

Necessary Documents and Qualifications for the registration of Overseas Employment Agency License

1. The letter signed by the Managing Director of the company addressing to the Department of Labour.
2. The meeting minutes of the Board of Directors, mentioning who was appointed as the Managing Director.
3. Certificate of Incorporation issued by Directorate of Investment and Company Administration of Ministry of National Planning, Investment and Foreign Economic Relations.
4. Company Profile approved by the Directorate of Investment and Company Administration.
5. Curriculum Vitae (photos are compulsory and it must be taken in Myanmar traditional suit within 6 months) of all the Directors in the company profile, copy of National Registration Card and Household Registration, an origin of the Recommendation Letter by Ward/ Village Tract Administration Office and Clearance of Criminal Records taken within one month.
6. Age limitation of the Managing Director and director is between 25 and 75 years and medical certificate of fit to travel.
7. The educational qualification of the Managing Director and directors must be at least matriculation level.
8. Saving account of at least MMK 100 Million owned by the Managing Director him/herself and the updated Bank Statement.
9. Immoveable property of at least MMK 100 Million owned by the Managing Director him/herself .The ownership of land is not allowed and the Managing Director has to submit only the ownership of real estate and assets such as houses or apartments. The Managing Director must confirm the ownership by submitting the necessary documents, the notarize contracts, special powers, photo records of ownership, tax payment record or value of the real estate or assets confirmed by the City Development Committee.

10. Updated bank statement is needed to submit every month consecutively for 6 months from the date of inspection by the Department of Labour and the date of issuing the overseas employment agency license.
11. After being 6 months, the Managing Director has the right to use MMK 100 Million at free will but when renewing the license, the saving account must have at least MMK 100 million together with bank statement. The saving account must be submitted without delaying when the Department asks for it.
12. Relocation of the office of the overseas employment agency is not allowed during the term of the license.