

EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR

329 Julius Jeppe Street, Waterkloof, Pretoria, South Africa. 0181

Phone: 012-3412556/7, email: embmya@gmail.com

REQUIREMENTS FOR BUSINESS VISA

1. **ONE** completed Application form (Application for Business Visa Form)
2. **ONE** completed Work History form
3. **Name / Business Card** of the applicant
4. **Guarantee Letter** of the applicant's current company (in company letterhead)
5. **Invitation Letter** of Myanmar company (in company letterhead) which has registered under Directorate of Investment and Company Administration (DICA). **The company registration period must be at least ONE YEAR.**
6. **ONE** photocopy of the company registration letter of Myanmar company
7. **ONE** photocopy of the Updated Extract Form of Myanmar company
8. **Original Passport** with at least 6 months validity and available visa pages.
(Non-South African passports need to provide stay permit or documents showing legal status in RSA)
9. **TWO** recent colour photo with white background (35 mm x 45 mm).
One photo should be glued to the Visa Form.
10. **ONE** photocopy of the information page of the passport
11. Photocopy of Myanmar Visa Sticker(s) approved previously (if applicable)
12. Applicants may be asked to provide other documents if and when necessary.

VISA INFORMATION

1. The stay for the Business Visa is 70 days, which is extendable.
2. The validity of the Business Visa (Single Entry) is 3 months from the date of issue, which CANNOT be renewed or refunded.
3. The first two times visitors for business purpose are NOT eligible to apply for the Multiple Entry Journey Visa.
4. Embassy will issue visa for completed applications as soon as receive it. Embassy will not take any responsible for too early and too late applications.

VISA FEE

Business Visa Fee for Single	:	ZAR 750
Business Visa Fee for Multiple (3 months)	:	ZAR 3,000
Business Visa Fee for Multiple (6 months)	:	ZAR 6,000
Business Visa Fee for Multiple (1 year)	:	ZAR 9,000

Payment can be made in cash (only for Single Visa) or direct deposit to the following Myanmar Embassy's bank account:

Account Holder	:	Embassy of the Union of Myanmar
Account Type	:	Cheque Account
Account Number	:	62526149407
Bank Name	:	First National Bank (FNB)
Branch Code	:	251345
Branch Name	:	BROOKLYN
Swift Code	:	FIRNZAJJ

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OFFICE HOURS

Morning (09:30 – 12:00)	Lunch Time (12:00 – 13:00)	Afternoon (13:00 to 16:30)
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VISA PROCESSING TIME

Minimum 3 business days for completed application.

PHOTOGRAPHY GUIDE (2 photos required)

1. The photograph must have been taken within the last six months.
2. The photograph should be in colour with the white background and of the size of 35 mm x 45 mm.
3. The photograph must be a full-face view in which the visa applicant is facing the camera directly. Side or angled views are NOT accepted.
4. Digitally printed photos should be produced without visible pixels or dot patterns. Fine facial features should be discernible.
5. **Photocopied photographs are NOT accepted.**

NOTE: The Embassy of Myanmar could issue a Business Visa within the above-mentioned processing time only if the applicants have applied and been granted the Business Visa at least **TWO TIMES** before (Copies of Visa sticker must be attached). Otherwise, the approval letter from the concerned authorities of Myanmar will be needed.

ADDITIONAL REQUIREMENTS FOR BUSINESS VISA APPLICATION
FOR THE APPROVAL LETTER
(As of 16-9-2022)

1. The inviting company of Myanmar must have at least **ONE YEAR** of registration under Directorate of Investment and Company Administration (DICA).
2. In order to apply for a Business Visa for a foreign national, the inviting company of Myanmar is required to submit the following documents together with the visa application:
 - (a) Updated Extract Form of the company
 - (b) Current filed of operations of the company
 - (c) Affidavit of liability of the company's board of directors regarding the invited foreign national
 - (d) Receipts of income tax payment of the company for the fiscal years: 2020-2021 and 2021-2022
 - (e) An audit report or any proof of advanced tax payment for the fiscal year: 2022-2023 (if applicable)
 - (f) An update CV of the visa applicant which includes a colour photo (2" x 1.5") taken within 6 months, educational background, working experience, permanent residence address abroad and address in Myanmar
 - (g) Assigned designation and duties of the foreign employee in the company - Terms of Reference (TOR)
 - (h) Employment Contract and Proof of educational background of the applicant
 - (i) List of employees (Local / Foreigner) of the company including Names, Positions, Passport No., National Registration Card No., and Phone No.
 - (j) If the foreign employee is entering Myanmar for the second time, he/she must submit the proof of income tax payment for the previous term.
 - (k) If applying for the family members (Spouse/ Son/ Daughter), proof of relation and identity must be attached accordingly.

GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF IMMIGRATION AND POPULATION
DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION
IMMIGRATION DEPARTMENT
APPLICATION FOR BUSINESS VISA

Colour Photo

(35 mm x 45 mm)

to be pasted with glue

1. Name in full (in Block letters) _____
2. Father's Full Name _____
3. Nationality _____
4. Sex _____
5. Date of Birth (dd/mm/yyyy) ___/___/___
6. Country of Birth _____
7. Occupation _____
8. Marital Status: Married Divorced Separated Widowed Single (Never married)
9. Spouse's Full Name _____
10. **Personal Description**
 - (a) Colour of Hair _____
 - (b) Height ___ m ___ cm / ___ ft ___ in
 - (c) Colour of Eyes _____
 - (d) Complexion _____
11. **Passport Details**
 - (a) Number _____
 - (b) Date of Issue (dd/mm/yyyy) ___/___/___
 - (c) Date of Expiry (dd/mm/yyyy) ___/___/___
 - (d) Place of issue _____
 - (e) Issuing authority _____
12. Current Address _____
13. Mobile Number (with country code) _____ email _____
14. Purpose of entry into Myanmar _____
15. Address in Myanmar _____
16. Name and address of guarantor during stay in Myanmar _____
17. Financial resources in Myanmar
 - (a) Cash (Kyat & Foreign Currency) _____
 - (b) Bank deposit _____
 - (c) Name of Bank _____
 - (d) Amount _____
18. Have you ever been to Myanmar? Yes No (if Yes) Date of Last Visit (dd/mm/yyyy) ___/___/___
Visa No: _____ Issued Date: ___/___/___ Place of Issue: _____
19. Have you ever been refused to enter Myanmar? Yes No (if Yes) When: (dd/mm/yyyy) ___/___/___
Why: _____
20. **Attention for Applicants**
 - (a) Apart from the professions mentioned in this visa application form, applicants are not to engage in any sort of work with or without charges.
 - (b) Applicants shall abide by the Laws of the Republic of the Union of Myanmar and shall not interfere in the internal affairs of the Republic of the Union of Myanmar.
 - (c) Legal action will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Republic of the Union of Myanmar.

I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.

Date _____

Signature of applicant

FOR OFFICE USE ONLY

Visa No. _____ Date _____ S.J.E.V (or) M.J.E.V (3 months / 6 months / 1 year)
Visa Authority _____

Signature of officer in-charge

Embassy of the Republic of the Union of Myanmar, Pretoria

Work History for Visa Applicant

1. Name in full (in Block letters) _____
2. Date of Birth (dd/mm/yyyy) ____/____/____
3. Country of Birth _____
4. **Passport Details**
 - (a) Number _____ (b) Date of Issue (dd/mm/yyyy) ____/____/____
 - (c) Date of Expiry (dd/mm/yyyy) ____/____/____ (d) Place of issue _____
 - (e) Issuing authority _____
5. Current Address _____

6. Mobile Number _____ Tel. (Res.) _____
Email _____
7. **Work Description (Current)**
 - (a) Job Title : _____
From (dd/mm/yyyy) ____/____/____ To (dd/mm/yyyy) ____/____/____
 - (b) Organisation : _____
Division : _____
Section : _____
 - (c) Describe your duties : _____

8. **Work Description (Previous)**
 - (a) Job Title : _____
From (dd/mm/yyyy) ____/____/____ To (dd/mm/yyyy) ____/____/____
 - (b) Organisation : _____
Division : _____
Section : _____
 - (c) Describe your duties : _____

I hereby declare that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of my entry.

Date _____

Signature of applicant

