3.8 Registration of foreign worker/local worker DOL

The Investor shall apply for Foreign Worker/Local Worker Employment Registration Card to Department of Labour (DOL). He shall also get the Employment Agreement registered with KMIC.

**Foreign worker employment registration**

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| --- | --- | --- | --- |
| **Documents needed:** | | | |
|  | 1 | Application form (Foreign worker registration) | |
| 2 | Copy of foreign worker’s passport | |
| 3 | Passport size photo of the applicant | |
| 4 | Letter of Attorney | |
| 5 | Recommendation from Investor | |
| 6 | Form of Employment Registration of Foreign Workers in Myanmar | |
| 7 | Foreigner’s CV | |
| 8 | Contract of Employment | |
| 9 | Income tax receipts | |
| 10 | Company Registration (Copy) | |
| 11 | Recommendation from MIC or the Industrial Zone Management Committee | |
| **Procedure:** | | | |
|  | 1 | The applicant submits the necessary documents to Department of Labour. | |
| 2 | DOL checks whether or not the applicant is in the list of the Form of Recruitment Status. | |
| 3 | If the application is found complete, the applicant pays application fee. | |
| 4 | Foreign Worker Employment Registration Card is issued and provided to the applicant. | |
| **Fee:** | | | **MMK** |
|  | 1 | First Registration Card (for 6 months) | 5,500 |
| 2 | Renewal for every 1 year | 11,000 |
| 3 | Overstay for one month | 1,000 |
| 4 | Overstay for more than 1 month | 2,000 |
|  | | | |
| **Remark:** | | | |
|  | Before applying for Foreign Worker Employment Registration, the Investor submits a list of employees with the Form of Recruitment Status. | | |

**Local worker employment registration**

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| --- | --- | --- |
| **Documents needed:** | | |
|  | 1 | Informing letter for job vacancy |
| 2 | Information of recruited employees |
| 3 | Labor Registration Card (issued by respective Township Labour Office) of each local employee to be recruited |
| **Procedure:** | | |
|  | 1 | The applicant submits the necessary documents to DOL. |
| 2 | DOL checks the completeness of documents. |
| 3 | If the submitted documents are complete and accepted, Local Worker Employment Registration Card is issued and provided to the applicant. |

**Registration of Employment Agreement**

|  |  |  |
| --- | --- | --- |
| **Documents needed:** | | |
|  | 1 | 3 copies of Employment Agreement signed by both employer and employee |
| **Procedure:** | | |
|  | 1 | The Investor submits the application to DOL. |
| 2 | DOL checks the submitted documents and if the application is complete, stamps it “REGISTERED”, signed by the official concerned. |
| 3 | DOL issues the endorsed Employment Agreement. |
| **Remark:** | | |
|  | Employee Agreement of each employee must be registered. | |

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END OF PROCEDURE 3.8