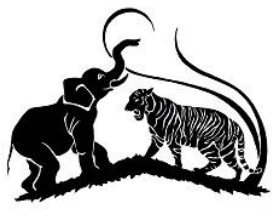


CONVENIENCE TRANSLATION - ACCURACY NOT GUARANTEED

Requirements for applying for the registration of local associations (NGOs)

Section 7 of the Law

- (1) Name of association;
- (2) name of the president and secretary of the association;
- (3) location of the association and contact address;
- (4) date of establishment;
- (5) objectives;
- (6) intended activities;
- (7) endorsement from the government department or organisation that is concerned with the objectives and intended activities;
- (8) number of executives;
- (9) number of members;
- (10) list of funds and assets owned by the association;
- (11) social activities to be carried out;
- (12) constitution of the association;
- (13) date of application;
- (14) undertaking to comply with the provisions in the laws in force.



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

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 local association** -----

We, the ----- Association, which is to open an office in -----
Region/State, ----- District, ----- Township, ----- Ward/Village
Tract, ----- Street, No. -----, hereby apply with the enclosed documents to be allowed to
register for the purpose of carrying out social activities throughout Myanmar.

Enclosure:

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

Applicant

Signature:

Name:

Position in the association:

Citizenship scrutiny card no.:

Address:

Copy to:
Receipt



Application form for the registration of a local association

[Rule 4 (a)]

1. Name of the association (in Burmese) (in English, if any):
2. Name of the chairman and secretary of the association:
3. Location and contact address of the association:
4. Date of the establishment of the association:
5. Name of the government department or organisation that endorsed the association's objectives and intended activities:
6. Number of executives of the association:
7. Number of members:
8. Number of employees:
9. Date of application:
10. Contact phone/fax number, e-mail:

Enclosures:

- (a) Contact addresses of branch offices;
- (b) objectives and intended activities of the association;
- (c) endorsement from the government department or organisation that is concerned with the objectives and intended activities;
- (d) list of executives (form 1-a);
- (e) personal profiles of the executives (form 1-b);
- (f) list of funds and assets owned by the association (form 1-c);
- (g) charter of the association (form 1-d);
- (h) evidence of ownership, lease, or use of the location where the association and its branch offices will be situated, and a photo of the office opening ceremony;



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- (i) undertaking to comply with the provisions in the laws in force (form 1-e);
- (j) undertaking to comply with sections 2 (g) and 28 (b) of the Law with respect to the association's name, stamp, mark, or uniform design (form 1-f);
- (k) social activities carried out.

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

Position in the association:

Citizenship scrutiny card no.:

Address:



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Form 1-a

List of the executives of the association -----

[Rules 4 (a), 15 (a)]

Name of the association:

Location of the association:

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 association:

Citizenship scrutiny card no.:

Address:

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LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Form (1-b)

Personal profile of the executives of the association

[Rule 4 (a), 15 (a)]

1.2" x 1.1"
colour photo
taken within
6 months

1. Name:
2. Position in the association:
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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LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Position in the association:

Address:



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Form 1-c

List of funds and assets owned by the association

[Rule 4 (a), 15 (a)]

Sr.	Date of the donation	Name and details of the donor (individual or association)	Donor's address	Amount of the donation	Donation method: Bank transfer or cash	Type of the donated item	Quantity	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

I confirm the accuracy of the particulars above.

Applicant

Signature:

Name:

Position in the association:

Citizenship scrutiny card no.:

Address:



Charter of the association

[Rules 4 (a), 15 (a)]

Preamble

1. Name of the associations, and definitions
2. Location and contact address of the association
3. The association's stamp, mark, and uniform design (if any)
4. Objectives of the association
5. Intended activities of the association
6. Scope and methods of operations
 1. Cooperation with other associations
 2. Hiring employees to carry out activities
7. Structure of the association
 1. Composition of the executive board
 1. Patron (if any)
 2. Chairman
 3. Vice-Chairman (if any)
 4. Members
 5. Treasurer
 6. Accountant
 7. Secretary
 8. Joint Secretary (if any)
 9. -----



2. Duties of the executive board
 1. Chairman
 2. Secretary
 3. Treasurer
 4. Accountant
 5. -----
3. Establishment of working committees to implement intended activities
 1. ----- Committee
 2. ----- Committee
 3. ----- Committee
8. Holding meetings and their duties
 - (a) Holding meetings
 1. How meetings are held
 2. Frequency
 3. Decision-making (majority vote/unanimity)
 - (b) Duties of the meeting
 - (c) How members are admitted and removed
 - (1) Admission
 - (2) Removal
 - (d) Other rules of the association that should be included
9. Finances
 - (a) Accepting donations
 - (b) Maintaining the association's funds and assets



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- (c) Using the association's funds and assets
10. List of the funds and assets owned by the association (form 1-c)
- Remark: To attach photographic evidence.
11. When and how to wind up the association
- (a) Circumstances in which the association shall be wound up
- (1) Inability to implement the association's objectives and intended activities without *[should probably be: due to]* the monopolistic acts of a single or a group executive members;
 - (2) insufficient funds to implement the association's activities;
 - (3) the required number of executives is not reached;
 - (4) unforeseen circumstances have arisen.
- (b) Methods of winding up the association
- (1) The executive board wishes to wind up the association voluntarily;
 - (2) more than half of the executive members of the association request its winding-up;
 - (3) a court orders the winding-up because the association does not act according to the law.

Concluding statement

We confirm the accuracy of the particulars above.

Chairman

Member

Member

Secretary

Vice-Chairman

Joint Secretary

Member



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Remark: All members of the association must sign.



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Form 1-e

Undertaking to comply with the provisions in the laws in force

Date: -----

We hereby undertake that the association ----- 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.

Chairman

Member

Member

Secretary

Vice-Chairman

Joint Secretary

Member

Remark: All members of the association must sign.



LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

Form 1-f

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

Date: -----

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

Chairman

Member

Member

Secretary

Vice-Chairman

Joint Secretary

Member

Remark: All members of the association 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:

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