

# **VIII. FACTORY OPERATION**

**Version 2**

**(10<sup>h</sup> March 2017)**

## ***VIII. Factory Operation***

### An Investor which has an investment permit of manufacturer status

An Investor is required to obtain following certificates from the Industrial Section of OSSC and MJTD in order to commence the factory operation in Thilawa Special Economic Zone.

- Electricity Certificate (EC) issued by the Industry Section of OSSC
- Boiler Certificate issued by the Industry Section of OSSC (if any)
- Building Completion Certificate (BCC) issued by the Construction Section of OSSC
- Environmental Inspection Record prepared by the Environment Section of OSSC
- Completion Certificate issued by MJTD
- Letter of Approval of Factory Operation issued by the Industry Section of OSSC

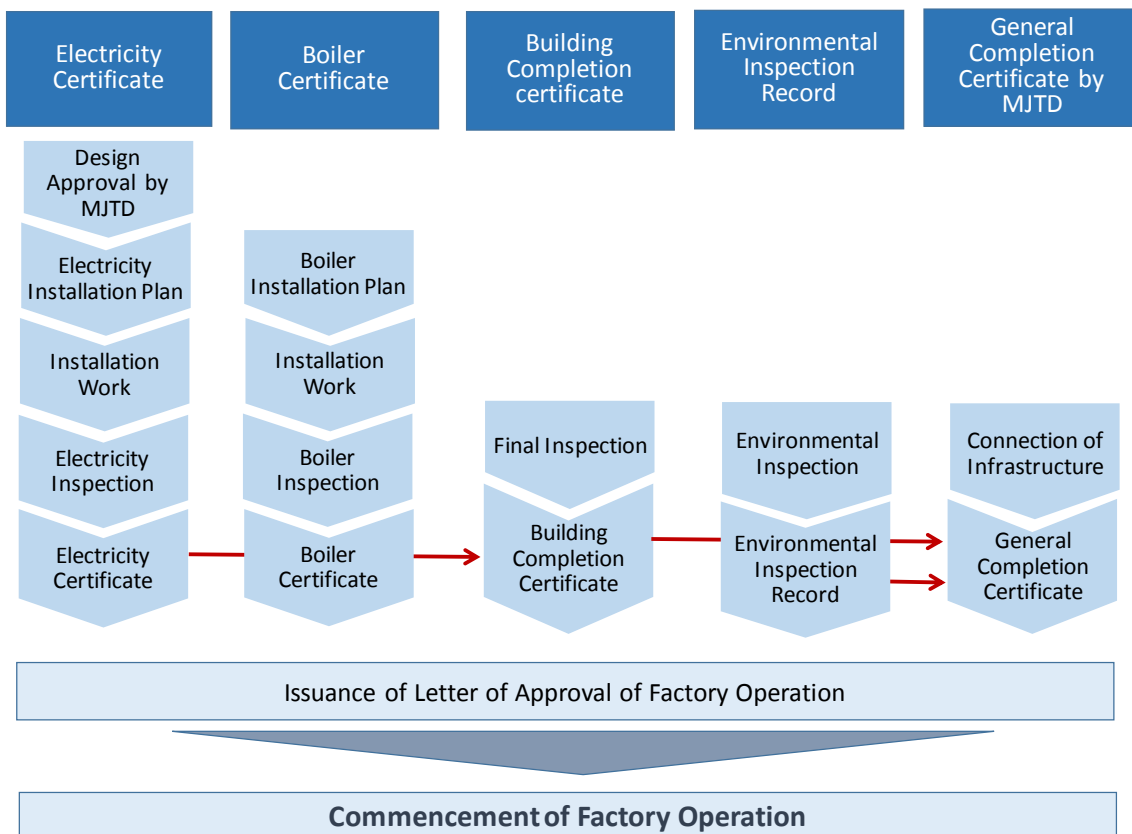
### An investor which has an investment permit of trading/services status

In the case of an investor which has an investment permit of trading/services status is basically not required to obtain the Approval of Factory Operation, if any manufacturing process is not included in their authorized business operation.

1. As for Electricity Certificate, the Investor submits a set of **Design Approval for Power Connection by MJTD** with related documents and drawings to the Industry Section of OSSC through the Front Office of OSSC. After the completion of electricity installation work, the Investor submits a request letter for the implements of Electricity Inspection. The **Electricity Inspection** will be conducted from the three aspects, namely high voltage, low voltage including internal wiring and generator, by both the Industry Section of OSSC and MJTD together. If the Investor passes the Electricity Inspection, the Industry Section of OSSC issues an **Electricity Certificate**. After that, MJTD energize the power to the building/factory of the investor.
2. If the Investor installs boiler(s), it is required for the Investor to obtain Boiler Certificate before starting factory operation. Firstly, the Investor submits a **Boiler Installation Plan** to the Industry Section of OSSC through the Front Office. After the completion of boiler installation work, the Investor submits a request letter for the implements of Boiler Inspection. The **Boiler Inspection** will be conducted by the Industry Section of OSSC. If the Investor passes the Boiler Inspection, the Industry Section of OSSC issues a **Boiler Certificate**.
3. The Investor is required to obtain a **Building Completion Certificate** which is issued by the Construction Section of OSSC. The detailed procedure for obtaining the Building Completion Certificate is described in Chapter III “Building Construction and Fire Safety”.
4. The Investor is also required to receive an **Environmental Inspection** for Factory Operation by the Environment Section of OSSC before obtaining a General Completion Certificate

which is issued by the MJTD. The **Environment Inspection Record** prepared by the Environment Section of OSSC shall be kept by the Investor.

5. After the completion of infrastructure connection works such as electricity, water supply, sewerage and communication, the Investor shall obtain a **General Completion Certificate** issued by the MJTD.
  
6. When all the certificates and a record are obtained, the Investor which has the manufacturer status may apply for the issuance of a Letter of **Approval of Factory Operation** to the Industry Section of OSSC. After receiving the Letter of Approval of Factory Operation, the Investor may start factory operation.



*Figure VIII-1: Procedure for Obtaining Letter of Approval of Factory Operation*

## 1. Issuance of Electricity Certificate by the Industry Section of OSSC

### 1-1) Approval for Power Connection Design by MJTD

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Cover Letter of design approval for power connection design</li> <li>2. Cover Sheet and Format (Application for Power Connection Design Approval)</li> <li>3. Single line diagram including: <ul style="list-style-type: none"> <li>➤ Transformer capacity</li> <li>➤ CT and PT specification for metering and protection</li> </ul> </li> <li>4. Drawing of layout plan of incoming power cable from tapping point to Main Distribution Board (MDB)</li> <li>5. Drawings of site plan showing locations of substation, electrical room and generator room</li> <li>6. Detailed drawings of 33kV switchgear panel with its specification</li> <li>7. Technical specification of over current and earth fault relay</li> <li>8. Declaration of relay operating time during short circuit and earth fault</li> <li>9. Load List</li> <li>10. Calculation and Analysis of Harmonics and Voltage Flicker</li> <li>11. Schedule of installation works including power energizing date</li> </ol> <p>Hard copies: 3sets (3 originals)</p>
Code and Regulation	TSEZ Zone A, Internal Regulations and Power System Regulations
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form with required documents to the MJTD.</li> <li>2. MJTD reviews such documents that need to be checked in relation with the Internal Regulations of MJTD and asks the Industry Section of OSSC to make comments on the electricity design.</li> <li>3. The Industry Section of OSSC sends the comments (FORM-ID xx) to the MJTD.</li> <li>4. When all documents submitted are confirmed being in line with the Internal Regulations and the comments from the Industry Section of OSSC, the MJTD issues the Approval Letter for Power Connection Design and provides them to the Applicant.</li> </ol>
Application Fee	None
Time Frame	10 calendar days
Remarks	The Applicant may contact directly to the MJTD for obtaining more detailed information.

**1-2) Submission of the Information Sheet on Electricity Installation Plan to the Industry Section of OSSC**

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Covering Letter for Information Sheet (FORM-ID1-1)</li> <li>2. Information Sheet for Electricity Installation Plan (FORM-ID1-2)</li> <li>3. The Approval Letter for Power Connection Design by MJTD with approved documents and drawings</li> <li>4. Other items required by the Industry Section of OSSC</li> </ol> <p>Hard copies: 2sets (2 originals)</p>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form (FORM-ID1-1 and FORM-ID1-2) with the Approval Letter for Power Connection Design by MJTD including the documents and drawings either in person or online to the Front Office of OSSC.</li> <li>2. The Industry Section of OSSC reviews and checks the submitted documents and drawings.</li> <li>3. When all documents submitted are accepted, the Industry Section of OSSC stamps “RECEIVED” to the Information Sheet and returns them to the Applicant through the Front Office.</li> </ol>
Application Fee	None
Time Frame	Within three (3) days after receiving the application
Remarks	<p>The Applicant shall submit the following documents for the certified electricians who are involved in the planned electricity installation work.</p> <p><u>In case of Myanmar electrician:</u></p> <ol style="list-style-type: none"> <li>1) A Copy of “License”</li> </ol> <p><u>In case of non-Myanmar architect:</u></p> <ol style="list-style-type: none"> <li>1) CV (including the details of experience in professional works, academic career)</li> <li>2) Statement on the Experiences in Similar Projects</li> <li>3) A Copy of “License”</li> </ol>

**1-3) Power System Installation Works and Connection to MJTD Common Power System**

Necessary Documents submitted by Applicant	Information Sheet stamped “RECEIVED” by the Industry Section of OSSC.
Code and Regulation	TSEZ Zone A, Internal Regulations and Power System Regulations
Actual Procedures	<ol style="list-style-type: none"> <li>1. Prior to commencement of the power system installation works and connection to the MJTD common power system, the Applicant shall submit the Information Sheet stamped “RECEIVED” by the OSSC.</li> <li>2. Once MJTD receives the Information Sheet, the Applicant may</li> </ol>

	<p>commence the installation works.</p> <p>3. The Applicant shall submit a request for power outage for connection to the MJTD common power system at least thirty days (30) days prior to the connection date.</p>
Inspection Fee	None
Time Frame	Request for power outage to MJTD: at least thirty (30) days prior to the connection date.
Remarks	Since the connection work from the Applicant's power system to MJTD's common power system requires power outage to other Investors, the MJTD requires to submit a request at least thirty (30) days prior to. The connection work may only be conducted during daytime of Sunday except as otherwise approved by MJTD.

**1-4) Electricity Inspection by the Industry Section of OSSC and MJTD**

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form for Electricity Inspection (FORM-ID1-3)</li> <li>2. Documents related Transformer Electricity Inspection Transformer specification <ul style="list-style-type: none"> <li>- Relay specification</li> <li>- Circuit breaker specification</li> <li>- Gas Circuit Breaker specification</li> </ul> </li> <li>3. Documents related Internal Wire Electricity Inspection <ul style="list-style-type: none"> <li>- List of equipment</li> <li>- As-built drawing of one line diagram signed by authorized electrician</li> <li>- As-built drawing of machine layout</li> <li>- As-built drawing of main switchboard or main control panel</li> <li>- Earthing system</li> </ul> </li> <li>4. Documents related Generator Electricity Inspection <ul style="list-style-type: none"> <li>- Generator specification</li> <li>- Relay specification</li> <li>- Circuit breaker specification</li> </ul> </li> <li>5. Other items such as testing reports prepared by the Applicant</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits an application form (FORM-ID1-3) for Implementation of Electricity Inspection either in person or online to the Front Office of OSSC at least 10 days prior to the scheduled inspection date.</li> <li>2. The Front Office passes the request letter to the Industry Section of OSSC and MJTD.</li> <li>3. The Industry Section of OSSC and MJTD visit the project site of</li> </ol>

	<p>the applicant and confirm the progress of electricity works.</p> <ol style="list-style-type: none"> <li>4. Based on the result of project site visit, the Industry Section of OSSC decides and informs the inspection date, and the name of Inspector with items to be inspected to the Applicant within 3 days after the receiving the application.</li> <li>5. The Inspectors from the Industry Section of OSSC and MJTD conduct the Electricity Inspection at the project site with attendance of the registered electrician, the contractor and the person in charge of the Applicant.</li> <li>6. The Inspectors prepare and finalize the Record of Electricity Inspection (FORM-ID1-4) and submit to the Industry Section of OSSC with comments and instructions.</li> <li>7. After receiving the invoice on electricity inspection, the applicant pays the electricity inspection fee to the Industry Section of OSSC.</li> </ol>
Inspection Fee	See Appendix 1: List of fees
Time Frame	Electricity Inspection: within fourteen (14) days after receiving the application Record of Inspection: within three (3) days after the Electricity Inspection
Remarks	<ol style="list-style-type: none"> <li>1. There are three types of electricity inspections, i.e., “transformer (High Voltage)”, “internal wire (Low Voltage)” and “generator”.</li> <li>2. The inspectors decide items to be inspected during the Inspection with reference to the List of Inspection Items (Annex 1) based on the quality of submitted documents and informs it to the Applicant in advance.</li> <li>3. The applicant shall take suitable countermeasures to the comments and instructions pointed in the Record of Electricity Inspection and report to the Industry Section of OSSC after the completion.</li> </ol>

#### 1-5) Issuance of Electricity Certificate by the Industry Section of OSSC

Necessary Documents submitted by Applicant	None
Code and Regulation	Electricity Law of 1984 and its related regulations Electricity Law of 2014
Actual Procedures	When the Electricity Inspection is passed, the Industry Section of OSSC issues “Electricity Certificate”. The Front Office of OSSC provides the Electricity Certificate to the Applicant and sends its copy to the MJTD.
Application Fee	None

Time Frame	Within two (2) days after passing the Electricity Inspection
Remarks	<ol style="list-style-type: none"> <li>1. The validity period of the Electricity Certificate is one (1) year from the date of issue.</li> <li>2. The SEZ Investor shall apply for the renewal of Electricity Certificate every year.</li> </ol>

#### 1-6) Power Energizing by MJTD

Necessary Documents submitted by Applicant	Application Letter to MJTD.
Code and Regulation	TSEZ Zone A, Internal Regulations and Power System Regulations
Actual Procedures	The Applicant submits an Application Letter to MJTD for power energization.
Application Fee	None
Time Frame	Within three (3) days before requested power energization date.
Remarks	None

#### 1-7) Renewal of Electricity Certificate by the Industry Section of OSSC

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Letter for Renewal of Electricity Certificate (FORM-ID1-5)</li> <li>2. Other items such as the periodical monitoring report for electricity prepared by the Applicant.</li> </ol>
Code and Regulation	Electricity Law of 1984 and its related regulations Electricity Law of 2014
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits a request letter (FORM-ID1-5) for renewal of Electricity Certificate either in person or online to the Front Office of OSSC at least 20 days prior to the expire date of the existing Electricity Certificate.</li> <li>2. The Industry Section of OSSC and MJTD review the submitted documents together and discuss the necessity of Electricity Inspection.</li> <li>3. <u>If the Electricity Inspection is necessary,</u> <ol style="list-style-type: none"> <li>(1) The Industry Section of OSSC informs the actual date of Electricity Inspection and the name of Inspector with items to be inspected to the Applicant through the Front Office within 3 days after the receiving the request.</li> <li>(2) The Inspectors from the Industry Section of OSSC and MJTD conduct the Electricity Inspection at the Project Site according to the items to be inspected with attendance of the Electrician,</li> </ol> </li> </ol>



	<p>the Contractor and the person in charge of the Applicant in the following order.</p> <p>(3) The Inspectors prepare the Record of Electricity Inspection (FORM-ID1-4) with the comments and instructions.</p> <p>(4) When the Electricity Inspection is passed, The Industry Section of OSSC issues “Electricity Certificate”.</p> <p><u>If the Electricity Inspection is not necessary.</u></p> <p>(1) The Industry Section of OSSC issues “Electricity Certificate”.</p> <p>4. The Front Office of OSSC provides the Electricity Certificate to the Applicant and sends its copy to the MJTD.</p>
Application Fee	See Appendix 1: List of fees
Time Frame	Within two (2) days after passing the Electricity Inspection
Remarks	The validity period of the Electricity Certificate is one (1) year from the date of issue.

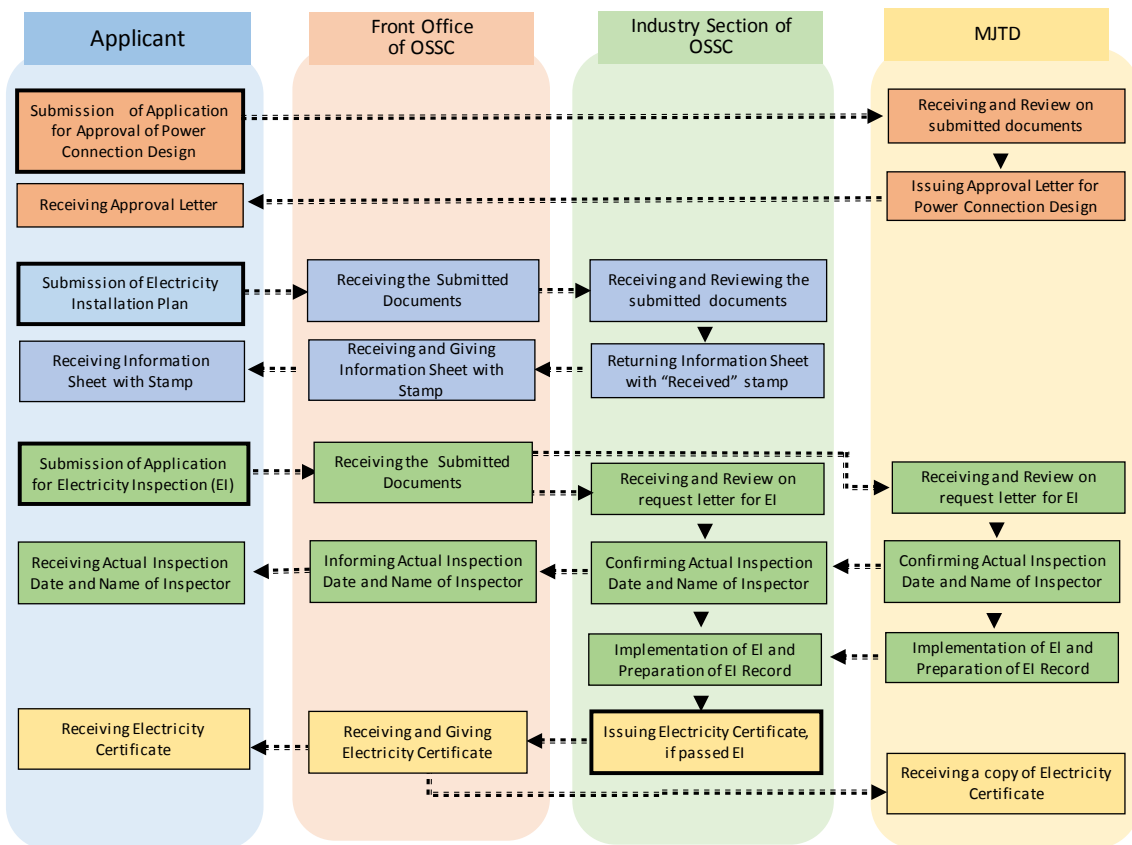


Figure VIII-2: Operation Procedures for Electricity Inspection (EI) of Industry Section of OSSC

**Annex 1: Inspected items for Electricity Inspection**

	<b>Inspection Items</b>	<b>Description</b>
<b>1</b>	<b>Transformer Electricity Inspection</b>	
1)	Insulation resistance test	Between RMU to High voltage incoming panel
		High voltage incoming panel to transformer
2)	Potential transformer	Voltage range, specification, capacity check
3)	Earthing System	High voltage panel earthing system
4)	Relay	Earth fault relay and over current relay testing for high voltage panel
5)	High potential test	Transformer primary and secondary side
6)	Transformer oil level and substance	To check the level of oil and substance
7)	Feeder connection test	Torque test for bolt tightening at all cable connection point
8)	Visual test	Termination connection kit
		CT/VT setting
9)	Other items required by the Industry Section of OSSC	
<b>2</b>	<b>Internal Wire Electricity Inspection</b>	
1)	Earth resistance test	Electrical room
2)	Insulation resistance test	Main Switch Board, Low voltage local panel
3)	Phase sequence test	Testing in Main Switch Board
4)	Earth fault relay test	Main Switch Board, Low voltage local panel
5)	Visual test	Grounding system for electrical panel & machinery
		Cable connection condition in every electrical panel
		Cable connection condition for Mechanical equipment
		Metering device working condition check
6)	Other inspection items including tests required by the Industry Section of OSSC	
<b>3</b>	<b>Generator Electricity Inspection</b>	
1)	Generator	-
2)	Wiring system	-
3)	Earthing System	-
4)	Relay	-
5)	Other items required by the Industry Section of OSSC	

## 2. Issuance of Boiler Certificate by Industry Section of OSSC

### 2-1) Submission of the Boiler Installation Plan to the Industry Section of OSSC

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Covering Letter for Boiler Installation Plan (FORM-ID2-1)</li> <li>2. Information Sheet for Boiler Installation Plan (FORM-ID2-2)</li> <li>3. Certificate of Manufacturing Inspection by an inspection authority</li> <li>4. Certificate of Product by a manufacturer</li> <li>5. Certificate of manufacturing and testing by a steel maker</li> <li>6. Material Certificate of physical and chemical properties</li> <li>7. Detailed drawing of boiler (scale 1:20 for large boilers and 1:10 for small boilers)</li> <li>8. Drawings for the Layout Plan of boiler installation in a factory (including boiler room, if any)</li> <li>9. List of equipment/parts for mountings and fittings             <ul style="list-style-type: none"> <li>- Safety valve capable of relieving the maximum evaporation of the boiler</li> <li>- Two means of indicating the water level</li> <li>- A steam pressure gauge</li> <li>- A steam stop valve</li> <li>- A feed check valve</li> <li>- One feed apparatus (when heating surface exceeds 200 sqft two independent feed apparatus are needed).</li> <li>- A blow down cock or valve.</li> <li>- In the case of boilers fitted with internal super heaters, an additional safety valve shall be fitted at the end of the outlet header.</li> </ul> </li> <li>10. Copy of invoice for new boiler</li> <li>11. In the case of manufacturing by welding, testing result of chemical analysis, tensile test, bend test, izod impact test, radiographic examination and heat treatment test</li> </ol> <p>Hard copies: 2 sets (2 originals)</p>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form (FORM-ID2-1) with required documents either in person or online to the Front Office of OSSC.</li> <li>2. The Industry Section of OSSC reviews and checks the submitted documents and drawings and give comments, if any.</li> <li>3. When all documents submitted are accepted, the Industry Section of OSSC stamps “RECEIVED” to the Information Sheet for Boiler Installation Plan.</li> <li>4. The Front Office returns the Information Sheet with submitted documents and drawings to the Applicant.</li> </ol>

Application Fee	None
Time Frame	<ul style="list-style-type: none"> <li>- Same day if submitted the application before noon</li> <li>- Next day if submitted the application after noon.</li> </ul>
Remarks	<p>The Industry Section of OSSC accepts the following National Codes or specifications for Boilers</p> <ul style="list-style-type: none"> <li>- I.S.O (International Standard Organization) R.831</li> <li>- B.S. (British Standards) 2790</li> <li>- A.S.M.E (The American Society of Mechanical Engineers)</li> <li>- J.I.S (Japanese Industrial Standards) B8201</li> <li>- DIN/TRD (DIN Technical Rules for Steam Boilers)</li> <li>- S.A.A (Australian Standard)</li> <li>- The Indian Boiler Regulations</li> </ul>

### 2-2) Boiler Inspection by the Industry Section of OSSC

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form for Boiler Inspection (FORM-ID2-3)</li> <li>2. Other items such as testing reports prepared by the Applicant</li> <li>3. Any items that the Industry Section of OSSC requires</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form (FORM-ID2-3) with required documents and application fee either in person online to the Front Office of OSSC at least ten (10) days prior to the scheduled inspection date.</li> <li>2. After reviewing the submitted documents, the Industry Section of OSSC decides the inspection date and the items to be inspected, appoints the Inspector and informs them to the Applicant through the Front Office of OSSC within three (3) days after receiving the application.</li> <li>3. The Inspector conducts the Boiler Inspection at the Project Site in attendance with the persons in charge of the Applicant.</li> <li>4. After the inspection, the Inspector prepares the Record of Boiler Inspection (FORM-ID2-4) including the comments of inspection result and submits to the Industry Section of OSSC.</li> <li>5. The Industry Section of OSSC issues the Boiler Certificate and provides it to the Applicant through the Front Office of OSSC.</li> </ol>
Inspection Fee	See Appendix 1: List of fees
Time Frame	<p>Boiler Inspection: within fourteen (14) days after receiving the application</p> <p>Record of Inspection: within three (3) days after the Boiler Inspection</p>
Remarks	<ol style="list-style-type: none"> <li>1. The following particulars shall be shown in a conspicuous position of the boiler inspected:-</li> </ol>

	<ul style="list-style-type: none"> <li>- The name of the manufacturer.</li> <li>- The manufacturer's serial number.</li> <li>- The country of origin.</li> <li>- The design gauge pressure.</li> <li>- The year of manufacture</li> <li>- The inspecting authority's stamp.</li> </ul> <ol style="list-style-type: none"> <li>2. The applicant shall take suitable countermeasures to the comments and instructions pointed in the Record of Boiler Inspection and report to the Industry Section of OSSC after the completion.</li> <li>3. The validity period of each Boiler Certificate is one (1) year from the date of Issuance.</li> <li>4. The SEZ Investor shall apply for the renewal of Boiler Certificate every year.</li> </ol>
--	---

### 2-3) Issuance of Boiler Certificate by the Industry Section of OSSC

Necessary Documents submitted by Applicant	None
Actual Procedures	When the Boiler Inspection is passed, the Industry Section of OSSC issues and provides "Boiler Certificate" with the Boiler Registration No. to the Applicant through the Front Office of OSSC.
Fee	None
Time Frame	Within two (2) days after passing the Boiler Inspection
Remarks	The validity period of the Boiler Certificate is one (1) year from the date of issue.

### 2-4) Renewal of Boiler Certificate by Industry Section of OSSC

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form for Renewal of Boiler Certificate (FORM-ID2-5)</li> <li>2. Other items such as the periodical monitoring report for the Boiler prepared by the Applicant.</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form (FORM-ID2-5) with required documents and application fee wither in person or online to the Front Office of OSSC at least 20 days prior to expire date of the existing Boiler Certificate.</li> <li>2. The Industry Section of OSSC reviews the submitted document and decides the necessity of Boiler Inspection.               <ol style="list-style-type: none"> <li>(1) <u>If the Boiler Inspection is necessary,</u> The Industry Section of</li> </ol> </li> </ol>

	<p>OSSC decides the inspection date, appoints the Inspector and informs to the Applicant within three (3) days after receiving the application.</p> <p>(2) The Inspector conducts the Boiler Inspection at the project site in attendance with the persons in charge of the SEZ investor.</p> <p>(3) After the inspection, the Inspector prepares the Record of Boiler Inspection with the comments and instructions.</p> <p>(4) The Industry Section of OSSC issues Boiler Certificate.</p> <p><u>If the Boiler Inspection is not necessary,</u></p> <p>(1) The Industry Section of OSSC issues Boiler Certificate.</p> <p>3. The Front Office provides the Boiler Certificate to the Applicant.</p>
Application Fee	See Appendix 1: List of fees
Time Frame	Record of Boiler Inspection: within three (3) days after the Inspection Boiler Certificate: within two (2) days after passing the Inspection
Remarks	None

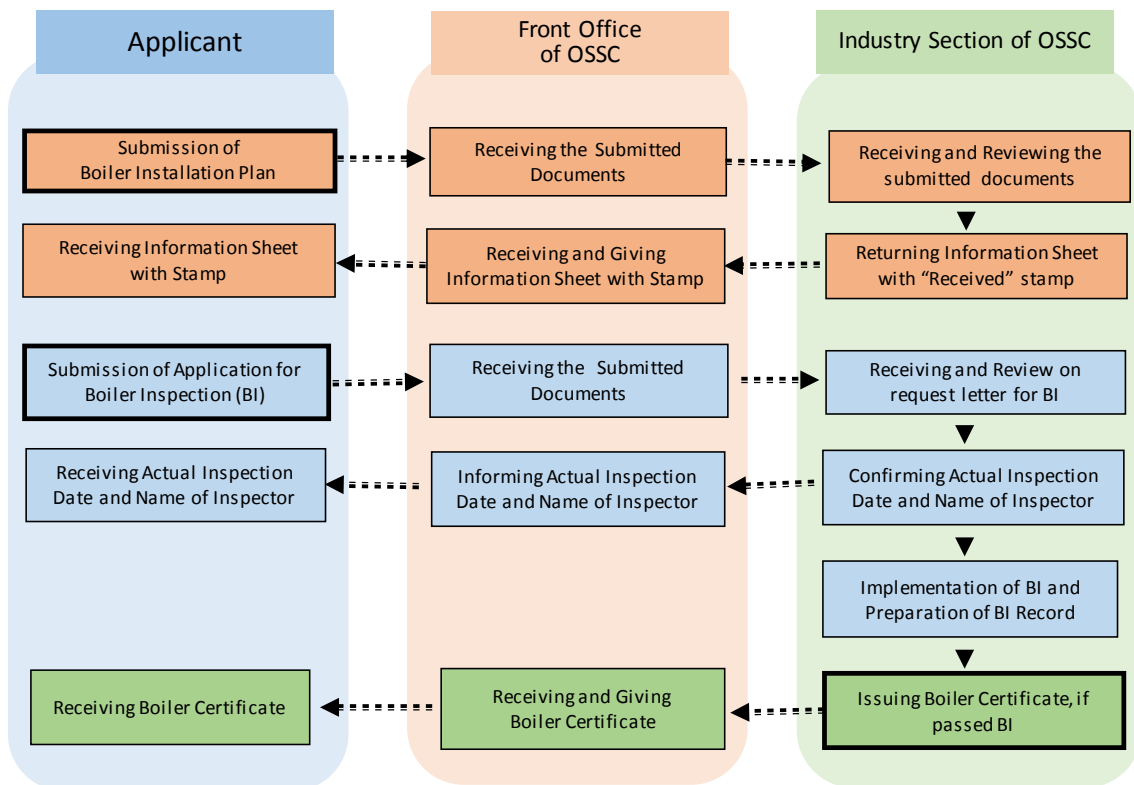


Figure VIII-3: Operation Procedures for Boiler Inspection

**Annex2: Inspected Items for Boiler Inspection**

Inspected Items	Description
<b>Inspection by opened the boiler</b>	
Internal/External inspection for boiler	leakage of equipped facilities by shut down

pressured parts	and opened the boiler
Boiler Pressure	the thickness of the sheet by drilling hole and/or by using Ultrasonic thickness meter
<b>Inspection by water pressure</b>	
Boiler pressure parts safety inspection by water pressure method	
Boiler inspection by water pressure was done by boiler manufacturing standard	
<b>Inspection by steaming pressure</b>	
In-order to check boiler safety valves condition of boiler;	
Closed all stream holes and then heated the boiler.	
Check the safety valve condition whether fully open or not when stream load is overpressure than the maximum design pressure	
Check the safety valve condition whether fully close or not when stream load is under the minimum design pressure	

**3. Letter of Approval of Factory Operation issued by Industry Section of OSSC**  
**3-1) Issuance of the Letter of Approval of Factory Operation by the Industry Section of OSSC**

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form for Letter of Approval of Factory Operation (FORM-ID3-1)</li> <li>2. Copy of the General Completion Certificate issued by MJTD</li> <li>3. Any documents that the Industrial Section of OSSC requires</li> </ol>
Code and Regulation	Private Industrial Enterprise Law 1990 and related Rules and Orders
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form (FORM-ID3-1) with required documents either in person or online to the Front Office of OSSC.</li> <li>2. When all documents submitted are accepted, the Industry Section of OSSC issues and provides a Letter of Approval of Factory Operation to the Applicant through the Front Office of OSSC.</li> </ol>
Fee	None
Time Frame	<ul style="list-style-type: none"> <li>- Same day if submitted the application before noon</li> <li>- Next day if submitted the application after noon.</li> </ul>
Remarks	Obtaining the Approval of Factory Operation shall be required to

	manufacturers in general. Other investors are not required to obtain it, if they have not a manufacturing process in their authorized operation.
--	--

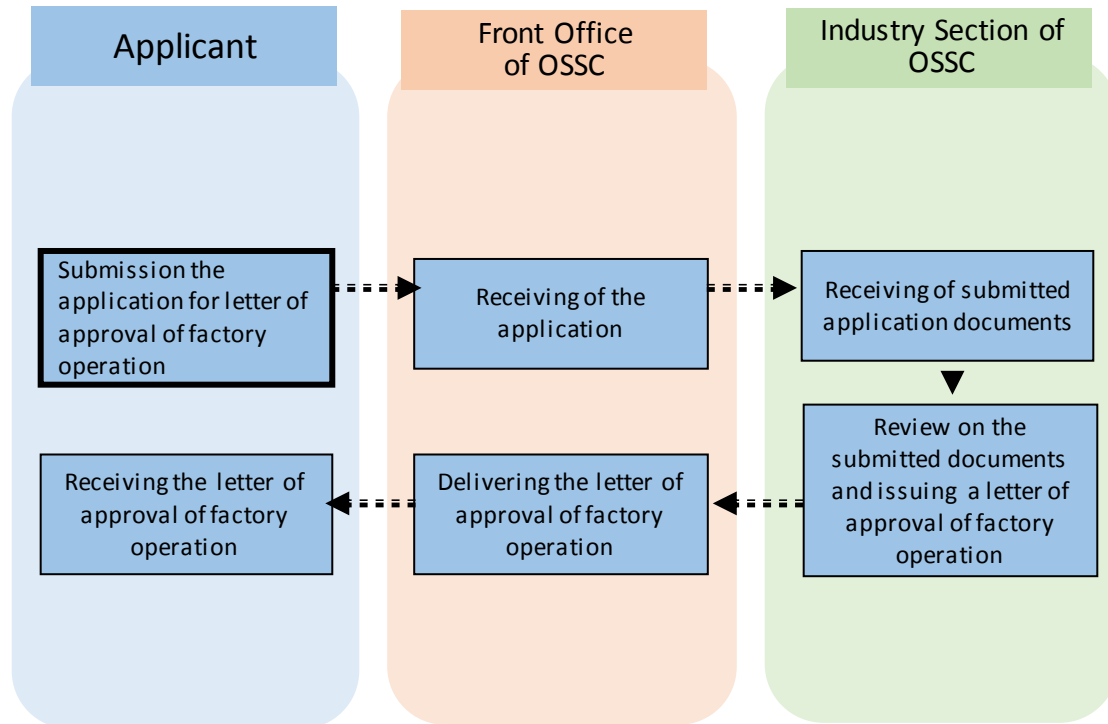


Figure VIII-4: Operation Procedures for Letter of Approval of Factory Operation

**List of Forms**

Form No.	Name
FORM-ID1-1	Sample of Covering Letter for Electricity Installation Plan
FORM-ID1-2	Information Sheet for Electricity Installation Plan
FORM-ID1-3	Request Letter to the Industry Section of OSSC and the MJTD
FORM-ID1-4	Record of Electricity Inspection
FORM-ID1-5	Application Form for the Renewal of Electricity Certificate
FORM-ID2-1	Sample Cover Letter for Boiler Registration
FORM-ID2-2	Information Sheet for Boiler Installation Plan
FORM-ID2-3	Application Form for Boiler Inspection
FORM-ID2-4	Record of Boiler Inspection
FORM-ID2-5	Application From for Renewal of Boiler Certificate
FORM-ID3-1	Application Form for Letter of Approval of Factory Operation



**FORM-ID1-1 Sample of Covering Letter for Electricity Installation Plan**

**COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit for Electricity Installation Plan in three (3) original sets of the application form (FORM-ID1-1 and FORM-ID1-2) with one (1) original set of the Approval Letter for Electrical Design by MJTD and drawings with 3 sets of CD-ROM.

Yours sincerely

\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal

**FORM-ID1-2 Information Sheet for Electricity Installation Plan**

Date:

**Project Name:**

1. General Information	
1)	The Applicant
	Company Name
	Company Address
	Person in Charge
	E-mail Address
	Tel No.
2)	The Certified Electrician
	Company Name
	Company Address
	Name of the Supervisor
	License No.
	E-mail Address
	Tel No.
3)	The Contractor
	Company Name
	Company Address
	Name of the Site Agent
	E-mail Address
	Tel No.

2. Schedule of Electricity Installation Work	
	Commencement Date
	Completion Date

3. Approval No.	
Building Permit	TSEZ-BP-xxx (Date of Issue: )
Fire Safety Certificate	TSEZ-FSC-xxx (Date of Issue: )
ECPP	TSEZ-EP-xxx (Date of Issue: )

4. Attached Documents	
	Copy of License of the Certified Electrician with required documents
	Schedule Chart of Electricity Installation Work

Industry Section of OSSC Use Only	
	Received Date
	Name

**FORM-ID1-3 Application for Electricity Inspection**

**Application for Electricity Inspection**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

Officer and General Manager Operation Department

Myanmar Japan Thilawa Development Ltd.

We hereby submit “Application for Electricity Inspection” for the building works of the following construction project.

1. Project Name:

2. Approval No. of Building Permit:

3. Inspection requested: (\*Make a check in appropriate inspection)

- 1) Inspection for Transformer Electricity
- 2) Inspection for Internal Wire Safety
- 3) Inspection for Generator Electricity Safety

4. Estimated Date and Time of Inspection:

Applicant

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

---

**FORM-ID1-4 Record of Electricity Inspection**

**Record of Electricity Inspection**

1. Project Name:
2. Inspection for    New Electricity Certificate    Renewal of Electricity Certificate
3. Items to be Inspected:  
    Transformer Electricity Safety    Internal Wiring System    Generator Electricity Safety
4. Date and Time of Inspection:
5. Attendants of the Inspection:

	Name	Position
1)		
2)		
3)		
4)		
5)		
6)		

6. Comments and/or Instruction by the Inspector:

	Issues	Comments and/or Instructions

---

Name of Inspector:  
Industry Section  
One Stop Service Center  
Thilawa Special Economic Zone

---

Name of Inspectors:  
Myanmar Japan Thilawa Development  
Ltd.

---

**FORM-ID1-5 Application for Renewal of Electricity Certificate**

**Application for Renewal of Electricity Certificate**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for Renewal of Electricity Certificate in 2 sets of the required documents.

1. Company Name:

2. Electricity Certificate No.:

3. Date of Expired of the Electricity Certificate:

4. Any change from the electricity system permitted by the existing Electricity Certificate

Yes

No

*Note: If the answer is "Yes", please submit documents and drawings of Electricity System before and after the change with this application form to Industry Section of One Stop Service Center. After checking the documents and drawings submitted, Industry Section will inform you that whether the Electricity Inspection is required or not for the changed Electricity System.*



Applicant

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**FORM-ID2-1 Sample of Covering Letter for Boiler Installation Plan  
COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Industry Section  
One Stop Service Center  
Thilawa Special Economic Zone Management Committee

We hereby submit a Boiler Installation Plan in 2 sets of the required documents and drawings with 2 sets of CD-ROM, together with the application fee of MMK XXXXX-.


Yours sincerely

\_\_\_\_\_  
Name

Title

Company Name

Company Address



Company Seal

**FORM-ID2-2 Information Sheet for Boiler Installation Plan**

**Information Sheet for Boiler Installation Plan**

Date: \_\_\_\_/\_\_\_\_/201\_\_

<b>1</b>	<b>Applicant</b>		
	Name of Applicant:		
	Authorized Operation:		
	Address:		
	Contact:	Tel No.: _____ E- address: _____	
	Investment Permit:	TSEZ-IP-xxx (Date of issue: _____ )	
	Building Permit No:	TSEZ-BP-xxx (Date of issue: _____ )	
	Fire Safety Certificate:	TSEZ-FSC-xxx (Date of issue: _____ )	
	ECPP	TSEZ-EP-xxx (Date of issue: _____ )	
<b>2</b>	<b>Boiler Information</b>		
	Purpose of Use		
	Model		
	Boiler Type		
	Name of Manufacturer		
	Year of Manufacture		Country of Manufacture
	Equivalent Evaporation	kg/ hour	
	Combustion System		
	Fuel	<input type="checkbox"/> Oil <input type="checkbox"/> Heavy oil <input type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Others ( _____ )	
<b>3</b>	<b>Boiler Installation Plan</b>		
	Location	<input type="checkbox"/> GF <input type="checkbox"/> 1F <input type="checkbox"/> Underground <input type="checkbox"/> Others ( _____ )	
	Boiler Room	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Used Floor Area (sqm)		
	Estimated Schedule		
	Distance b/w Boiler and Fuel Tank		m
<b>4</b>	<b>Attached Documents and Drawings</b>		
	<input type="checkbox"/> Certificate of Manufacturing Inspection by an inspection authority <input type="checkbox"/> Certificate of Product by a manufacturer <input type="checkbox"/> Certificate of manufacturing and testing by a steel maker <input type="checkbox"/> Material Certificate of physical and chemical properties <input type="checkbox"/> Detailed drawing of boiler including specification and materials <input type="checkbox"/> Layout Plan for Boiler Installation <input type="checkbox"/> List of equipment/parts for mountings and fittings <input type="checkbox"/> Copy of Invoice <input type="checkbox"/> Other items _____		

We hereby certify that above information is correct.

Applicant; Name: \_\_\_\_\_

Signature: \_\_\_\_\_

OSSC record:

Received : ____ / ____ / _201_	Checked : ____ / ____ / _201_	Registered : ____ / ____ / _201_
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____



**FORM-ID2-3 Application for Boiler Inspection**

**Application for Boiler Inspection**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit “Application for Boiler Inspection” for the following Boiler Installation Plan accepted by the Industry Section of OSSC on dd/mm/yyyy.

1. Company Name:

2. Application No. of Submission of Boiler installation Plan:

3. Estimated Date and Time of Inspection:

Applicant

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Attachments, if any

---

**FORM-ID2-4 Record of Boiler Inspection**

**Record of Boiler Inspection**

1. Project Name:
2. Inspection for    New Boiler Certificate    Renewal of Boiler Certificate
3. Date and Time of Inspection:
4. Attendants of the Inspection:

	Name	Position
1)		
2)		
3)		
4)		
5)		
6)		

5. Comments and/or Instruction by the Inspector:

	Issues	Comments and/or Instructions

---

Name of Inspector:  
Industry Section  
One Stop Service Center  
Thilawa Special Economic Zone

**FORM-ID2-5 Application for Renewal of Boiler Certificate**

**Application for Renewal of Boiler Certificate**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for Renewal of Boiler Certificate in 2 sets of the required documents.

1. Company Name:

2. Boiler Certificate No.:

3. Date of Expired of the Boiler Certificate:

4. Estimated Date and Time of Inspection:

5. The Number of Boilers to be Renewed:

Product Model:

Product Number:

Applicant

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone. \_\_\_\_\_

---

**FORM-ID3-1 Application for the Letter of Approval of Factory Operation**

**Application for the Letter of Approval of Factory Operation**

Date:

Reference No.:

Attention: Head of Industry Section  
One Stop Service Center  
Thilawa Special Economic Zone Management Committee

We hereby apply for a Letter of Approval of Factory Operation for the following project.

1. Company Name:
2. Electricity Certificate No.:
3. Boiler Certificate No. (if any):
4. Building Completion Certificate No. :

Yours sincerely

\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal

Attachment

1. Copy of Completion Letter issued by the Myanmar Japan Thilawa Development Ltd.