**FORM-CR2 Sample Letter for Required Documents Submission**

To:

Head of Section

DICA Section of One Stop Service Center (OSSC)

Thilawa Special Economic Zone

Date: …………………………..

Dear Sir,

I hereby submit the following documents for registration and application for Permit, which are required under the Myanmar Companies Act 1914.

Should you need further information regarding these documents, I am pleased to furnish them without any hesitation.

1. Declaration of Registration of Company / Registered Office / Legal Version
2. Application for Permit to Trade
3. List of Shareholders
4. List of Directors
5. Memorandum of Association (2 copies)
6. Articles of Association (2 copies)
7. Copy of passport of shareholder or copy of directors’ resolution
8. Copy of passport of foreign directors or copy of N.R.C for local directors

Yours sincerely,

………………………………………

Signature of proposed director

Name: ……………………………….