



**RECOMMENDATION LETTER FOR VISA EXTENSION**

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**Directorate of Investment and Company  
Administration**

Created by MDITS



ONLINE VISA EXTENSION

# User Manual Guide

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# User Panel

## 1. Creating User Account

Online Recommendation Letter For Visa Extension

DICA

### Steps to apply Online Recommendation Letter For Visa Extension

Step 1 – Create your account by clicking [Sign Up](#).

Step 2 – Verify your account by clicking the link sent to your email.

Step 3 – Login to the portal by using Email and Password.

Step 4 – Fill up & upload documents of the company according to our guidance and proceed to submit.

Step 5 – Fill up & upload documents of the applicant/dependant and submit the application.

Step 6 – Monitor the notifications for your application.

Please use one account for one company.

The attachments should be in jpg,jpeg,png,pdf,docx,doc formats.

The results of the processed documents will be announced on <https://www.dica.gov.mm/mmm/taxonomy/term/3830> within 10 working days.

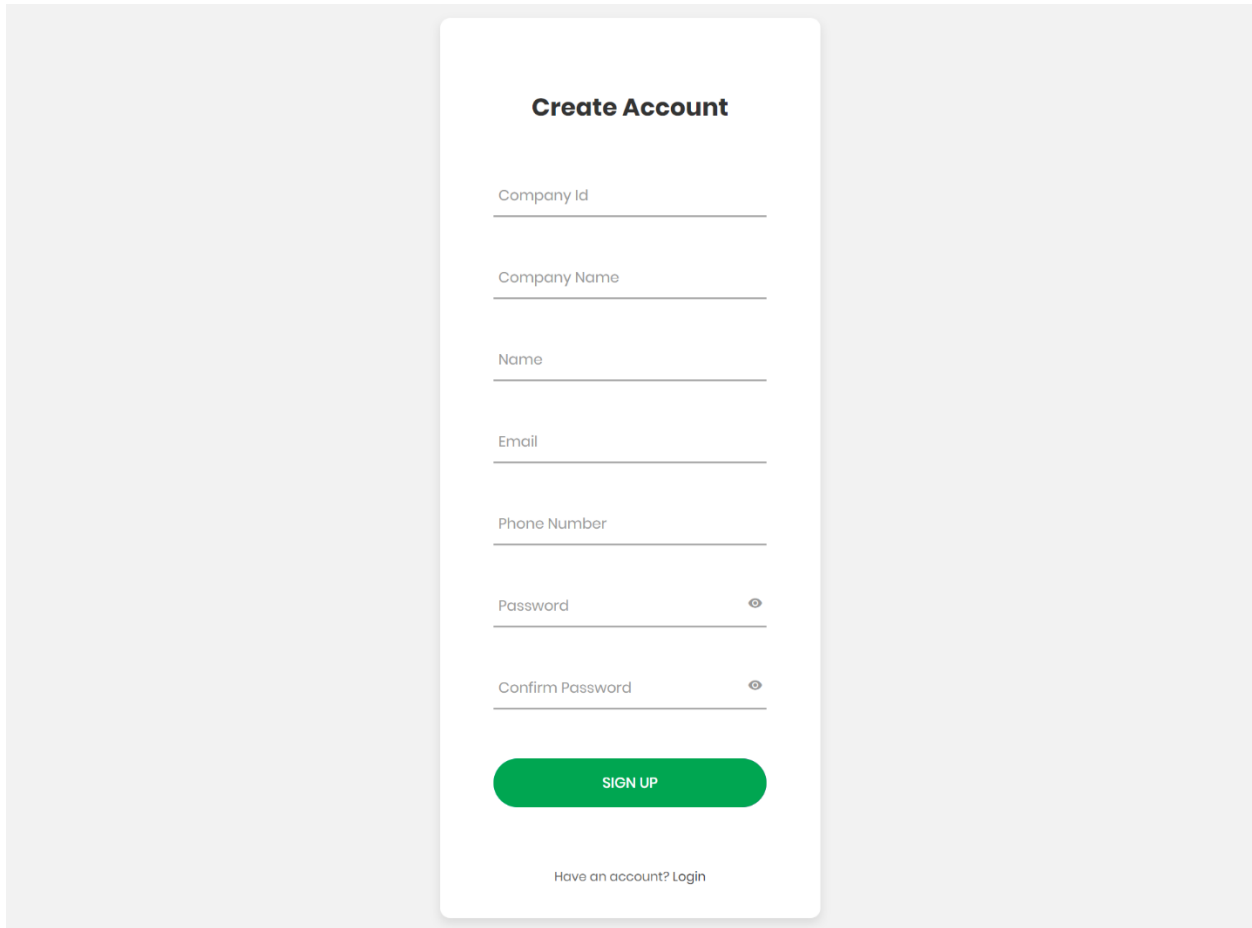
### Sign in

Email

Password

LOGIN

Fig1.1 Log in Page

**Step1: Click Sign up to create a new account**

The image shows a 'Create Account' form with the following fields and elements:

- Create Account** (Title)
- Company Id (Text input)
- Company Name (Text input)
- Name (Text input)
- Email (Text input)
- Phone Number (Text input)
- Password (Text input with toggle icon)
- Confirm Password (Text input with toggle icon)
- SIGN UP** (Green button)
- Have an account? [Login](#) (Text link)

Fig1.2 Sign Up Page

**Step2: Fill the user information**

1. Enter Company ID(registered in MyCO)
2. Company Name(When you fill the company id from MyCo company name is auto display)
3. Enter Name
4. Enter Email
5. Enter Phone Number
6. Enter Password
7. Enter Confirm Password
8. Click SIGN UP

New account for Visa Extension Application is created.

In case of creating new account for the same company, the user need to wait DICA to approve new account.

## 2. Log in to the Recommendation Letter For Visa Extension

Online Recommendation Letter For Visa Extension DICA

### Steps to apply Online Recommendation Letter For Visa Extension

Step 1 – Create your account by clicking [Sign Up](#).  
Step 2 – Verify your account by clicking the link sent to your email.  
Step 3 – Login to the portal by using Email and Password.  
Step 4 – Fill up & upload documents of the company according to our guidance and proceed to submit.  
Step 5 – Fill up & upload documents of the applicant/dependant and submit the application.  
Step 6 – Monitor the notifications for your application.  
Please use one account for one company.  
The attachments should be in jpg,jpeg,png,pdf,docx,doc formats.  
The results of the processed documents will be announced on <https://www.dica.gov.mm/mmm/taxonomy/term/3830> within 10 working days.

### Sign in

Email

Password

LOGIN

Fig1.3 Log in Page

### Step: Enter Login Information

1. Enter email
2. Enter Password
3. Click LOGIN button

The User can log in to the system and can use recommendation letter for visa extension service.

### 3. How to apply Recommendation letter for Visa Extension(User Panel) Step 1.Fill the company information

Online Recommendation Letter For Visa Extension

- [Apply](#)
- [History](#)
- [Change Password](#)
- [Edit Profile](#)
- [Logout](#)

Company
Applicant
Dependant

**Directorate of Investment and Company Administration**  
 Visa Application Form | Application for Recommendation for Visa Extension

#### 1. Company Name (Registered in Myanmar Companies Online MyCO)

Company Name in English \*

Company Registration Number

Company Principal Activity or Current Activities

Number of Employee(s) in Company

Foreigner

Local Employees

#### 2. Name and Address of an Officer of the Company

Full Name in English \*

Gender

Male  Female

Designation

Office Address in MyCO (Specify in English)

Street Number and Street Name

Unit, Level, etc (if applicable)

Quarter/City/Township

State/Region

Telephone Number

Email

**Checklist**

The following must accompany this application form

License/Permit/Evidence from Government Agency, Business Contract with Other Related Organization (if Any)

No file chosen

I certify that the information in this form and any document attached to this form are true and correct.  
 ဤရုံစံပါ အချက်အလက်နှင့် ပူးတွဲတင်ပြသော စာချုပ်စာတမ်းများသည် မှန်ကန်ကြောင်းသက်သေပြပါသည်။

**Contact Us**

01-658105, 01-657891, 01-657714, 01-658103 ex-103,104,105

[dica.visa.gov@gmail.com](mailto:dica.visa.gov@gmail.com)

**Address**

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1. Enter Name of the Company in English
2. Enter Registration Number of the company
3. Enter Company's principal activity or current activities
4. Enter Numbers of Employees in company for foreigner and local person
5. Enter Full Name in English for officer of the company
6. Choose Gender of the officer of the company
7. Choose Designation of the officer of the company
8. Enter the address of the office that are specified in MyCO
  - Street number and Street name
  - Unit level etc.(if applicable)
  - Quarter/City/Township
  - State/Region
9. Enter Telephone Number and Email
10. Upload file for License/Permit/Evidence from Government Agency, Business Contract with other Related Organization (if any)
11. Click Save Button

The company information is successfully registered.



## Step 2.Fill the applicant information

☰ Online Recommendation Letter For Visa Extension

- Apply
- ☰ History
- 🔒 Change Password
- ✎ Edit Profile
- 🚪 Logout

Company
Applicant
Dependant

### Name, Address and Other Information for Each Applicant

Full Name in English (Name Mentioned in Passport) \*

Photo

Choose File
No file chosen

Nationality

Passport Number

Visa Number

Applicant's Designation in the Company

Gender

Male  Female

---

### Current Visa Status

Visa Expiry Date

Number of Visa Extensions From DICA

Duration to Extend the Visa

(3 months/6 months/1 Year)

Type of Visa

(Single/Multiple/Stay Permit Only)

---

### Checklist

The following must accompany the application form

Copy of Passport First Page, Latest Page and Visa Stamp Page with (E-Visa)

Choose File
No file chosen

Contract/Certificate

Choose File
No file chosen
(Provide only if you are not a director or a shareholder)

Tax Payment Slip

I certify that the information in this form and any document attached to this form are true and correct.  
 ဤပုံစံပါ အချက်အလက်နှင့် ပူးတွဲတင်ပြသော စာရွက်စာတမ်းများသည် မှန်ကန်ကြောင်းသက်သေပြပါသည်။

Add Applicant

Submit
Cancel

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1. Full name in English(Name Mentioned in Passport)
2. Upload photo for the applicant

Fig1.5 Applicant Register Page

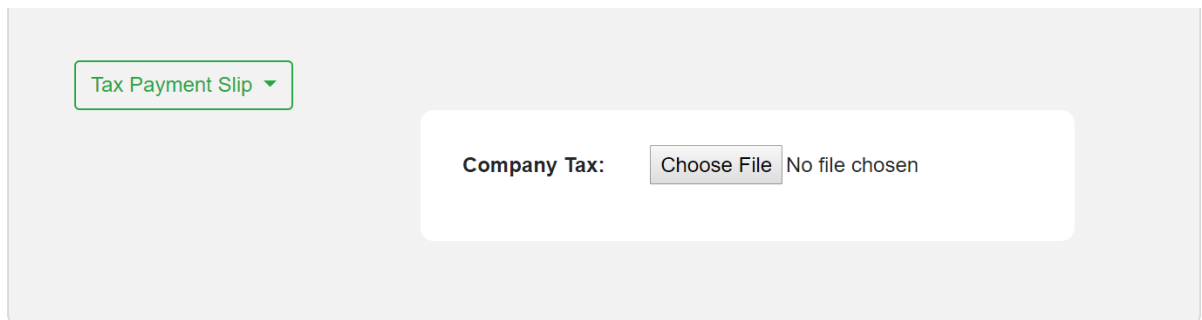
3. Choose Nationality
4. Enter Passport Number
5. Enter Visa Number
6. Enter Applicant's Designation in the Company
7. Choose Gender for the applicant
8. Choose Visa Expiry Date
9. Choose Number of times of Visa Extension From DICA
10. Choose Duration to Extend the Visa
11. Choose Type of Visa
12. Upload file for Copy of Passport Latest and VISA stamp page with (E-Visa) company seal & officer's seal & signature(for each applicant)
13. Upload file for Contract/ Certificate
14. Click Tax payment Slip to choose type of tax



The screenshot shows a web form with a dropdown menu labeled "Tax Payment Slip" in a green box. The dropdown is open, showing two options: "Family, Director, Shareholders, Other" and "Employee". Below the dropdown is a green button labeled "Add Applicant".

Fig1.6 Tax Payment Slip Selection

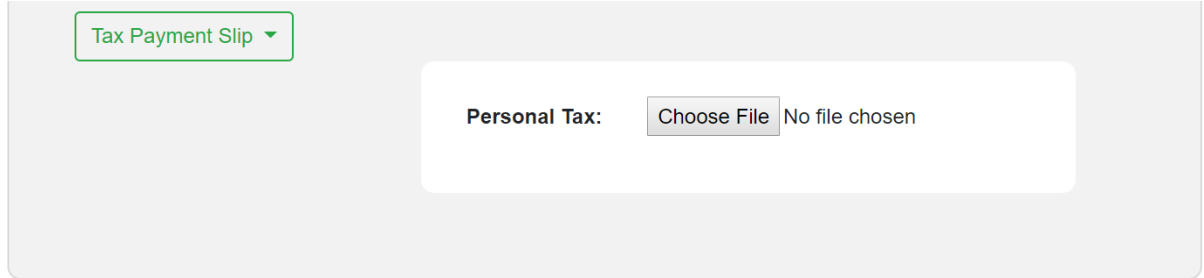
If the applicant is Family, Directors or Shareholder, choose Family, Director, Shareholders to upload Company Tax.



The screenshot shows a web form with a dropdown menu labeled "Tax Payment Slip" in a green box. Below the dropdown is a white box with the text "Company Tax:" followed by a "Choose File" button and the text "No file chosen".

Fig1.7 Company Tax file upload

If the applicant is Employee, choose Employee to upload the personal tax



The image shows a screenshot of a web form. On the left, there is a dropdown menu with the text "Tax Payment Slip" and a downward-pointing arrow. To the right of this is a white rectangular box containing the text "Personal Tax:". To the right of "Personal Tax:" is a "Choose File" button, and to the right of the button is the text "No file chosen".

Fig1.8 Personal Tax file upload

15. Click Add applicant button to add more applicant form.
16. Click Submit button to submit the application.

## Step3.Fill the dependent Information

Online Recommendation Letter For Visa Extension

Apply

History

Change Password

Edit Profile

Logout

Company
Applicant
Dependant

### Name, Address and Other Information for Each Applicant

Full Name in English (Name Mentioned in Passport) \*

Photo

Choose File
No file chosen

Nationality

Passport Number

Visa Number

Applicant's Designation in the Company

Gender

Male  Female

### Current Visa Status

Visa Expiry Date

Number of Visa Extensions From DICA

Duration to Extend the Visa

Type of Visa

### Checklist

The following must accompany the application form

Copy of Passport First Page, Latest Page and Visa Stamp Page with (E-Visa)

Choose File
No file chosen

Contract/Certificate

Choose File
No file chosen
(Provide only if you are not a director or a shareholder)

Tax Payment Slip

I certify that the information in this form and any document attached to this form are true and correct.  
 ဤပုံစံပါ အချက်အလက်နှင့် ဖူလွှဲတင်ပြသော စာရွက်စာတမ်းများသည် မှန်ကန်ကြောင်းသက်သေပြပါသည်။

Add Applicant

Submit
Cancel

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1. Full name in English (Name Mentioned in Passport)
2. Upload photo for the dependent
3. Choose Nationality

Fig1.9 Dependent Form

4. Enter Passport Number
5. Enter Visa Number
6. Enter Applicant's Relationship with the Responsible Person in the Company
7. Choose Gender for the applicant
8. Choose Visa Expiry Date
9. Choose Number of times of Visa Extension From DICA
10. Choose Duration to Extend the Visa
11. Choose Type of Visa
12. Upload file for Copy of Passport Latest and VISA stamp page with (E-Visa) company seal & officer's seal & signature (for each applicant)
13. Upload file for Company Tax
15. Click Add applicant button to add more dependent form.
16. Click Submit button to submit the application.

### 3. How to see result for Recommendation Letter For Visa Extension (User Panel)

Step1.Click History on side bar to see the result.

The screenshot displays the 'History' section of the user panel. The page title is 'Online Recommendation Letter For Visa Extension'. The sidebar on the left contains the following navigation items: Apply, History (selected), Change Password, Edit Profile, and Logout. The main content area is titled 'History' and shows a table with one entry. The table has columns for No, Form Type, Company, Name, Nationality, Passport, Visa No, Designation, Relationship, and Status. The entry shows a pending application for Robert Jung, a Supervisor at MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and buttons for 'Previous', '1', and 'Next'. The footer of the page contains the following information:

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Fig1.10 Initial page for user panel

## Step2.Checking the result and reapply

☰ Online Recommendation Letter For Visa Extension

### History

Show 10 entries Search:

No	Form Type	Company	Name	Nationality	Passport	Visa No	Designation	Relationship	Status	Action
1	Applicant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Robert Jung	Bangladesh	AA0495859	E9847794	Supervisor	-	Processed	<a href="#" style="background-color: #808080; color: white; padding: 5px;">Reapply</a>
2	Dependant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Emily Dawson	Bangladesh	AA9480978	E0994948	-	Wife	Rejected	<a href="#" style="background-color: #007bff; color: white; padding: 5px;">Reapply</a>
3	Applicant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Kim Seok Jin	Austria	BB947509834	E08344009	Manager	-	Rejected	<a href="#" style="background-color: #007bff; color: white; padding: 5px;">Reapply</a>

Showing 1 to 3 of 3 entries Previous 1 Next

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Fig1.11 History Page

The status of the application process can be checked in history page.

**Processed** status means the documents for the applicant or dependent are successfully processed by the DICA.

**Pending** status means the document for the applicant or dependent are being processed(in progress)by the DICA.

**Rejected** status means the application is rejected and need to be reapplied again by clicking reapply button.



#### 4. How to reapply for rejected applicant or dependent (User Panel)

Step 1. Click reapply button in history page and will lead to respective reapply page.

☰ Online Recommendation Letter For Visa Extension

### History

Show 10 entries Search:

No	Form Type	Company	Name	Nationality	Passport	Visa No	Designation	Relationship	Status	Action
1	Applicant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Robert Jung	Bangladesh	AA0495859	E9847794	Supervisor	-	Processed	<a href="#">Reapply</a>
2	Dependant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Emily Dawson	Bangladesh	AA9480978	E0994948	-	Wife	Rejected	<a href="#">Reapply</a>
3	Applicant	MYANMAR DIGITAL IT SOLUTIONS COMPANY LIMITED	Kim Seok Jin	Austria	BB947509834	E08344009	Manager	-	Rejected	<a href="#">Reapply</a>

Showing 1 to 3 of 3 entries
Previous 1 Next

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Fig1.12 History Page(to show reapplication process)

## Step2.Fill the required information in respective page and reapply again.

### Reapplication for applicant

☰ Online Recommendation Letter For Visa Extension

- Apply
- ☰ History
- 🔒 Change Password
- ✎ Edit Profile
- Logout

#### Reapplication Process for Applicant

##### Name, Address and Other Information for Each Applicant

Full Name in English (Name Mentioned in Passport)*	Photo
<input type="text" value="Kim Seok Jin"/>	<input type="button" value="Choose File"/> No file chosen
Nationality	Passport Number
<input type="text" value="Austria"/>	<input type="text" value="BB947509834"/>
Visa Number	Applicant's Designation in the Company
<input type="text" value="E08344009"/>	<input type="text" value="Manager"/>
Gender	
Male <input checked="" type="radio"/> Female <input type="radio"/>	

##### Current Visa Status

Visa Expiry Date	Number of Visa Extensions From DICA
<input type="text" value="30/09/2020"/>	<input type="text" value="6"/>
Duration to Extend the Visa	Type of Visa
<input type="text" value="3 months"/>	<input type="text" value="Single"/>
<small>(3 months/6 months/1 Year)</small>	<small>(Single/Multiple/Stay Permit Only)</small>

##### Checklist

The following must accompany this application form

Passport First Page, Latest Page and Visa Stamp Page with (E-Visa)

No file chosen

Contract/Certificate

No file chosen (Provide only if you are not a director or a shareholder)

I certify that the information in this form and any document attached to this form are true and correct.  
 ဤပုံစံပါ အချက်အလက်နှင့် ဖူးတွဲတင်ပြသော စာရွက်စာတမ်းများသည် မှန်ကန်ကြောင်းသက်သေပြပါသည်။

#### Directorate of Investment and Company Administration

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Enter information of applicant for reapplication process

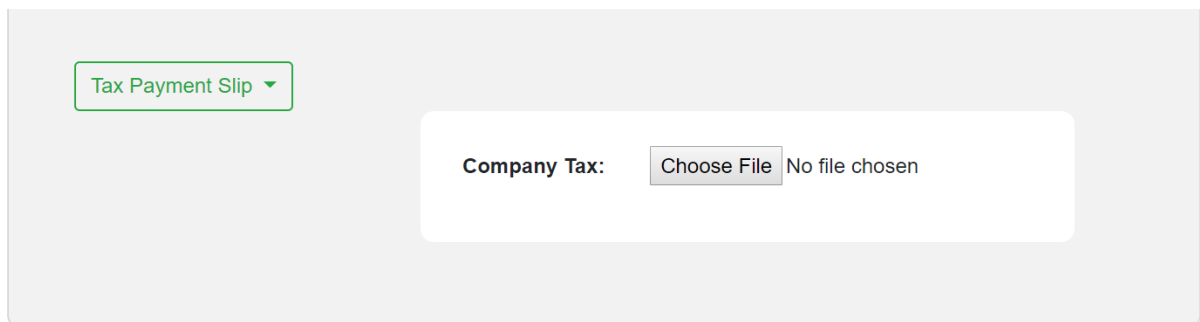
1. Full name in English (Name Mentioned in Passport)
2. Upload photo for the applicant
3. Choose Nationality
4. Enter Passport Number
5. Enter Visa Number
6. Enter Applicant's Designation in the Company
7. Choose Gender for the applicant
8. Choose Visa Expiry Date
9. Choose Number of times of Visa Extension From DICA
10. Choose Duration to Extend the Visa
11. Choose Type of Visa
12. Upload file for Copy of Passport Latest and VISA stamp page with (E-Visa) company seal & officer's seal & signature (for each applicant)
13. Upload file for Contract/ Certificate
14. Click Tax payment Slip to choose type of tax



The screenshot shows a web form with a dropdown menu labeled "Tax Payment Slip" in a green box. The dropdown is open, showing two options: "Family, Director, Shareholders, Other" and "Employee". Below the dropdown is a green button labeled "Add Applicant".

Fig1.14 Tax Payment Slip Selection

If the applicant is Family, Directors or Shareholder, choose Family, Director, Shareholders to upload Company Tax.



The screenshot shows a web form with a dropdown menu labeled "Tax Payment Slip" in a green box. Below the dropdown is a white box with the text "Company Tax:" followed by a "Choose File" button and the text "No file chosen".

Fig1.15 Company Tax file upload

If the applicant is Employee, choose Employee to upload the personal tax

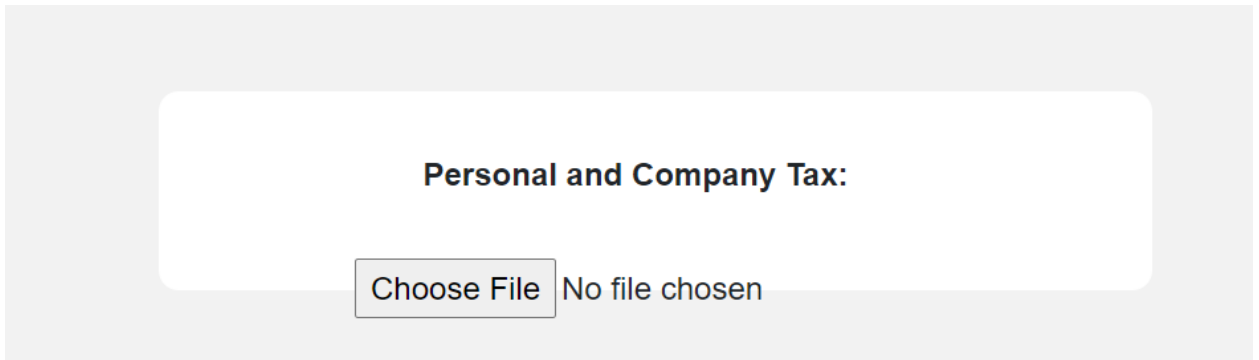


Fig1.16 Personal Tax file upload

15. Click Submit button to submit the reapplication form.

## Reapplication for dependent

☰ Online Recommendation Letter For Visa Extension

- Apply
- ☰ History
- 🔒 Change Password
- ✎ Edit Profile
- 🚪 Logout

### Reapplication Process for Applicant

#### Name, Address and Other Information for Each Applicant

Full Name in English (Name Mentioned in Passport) \*

Photo

 No file chosen

Nationality

Passport Number

Visa Number

Applicant's Designation in the Company

Gender

Male  Female

#### Current Visa Status

Visa Expiry Date

Number of Visa Extensions From DICA

Duration to Extend the Visa

(3 months/6 months/1 Year)

Type of Visa

(Single/Multiple/Stay Permit Only)

#### Checklist

The following must accompany this application form

Passport First Page, Latest Page and Visa Stamp Page with (E-Visa)

 No file chosen

Contract/Certificate

 No file chosen (Provide only if you are not a director or a shareholder)

I certify that the information in this form and any document attached to this form are true and correct.  
 ဤရုံစံပါ အချက်အလက်နှင့် ပူးတွဲတင်ပြသော စာရွက်စာတမ်းများသည် မှန်ကန်ကြောင်းသက်သေပြပါသည်။

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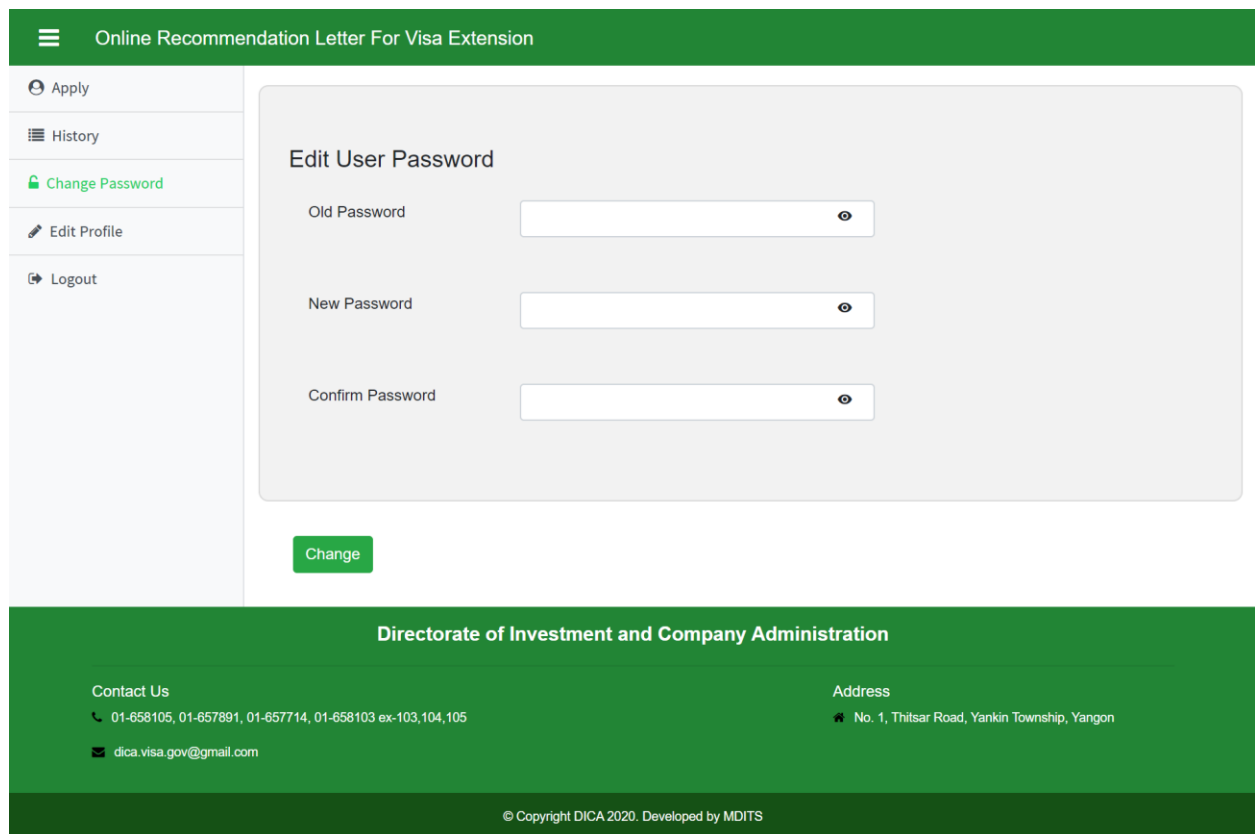
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Fig1.17 Reapplication form for dependent

1. Full name in English (Name Mentioned in Passport)
2. Upload photo for the dependent
3. Choose Nationality
4. Enter Passport Number
5. Enter Visa Number
6. Enter Applicant's Relationship with the Responsible Person in the Company
7. Choose Gender for the applicant
8. Choose Visa Expiry Date
9. Choose Number of times of Visa Extension From DICA
10. Choose Duration to Extend the Visa
11. Choose Type of Visa
12. Upload file for Copy of Passport Latest and VISA stamp page with (E-Visa) company seal & officer's seal & signature (for each applicant)
14. Upload file for company Tax

**Notice: If the applicant or dependent is rejected because company information is incorrect. The applicant needs to fill the company information again.**

## 5. How to Change Password (User Panel)



The screenshot shows a web interface for changing a password. At the top, a green header contains a menu icon and the text 'Online Recommendation Letter For Visa Extension'. On the left, a sidebar menu lists 'Apply', 'History', 'Change Password' (highlighted in green), 'Edit Profile', and 'Logout'. The main content area is titled 'Edit User Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a toggle icon for visibility. A green 'Change' button is positioned below the fields. The footer is green and contains contact information for the Directorate of Investment and Company Administration, including phone numbers, an email address, and a physical address in Yangon. A copyright notice for 2020 is also present.

Fig1.18 Change Password Form

### Step. Click change password and enter password information

1. Enter Old Password.
2. Enter New Password.
3. Enter Confirm Password.
4. Click Edit button

Password is changed.

## 6. How to change User Information

The screenshot shows a web interface for the 'Online Recommendation Letter For Visa Extension' system. The header is green with a white hamburger menu icon and the text 'Online Recommendation Letter For Visa Extension'. On the left, there is a vertical sidebar with a light blue background containing the following menu items: 'Apply', 'History', 'Change Password', 'Edit Profile' (highlighted in green), and 'Logout'. The main content area is a light gray box titled 'Edit Profile' containing two input fields: 'Name' and 'Phone Number'. Below these fields is a green 'Edit' button. At the bottom of the page, there is a green footer with white text. The footer is divided into three sections: 'Contact Us' with phone numbers (01-658105, 01-657891, 01-657714, 01-658103 ex-103,104,105) and an email address (dica.visa.gov@gmail.com); 'Address' with 'No. 1, Thitsar Road, Yankin Township, Yangon'; and a copyright notice: '© Copyright DICA 2020. Developed by MDITS'.

Fig1.19 Change Edit Profile Form

### Step. Click Edit Profile and enter user information

1. Enter Name.
2. Enter Phone
3. Click Edit button

User information is changed.