

Government of the Republic of the Union of Myanmar

Ministry of Hotels and Tourism

Notification No.1/2020

The 3th Waxing Day of Tazaungmon, 1382 M.E.

(17 November 2020)

The Ministry of Hotels and Tourism hereby issues these Rules with the approval of the Union Government in exercising the powers conferred under subsection (a) of section 39 of the Myanmar Tourism Law.

Chapter I

Title and Definitions

1. These Rules shall be called **the Myanmar Tourism Rules**.
2. The expression in these Rules shall have the same meanings as in the Myanmar Tourism Law. Moreover, the following expressions shall be defined as follows:
 - (a) **Law** means the Myanmar Tourism Law;
 - (b) **Licence Scrutiny Team** means the body formed by the Regional Tourism Executive Committee to scrutinize the application for a licence;
 - (c) **Tourist guide** means a person holding the tourist guide business licence who provides commentary or explanation about tourist attractions for smooth transport of tourists in order to operate business for commercial purposes. This expression shall not include the persons performing the following activities:
 - (i) any employee of the private enterprise or company guides tourist destinations, provides commentary and makes arrangements for smooth transport for any person related to the business within his or her office is located, in the cause of his or her employment;
 - (ii) any person guides tourist destinations, provides commentary and makes arrangements for smooth transport of any friend or relative who travels from one place to another within the region of his or her residence for non-commercial purposes;

- (d) **Regional tourist guide** means a person holding the tourist guide licence who provides commentary and explanation about tourist destinations and arranges for smooth transport of tourists to operate business for commercial purpose within the designated area;
- (e) **Other tourism-related service fees** means the fees prescribed by the Ministry as other tourism-related service fees with the approval of the Union Government, the Region or State Government and the Nay Pyi Taw Council;
- (f) **Inbound and domestic tour** means an itinerary arranged to tourists and visitors for commercial purposes;
- (g) **Outbound tour** means an itinerary arranged for Myanmar tourists for commercial purposes;
- (h) **Various levels of the Committee** means the National Tourism Development Central Committee, the Tourism Executive Committee and the Regional Tourism Executive Committee formed under the law;
- (i) **Form** means a form prescribed in these Rules.

Chapter II

Formation of the National Tourism Development Central Committee

3. The Union Government may request the name list of tourism experts and representatives of the private tourism organizations from the Ministry in forming the Central Committee.
4. The Ministry shall request the names and personal data of tourism experts and representatives of the private tourism organizations from the Myanmar Tourism federation and submit it to Union Government when requested the name list of representatives under Rule 3.

Chapter III

Formation of the Tourism Executive Committee

5. The Central Committee may request the name list of persons in subsection (a) of section 6 of the law from the Ministry in forming the Tourism Executive Committee.

6. When requested the name list under Rule 5, the Ministry shall:
 - (a) request the name list of a representative of the Nay Pyi Taw Council from the Nay Pyi Taw Council and of each representative of the respective Region or State Government from the respective Region or State Government;
 - (b) request the names and personal data of tourism experts and representatives of private tourism organizations from the Myanmar Tourism Federation.
7. The Ministry Shall submit the name list of persons requested under Rule 6 to the Central Committee.

Chapter IV

Formation of the Regional Tourism Executive Committee

8. The Tourism Executive Committee may request the name list of persons in subsection (a) of section 9 of the law from the Ministry in forming the Regional Tourism Executive Committee .
9. The Ministry shall request the name list from the Nay Pyi Taw Council and the respective Region or State Government when requested the name list under Rule 8.
10. When requested the name list under Rule 9, the Nay Pyi Taw Council and the respective Region or State Government shall:
 - (a) request the name list of persons in clause (iii) of subsection (a) of section 9 of the law from the relevant government departments;
 - (b) request the name list of persons in clause (v) of subsection (a) of section 9 of the law from the private tourism organizations of the relevant region.
11. The Ministry shall submit the name list of persons requested under Rule 10 to the Central Committee.

Chapter V

Term of the Various Levels of the Committee and Holding the Meetings

12. The term of the various levels of the Committee is the same as that of the Union Government.
13. The Central Committee Shall hold the regular meeting at least twice a year.

14. The Tourism Executive Committee shall hold the regular meeting at least twice a year.
15. The Regional Tourism Executive Committee shall hold the regular meeting at least once in two months.
16. Attendance by more than half of the members of the relevant Committee constitutes a quorum in holding the meetings of the various levels of the committee.
17. The Chairperson of the various levels of the Committee may hold the emergency meeting. Attendance by more than half of the members of the relevant Committee constitutes a quorum.
18. The various levels of the Committee shall make decision with the approval of half of the members who attend the meeting . Such decision is final.

Chapter VI

Termination of Membership or Substitution of Members who are Non - Civil Servants at the Various Levels of the Committee

19. Any member who is a non-civil servant at the various levels of the Committee shall submit in writing to the relevant committee if he or she wants to resign from duty on his or her own volition.
20. If the various levels of the Committee receive the submission under Rule 19, the Regional Tourism Executive Committee shall submit it to the Tourism Executive Committee, the Tourism Executive Committee shall submit it to the Central Committee and the Central Committee shall submit it to the Union Government respectively.
21. In order to terminate any member who is a non-civil servant from membership, the Regional Tourism Executive Committee shall submit the letter to the Tourism Executive Committee, the Tourism Executive Committee shall submit the letter to the Central Committee, and the Central Committee shall submit the letter to the Union Government respectively on any of the following situations:
 - (a) inefficient discharge of the duty assigned to;
 - (b) unfitness for inability to resume the duty;
 - (c) being imprisoned;
 - (d) being declared as insolvent;
 - (e) death.

22. If any member who is a non-civil servant is vacant , the Regional Tourism Executive Committee shall submit it to Tourism Executive Committee, the Tourism Executive Committee shall submit it to the Central Committee , and the Central Committee shall submit it to the Union Government respectively for substitution.

Chapter VII

Exploration of New Tourist Destinations and Management of Tourist Destinations

23. The Tourism Executive Committee and the Regional Tourism Executive Committee shall coordinate with the relevant Ministry if the tourist destination is under the management of any Ministry , in the exploration of new tourist destinations.

24. The Ministry shall prescribe the conditions for the sustainable development of coastal areas, islands, rivers, ponds, mountain ranges and forests in the tourist destinations.

25. In prescribing the conditions under Rule 24, the suggestion of the relevant Ministry which has the right to manage the tourist destinations shall be obtained.

Chapter VIII

Application for Prior Permission

26. If a person who will operate the hotel or guest-house business wants to construct and maintain the hotel or guest-house before the implementation of the business, he or she shall apply to the Regional Tourism Executive Committee for the prior permission with the following documents in Form 1:

- (a) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to construction or maintenance of the building;
- (b) recommendation of the Township General Administration Department in relation to construction or maintenance of the building;
- (c) recommendation of the Ward or Village Tract Administration Office in relation to construction or maintenance of the building;

- (d) recommendation or permit of the relevant Development Committee in relation to construction or maintenance of the building if it is within the limit of the development area;
- (e) recommendation for innocence of the relevant police station;
- (f) recommendation of the relevant Township Fire Brigade Department in relation to a fire hazard;
- (g) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (h) layout plan of the hotel or guest-house building to be constructed that is signed by the engineer-in-charge;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) document of the land ownership or lease contract or document of the building lease agreement;
- (k) capital assets and evidence for the financial strength to operate the business;
- (l) three passport-sized colour photos of the applicant taken within the last six months;
- (m) recommendation of the Department of Archaeology and National Museum if the proposed premises and building are located in the archaeological zones;
- (n) recommendation of the Forestry Department if the proposed premises and building are located in the forest and environmental conservation areas;
- (o) recommendation of the Department of Civil Aviation if the proposed premises are located in the airport boundary.

27. The Regional Tourism Executive Committee shall scrutinize the application under Rule 26 within 30 days from the date of receipt of the application. When scrutinizing:

- (a) the prior permission for the application shall be granted if the documents are fulfilled, and conform with the stipulations;

- (b) the required documents shall be requested from the applicant with reasons if the documents are not fulfilled;
- (c) the prior permission for the application shall be granted if the documents are fulfilled and resubmitted, and whether they conform with the stipulations after scrutinizing the application;
- (d) the application shall be rejected if it does not conform with the stipulations.

28. The Regional Tourism Executive Committee shall notify , in writing, the decision in respect of the application under Rule 26 to the relevant applicant.

29. A person who will operate the hotel or guest-house business shall construct or maintain the hotel or guest-house after obtaining the prior permission of the Regional Tourism Executive Committee.

30. The Body assigned by the Regional Tourism Executive Committee shall conduct the field inspection during the construction and maintenance whether the applicant constructs or maintains the hotel or guest-house building according to the prior permission.

31. A person who obtains the prior permission shall submit, in writing, the completion report of construction or maintenance of the hotel or guest - house building to the Regional Tourism Executive Committee once in six months. If it is completed, the completion report shall be submitted in writing.

Chapter IX

Application, Renewal, Transfer and Prescribing Conditions of the Licence

32. A person who wants to operate the tour operating business shall apply to the relevant Regional Tourism Executive Committee for a licence with the following documents for the inbound and domestic tour with Form 2 or for the outbound tour with Form 3:

(a) **Inbound and Domestic Tour**

- (i) if it is the company, the copy of the certificate of the formation of the company, the list of members of the Board of Directors, office address and the list of shares approved by the Directorate of Investment and Company Administrations;

- (ii) if it is the cooperatives, the copy of the certificate of the formation of the cooperatives, the list of members of the Executive Committee, office address and the list of shares approved by the Cooperative Department;
 - (iii) copy of the evidence for joint-venture if the local and foreign companies are incorporated;
 - (iv) copy of the bank statement;
 - (v) list of the staff;
 - (vi) tour itineraries, prices and services;
 - (vii) personal history of the applicant and a copy of the citizenship scrutiny card or foreign registration certificate;
 - (viii) three passport-sized colour photos of the applicant taken within the last six months.
- (b) Outbound Tour
- (i) copy of the tour operating business licence (inbound and domestic tour);
 - (ii) copy of the bank statement;
 - (iii) tour itineraries, prices and services;
 - (iv) affirmation or affidavit for services to be undertaken fully;
 - (v) previous company's credential with description of two-year experience in the tourism business of a member of the Board of Directors or a member of the Executive Committee of the Cooperatives or a responsible person of the tour operating business;
 - (vi) three passport-sized colour photos of the applicant taken within the last six months;
 - (vii) commitment for undertaking the religious tourism in accordance with the stipulations of the relevant government departments and government organizations.

33. A person who wants to operate the hotel business shall apply for a licence to the relevant Regional Tourism Executive Committee with the following documents with Form 4:

- (a) copy of the prior permission;
- (b) copy of the bank statement;
- (c) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to the application for the hotel business licence;
- (d) recommendation of the Township General Administration Department in relation to the application for the hotel business licence;
- (e) recommendation of the relevant Development Committee in relation to the application for the hotel business licence if it is within the limit of the development area;
- (f) recommendation for innocence of the relevant police station ;
- (g) recommendation of the relevant Township Fire Brigade Department in relation to a fire hazard;
- (h) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) recommendation of the Ward or Village Tract Administration Office in relation to the application for the hotel business licence;
- (k) document of the land ownership or lease contract or document of the building lease agreement;
- (l) photos of the building and room;
- (m) three passport - sized colour photos of the applicant taken within the last six months;
- (n) if it is the company or organization, the copy of the certificate of the formation of the company or the copy of the registration certificate of the organization;
- (o) copy of the evidence for joint-venture if it is a joint-venture between citizen and foreigner;

- (p) list of the staff (to mention name, qualification and work experience of each staff);
- (q) recommendation of the Department of Archaeology and National Museum if the building is located in the archaeological zones;
- (r) recommendation of the Forestry Department if the building is located in the forest and environmental conservation areas.

34. A person who wants to operate the guest-house business shall apply for a licence to the relevant Regional Tourism Executive Committee with the following documents with Form 5:

- (a) copy of the prior permission;
- (b) copy of the bank statement;
- (c) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to the application for the guest-house business licence;
- (d) recommendation of the Township General Administration Department in relation to the application for the guest-house business licence;
- (e) recommendation of the relevant Development Committee in relation to the application for the guest-house business licence if it is within the limit of the development area;
- (f) recommendation for innocence of the relevant police station;
- (g) recommendation of the relevant Township Fire Brigade Department in relation to a fire hazard;
- (h) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) recommendation of the Ward or Village Tract Administration Office in relation to the application for the guest-house business licence;

- (k) document of the land ownership or lease contract or document of the building lease agreement;
- (l) photos of the building and room;
- (m) three passport-sized colour photos of the applicant taken within the last six months;
- (n) if it is the company or organization, the copy of the certificate of the formation of the company or the copy of the registration certificate of the organization;
- (o) list of the staff (to mention name, qualification and work experience of each staff);
- (p) recommendation of the department of Archaeology and National Museum if the building is located in the archaeological zones;
- (q) recommendation of the Forestry Department if the building is located in the forest and environmental conservation areas.

35. A person who wants to operate the tourist guide business shall apply for a licence to the relevant Regional Tourism Executive Committee with the following documents for the tourist guide business with Form 6 or for the regional tourist guide business with Form 7:

- (a) copy of the certificate of qualification;
- (b) copy of the citizenship scrutiny card;
- (c) copy of the certificate of the tourist guide training course for the tourist guide business, copy of the certificate of the regional tourist guide training course of the relevant region for the regional tourist guide business;
- (d) three passport-sized colour photos of the applicant taken within the last six month;
- (e) medical report of the Township Public Health Department for fitness;
- (f) recommendation of the relevant Ward or Village Tract Administration Office for a good moral character;
- (g) recommendation for innocence of the relevant police station.

36. A person who wants to operate other tourism-related services shall apply for a licence to the relevant Regional Tourism Executive Committee in accordance with the stipulations according to the types of business.
37. The Regional Tourism Executive Committee may form and assign to the Licence Scrutiny Team to scrutinize the application for the licence.
38. The Licence Scrutiny Team shall submit the findings to the Regional Tourism Executive Committee after scrutinizing whether the application for the licence conforms with the stipulations within 30 days from the date of receipt of the application.
39. After scrutinizing the application submitted by the Licence Scrutiny Team under Rule 38, the Regional Tourism Executive Committee shall:
 - (a) issue the licence to the applicant after paying the prescribed licence fee if it conforms with the stipulations;
 - (b) refuse to issue the licence if it does not conform with the stipulations.
40. The Directorate shall prescribe the conditions for the licence. Such conditions may be revised or inserted.
41. If the licence wants to extend the term of the licence, he or she shall apply to the relevant Regional Tourism Executive Committee with Form 8 within 60 days before the expiry with the following documents:
 - (a) original licence;
 - (b) original tax clearance certificate of the relevant Internal Revenue Department;
 - (c) three passport-sized colour photos of the applicant taken within the last six months.
42. A person holding other tourism business licence except the tourist guide business licence shall apply for the transfer of the licence to any other person to the relevant Regional Tourism Executive Committee with the following documents:
 - (a) application form for the transfer of the licence ;
 - (b) original licence;
 - (c) submission of the transferer;
 - (d) submission of the transferee;
 - (e) document of the transfer (to submit the agreement if any);

- (f) three passport -sized colour photos of the transferee taken within the last six months;
- (g) if the transferee is the company or organization, the copy of the certificate of the formation of the company or the copy of the registration certificate of the organization and minutes of meeting of the Board of Directors or organization.

43. The Regional Tourism Executive Committee shall scrutinize the application under Rule 42 in accordance with the stipulations, and may grant or refuse the transfer of the licence.

44. If the transfer of the licence is granted under Rule 43, the transferee shall pay the prescribed service fees.

Chapter X

Prescribing the Types of Tourism Business and Licence Fees

45. The Ministry shall prescribe the types of tourism business, requirements of work and conditions, and may revise them.

46. The Ministry shall prescribe licence fees, licence renewal fees (renewal fees), fines and other tourism-related service fees with the approval of the Union Government, the Region or State Government or the Nay Pyi Taw Council, and may revise them.

Chapter XI

Formation of Inspectorates and Its Functions

47. The Ministry shall form and assign the Inspectorates to make regular inspection or surprise check whether the tourism business meets the criteria.

48. The Ministry shall form the Inspectorate with the officials, at least three members, from the Ministry and the Directorate.

49. When inspecting any tourism business, the Inspectorate:

- (a) shall inform in writing to the relevant business owner within seven days prior to regular inspection;
- (b) shall inspect the requirements of work in the relevant tourism business and observance of the prescribed conditions according to the types of business;
- (c) may seek the required documents.

50. The Inspectorate shall submit the report on findings and suggestions to the Ministry within seven days after inspecting any tourism business. The copy of the report shall be sent to the relevant Regional Tourism Executive Committee.

Chapter XII

Administrative Action and Appeal

51. The Regional Tourism Executive Committee may form and assign the Investigating Body to take administrative action when it knows that a licensee breaches any conditions in the licence according to the submission of the Inspectorate or any other means.

52. The Investigating Body assigned under Rule 51 shall submit the report on findings and suggestions to the Regional Tourism Executive Committee after examining the witnesses and investigated person, and seeking the documents.

53. The Regional Tourism Executive Committee shall make decision in the nearest meeting on receiving the report submitted under Rule 52 , and may pass one or more administrative orders in section 26 of the law if it finds any conditions in the licence is breached. Such order shall be sent to the investigated person.

54. A person who has been passed the administrative order under Rule 53 by the Regional Tourism Executive Committee may appeal to the Tourism Executive Committee within 30 days from the date of receipt of such order.

55. The Tourism Executive Committee shall make decision after seeking the relevant proceedings on receiving the application for appeal. The applicant shall be notified in writing for such decision.

Chapter XIII

Financial Matters Relating to Operating Tourism Business

56. A person who operates the tourism business shall keep accounts and records in respect of the tourism business in a proper manner, and he or she shall be accepted the inspection of the relevant departments.

57. In order to check the payment for tax liabilities in accordance with the existing laws, a person who operates the tourism business shall:

- (a) open a foreign account as well as Myanmar currency (kyats account) in the banks permitted by the Central Bank of Myanmar.

- (b) receive, maintain, credit or withdraw foreign currency and Myanmar currency (kyats) in accordance with the existing laws, rules and stipulations of the Central Bank of Myanmar.

Chapter XIV

Miscellaneous

58. The Regional Tourism Executive Committee shall submit the functional report to the Tourism Executive Committee once in two months. The copy of such report shall be sent to the Ministry.

59. Non-civil servants who are members of the different levels of the Committee are entitled to the salaries, allowances and remunerations as prescribed by the Union Government. In expending the salaries, allowances and remunerations:

- (a) if they are members of the Regional Tourism Executive Committee , the expenditure shall be incurred from the annual estimate budget of the Nay Pyi Taw Council or the relevant Region or State Government in accordance with the financial regulations;
- (b) if they are members of the Central Committee or the Tourism Executive Committee, the expenditure shall be incurred from the annual estimate budget of the Ministry in accordance with the financial regulations.

Sd./Ohn Maung

Union Minister

Ministry of Hotels and Tourism

Letter No. 19-A (policy)/NPT/0278

Date: 17 November 2020

Circulation to:

Office of the President

Office of the Union Government

Office of the Pyidaungsu Hluttaw

Office of the Pyithu Hluttaw

Office of the Amyotha Hluttaw

Supreme Court of the Union

Office of the Constitutional Tribunal of the Union

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Office of the Auditor General of the Union

Union Civil Service Board

Nay Pyi Taw Council

All of the Region or State Government

Directorate of Hotels and Tourism

Director General

Printing and Publishing Department

} to announce in the Myanmar
Gazettee

By Order,

Maung Maung Kyaw

Director General

Ministry of Hotels and Tourism

Regional Tourism Executive Committee
Application Form for Prior Permission to Construct/ Maintain Hotel or
Guest-house Building
(Rule 26)

To affix court fee

To

Chairperson

..... Regional Tourism Executive Committee

..... City

Date:.....

I do apply for a prior permission to construct/ maintain building before the implementation of hotel or guest-house business in accordance with the Myanmar Tourism Law:

1. Personal data of the applicant
 - (a) Name
 - (b) Father's name
 - (c) Citizenship scrutiny card no./ Foreign registration certificate no
 -
 - (d) Nationality.....
 - (e) Address
2. If it is a company or organization:
 - (a) Name of company/ organization.....
 - (b) Office address
3. Types of business that they want to operate:
 - (a) Construction of hotel/ guest-house building.....
 - (b) Maintenance of hotel/ guest-house building.....
4. Location of business

5. Facts of building:

- (a) Types of land and area
- (b) Number of building.....
- (c) Area of building
- (d) Number of stories.....
- (e) Number of rooms in each story.....
- (f) Total number of rooms

6. Capital assets:

(a) Detailed accounts of domestic contribution:

Kyats

- (i) Amount in kyats
- (ii) Values of machineries
- (to attach the accounts)
- (iii) Values of building and land
- (to attach the accounts)
- (iv) Values of furniture and equipment
- (to attach the accounts)
- (v) Values of construction materials
- (to attach the accounts)
- Total

(b) Detailed accounts of foreign contribution :

- (i) Amount of foreign currency
- (US Dollars)
- (ii) Values of machineries
- (to attach the accounts)
- (iii) Values of construction materials
- (to attach the accounts)

(iv) Values of technology

(to attach the accounts)

Total.....

(c) Total capital assets (kyats in million),(in number, in letter)

.....

7. Implementation plan:

(a) Date of construction.....

(b) Estimated date of completion.....

(c) Duration of construction.....

8. Estimate of commercial profits:

Foreign currency (estd.)

Balance

US Dollars

(kyats)

(a) Annual income

(b) Annual expenditure

(c) Annual net profit

(d) Annual investment value..... ..

(e) Payback period

9. Effectiveness:

(a) Regional development

(b) New job opportunities

(c) Support of State economy

10. The following documents are attached:

- (a) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to construction or maintenance of the building;
- (b) recommendation of the Township General Administration Department in relation to construction or maintenance of the building;
- (c) recommendation of the Ward or Village Tract Administration Office in relation to construction or maintenance of the building;
- (d) recommendation or permit of the relevant Development Committee in relation to construction or maintenance of the building if it is within the limit of the development area;
- (e) recommendation for innocence of the relevant police station;
- (f) recommendation of the relevant Township Fire Brigade Department in relation to fire hazard;
- (g) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (h) layout plan of the hotel or guest-house building to be constructed that is signed by the engineer -in-charge;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) document of the land ownership or lease contract or document of the building lease agreement;
- (k) capital assets and evidence for the financial strength to operate the business;
- (l) three passport-sized colour photos of the applicant taken within the last six months;
- (m) recommendation of the Department of Archaeology and National Museum if the proposed premises and building are located in the archaeological zones;

- (n) recommendation of the Forestry Department if the proposed premises and building are located in the forest and environmental conservation areas;
- (o) recommendation of the Department of Civil Aviation if the proposed premises and building are located in the airport boundary;
- (p) if it is the company, the copy of the certificate of the formation of the company, the list of members of the Board of Directors;
- (q) if it is the cooperatives or organization, the copy of the certificate of the formation of the cooperatives, the list of members of the Executive Committee.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Tour Operating Business Licence
(Inbound and Domestic Tour)
(Rule 32)

To

To affix court fee

Chairperson

.....Regional Tourism Executive Committee

.....City

Date

I do apply for a licence to operate the tour operating business (Inbound and Domestic Tour) with the following facts:

1. Personal data of the applicant

- (a) Name/ name of company or organization
- (b) Citizenship scrutiny card no.....
- (c) Nationality/ foreigner.....
- (d) Name of foreign company if it is a joint-venture with a foreign company
.....
- (e) Permanent residence address
- (f) Address
- (g) Telephone/ Fax / Email/ Website

2. Organizational Structure:

- (a) company ☐
- (b) cooperatives ☐
- (c) joint-venture ☐

3. Location and address of branch offices

4. (a) Number of skilled staff

- (b) Number of other staff
- (c) Total number of staff
- 5. Capital assets (US dollars/ kyats).....
- 6. Countries and tour companies for tour itineraies:
 - (a)
 - (b)
 - (c)
- 7. Types of tour:
 - (a)
 - (b)
 - (c)
- 8. The following documents are attached:
 - (a) if it is the company, the copy of the certificate of the formation of the company,the list of members of the board of Directors, office address and the list of shares approved by the Directorate of Investment and Company Administration;
 - (b) if it is the cooperatives, the copy of the certificate of the formation of the cooperatives, the list of members of the Executive Committee , office address and the list of shares approved by the Cooperative Department;
 - (c) copy of the evidence for joint-venture if the local and foreign companies are incorporated;
 - (d) copy of the bank statement;
 - (e) list of the staff;
 - (f) tour itineraries, prices and services;
 - (g) personal history of the applicant and a copy of the citizenship scrutiny card or foregin registration certificate;
 - (h) three passport-sized colour photos of the applicant taken within the last six months.

I do promise that the above -mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives , procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for a Tour Operating Business Licence
(Outbound Tour)
(Rule 32)

To affix court fee

To

Chairperson

.....Regional Tourism Executive Committee

.....City

Date.....

Our..... tour company do apply for a licence to operate the tour operating business (Outbound Tour) in accordance with the Myanmar Tourism Law with the following facts:

1. Name of company/cooperatives
2. Copy of the certificate of the formation and date of expiry of company/ cooperatives
.....
3. Deposit and bank name for premium or insurance.....
4. Other properties of the company (working capital/ moveable properties/ immoveable properties)
.....
5. Licence no./ date of expiry of the tour operating business (Inbound / Domestic Tour)
.....
6. Name of the executive director of the company
.....
 - (a) Address
 - (b) Telephone/ Fax/ Email.....
7. Name/ Address/ Telephone/ Fax/ Email of members of the Board of Directors/ the Executive Committee.....
.....

8. (a) Office address of the company
.....
- (b) Telephone/ Fax/ Email/ Website
.....
9. Countries and tour companies for tour itineraries:
 - (a)
 - (b)
 - (c)
10. Types of tour:
 - (a)
 - (b)
 - (c)
11. The following documents are attached:
 - (a) copy of the tour operating business licence (inbound and domestic tour);
 - (b) copy of the bank statment ;
 - (c) tour itineraries, prices and services;
 - (d) affirmation or affidavit for services to be undertaken fully;
 - (e) previous company's credential with description of two-year experience in the tourism business of a member of the Board of Directors or a member of the Executive Committee of the Cooperatives or a responsible person of the tour operating business;
 - (f) three passport-sized colour photos of the applicant taken within the last six months;
 - (g) commitment for undertaking the religious tourism in accordance with the stipulations of the relevant government departments and government organizations.

I do promise that the above-mentioned facts and attached documents are authentic , and I will operate the business according to the Myanmar Tourism Law, rules, regulations , notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Hotel Business Licence
(Rule 33)

To affix court fee

To

Chairperson

..... Regional Tourism Executive Committee

..... City

Date.....

I do apply for a licence to operate the hotel business in accordance with the Myanmar Tourism Law with the following facts:

1. Personal data of the applicant:

- (a) Name
- (b) Citizenship scrutiny card no./ Foreign registration certificate no.
.....
- (c) Nationality.....
- (d) Name of company/ organization.....
- (e) Name of foreign company and its country name if it is a foreign company
.....
.....
- (f) Permanent residence address
.....
- (g) Telephone/ Fax/ Email.....

2. Facts of the hotel:

- (a) Name of the owner
- (b) Name of the hotel
- (c) Address of the hotel.....
- (d) Telephone/ Fax/ Email/ Website.....

(e) Land area

(f) Year of construction completion.....

3. Facts of the building:

(a) Number of stories

(b) Number of bedrooms (to classify the types of bedrooms).....

.....

(c) Public place, area and facilities (to mention living room and facilities)

.....

(d) Reception Yes/No

(e) Dining room Yes/NO (to mention restaurant, coffee shop or beverage, if any)

.....

(f) Meeting room Yes/No

(g) Meeting hall Yes/No.....

(h) Kitchen Yes/No.....

4. Business implementation plan:

(a) private business ☐

(b) company ☐

(c) cooperatives ☐

(d) joint-venture ☐

5. Number of staff

6. Capital assets

7. The following documents are attached:

(a) copy of the prior permission:

- (b) copy of the bank statement;
- (c) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to the application for the hotel business Licence;
- (d) recommendation of the Township General Administration Department in relation to the application for the hotel business licence;
- (e) recommendation of the relevant Development Committee in relation to the application for the hotel business licence if it is within the limit of the development area;
- (f) recommendation for innocence of the relevant police station;
- (g) recommendation of the relevant Township Fire Brigade Department in relation to a fire hazard;
- (h) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) recommendation of the Ward or Village Tract Administration Office in relation to the application for the hotel business licence;
- (k) document of the land ownership or lease contract or document of the building lease agreement;
- (l) photos of the building and room;
- (m) three passport-sized colour photos of the applicant taken within the last six months;
- (n) if it is the company or organization, the copy of the certificate of the formation of the company or the copy of the registration certificate of the organization;

- (o) copy of the evidence for joint-venture if it is a joint-venture between citizen and foreigner;
- (p) list of the staff (to mention name, qualification and work experience of each staff);
- (q) recommendation of the Department of Archaeology and National Museum if the building is located in the archaeological zones;
- (r) recommendation of the Forestry Department if the building is located in the forest and environmental conservation areas.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Guest-house Business Licence
(Rule 34)

To affix court fee

To

Chairperson

..... Regional Tourism Executive Committee

..... City

Date.....

I do apply for a licence to operate the guest-house business in accordance with the Myanmar Tourism Law with the following facts:

1. Personal data of the applicant:

(a) Name

(b) Citizenship scrutiny card no./ Foreign registration certificate no.
.....

(c) Nationality.....

(d) Name of company/ organization

(e) Name of foreign company, and its country name if it is a foreign company
.....(f) Permanent residence address.....
.....

(g) Telephone/ Fax/ Email

2. Facts of the guest-house:

(a) Name of the owner

(b) Name of the guest-house.....

(c) Address of the guest-house.....

(d) Telephone/ Fax/ Email/ Website.....

- (e) Land area
- (f) Year of construction completion.....
3. Facts of the building:
- (a) Number of stories
- (b) Number of bedrooms (to classify the types of bedrooms).....
.....
- (c) Public place, area and facilities (to mention living room and facilities)
.....
- (d) Reception Yes/No
4. Business implementation plan:
- (a) private business ☐
- (b) company ☐
- (c) cooperatives ☐
5. Number of staff
6. Capital assets
7. The following documents are attached:
- (a) copy of the prior permission;
- (b) copy of the bank statement;
- (c) recommendation of the Nay Pyi Taw Council or the Region or State Government in relation to the application for the guest-house business licence;
- (d) recommendation of the Township General Administration Department in relation to the application for the guest-house business licence;
- (e) recommendation of the relevant Development Committee in relation to the application for the guest-house business licence if it is within the limit of the development area;
- (f) recommendation for innocence of the relevant police station;

- (g) recommendation of the relevant Township Fire Brigade Department in relation to a fire hazard;
- (h) recommendation of the relevant Township Health Department in relation to the sanitation system and hygienic food preparation system;
- (i) recommendation of the Environmental Conservation Department in relation to the environmental impact;
- (j) recommendation of the Ward or Village Tract Administration Office in relation to the application for the guest-house business licence;
- (k) document of the land ownership or lease contract or document of the building lease agreement;
- (l) photos of the building and room;
- (m) three passport-sized colour photos of the applicant taken within the last six months;
- (n) if it is the company or organization, the copy of the certificate of the formation of the company or the copy of the registration certificate of the organization;
- (o) list of the staff (to mention name, qualification and work experience of each staff);
- (p) recommendation of the Department of Archaeology and National Museum if the building is located in the archaeological zones;
- (q) recommendation of the Forestry Department if the building is located in the forest and environmental conservation areas.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Tourist Guide Business Licence
(Rule 35)

To affix court fee

To

Chairperson

.....Regional Tourism Executive Committee

.....City

Date.....

I do apply for a licence to operate the tourist guide business in accordance with the Myanmar Tourism Law with the following facts:

1. Personal data of the applicant:

- (a) Name.....
- (b) Citizenship scrutiny card no.....
- (c) Father's name.....
- (d) Nationality, religion.....
- (e) Date of birth.....
- (f) Qualification.....
- (g) College/ Universities.....
- (h) Occupational training.....
- (i) Language.....
- (J) Address.....
- (k) Telephone/ Email.....

2. Name of licensing tour operating business and name of company/ organization.....
.....

3. The following documents are attached:

- (a) copy of the certificate of qualification;
- (b) copy of the citizenship scrutiny card;

- (c) copy of the certificate of the tourist guide training course;
- (d) three passport-sized colour photos of the applicant taken within the last six months;
- (e) medical report of the Township Public Health Department for fitness;
- (f) recommendation of the relevant Ward or Village Tract Administration Office for a good moral character;
- (g) recommendation for innocence of the relevant police station.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Regional Tourist Guide Business Licence
(Rule 35)

To affix court fee

To

Chairperson

..... Regional Tourism Executive Committee

..... City

Date.....

I do apply for a licence to operate the regional tourist guide business in accordance with the Myanmar Tourism Law with the following facts:

1. Personal data of the applicant:

- (a) Name.....
- (b) Citizenship scrutiny card no.....
- (c) Father's name.....
- (d) Nationality, religion.....
- (e) Date of birth.....
- (f) Qualification.....
- (g) College/ Universities.....
- (h) Occupational training.....
- (i) Language.....
- (J) Address.....
- (k) Telephone/ Email.....

2. Name of licensing tour operating business and name of company/ organization.....

3. The following documents are attached:

- (a) copy of the certificate of qualification;
- (b) copy of the citizenship scrutiny card;

- (c) copy of the certificate of regional tourist guide training course of the relevant region;
- (d) three passport-sized colour photos of the applicant taken within the last six months;
- (e) medical report of the Township Public Health Department for fitness;
- (f) recommendation of the relevant Ward or Village Tract Administration Office for a good moral character;
- (g) recommendation for innocence of the relevant police station.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name

Regional Tourism Executive Committee
Application Form for Renewal of a Licence
(Rule 41)

To affix court fee

To

Chairperson

.....Regional Tourism Executive Committee

.....City

Date.....

I do apply for renewal of the licence to continue to operatebusiness:

1. Personal data of the applicant:

(a) Name

(b) Citizenship scrutiny card no./ Foreign registration certificate no.

.....

(c) Nationality.....

(d) Name of company/ organization

(e) Name of foreign company and its country name if it is a foreign company

.....

(f) Permanent residence address.....

.....

(g) Address

(h) Telephone/ Fax/ Email/ Website

2. Facts of the licence:

(a) Licence no. and date

(b) Type of licensed business.....

(c) Date of expiry of the licence.....

- (d) Name of licensee/ company / cooperatives / organization.....
.....
3. Location and address of the branch offices
.....
4. The following documents are attached:
- (a) original licence;
 - (b) original tax clearance certificate of the relevant Internal Revenue Department;
 - (c) three passport-sized colour photos of the applicant taken within the last six months.

I do promise that the above-mentioned facts and attached documents are authentic, and I will operate the business according to the Myanmar Tourism Law, rules, regulations, notifications, orders, directives, procedures and the conditions prescribed by the Regional Tourism Executive Committee.

Signature

Name