3.12 Registration of construction materials to be imported

Customs

The Investor shall submit the Master List of the construction materials to be imported to Department of Customs. DOC will issue the Approval Letter of Duty-Free Importation of the Construction Materials mentioned in the Master List. The Investor does not need Import license.

|  |  |  |
| --- | --- | --- |
| **Documents needed:** | | |
|  | 1 | Master List of construction materials to be imported |
| **Procedure:** | | |
|  | 1 | The Investor submits the Master List to the Customs Department. |
| 2 | DOC issue the Approval Letter of Duty-free Importation of the Construction Materials |

|  |  |
| --- | --- |
| **MORE** | DOT (MOC) |

3.12.1 Procedure for Exporter/Importer Registration Certificate

3.12.2 Procedure for Import License

3.12.3 Application form for Import License

3.12.4 Procedure for Export License

3.12.5 Application form for Export License

3.12.6 Application form for UMFCCI membership

**q**

3.12.1 Procedure for Exporter/Importer Registration Certificate[[1]](#footnote-1)

The Investor shall apply for Exporter/Importer Registration Certificate before applying for Import/Export License to Department of Trade, Ministry of Commerce.

For semi-online application + paper documents, application can be submitted at Nay Pyi Taw, Yangon and Yankin MIC.

EXPORT - IMPORT

**STEP 1**:

Apply for Exporter/Importer Registration Certificate (Pa-Tha-Ka)

<http://myanmartradenet.com> or in person at the MOC office.

The traders, in person, can file the Pa-Tha-Ka paper-application form along with supporting documents at the Trade Policy Division (TPD) office in the Department of Trade (DOT), Ministry of Commerce (MOC) in Naypyitaw (Head Office) and Yangon, and the Yankin Myanmar Investment Commission One Stop Service (MIC), Yangon. For online applicants, they can access the website (<http://myanmartradenet.com/>) to apply for it remotely.

**STEP 2**:

Fill up the Application Form and submit it

The applicant fills in the form and submit the application form along with supporting documents. For online applicants, they can fill in the form and upload all required supporting documents in pdf format.

**Documents to be uploaded (in PDF)**

1 Application form with company letterhead

2 Certificate of Incorporation, Certificate of Registration of Document and Company Registration issued by DICA (Original/Copy)

3 List of the Company Board of Directors (Form 26) (Original/Copy)

4 Return of Allotments (Form 6) (Original/Copy)

5 Passport Photos and Certified Signatures of all Board of Directors

6 Memorandum of Association and Articles of Association (Original)

7 MIC Permit (For MIC Companies only)

8 Copy of each MD/Director’s Passport (For MIC Foreign Companies)

9 Form of Permit (For Foreign Companies)

Note: In addition to the Pa-Tha-Ka, the exporters/importers must submit a separate registration application if they would like to apply for specific certificates for the following commodities and services:

1 Business Representative

2 Duty Free Shop

3 Re-exporter Registration

4 Car Sale Center/Car Show Room Services

5 Wine Importer Registration

6 Retail/Wholesale Registration

When finished filling in all the required fields and uploading supporting documents, click “submit” to proceed the next step. The applicant will wait for the Step 3 process after submitting the applications.

**STEP 3**:

Screening process by Trade Policy Division

The TPD screens, reviews and confirms the application. If the application is incomplete or with incorrect information (data), the TPD will inform the trader to correct and resubmit the application. If screening process is passed, the applicant will be notified to pay (remit) the registration and other additional fees.

**STEP 4**:

Proceed to the payment of registration / amendment / extension / duplicate original fees

The fees can be paid through the licensing payment services of the Myanmar Citizen Banks’ deposit account or the Myanmar Payment Union through Point of Sales (POS) device. The registration period is only valid for 5 years.

Pa-Tha-Ka first time registration fees and others additional fees are listed below.

|  |  |
| --- | --- |
| **Per registration (MMK)** | **Remarks** |
| 200,000 | 5 years for Company only |
| 50,000 | 1 year (Corporative company) |
| 100,000 | 2 years (Corporative company |
| 150,000 | 3 years (Corporative company |
| 200,000 | Above 3 years to 5 years (Corporative company |
| 2,500 | Website accessing fee |
| 500 | Fee for certificate |

For the Pa-Tha-Ka, amendment, extension, and duplicate original fees, the applicant must bring and submit the original hardcopy of the exporter/importer registration cards (certificates) and others supporting documents that mentioned in the amendment on the exporter/importer registration newsletter (6/2018). The TPD will allow up to 5 representatives for each company to liaise with the MOC on the application process of the Pa-Tha-Ka. The company can apply for the representative cards at the MOC with the following fees.

The fees will be applied as stated below.

|  |  |  |
| --- | --- | --- |
| **Type** | | **Fee (MMK)** |
| Amendment (per point) | | 10,000 |
| Extension (Same as first-time registration) | | --- |
| Duplication of original | | 20,000 |
| Representatives registration cards (up to 5 cards) | (for first card) | 10,000 |
| (for second card) | 20,000 |
| (for third card) | 30,000 |
| (for fourth card) | 40,000 |
| (for fifth card) | 50,000 |

For a successful payment or in case of a failure, the payment system will notify the applicant with a confirmation and notification.

For the successful payment, the TPD will provide a payment slip. After the successful process of the above stated steps, the TPD will issue the Pa-Tha-Ka registration certificate and additional certificates if the traders applied for them.

And the traders can collect the Pa-Tha-Ka registration certificate for proceeding with applying for export/import license at the Ministry of Commerce.

3.12.2 Procedure for Import License

The Investor shall submit Import/Export License to the Ministry of Commerce before the Registration of materials to be imported.

**General procedure for Import License**[[2]](#footnote-2)

1 Join UMFCCI[[3]](#footnote-3)

EXPORT - IMPORT

2 Apply for Import License to the Ministry of Commerce

3 Issue Import License by the Ministry of Commerce

(Validity: 3 months)

4 Submit the Master List of construction materials to the Department of Customs

Procedure for Import License (Semi- / fully- online)[[4]](#footnote-4)

There are three ways to obtain the license:

**Go to PAC office**

**(in person):**

**Apply in person at PAC office:**

**Go online:**

Fill out the paper forms and submit them together with all supporting documents. The authorized person will manually key in the data line-by-line basis.

Submit the completed off-line application (saved in the flash-drive) to the PAC office where the PAC staff will upload and run the saved data in the licensing (management) system to popu-late the information.

Access the Trade Net website and submit the online application form, which is serviced and managed by the Office of Public Access Centre (PAC), Department of Trade.

Obtaining Import License

from Export-Import Business Division (DOT)

**STEP 1**:

Apply for membership and purchase e-Token in person at the MOC Office.

**Documents to be uploaded**

1 Pa-Tha-Ka (= Exporter/Importer Registration Certificate) (Copy)

2 Related documents under Pa-Tha-Ka

3 Authorization letter with company letterhead, with company stamp and Director’s signature

4 Company representative’s NRC (Copy)

|  |  |
| --- | --- |
| **Current member fees (pay in cash)** | **MMK** |
| Membership (Membership validity: 1 year) | 13,000 |
| Registration for e-token | 10,000 |
| Annual fee for e-token | 5,000 |

The applicant (the company representative or agent) can file for import license via semi-online application on the TradeNet website (<https://eservice.myanmartradenet.com>) or in person to submit the license application form, together with the documents mentioned above, to the Export-Import Business Division at the Department of Trade.

For an online application, the MOC[[5]](#footnote-5) membership registration is required. The investor can file a membership registration in person along with purchasing an e-Token device at the MOC offices in Yangon and Nay Pyi Taw.

**STEP 2**:

Log in (user name and password). If log-in is successful, proceed with logging in for e-Token.

Upon receiving the application, the PAC office will screen and review manually or via the screening electronic document system whether the submitted application and supporting documents are complete, valid and authenticate.

If the applicant submits incomplete and invalid information, the application will be rejected and the applicant will be notified for corrections or further improvements for re-submission within 24 hours.

If all information and supporting documents are complete and correct, the application process will advance to the Step 3.

**STEP 3**:

Apply for Import License.

**Documents to be uploaded**

1 Pa-Tha-Ka (Copy)

2 Company registration information and related documents

Upon passing the screening and reviewing process, the importer needs to make the payment. The fees can be paid through the MPU payment service or the Myanmar Citizen Banks’ deposit account.

Depending on the total value of the importing goods or commodities presented in the license application, the license fees are varied from minimum 500 Kyats to maximum 50,000 Kyats. The additional bank transaction fees and charges associated with the bank services will be applied to the applicant separately.

**Amendment, extension, cancellation or duplication of license**

For the license amendment, extension, cancellation or original duplication, the importer needs to bring a hard-copy of the issued license to the Export-Import Business (EIB) Division offices in Nay Pyi Taw or Yangon.

In addition, the importer is required to submit the import declaration (ID) license from the Customs Department. The fees are varied as listed below:

|  |  |  |
| --- | --- | --- |
| **Type** | **Fee (MMK)** | **Note** |
| **Import License amendment** (per point) | 5,000 | Some license fees are based on the value of certain commodities and products which are regulated by respective government agencies and may be exempted. |
| **Import License extension** (same as original license fee) | --- |
| ¡ One-week overdue penalties | 500 |
| ¡ One-month overdue penalties | 5,000 |
| **Closing (Cease of) License for Import** | 5,000 |
| ¡ Correction (per point) | 3,000 |
| ¡ Penalties between 1 to 3 months | 500 |
| ¡ Penalties between 3 to 6 months | 1,000 |
| ¡ Penalties over 6 months | 5,000 |
| **Cancellation of License for Import** | 5,000 |
| ¡ Penalties between 1 to 3 months | 500 |
| ¡ Penalties between 3 to 6 months | 1,000 |
| ¡ Penalties over 6 months | 5,000 |

There is no fee for Cancellation of License for Export.

**STEP 4**:

Proceed to payments of registration / amendment / extension / cancellation / duplication of original

After the payments have been processed and verified, the Account Division sends out the payment receipt (invoice) to the importer or the applicant who will receive the notification status in its member account.

The applicant can move on to the next step of the licensing process after the fees and charges are paid. The responsible officers from the EIB Division normally print out a hard-copy application for the authorized senior officer’s final review, approval and signature.

Then, the EIB Division issues a hard-copy of license to the importer. The license is valid for three months, renewable for additional two months and another one month.

If the application is passed and approved, the import license will be issued. The importer collects the issued license at the MOC offices in Naypyitaw or Yangon.

Note: Some applications are submitted to the Export-Import Commercial Committee (EICC) for approval and record keeping.

**STEP 5**:

Approved by the authorized staff. Import Business Division issues the Import License.

Complete the process with the status of Green Icon “License” displayed on the Importer’s Account.

Application form for Import License

**q**

3.12.3 Application form for Import License

o Original o Duplicate o Triplicate o Quadruplicate o Office Copy

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Importer (Name & Address | | 2. Registration No/ Valid Date | 7. | License No. | |  | | |
| Union of Myanmar  Ministry of Commerce  Department of Trade  **Import License** | | | | |
| 3. | Consignee (Name & Address) | | |
| 4. | Last Date of Import | | | 8. | Country where consigned | | | | |
| 9. | Country of origin | | | | |
| 5. | Mode of transport  o Sea o Rail o Road o Air | | | 10. | Method of Import | | | | |
| 11. | Value  o CIF  o FOB  o C&F | | | | |
| 6. | Place / Port of Discharge | | | 12. | Total CIF Value (Kyats) | | | | |
| 13. Sr No | | 14. HS Code | 15. Description | 16. Unit Code | | 17. Unit Price | | 18. Quantity | 19. Value (Ks.) |
|  | |  | Total value |  | |  | |  |  |
|  |  |
|  |  |
| 20. | Remarks  Send a copy of Bill of Lading after completion | | | | | | | | |
| 21. | The particulars declared by me/us are true and correct.  Signature:  Name:  Designation:  Date: | | | 22. | Conditions | | | | |
| 23. | Revenue Stamp | | | 24. | IMPORT LICENSE issued subject to conditions stated hereon.  For DIRECTOR-GENERAL  Date of Issue: Stamp | | | | |

3.12.4 Procedure for Export License[[6]](#footnote-6)

There are three ways to obtain the license:

The 3 ways are same as in Import License procedure.

Obtaining Export License

EXPORT - IMPORT

from Export-Import Business Division (DOT)

**STEP 1**:

Apply for membership and purchase e-Token in person at the MOC Office.

**Documents to be uploaded**

1 Pa-Tha-Ka (= Exporter/Importer Registration Certificate) (Copy)

2 Related documents under Pa-Tha-Ka

3 Authorization letter with company letterhead, with company stamp and Director’s signature

4 Company representative’s NRC (Copy)

**Current member fees (pay in cash)**

-- Membership: MMK 13,000

(Membership validity: one year)

-- Registration for e-token: MMK 10,000

-- Annual fee for e-token: MMK 5,000

The applicant (the company representative or agent) can file for export license via semi-/fully online application on the TradeNet website (<https://eservice.myanmartradenet.com>) or in person to submit the license application form, together with the documents mentioned above, to the Export-Import Business Division at the Department of Trade.

For an online application, the MOC[[7]](#footnote-7) membership registration is required. The investor can file a membership registration in person along with purchasing an e-Token device at the MOC offices in Yangon and Nay Pyi Taw.

**STEP 2**:

Log in (user name and password). If log-in is successful, proceed with logging in for e-Token.

Upon receiving the application, the PAC office will screen and review manually or via the screening electronic document system whether the submitted application and supporting documents are complete, valid and authenticate.

If the applicant submits incomplete and invalid information, the application will be rejected and the applicant will be notified for corrections or further improvements for re-submission within 24 hours.

If all information and supporting documents are complete and correct, the application process will advance to the Step 3.

**STEP 3**:

Apply for Export License.

**Documents to be uploaded**

1 Pa-Tha-Ka (Copy)

2 Company registration information and related documents

Upon passing the screening and reviewing process, the exporter needs to make the payment. The fees can be paid through the MPU payment service or the Myanmar Citizen Banks’ deposit account.

Depending on the total value of the exporting goods or commodities presented in the license application, the license fees are varied from minimum 500 Kyats to maximum 50,000 Kyats. The additional bank transaction fees and charges associated with the bank services will be applied to the applicant separately.

**Amendment, extension, cancellation or duplication of license**

For the license amendment, extension, cancellation or original duplication, the exporter needs to bring a hard-copy of the issued license to the Export-Import Business (EIB) Division offices in Nay Pyi Taw or Yangon.

In addition, the exporter is required to submit the export declaration (ED) license from the Customs Department. The fees are varied as listed below:

|  |  |
| --- | --- |
| **Type** | **Fee (MMK)** |
| **Export License amendment** (per point) | 5,000 |
| **Export License extension** (First time) | 5,000 |
| **Export License extension** (Second time) | 5,000 |
| ¡ One-week overdue penalties | 200 |
| ¡ One-month overdue penalties | 5,000 |
| **Closing (Cease of) License for Export** | 3,000 |
| ¡ Correction (per point) | 3,000 |
| ¡ Penalties between 1 to 3 months | 500 |
| ¡ Penalties between 3 to 6 months | 1,000 |
| ¡ Penalties over 6 months | 5,000 |
| **Cancellation of License for Import** | Free |

Some license fees are based on the value of certain commodities and products which are regulated by respective government agencies and may be exempted.

**STEP 4**:

Proceed to payments of registration / amendment / extension / cancellation / duplication of original

After the payments have been processed and verified, the Account Division sends out the payment receipt (invoice) to the exporter or the applicant who will receive the notification status in its member account.

The applicant can move on to the next step of the licensing process after the fees and charges are paid. The responsible officers from the EIB Division normally print out a hard-copy application for the authorized senior officer’s final review, approval and signature.

Then, the EIB Division issues a hard-copy of license to the exporter. The license is valid for three months, renewable for additional two months and another one month.

If the application is passed and approved, the export license will be issued. The exporter collects the issued license at the MOC offices in Naypyitaw or Yangon.

Note: Some applications are submitted to the Export-Import Commercial Committee (EICC) for approval and record keeping.

**STEP 5**:

Approved by the authorized staff. Export Business Division issues the Export License.

Complete the process with the status of Green Icon “License” displayed on the Importer’s Account.

Application form for Export License

**q**

3.12.5 Application form for Export License

o Original o Duplicate o Triplicate o Quadruplicate o Office Copy

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Exporter (Name & Address | | | 2. Registration No/ Valid Date | | | 8. | | License No. | |  | | | | | |
| Union of Myanmar  Ministry of Commerce  Department of Trade  **Export License** | | | | | | | |
| 3. | Consignee (Name & Address) | | | | | |
| 4. | Last Date of Export | | | | | | 9. | | Country where consigned | | | | | | | |
| 10. | | Country of origin | | | | 11. Country of final destination | | | |
| 5. | Mode of transport  o Sea o Rail o Road o Air | | | | | | 12. | | Method of Export | | | | | | | |
| 6. | Place / Port of Export | | | | | | 13. | | Value (Ks.)  o CIF  o FOB  o C&F | | | | | | | |
| 7. | Place / Port of Discharge | | | | | |
| 14. Sr No | | 15. HS Code | 16. Description | | | 17. Unit Code | | | | 18. Unit Price | | 19. Quantity | | 20. Value (Ks.) | |
|  | |  | Total value | | |  | | | |  | |  | |  | |
|  | |  | |
|  | |  | |
| 21. | Remarks  Send a copy of Bill of Lading after completion | | | | | | | | | | | | | |
| 22. | The particulars declared by me/us are true and correct.  Signature:  Name:  Designation:  Date: | | | | 23. | | | Conditions | | | | | | |
| 24. | Revenue Stamp | | | | 24. | | | EXPORT LICENSE issued subject to conditions stated hereon.  For DIRECTOR-GENERAL  Date of Issue: Stamp | | | | | | |

**UMFCCI**

The businessman who is to import or export from Myanmar needs to join the Union of Myanmar Federation of Chambers of Commerce and Industry:

**Documents needed to join UMFCCI**

1 Company registration certificate (Original and Copy)

2 The copy of form BOD List in case of limited company

3 Authorization to submit the membership application

4 Passport Copies of BOD

5 Three numbers of MD passport photos

6 Kyats 525,000 for admission fee and yearly subscription fee for Kyats 300,000 (shall pay 3 years’ fee for that) total amount Kyats 1,425,000

7 Membership application form

8 (Attached) Letter of the authorized person of BOD Meeting Minutes

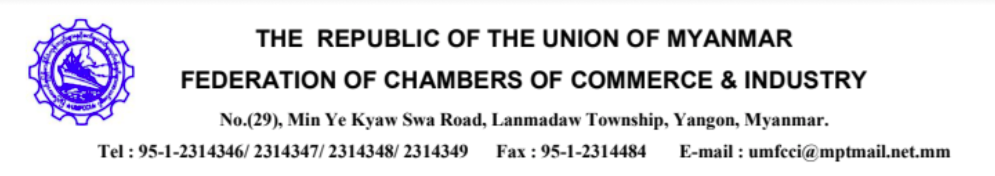
Phone numbers of Membership Section for direct inquiry:

95-1-2314344~2314349 (Ext: 131), 09-450200350

Application for UMFCCI membership

**q**

3.12.6 Application form for UMFCCI membership

**APPLICATION FOR MEMBERSHIP**

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

To

Secretary General

The Republic of the Union of Myanmar Federation of

Chambers of Commerce and Industry

Yangon, Myanmar

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ apply for company membership of UMFCCI. I enclosed the admission fee for Kyats 525,000 and yearly subscription fee for Kyats 300,000.

2. Having studied the Memorandum and Articles of Association of Union of Myanmar Federation of Chambers of Commerce and Industry,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(or)

Company undertake to comply strictly

with the regulations, which\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(or)

Company do

appreciate and approve heartily.

3. Company is registered

Under the Partnership Act / the Myanmar Companies Act / the Cooperative Societies Act.

4. On behalf of , I was

authorized to submit this application for membership.

5. is free from

any restriction for membership, as prescribed in Articles of Association Article 5.

Signature of applicant

The above-mentioned applicant is known to me and above-mentioned facts are true to the best of my knowledge, therefore I proposed to accept as member.

I seconded the proposal to accept

as member.

Signature of Signature of

Proposed Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded Member\_\_\_\_\_\_\_\_\_\_\_

Membership Membership

Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Company Information

Member ID: cccc

q

Member Type:

√ Please Tick the Member Types / Legal Status

|  |  |
| --- | --- |
| **ID** | **Member Type** |
| 01 | Myanmar Company |
| 02 | Individual |
| 03 | Enterprise |
| 04 | Foreign Company |
| 05 | Cooperative |
| 06 | Association |
| **Legal Status** | q |
| 001 | Sole Proprietor |
| 002 | Private |
| 003 | Public |
| 004 | Partnership |
| 005 | Joint Venture |
| 006 | Co-operative |
| 007 | State |
| 008 | Representative |
| 009 | Personal |
| Ownership | q            q          q            q  If Yes, Country  q          q |
| Company Name |
| Registration No. and Date |
| လုပ်ငန်းအမည် |
| လုပ်ငန်းမှတ်ပုံတင်အမှတ်နှင့်ရက်စွဲ |
| Date Established |
| Company MD / CEO |
| Member Designation |
| Contact Person |
| Designation |
| Number of Employees |
| Number of Offices |
| Office Abroad |
| Name of Banker |
| Hta Tha Ka No. |
| Industry License No. |
| Company Type: |

Area of Business

£ 001 – Not yet available

£ 002 – Forest

£ 003 – Animal feeds

£ 004 – Marine

£ 005 – Agriculture & farm

£ 006 – Personal goods

£ 007 – Household goods

£ 008 – Machinery spare parts

£ 009 – Handicraft

£ 010 – Construction

£ 011 – Factory raw materials

£ 012 – Electric & electronic

£ 013 – Textile

£ 014 – Mining

£ 015 – General foodstuff

£ 016 – Stationery

£ 017 – Chemical dyes

£ 018 – Gems, jade and jewellery

£ 019 – Medical equipment

£ 020 – Garment

£ 021 – Personal

£ 022 – Travels, tours & hotel

£ 023 – Agency services

£ 024 – Printing

£ 025 – Telecommunication

£ 026 – Logistics

£ 027 – Consultancy

£ 028 – Fertilizer

£ 029 – Petroleum & gas

£ 030 – Automobile

£ 031 – Education

£ 032 – IT

£ 033 – Cement

£ 034 – Hydropower

£ 035 – Industrial production

£ 036 – Trading

£ 037 – Manufacturing

£ 038 – Services

£ 039 – Law firm

£ 040 – Media

£ 041 – Beans and pulses

£ 042 – Prawn

£ 043 – Fish

£ 044 – Rubber

£ 045 – Elevator

£ 046 – Solar

£ 047 – Cosmetic

£ 048 – Edible oil

£ 049 – Lubricant

£ 050 – Decoration

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Office Address** | | | | | | | | |
| No |  | | | |  | အမှတ် |  | |
|  | | | | | | | | |
| Street |  | | | |  | လမ်းအမည် |  | |
|  | | | | | | | | |
| Township |  | | | q |  | မြို့နယ်အမည် |  | q |
|  | | | | | | | | |
| City |  | | | q |  | မြို့အမည် |  | q |
|  | | | | | | | | |
| State/Region |  | | | q |  | ပြည်နယ်/တိုင်း |  | q |
|  | | | | | | | | |
| Postal code |  |  | | |  |  |  | |
|  | | | | | | | | |
| Phone |  | |  | |  |  |  | |
|  | | | | | | | | |
| Fax No. |  | |  | |  |  |  | |
|  | | | | | | | | |
| E-mail |  | |  | |  |  |  | |
|  | | | | | | | | |
| Website |  | |  | |  |  |  | |

Personal Information

Photo

Personal Data of Member Form (Form 6/26)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Gender | |  | |  |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Father’s Name | |  | q | |  |  | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Date of Birth | |  | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| Place of Birth | |  | | | | | | | | | | | | q |
|  | | | | | | | | | | | | | | |
| Nationality | |  | | | | | | | | q | |  | | |
|  | | | | | | | | | | | | | | |
| Religion | |  | | | | | | | | q | |  | | |
|  | | | | | | | | | | | | | | |
| NRC No | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Passport No | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Education | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Other Qualification | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Present Occupation | |  | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | |
| Join Date | | 22 DEC 2015 | | | | | | | q | |  | | | |
|  | | | | | | | | | | | | | | |
| **Resident Address** | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | No |  | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | |
|  | Street |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
|  | Township |  | | | | | | | | | | | q | |
|  |  | | | | | | | | | | | | | |
|  | City |  | | | | | | | | | | | q | |
|  |  | | | | | | | | | | | | | |
|  | State/Region |  | | | | | | | | | | | q | |
|  |  | | | | | | | | | | | | | |
|  | Postal Code |  | | | | | |  | | | | | | |
|  |  | | | | | | | | | | | | | |
|  | Phone |  | | | | | |  | | | | | | |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

Admitted / rejected wide decision of the EC (or) CEC Meeting held on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Fee USD \_\_\_\_\_\_\_ and Subscription Fee USD \_\_\_\_\_\_\_are refunded on\_\_\_\_\_\_\_\_

by cheque (or) in cash, as the application was rejected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remark of Membership Committee:

(Board of Committee)

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END OF PROCEDURE 3.12

1. <https://www.myanmartradeportal.gov.mm/en/procedure/36> [↑](#footnote-ref-1)
2. Myanmar Trade Promotion Organization, Ministry of Commerce [↑](#footnote-ref-2)
3. Union of Myanmar Federation of Chambers of Commerce and Industry [↑](#footnote-ref-3)
4. <https://www.myanmartradeportal.gov.mm/procedure/37> [↑](#footnote-ref-4)
5. MOC: Ministry of Commerce [↑](#footnote-ref-5)
6. <https://www.myanmartradeportal.gov.mm/en/procedure/35> [↑](#footnote-ref-6)
7. MOC: Ministry of Commerce [↑](#footnote-ref-7)