



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED



GUIDELINES FOR EFFICIENT REGISTRATION OF FOREIGN EMPLOYEES

7th February 2020

MIC approval when hiring a foreigner

- **Only required for foreign employees of MIC companies**
- **If an MIC company retains a freelancer: No MIC approval / alien worker registration card required**
- **If a foreigner is seconded from the headquarters: No MIC approval / alien worker registration card required**
- **Application to be filed within 7 days after the arrival of the foreigner at the latest (if the deadline is missed: easiest solution is for the foreigner to fly in again)**



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MIC approval when hiring a foreigner

- Obtaining MIC approval with a tourist visa is not possible, but whether business or employment visa does not matter
- Required documents and information:
 - Application letter, form 12-A, application fee (Ks. 5,000), passport copy, number of foreign/local employees according to MIC proposal, number and details of existing foreign/local employees, copy of latest quarterly performance report



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MIC approval when hiring a foreigner

- Evidence of expertise (copy of the certificate to be signed by the company's director; notarial translation to be provided if not in English); depending on the claimed level of expertise: university degree
- Details of previous employment in Myanmar, in particular the salary
- In case of a replacement: Proof that the previous foreign employee left the country (copy of the flight ticket)



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Registration at ward / immigration department

- (Theoretically) within 24 hours of arrival, foreigners staying at their own accommodation or at accommodation provided by their company must register their arrival with (i) the **ward administration office** and (ii) the **township immigration department** (“Form C”)
- Renewal required if (i) new visa and (ii) no foreigner registration certificate (FRC)
- Required docs: Passport with visa, copies of corporate documents, appointment letter or employment contract, lease agreement



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Registration at ward / immigration department

- Theoretically, landlord has to sign
- Foreigners staying in the country for more than 90 consecutive days have to obtain a “**foreigner registration certificate**” (FRC) from the township immigration department
 - Without FRC, it may not be possible to leave the country depending on the circumstances
 - Application to be made sufficiently in advance
 - Valid for one year until 30 November
 - **FRC apparently not required for holders of 6 or 12 months multi-entry business visas**



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Visa extension in the country

- Requires **business or employment visa**
- Available:
 - **First time extension:** Stay permit for up to 6 months and single re-entry visa (USD 160)
 - **Subsequent extensions:** Stay permit for up to 12 months and multiple re-entry visa (USD 400)
- **MIC companies:** Apply to MIC for recommendation letter at least 3 weeks prior to visa expiry with filled-in application form, employment contract or appointment letter, CV and lots of other documents



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Visa extension in the country

- **Non-MIC companies:** Apply to DICA for recommendation letter at least 3 weeks prior to visa expiry with filled-in application form, employment contract or appointment letter and copy of degree
- MIC or DICA informs the township immigration department of the issuance of the recommendation letter
- Now apply to township immigration department with filled-in application forms, “form C”, MIC or DICA recommendation letter, corporate documents, passport copy and two photos



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Standard labour contract / social security

	MoL template applies to foreign employees?	Social security applies to foreign employees?
MIC company	Yes	Yes
Non-MIC company	No	No



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Contact

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