3.7 Visa/Stay Permit DINR

The foreign investors and expatriates working in the KMIC Industrial Zone need to apply for:

(1) Stay permit

(2) Foreign Registration Certificate (FRC)

(3) Multiple Journey Special Re-entry Visa (MJSRV) or

(4) Single Re-entry Visa (SRV).

8

 **eVisa**

eVisa will be allowed at Yangon, Mandalay and Nay Pyi Taw International Airports and Myanmar-Thai border gates—Tachilek, Myawaddy, Kawthoung and Myanmar-India border gates—Tamu and Rih Khaw Dar.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr | Kind of visa | Single or multiple | Visa fee (USD) | Period of stay |
| 1 | Tourist visa | S | 50 | 28 days |
| 2 | Business visa | S | 70 | 70 days |

**How to apply for e-Visa**

 VISIT: <https://evisa.moip.gov.mm/Home/HowToApply>

 <https://evisa.moip.gov.mm/Home/VisaProcessFee>

**Types of visa and re-entry visa**

 SEE: Types of visa and re-entry visa at:

 <http://www.mip.gov.mm/portfolio/types-of-visa-fees-and-duration/>

 <http://www.mip.gov.mm/wp-content/uploads/2013/07/12-entry-3-reentry-visa.pdf>

|  |
| --- |
| **MORE** |

 3.7.1 Procedure for Re-Entry Visa

 3.7.2 Application for Re-Entry Visa

 3.7.3 Application for Stay Permit

 3.7.4 Extension of Stay Permit

 3.7.5 Foreign Registration Certificate (FRC)

 3.7.6 Application for FRC

 3.7.7 Recommendation letter for Visa Extension (DICA)

**q**

 3.7.1 Procedure for Re-Entry Visa

Short stay (Less than 90 days)

**1 Business Visa:**

|  |  |  |
| --- | --- | --- |
| Eligible applicants: | 1 | Applicants from business organizations which have business establishments in Myanmar (or) |
| 2 | Applicants who intend to establish business in Myanmar (or) |
| 3 | Foreign employees and their family members |
| Validity: | 3 months from the date of issue with 70 days’ stay. |

**2 Visa on Arrival:**

|  |  |
| --- | --- |
| Place of Issue: | On arrival at Myanmar International Airport |
| Eligible applicants: | 1 | Those residing abroad where there are no Myanmar embassies (or) |
| 2 | Those who have had no time to obtain an Entry Visa at the Myanmar embassies. |

Long stay (More than 90 days)

**1 Stay Permit:**

|  |  |
| --- | --- |
| Eligible applicants: | A foreigner who is planning to stay in Myanmar more than 90 days. |
| The applicant shall apply for stay permit after entering Myanmar by Business Visa that allows him to stay 70 days.  |
| Stay Permit can be extended. |

**2 Re-Entry Visa:**

|  |  |
| --- | --- |
| Condition: | If a foreigner is obliged to leave for foreign countries on official or personal business during the period of permitted stay, the foreigner shall apply for Re-Entre Visa.  |
| Types of Re-Entry Visa: | 1 | Multiple Journey Special Re-Entry Visa (MJSRV) which allows multiple re-entries |
| 2 | Single Re-Entry Visa (SRV) which allows only singly re-entry |

 **Procedure for applying for Re-Entry Visa (MJSRV / SRV)**

|  |
| --- |
| **Documents needed:** |
|  | 1 | Application for Re-Entry Visa  |
| 2 | Original Recommendation Letter from Employer (Investor) (In case that the applicant applies for the extension of Stay Permit at the same time, it is not required.) |
| 3 | Two passport size photos (In case that the applicant applies for the extension of Stay Permit at the same time, it is not required.) |
| 4 | Official notice of permission letter from DINR (Copy) |
| 5 | Official recommendation letter from related ministry or MIC (Copy) |
| 6 | Company Registration Certificate (Original/Copy) |
| 7 | Form VI, Form XXVI - original/copy (Company Extract) |
| 8 | Passport (Original/Copy – including Visa pages) |
| 9 | Foreign Registration Certificate (FRC) (Original/Copy) |
| 10 | Letter of authorization (if the applicant himself cannot visit the office) (Original) |
| **Procedure:** |
|  | 1 | The applicant submits all necessary documents to DINR. |
| 2 | If DINR confirms all documents are set, the applicant pays the application fee. When Re-Entry Visa is issued, the applicant receives the payment receipt. |
| **Application fee:** | USD |
|  | 1 | Single Re-Entry Visa (SRV) – Up to 6 months | 60 |
| 2 | Multiple Re-Entry Visa (MJSRV) – Up to 12 months | 200 |
| **Remarks:** |
|  | All persons who will obtain Stay Permit and Re-Entry Visa (MJSRV / SRV) more than 90 days shall apply for FRC. |

 3.7.2 Application for Re-Entry Visa

**Application form for Re-Entry Visa and Special Re-Entry Visa**

Special Re-Entry Visa

 1 Full name of applicant (in BLOCK LETTERS)

 2 Father’s name (in full)

 3 Full address in Myanmar

 4 Nationality

 5 Occupation / Profession

 6 (a) Date of Birth

 (b) Place of Birth

 7 (a) Number of Passport

 (b) Date of issue of Passport

 (c) Place of issue of Passport

 (d) Issuing authority

 (e) Date of Expiry of Passport

 (f) Countries for which Passport is valid

 8 Name and age of children (below seven years) accompanying with the applicant:

 9 Whether any visa/immigration permit has been refused and the reason for refusal

 10 (a) Date and place of first arrival in Myanmar

 (b) Foreigner’s Registration Certificate No

 11 Whether a Re-Entry Certificate for Re-Entry Visa has been issued previously.

 Issue Number and date:

 12 Period of residence in Myanmar

 (a) Between 01 01 32 and 01 01 38

 Or

 (b) Between 01 01 38 and 01 01 45

 (c) Detail particulars of period of

 absence from Myanmar during

 the said period of ten years

 13 Number of Date of stay permit

 14 Date and expiry of the stay permit

 15 Object of Journey abroad

 16 Probable date of which the applicant expects to returns to Myanmar

 17 Destination

 18 Mode of conveyance or route

**CERTIFICATE**

 I hereby certify that the particulars stated above are correct and that the signature subscribed below is my signature and I know that I am liable to prosecuted if any of the particulars furnished is found to be false.

 I also submit herewith two copies of my photographs, in passport size.

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**RE-ENTRY VISA**

**SPECIAL RE-ENTRY VISA**

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Validity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Issuing Office

 3.7.3 Application for Stay Permit

**Application form for Stay Permit**

I, the undersigned, beg to apply for a Stay Permit valid for a stay of \_\_\_\_\_\_\_\_\_\_\_ months from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The required particulars are given below:

 1 Name (in BLOCK LETTERS)

 2 Father’s name

 3 Mother’s name

 4 Place of birth

 5 Nationality

 6 Religion

 7 Foreigner Registration Certificate No. and date

 8 Date of birth

 9 Visible mark of identification

 10 Occupation/profession

 11 Address in the country where the applicant permanently resides

 12 Address in Myanmar

 13 Reason why a Stay Permit is applied for

 14 Passport No. and date

 15 Date of expiry of Passport

 16 Entry Visa / Immigration Permit No. and date

 17 Date of first arrival in Myanmar

 18 Return Visa (if any) No.\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Validity\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 19 Stay period of previous residence in Myanmar

20 I hereby certify that the particulars stated above are correct and that the signature subscribed below is my signature and I know that I am liable to be prosecuted if any of the particulars furnished is found to be false. I also submit herewith two copies of my photographs (passport size).

 Signature

3.7.4 Extension of Stay Permit

|  |
| --- |
| **Documents needed:** |
|  | 1 | Original Recommendation Letter from Employer (Investor) |
| 2 | Application for Stay Permit |
| 3 | Original passport and one copy of passport (a copy of the page in which applicant’s picture and signature are printed) |
| 4 | Two photos of passport size |
| 5 | One copy of FRC card (if the applicant already has) |
| **Procedure:** |
|  | 1 | The applicant submits necessary documents to DINR |
| 2 | If all the documents are confirmed set, the applicant pays the application fee. When the Stay Permit is issued, the applicant receives the payment receipt. |
| **Application fee:** |
|  | 1 | Extension of Stay Permit | USD |
|  | Up to 3 months: | 50 |
| Up to 6 months: | 100 |
| Up to 12 months: | 200 |
| 2 | Penalty for Overstay |
|  | The person who stays more than 70 days, the period of validity of Stay Permit, shall pay the penalty for overstay. |
| From the first day of expiry of Stay Permit up to 90 days: (per day) | USD 3 |
| For overstay more than 90 days USD 5 per day: (per day) | USD 5 |
| **Time frame:** |
|  | One working day |
| **Remark:** |
|  | All persons who will obtain Stay Permit and Re-Entry Visa (KJSRV/SRV) for more than 90 days shall apply for FRC. |

3.7.5 Foreign(er) Registration Certificate (FRC)

|  |
| --- |
| **Documents needed:** |
|  | 1 | Application for Foreign Registration Certificate (FRC) |
| 2 | 6 photos of passport size |
| 3 | Passport (Original/Copy) |
| 4 | Official notice of permission letter from DINR (Copy) |
| 5 | Letter of authorization (if the applicant himself cannot visit the office) (Original) |
| 6 | Company Registration Certificate  |
| **Procedure:** |
|  | 1 | The applicant submits necessary documents. |
| 2 | If all the documents are confirmed set, the applicant pays the application fee. When the FRC is issued, the applicant receives the payment receipt. |
| **Application fee:** |
|  | 1 | Registration | USD |
|  | For 90 days | 9 |
| For more than 90 days | 18 |
| 2 | Renewal | USD |
|  | From 1st to 30th December  | 9 |
| After 31st December | 18 |
| 3 | Re-Validate | USD |
|  | When FRC is renewed, the applicant shall be requested to pay the Re-validation fee of the year (per visit) | 6 |
| **Remark:** |
|  | – FRC is required to extend every December of the year within 1st to 30th December. – If the applicant is not in Myanmar during this period, the application fee is US$ 9 even though the applicant applies after 31st December. – If the applicant who stays in Myanmar from 1st to 30th December does not apply for the renewal of FRC by 30th December, the applicant shall pay US$ 18. – Form AA is needed for children above 12 years and under 18 years of age. The application fee is USD 2. |

3.7.6 Application for FRC

|  |  |  |
| --- | --- | --- |
| **No** | **Items Name (English)** |  |
| 1 | Name in full: |  |
| 2 | Sex: |  |
| 3 | Height: |  |
| 4 | Color of eyes: |  |
| 5 | Date and place of birth (Country, district, town or village): |  |
| 6 | Present Nationality: |  |
| 7 | Occupation or profession and purpose of visiting Myanmar: |  |
| 8 | Name of Father: |  |
| 9 | Married or single: |  |
| 10 | If married, spouse’s name, current and previous nationality:  |  |
| 11 | Names, sex and ages of children in Myanmar under the age of 18 years: |  |
| 12 | Name, address and nationality of the nearest relative in Myanmar (if any): |  |
| 13 | State educational qualifications: |  |
| 14 | Previous trade or employment: |  |
| 15 | No of date and issue of passport: |  |
| 16 | Address or intended address in Myanmar: |  |
| 17 | Date and place of arrival in Myanmar: |  |
| 18 | Address of last residence outside Myanmar: |  |
| 19 | Signature: |  |

3.7.7 Recommendation letter for Visa Extension (DICA)

 Businessmen who wish to extend their visa shall obtain a recommendation letter from the Directorate of Investment and Company Administration. The recommendation letter can be obtained online at:

 <https://visaonline.dica.gov.mm/>

Steps to apply for 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/mm/taxonomy/term/3830> within 10 working days.

Download User Manual.

Contact: 01-658105

Email: dica.visa.gov@gmail.com

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END OF PROCEDURE 3.7