

V. EMPLOYMENT REGISTRATION

Version 2_Draft

(October 2017)

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 signed employment agreement shall be registered at the Labor Section of OSSC.
3. The Investor shall arrange the training for the improvement of the skill of the local employees.
4. The Investor shall employ only the citizens of Myanmar in the work where high technology and skill are not required.
5. 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. FORM-LB1: Application for Employment Registration of Foreign Worker 2. Passport copy of the applicant 3. Passport size photo of the applicant
Actual Procedures	<ol style="list-style-type: none"> 1. The applicant submits the necessary documents to the Labor Section of OSSC through the Front Office. 2. The Labor Section of OSSC checks whether or not the applicant is in the list of the Form of Recruitment Status which is submitted to TSMC by the Investor. 3. If there is no irregularity found in the documents submitted, the applicant pays application fee. 4. Foreign Worker Employment Registration Card is issued and provided to the applicant.
Application Fee	<ul style="list-style-type: none"> - 1st Registration card: MMK5,500 for 6 months - Renewal of registration card: MMK11,000 for every 1 year - Overstay: MMK 1,000 for 1 month MMK 2,000 more than 1 month
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	<ul style="list-style-type: none"> - 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.

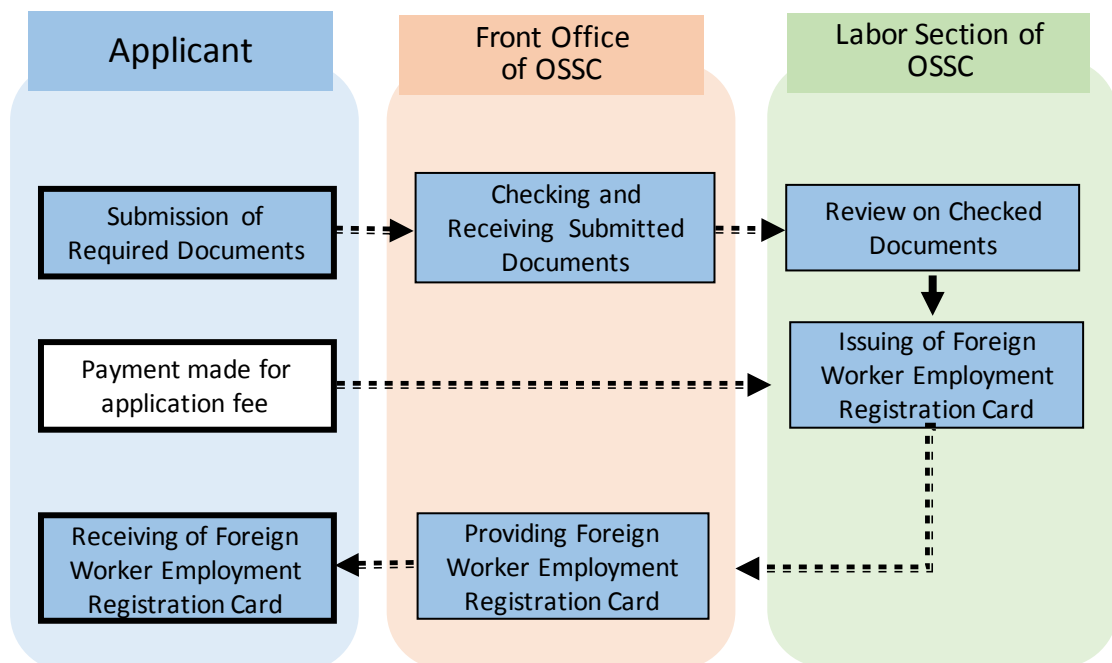


Figure V-1: Procedure for Foreign Worker Employment Registration

2. Local Worker Employment Registration

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> 1. FORM-LB2-1: Informing Letter for Job Vacancy (Alalakha FORM 3) 2. FORM-LB2-2: Information of Recruited Employees (Alalakha FORM 6) 3. 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. The applicant submits the necessary documents to the Labor Section of OSSC through the Front Office. 2. The Labor Section of OSSC checks the submitted documents whether it is complete or not. 3. If the submitted documents are complete and accepted, Local Worker Employment Registration Card (FORM-LB2-3: Alalakha FORM 7) is issued and 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	<ul style="list-style-type: none"> - 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.

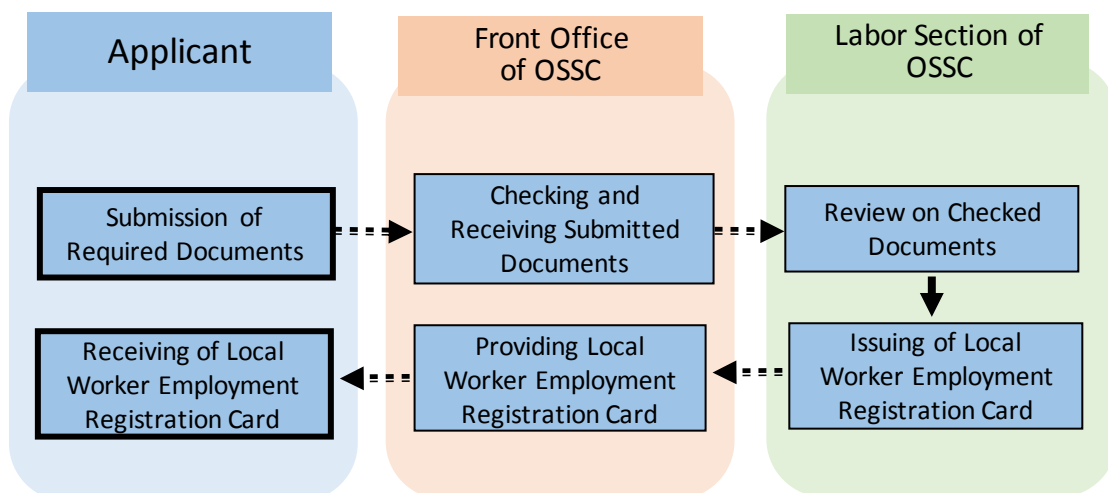


Figure V-2: Procedure for Local Worker Employment Registration

3. Employment Contract Endorsement

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> 1. Application form with the letter head of the Company headed to Section Head of Labor Section of OSSC for the registration of employment agreement 2. (3) copies of employment agreement signed by both employer and employee
Actual Procedures	<ol style="list-style-type: none"> 1. The applicant submits the necessary documents to the Labor Section of OSSC through the Front Office. 2. The Labor Section of OSSC checks the submitted documents and if it is complete, put the “Registered” Stamp and sign of the Section Head of Labor Section of OSSC on the employment agreement. 3. The applicant can collect two registered employment agreements

	at the Front Office of OSSC.
Application Fee	None
Time Frame	- (30) working days
Remarks	- Employment agreement of each employee of the SEZ Company must be registered at the Labor Section of OSSC after both employee and employer signed the employment agreement.

List of Forms

Form No.	Name
FORM-LB1	Application for Employment Registration of Foreign Workers
FORM-LB2-1	Informing Letter for Job Vacancy (Alalakha FORM 3)
FORM-LB2-2	Information of Recruited Employees (Alalakha FORM 6)
FORM-LB2-3	Sample of Local Worker Employment Registration Card (Alalakha FORM 7)

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)

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-LB2-1 Informing Letter for Job Vacancy (Alalakha FORM 3)

၁။ အလုပ်ရှင်၏ အမည်/ရာထူး/ဌာနလိပ်စာ

Name/Position/Address of Employer _____

၂။ ကြေးနန်းလိပ်စာ

Telegraph Address _____

၃။ စကားပြောကြေးနန်းအမှတ်

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

FORM-LB2-2 Information of Recruited Employees (Alakha FORM 6)

Republic of the Union of Myanmar

Department of Labor, TSEZ, OSSC

Labor Exchange Office

Form of Information of Recruited Employees

Department Name _____

Letter No. (/20)

Position Name _____

No. of available positions (e.g. Manager Position (male/female) (-) is available) _____

Sr.	Name	Age	Father's Name	Reference No.	Labor Registration Card No.	Issued date of Labor Registration Card	Address	National Registration Card No.	Qualification	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM-LB2-3 Sample of Local Worker Employment Registration Card (Alalakha FORM 7)

ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်
အလုပ်သမားညွှန်ကြားရေးဦးစီးဌာန
အလုပ်အကိုင်နှင့် အလုပ်သမားရွာဖွဲ့ရေးဗဟို
အလုပ်ခန့်ထားရေးတပ်ဌာန

လူကြီးမင်းမာ
နေရပ်

အလုပ်အကိုင်

အလုပ်သမားမှတ်ပုံတင်လက်မှတ်အမှတ်
နေရပ်

အမည်
အဖအမည်
နေရပ်

နိုင်ငံသားစိစစ်ရေးအမှတ်
အလုပ်အကိုင်

အလုပ်ညွှန်းအမှတ်
အား
ရက်နေ့

အချိန်တွင် ရွေးချယ်လိုက်ပြီးဖြစ်၍ ခန့်ထားရန် လွတ်လိုက်ပါသည်။ ထိုပုဂ္ဂိုလ်မှန်မမှန်ကို သိမ်းဆီးနိုင်ငံသားစိစစ်ရေးတပ်ဌာနနှင့် တိုက်ဆိုင်၍ စစ်ဆေးရပါမည်။ ခန့်ထားပြီးပါက ဤရုံးသို့ အကြောင်းပြန်ပြီး ရပါမည်။

Myo Naing
Authorized Officer (Labour)
OSSC Thilawa SEZ

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

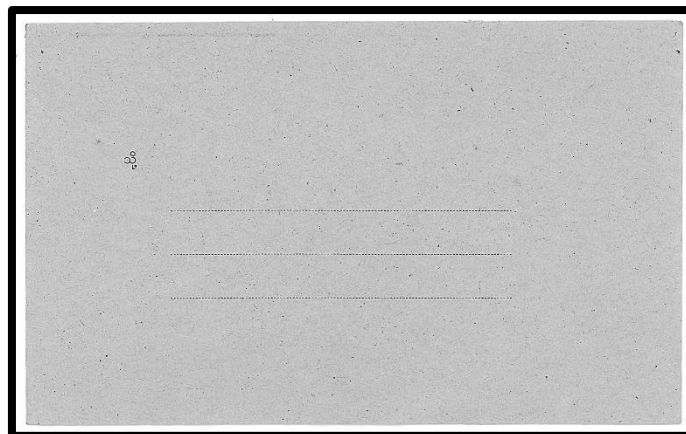


Figure [2]: Rear View of Registration Card (Local Worker)