

LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

CONVENIENCE TRANSLATION - ACCURACY NOT GUARANTEED

If foreigners currently residing and working in Myanmar on business visit the Township Head's Office to apply for a stay permit extension

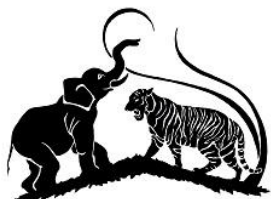
Particulars to be verified:

- (a) Whether they are currently working in the relevant departments/organisations;
- (b) valid company registration certificate;
- (c) application made by the director/managing director on original stationary with the company's letterhead (to include the company's business and the applicant's occupation);
- (d) copy of a valid Myanmar Investment Commission permit; business license (Yangon City Development Committee/Industrial Supervision/Hotels Tourism);
- (e) copy of a valid Foreigner Registration Certificate (FRC);
- (f) copy of a valid passport;
- (g) copy of a valid Form of Arrival (Form C); Form C to be filed at the place where the foreigner arrived for the business;
- (h) the company that applied for the visa and the company that applies for the stay extension must be the same;
- (i) to submit the change in the company's address if it changes;
- (j) the work address must be the same as the address in the FRC. If there is a change of address, the change must be applied for as prescribed;
- (k) to submit the application 30 days before the expiry of the stay period.

Foreigner's stay permit extension review (7 points) and directives (5 points) dated 5 August 2024

(a) Stay permit review (7 points)

- (1) Submission of the regional head/area head; field inspection recommendation; company application; company registration; passport; Form C; FRC
- (2) The company that applied for the visa and the company that applies for the stay extension must be the same.



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- (3) To submit the change in the company's address if it changes.
- (4) The work address must be the same as the address in the FRC. If there is a change of address, the change must be applied for as prescribed.
- (5) Form C to be filed at the place where the foreigner arrived for the business.
- (6) To submit the application 30 days before the expiry of the stay period.
- (7) Only complete and accurate files should be presented to the head office. Scrutinise strictly as incomplete files will be returned, which may cause harm.

(b) Stay permit directives (5 points)

- (1) To ensure that blacklisted import companies, traffickers, gambling, and related companies that are being prosecuted or on trial, do not sponsor the extension of stay permits.
- (2) To scrutinise *[applications from]* areas where terrorist organisations are active, as support may be provided by various means.
- (3) To present *[applications from]* areas under martial law in certain Regions/States that have declared a state of emergency after having reviewed them together with the security comments from the relevant regional head/area head.
- (4) To present *[applications]* after having obtained a security guarantee from the relevant authority.
- (5) To scrutinise so that foreigners are not allowed to reside and work in restricted areas.

Directives to be complied with regarding the stay and work permit of foreigners (5 points)

- (1) Companies wishing to operate in Regions and States with poor security must submit their application for the stay and work permit of foreigners to the relevant Region or State Government.
- (2) The relevant Region and State Governments must request comments from the Region and State heads of the Ministry of Immigration and Population.
- (3) The Region and State heads must review the *[applications for]* the stay permits and their extensions and the work permits of these foreigners as prescribed, present the matter to the Director General of the Immigration Department, and ask for the Department's opinion.
- (4) The Immigration Department must proceed to present the matter to the Union Minister's Office together with its analysis.



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- (5) Upon the receipt of a reply stating that there are no objections as per the directives of the Union Minister's Office, the Region and State heads must reply to the Region or State Government that there are no objections, without stating that the stay permit of the foreigners is approved.

Particulars to be complied with in relation to the process of extending the stay permit of foreigners

- The company mentioned in the visa application and the company sponsoring the stay permit extension must be the same.
- If the company's address changes, the change must be submitted to the head office for updating.
- Applications for stay permit extensions must be submitted 30 days prior to the stay permit's expiry.
- Only submit case files to the head office that are complete and accurate and accompanied by the required documents.
- Regarding case files with incomplete information, the relevant company must be promptly contacted and notified so that it can hand in what is missing.
- Not to proceed with submitting applications for the extension of stay permits of foreigners if they are made by companies that have been blacklisted for employing foreigners facing criminal charges, or companies that have been declared by the Police Force for Preventing and Combatting Human Trafficking to be related to gambling.
- As support may be provided by various means, applications for stay permit extensions from areas where terrorist organisations are active must be rejected and such rejections systematically recorded.
- Applications for the extension of stay permits of foreigners in certain areas under martial law announced in Regions and States must be accompanied by a guarantee from the relevant security organisations and the comments from the Region and State heads *[of the Ministry of Immigration and Population]*.
- To strictly enforce the prohibition of foreigners residing and working in restricted areas designated by the Ministry of Home Affairs.

[Displayed on the Immigration Department's notice board in Pansodan Street in June 2025.]



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

About Lincoln Legal Services (Myanmar) Limited

Lincoln Legal Services (Myanmar) Limited provides the full range of legal and tax advisory and compliance work required by investors. We pride ourselves in offering result-oriented work, high dependability and a fast response time at very competitive prices. Please do not hesitate to contact us:

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