

No.	Description of Procedure	Agency responsible	Time	Cost	Justification (of procedure, time taken and Cost)
1	Check Availability Company Name and Obtain Company Registration Forms and Company's MOA and AOA	DICA	1 day	Kyat 1000 Kyat 5100	<p><u>Procedure:</u> At the Company Affairs Division of the Directorate of Investment and Company Administration (DICA), the proposed name for the new business must be checked and cleared with the electronic database. Once the name check is complete, the Company Registration Forms and the Company's MOA and AOA are automatically generated through the electronic database based on the information provided on the name check form and need to be checked for accuracy by the applicant.</p> <p><u>Time taken:</u> Conducting a name check can generally be completed within 30 minutes and printing forms can be done within 15 minutes.</p> <p><u>Cost:</u> The form fee is set at an appropriate level to cover administrative cost.</p>
2	Submit Signed Company Registration Forms at the DICA and Pay Registration Fee and Stamp Duty at the One Stop Service (OSS) opened in the office of the Directorate of Investment and Company Administration	DICA	1 day	Kyat 500000 Kyat 65000	<p><u>Procedure:</u> Submitting forms, paying registration fees and stamp duty can be done at the OSS opened in DICA Office.</p> <p><u>Time taken:</u> 1 day</p> <p><u>Cost:</u> The registration fee costs Kyat 500000 and the stamp duty costs Kyat 65000.</p>

No.	Description of Procedure	Agency responsible	Time	Cost	Justification (of procedure, time taken and Cost)
3	Obtain Company Incorporation Certificate	DICA	1 day	No charge	
4	Register with the Internal Revenue Department	Internal Revenue Department	1 day	No charge	
5	Registration of employees at the Labour office in township	Labour offices in the concerned townships	1 day	No charge	
6	Registration with the Social Security Board for social security benefits	Social Security Board	1 day	No charge	