation certificate and temporary Permit at DICA (if desired)

- *Temporary incorporation certificate issued by DICA*
- *Temporary Permit to Trade issued by DICA*

STEP 6
Transfer minimum capital and submit other documents

7. Provide evidence of minimum capital transfer and signed “conditions letter” to DICA

- USD\$50,000 minimum capital required for “services” companies
- USD\$150,000 minimum capital required for other foreign companies

- *Credit advice form to show transfer of minimum capital required*
- *Submit “conditions letter” signed by company*

8. Confirm registered office address (within one month of registration)

- *Letter from DICA requesting confirmation of registered office address*
- *Submit confirmation from township office*

STEP 7
Permanent incorporation certificate and Permit

9. Obtain permanent incorporation certificate and permanent Permit to Trade from DICA

- *Incorporation Certificate (Permanent) issued by DICA*
- *Permit to Trade (Permanent) issued by DICA*