

Requirements for applying for the registration of international non-governmental organisations (INGOs)

Section 17 of the Law

- (1) Name of the organisation [*literally, "association"*];
- (2) summary of the background of the organisation;
- (3) name of the head of the organisation in the country where the organisation is based;
- (4) name of the person in charge of the organisation in the State;
- (5) country where the organisation is based;
- (6) location and contact address of the office in the country where the organisation is based;
- (7) evidence of recognition in the country where the organisation is based;
- (8) charter of the organisation in the country where it is based;
- (9) memorandum of understanding (draft);
- (10) name of the person in charge of the organisation's [*main*] branch office in the State;
- (11) number of executive members:
 - (a) number of Myanmar citizens;
 - (b) number of foreigners;
- (12) number of members;
- (13) contact address of the organisation's [*main*] branch office in the State;
- (14) social activities to be carried out in the State and the source of their financing;
- (15) endorsement from the government department or organisation that is concerned with the objectives and intended activities;
- (16) endorsements from the Ministry of Investment and Foreign Economic Relations and the Ministry of Immigration and Population;



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- (17) letter to the Ministry of Foreign Affairs requesting its opinion;
- (18) permission from the local administration in the area where the activities will be carried out;
- (19) name of the person in charge of each branch office opened in the State;
- (20) number of branches opened in the State and their contact addresses;
- (21) date of the application;
- (22) undertaking to comply with the provisions in the laws in force.



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To:
Chairman
Union Registration Board
Ministry of Home Affairs
Office No. 10, Nay Pyi Taw

Date: Day Month Year

Subject: **Application for the registration of the international non-governmental organisation (INGO) ----**

We, an international non-governmental organisation based in country -----, wishing to open an office in Myanmar in ----- Region/State, ----- District, -----
--- Township, ----- Ward/Village Tract, ----- Street, No. -----, signed a memorandum of understanding with ----- government department or organisation and hereby apply with the enclosed documents to be allowed to register for the purpose of carrying out social activities.

Enclosure:

(1) Application for international non-governmental organisations	Form 2
(2) List of the organisation's executives	Form 1-a
(3) Personal profiles of the organisation's executives	Form 1-b
(4) List of the organisation's funds and assets	Form 1-c
(5) Undertaking to comply with the provisions in the laws in force	Form 1-d
(6) Members applying through a representative must submit a power of attorney together with the membership card.	

Applicant

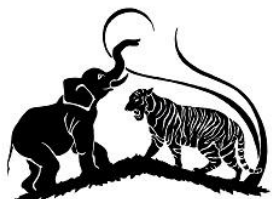
Signature:

Name:

Position in the organisation:

Citizenship scrutiny card no.:

Address:



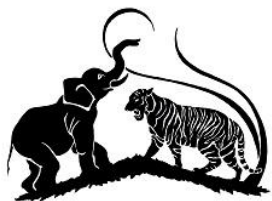
Application for the registration of an international non-governmental organisation

[Rule 18 (a)]

1. Name of the organisation:
2. Name of the head of the organisation in the country where the organisation is based:
3. Name of the person in charge of the organisation in the State:
4. Country where the organisation is based:
5. Number of executive members (Myanmar citizens/foreigners):
6. Number of members:
7. Number of employees:
8. Location and contact address of the office in the country where the organisation is based:
9. Contact address of the organisation's *[main]* branch office in the State:
10. Contact phone/fax number:
11. Name of the government department or organisation that endorsed the objectives and intended activities:
12. Date of the application for registration:

Enclosures:

- (a) Summary of the background of the organisation;
- (b) evidence of recognition in the country where the organisation is based;
- (c) charter of the organisation in the country where it is based;
- (d) memorandum of understanding (draft);
- (e) name of the person in charge of each branch office; number of branch offices and contact addresses;
- (f) social activities to be carried out in Myanmar;



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- (g) evidence of the lease of the locations where the organisation and its branch offices will be situated;
- (h) endorsement from the government department or organisation that is concerned with the objectives and intended activities;
- (i) endorsements from the Ministry of Investment and Foreign Economic Relations and the Ministry of Immigration and Population;
- (j) letter to the Ministry of Foreign Affairs requesting its opinion;
- (k) undertaking to comply with section 28 of the Law;
- (l) permission from the local administration in the area where the activities will be carried out;
- (m) list of executive members (form 1-a);
- (n) personal profiles of the executive members (form 1-b);
- (o) source of the organisation's funding and list of funds and assets (form 1-c);
- (p) undertaking to comply with the provisions in the laws in force (form 1-d).

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

Position in the organisation:

Citizenship scrutiny card no.:

Address:



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Form 1-a

Executive members of the organisation -----

[Rules 4 (a), 18 (a)]

Name of the organisation:

Locations of the organisation (main office and branch offices):

Date of application:

Sr.	Name and position of the executive	Father's/ mother's name	Current occupation and place of actual residence (to describe precisely)	Previous occupation and permanent address (to describe precisely)	Citizenship scrutiny card no./passport no.
(1)	(2)	(3)	(4)	(5)	(6)

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

Position in the organisation:

Citizenship scrutiny card no.:

Address:

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Form (1-b)

Personal profile of the executives of the organisation

[Rule 4 (a), 18 (a)]

1.2" x 1.1"
colour photo
taken within
6 months

1. Name:
2. Position in the organisation:
3. Father's name:
4. Mother's name:
5. Date of birth:
6. Educational qualification:
7. Ethnicity/religion:
8. Citizenship scrutiny card/passport no.:
9. Present occupation:
10. Previous occupation:
11. Husband or wife's name:
12. Home address/contact phone no./e-mail address:
13. Permanent address:

Enclosures:

- (a) If the executive member is a Myanmar citizen, a copy of the citizenship scrutiny card; if the executive member is a foreigner, a copy of the passport and residence permit.
- (b) Undertaking to meet the qualifications of an executive as set forth in the Rules.

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

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Position in the organisation:

Address:



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Form 1-c

List of funds and assets owned by the organisation

[Rule 4 (a), 18 (a)]

Sr.	Date of the donation	Name and details of the donor (individual or organisation)	Donor's address	Amount of the donation	Donation method: Bank transfer or cash	Type of the donated item	Quantity	Value

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

Position in the organisation:

Citizenship scrutiny card no.:

Address:



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Form 1-d

Undertaking to comply with the provisions in the laws in force

Date: -----

We hereby undertake that the organisation ----- will, in its legal existence and operations as an association, comply with the laws, rules, procedures, orders, and directives that are enacted and in force in the Republic of the Union of Myanmar when officially operating as an association.

Head

Person in charge

Member

Member

Member

Remark: All executives must sign.



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Form 1-e

Undertaking form regarding the organisation's name, stamp, mark, or uniform design

Date: -----

We hereby undertake that the organisation ----- will, when using the organisation's name, stamp, mark, or uniform design, comply with the provisions in sections 2 (g) and 28 (b) of the Law.

Head

Person in charge

Member

Member

Member

Remark: All executives must sign.

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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:

- Sebastian Pawlita, Managing Director
Phone: +95-9-262546284 (English)
E-Mail: sebastian@lincolnmyanmar.com

Office address: No. 55 (D), Inya Myaing Road, Bahan Township, Yangon Region

Web: www.lincolnmyanmar.com