

Necessary Documents when Renewing Overseas Employment Agency License

1. The letter signed by the Managing Director of the company addressing to the Director General of Department of Labour and the commitment letter that the license will be taken by the Managing Director him/herself and that the company will abide by the laws, rules, regulations, notifications and directions.
2. The renewal process must be submitted at least two months before and the Oversea Employment Service Agency Licence has expired.
3. Certificate of non-criminal record.
4. Certificate confirming that tax assessments have been settled.
5. A copy of Oversea Employment Service Agency Licence Card issued by Department of Labour.
6. Certificate of Incorporation issued by the Directorate of Investment and Company Administration and the updated board of directors list.
7. Saving account of MMK 100 million and Bank statement.
8. An origin of tax clearance issued by the Internal Revenue Department, tax payment documents and a copy of advanced income tax payment documents.
9. Curriculum Vitae, a copy of National Registration Card and Household Registration of the board of Directors.
10. List of workers being within the term of license.