

V. EMPLOYMENT REGISTRATION

Version 1

(5th October 2015)

V. Employment Registration

The Investor which obtained the Investment Permit issued by the Thilawa Special Economic Zone Management Committee may employ foreign / local employees (citizens of Myanmar) working in the Thilawa Special Economic Zone. At the same time, each Investor is required to submit a list of employees with the Form of **Recruitment Status**, which is provided in Notice No.02/2015 of Thilawa Special Economic Zone Management Committee dated 8 July 2015, and with the standard Employment Contract it uses, to the TSMC in monthly basis.

As for the employment registration for foreign employees, the Investor shall apply for the **Foreign Worker Employment Registration** of their foreign employees to the Labor Section of OSSC through the Front Office of OSSC. The Labor Section of OSSC issues **the Foreign Worker Employment Registration Card** after reviewing the submitted documents while referring the recruitment status which were submitted by the Investor to the TSMC in advance. As for the employment registration for local employees, the Investor shall apply for the **Local Worker Employment Registration** of their local employees to the Labor Section of OSSC through the Front office of OSSC. The Labor Section of OSSC issues the **Local Recruitment Card** after reviewing the submitted documents while referring the recruitment status which were submitted by the Investor to the TSMC in advance.

While the Investor may recruit local employees freely through such as local labor recruitment agents, the Work and Labor Recruitment Office planned to be built in the Thilawa Special Economic Zone in future, or by his own arraignment, each Investor shall comply with following regulations related to employment of local employees.

1. The employment agreement shall be signed by the employer (the Investor) and employees and shall be employed in accordance with the existing Labor Laws and Rules.
2. The Investor shall arrange the training for the improvement of the skill of the local employees.
3. The Investor shall employ only the citizens of Myanmar in the work where high technology and skill are not required.
4. The Investor shall, in employing Myanmar citizen skilled workers, technicians and staff who are required of high technology and skills, have appointed the Myanmar citizens at least 25 % the first two years from the commencing year of operation, at least 50% in the second two years, at least 75 % in the third two years.

In addition, the Investors may receive various kinds of consultation services such as report of employment, social security and labor dispute from the Labor Section of OSSC.

1. Foreign Worker Employment Registration

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> 1. Application for Employment Registration of Foreign Worker (FORM-LB1) 2. Passport Copy of Applicant (i.e. a copy of the page in which applicant's picture is printed.) 3. Electronic picture of the applicant
Actual Procedures	<ol style="list-style-type: none"> 1. Before the application for Foreign Worker Employment Registration, the Investor submits a list of employees with the Form of Recruitment Status, which is provided in Notice No.02/2015 of Thilawa Special Economic Zone Management Committee dated 8 July 2015, and with the standard Employment Contract it uses, to the Thilawa SEZ Management Committee. 2. The Labor Section of OSSC checks if the applicant is in the list of the Form of Recruitment Status. 3. If the applicant is not in the list of the Form of Recruitment Status submitted regularly, Request for Foreign Employee Registration can be submitted by the investor. 4. If no irregularity found in the documents submitted, the Applicant pays application fee. 5. Foreign Worker Employment Registration Card will be provided to the Applicant.
Application Fee	See Appendix 1: List of fees attached to this manual
Time Frame	<ul style="list-style-type: none"> - Same day if submitted the application before noon - Next day if submitted the application after noon.
Remarks	None

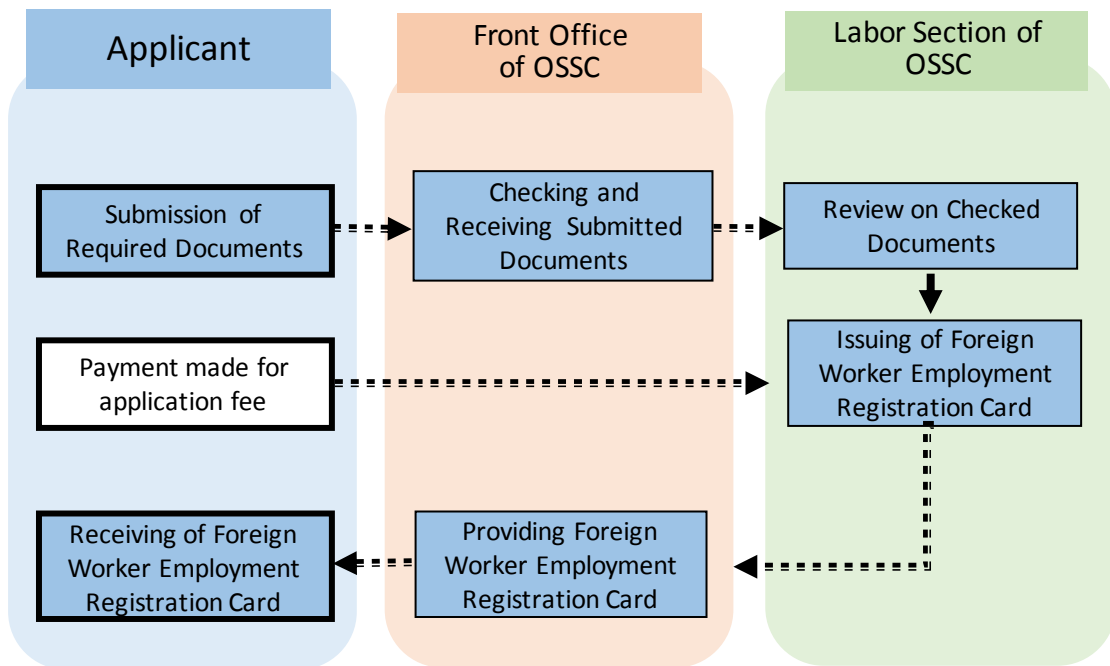


Figure V-1: Procedure for Foreign Worker Employment Registration

2. Local Worker Employment Registration

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> 1. Informing Letter for Job Vacancy (FORM-LB2) 2. Labor Card of each Local Employee that is to be recruited (Labor Card issued by Township Labor Office before getting the job)
Actual Procedures	<ol style="list-style-type: none"> 1. Before the application for Local Worker Employment Registration, the Investor submits a list of employees with the Form of Recruitment Status, which is provided in Notice No.02/2015 of Thilawa Special Economic Zone Management Committee dated 8 July 2015, and with the standard Employment Contract it uses, to the Thilawa SEZ Management Committee. 2. The Labor Section of OSSC checks if the applicant is in the list of the Form of Recruitment Status. 3. If the applicant is not in the list of the Form of Recruitment Status submitted regularly, Request for Local Employee Registration can be submitted by the investor. 4. After that, Local Worker Employment Registration Card will be provided to the Applicant.
Application Fee	None
Time Frame	<ul style="list-style-type: none"> - Same day if submitted the application before noon - Next day if submitted the application after noon.
Remarks	None

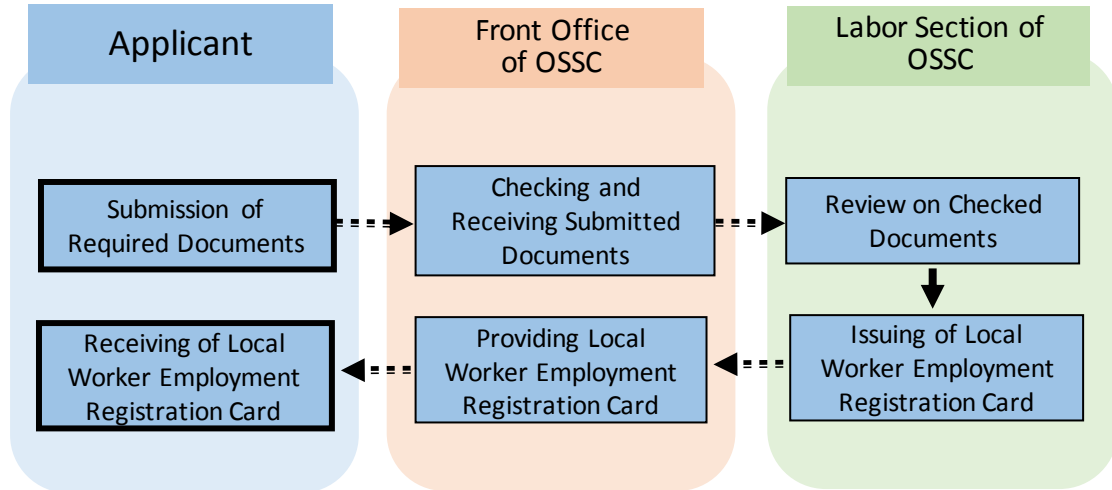


Figure V-2: Procedure for Local Worker Employment Registration

Annex 1: Sample of Foreign Worker Employment Registration Card

MINISTRY OF LABOUR,
 EMPLOYMENT AND SOCIAL SECURITY
 DEPARTMENT OF LABOUR
 REGISTRATION CARD
 (ALIEN WORKER)

No. Pte/.....

Name
 Date of Birth
 Nationality
 Passport No.
 Date of Issue
 Valid up to

TLW-0000 Deputy Director

Figure V-3[1]: Front View of Registration Card (Foreign Worker)

Occupation
 Name of Enterprise
 Address of Enterprise
 Tel
 Address of Holder

Signature of Holder

* NOT TRANSFERABLE
 * IF LOST REPORT IMMEDIATELY TO DEPT: OF LABOUR(DOL)
 * RETURN THIS CSRD TO (DOL) ON TERMINATION OF
 EMPLOYMENT CONTRACT

Figure V-3[2]: Rear View of Registration Card (Foreign Worker)

Annex 2: Sample of Local Worker Employment Registration Card

Thilawa Special Economic Zone Labour Office

No
 Date

ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်
 အလုပ်သမားညွှန်ကြားရေးဦးစီးဌာန
 အလုပ်အကိုင်နှင့် အလုပ်သမားစောင့်ရှောက်ရေးဌာန
 အလုပ်ခန့်ထားရေးကော်မရှင်း

လူမျိုးစဉ်း..... ခရစ်နှစ်၊ အမှာစာအမှတ်..... အရ
 အလုပ်သမားမှတ်ပုံတင်လက်မှတ်အမှတ်..... ဝန်ထုပ်
 အမည်..... အဖအမည်..... ဝန်ထုပ်

နိုင်ငံသားစိစစ်ရေးအမှတ်..... အလုပ်အကိုင်.....
 အလုပ်ညွှန်းအမှတ်..... အသား..... ရက်စွဲ.....
 အချိန်တွင် မွေးချင်းလိုက်ပြီးဖြစ်၍ ခန့်ထားရန် လွှတ်လိုက်ပါသည်။ ထို့ပုဂ္ဂိုလ်မှန်မမှန်ကို ရင်းစစ်
 နိုင်ငံသားစိစစ်ရေးကော်မရှင်းနှင့် တိုက်ဆိုင်၍ စစ်ဆေးရပါမည်။ ခန့်ထားပြီးပါက ဤစွဲသို့ အကြောင်းပြန်ပါ။
 ရပါမည်။

Myo Naing
 Authorized Officer (Labour)
 OSSC, Thilawa SEZ

Figure V-4[1]: Front View of Registration Card (Local Worker)

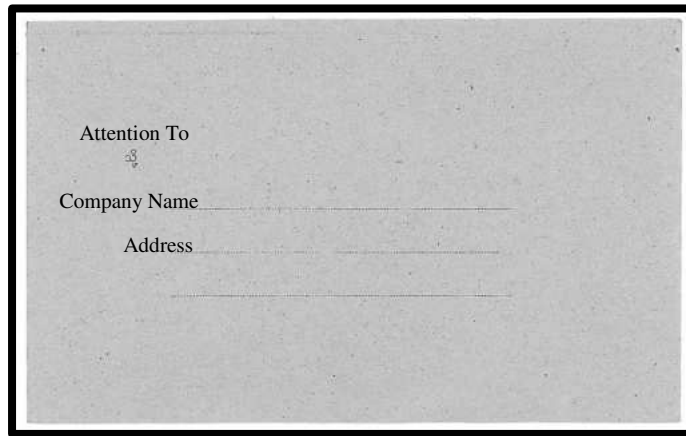


Figure V-4[2]: Rear View of Registration Card (Local Worker)

List of Forms

Form No.	Name
FORM-LB1	Application for Employment Registration of Foreign Workers
FORM-LB2	Informing Letter for Job Vacancy

FORM-LB1 Application for Employment Registration of Foreign Workers

**Republic of the Union of Myanmar
Ministry of Labor
Department of Labor**

Employment Registration of Foreign Workers in Myanmar

Name: (Underline Family Name)		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Photo
Date and Place of Birth		Marital Status:	
Nationality	Passport No.		
Date and Place of Issue of Passport		Valid up to:	
Date and Mode of Entry into Myanmar (check box <input checked="" type="checkbox"/>)			
By Air <input type="checkbox"/> Flt No: Date:		By Sea <input type="checkbox"/> Vessel: Date:	By Land <input type="checkbox"/> Place: Date:
No. and Date of Stay Permit			Valid up to:
Occupation:	Salary:	Educational Attainment:	
Full Name and Address of Employing Enterprise:			
			Tel:
Address of Place of Work:		Duration of Contract of Employment:	
Tel:		From :	To:
Address of Residence of Foreign Worker:		Address in Home Country of Foreign Worker:	
Tel:		Tel:	
Address of Next of Kin of Foreign Worker:		Accompanying Family members (if any)	
Date		Signature	
For Official Use			

FORM-LB2 Informing Letter for Job Vacancy

၁။ အလုပ်ရှင်၏ အမည်/ရာထူး/ဌာနလိပ်စာ
Name/Position/Address of Employer _____

၂။ ကြေးနန်းလိပ်စာ _____ ၃။ စကားပြောကြေးနန်းအမှတ် _____
Telegraph Address _____ Telephone Contact Number _____

၄။ အလုပ်တည်ရာဌာနနှင့် အနီးဆုံး မီးရထားဘူတာ/ မော်တော်ကားဆိပ် ၊ သို့မဟုတ် သင်္ဘောဆိပ်
Railway Station/Bus Stop/Dock closet to Office's Location _____

၅။ အလုပ်သမားများသွားရောက်အစီရင်ခံရန် ညွှန်ကြားထားသည့်ပုဂ္ဂိုလ်၏ အမည်နှင့်ရာထူး
Name and Position of Person to be contacted by Employees _____
ထို့အပြင်သွားရောက် အစီရင်ခံရမည့်နေရာနှင့် အချိန်
Contact Address and Time _____

၆။

(၁) အလုပ်အကိုင် Position	(၂) ကျွမ်းကျင်မှုအဆင့်အတန်းသို့ မဟုတ်အတန်းအစား Skills	(၃) လိုအပ်သော အလုပ်သမား ဦးရေ Required Number of Employee		(၄) အလုပ်အမျိုးအစား နှင့် လိုအပ်သော အရည်အချင်း Type of Job and Required Skill Level	(၅) အလုပ်လုပ်ကိုင်ရမည့် ကာလအပိုင်းအခြား နှင့် နေရာဒေသ Duration of Employment Contract and Department Name	(၆) လစာနှုန်းနှင့် အလုပ်ချိန် Rate of Salary and Working Hour
		ကျား Male	မ Female			

၇။ ခရီးစရိတ်များအတွက် အစီအစဉ် (ဆိုင်ရာ ရပ်ရွာဒေသမှ သင့်လျော်သော လျှောက်ထားသူ) များကို မရနိုင်လျှင် တစ်ဦးနှင့် တစ်ဦး တွေ့ဆုံရန်အတွက် ခရီးအသွား သို့တည်းမဟုတ် အသွားအပြန်နှင့် အတန်းအစားအတွက် စရိတ် ကျခံနိုင်/မခံနိုင်

There will be provision for transportation charges or not _____

၈။ ခွင့်ပြုသည့် ရှားပါးစရိတ်နှင့် ရှားပါးစရိတ်နှုန်း

Allowance Fee _____

၉။ အချိန်ပိုအလုပ်ချိန်နှင့် ၎င်းအတွက်နှုန်း

Overtime and Overtime Payment Rate _____

၁၀။ ခွင့်ရက်အမျိုးအစားနှင့် ကာလအပိုင်းအခြား

Type of Leave and Duration _____

၁၁။ စားနပ်ရိက္ခာ ထောက်ပံ့ရေးအခွင့်အလမ်းများ

Provision for Fooding _____

၁၂။ ပင်စင်နှင့် အခြားအခွင့်အလမ်းများ

Pension and Other Opportunities _____

၁၃။ နေရာထိုင်ခင်းနှင့် သက်ဆိုင်သည့်အခွင့်အလမ်းများ

Provision for Staying Place _____

၁၄။ သယ်ယူပို့ဆောင်ရေးနှင့် သက်ဆိုင်သည့် အခွင့်အလမ်းများ

Provision for Transportation _____

၁၅။ သင့်လျော်သော အလုပ်သမားများပေးပို့ရေးကိစ္စတွင် အလုပ်အကိုင်နှင့် အလုပ်သမားရှာဖွေရေးလုပ်ငန်းတွင် ဆောင်ရွက်နေ သည့်ရုံးအား အကူအညီဖြစ်စေမည့် အခြားအချက်များ

Other necessary information required for process of finding suitable employees _____

စာအမှတ်

Letter No. _____

20 _____ Year, _____ Month, _____ Day

လက်မှတ်
Position
ရာထူးတံဆိပ်
Official Seal

To

Head of Labor Section
One Stop Service Center
Thilawa Special Economic Zone