



Supported by



MyCO USER GUIDE

How to register a company online in Myanmar

Making it Easy to Invest in Myanmar

MyCO (Myanmar Companies Online) is an e-government initiative by the Government of Myanmar to make company registration fast, easy, convenient, cost-effective, efficient and reliable in Myanmar. MyCO provides a platform for companies to be registered online. People from all over Myanmar and abroad can register their companies in Myanmar online via the Internet, thus making registering a company in Myanmar faster, cheaper and easier than ever.

HOTLINE AND TECHNICAL SUPPORT

The Myanmar Companies Online Registry
Directorate of Investment and Company Administration (DICA)

Phone: +951 658103

Hotline: 1887

Fax: +951 658143

Email: dica@mptmail.net.mm

Address: No. 1, Thitsar Road, Yankin Township, Yangon

Office Hours: Mon - Fri 09:30am - 4:30pm

Or click on the link: <https://www.myco.dica.gov.mm/public/techsupport.aspx>

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PREFACE

Registration is the first step a businessperson will be required to take before incorporating a company or making an investment in Myanmar, whether that person is a citizen of Myanmar or a foreigner.

Passed by the Parliament on 23 November 2017, the new Companies Law replaces an Act that was more than 100 years old with legislation that is world's best practice. Together with the new Myanmar Investment Law, the new Companies Law represents an attractive and effective platform on which foreign and local investors can develop new businesses, create employment and contribute to Myanmar's growing economy. The Myanmar Companies Law 2017 came into effect on 1 August 2018. In support of the implementation of the new Law, the Myanmar Companies Online (MyCO) registry has been launched at www.myco.dica.gov.mm. The Myanmar Companies Online (MyCO) registry permits the electronic registration of companies means in accordance with the Myanmar Companies Law 2017 and provides reliable and up-to-date information on all registered companies.

This guidebook aims at providing an easy-to-follow instruction on how to register a company on MyCo. The guidebook is developed by the Directorate of Investment and Company Administration (DICA), with technical and financial assistance provided by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), commissioned by the German Federal Ministry for Economic Cooperation and Development. The information herein is aimed at making it easier for business people to register a company in Myanmar by making the process more transparent, more understandable and thus more cost and time effective.

GETTING PREPARED

WHY REGISTERING YOUR BUSINESS ON-LINE? WHY MyCO?

It is ***fast***

- It will take only 1 day, or even half a day, to register your company (compared with 2-3 days before).
- Much less time to fill in the form.

It is ***convenient***

- Can be done anywhere: at home, at a café, an internet café, at a business consulting or law firm.
- No need to travel to or show up at DICA office.
- Do it at your own pace (you can save the incomplete forms on works in progress)
- You can keep track of the status of the application documents.
- Immediate interaction with business registrar at DICA online or via telephone.
- Access to your company profile information at any time.
- You can even submit your application at night.

It is ***cheap*** and ***cost-effective***

- No additional costs or fee involved as compared with the traditional way.
- No more document fees.
- It save a lot travel costs (to DICA offices), especially when you are located in far-flung areas.
- Help to save a lot of time for travel and for queuing at DICA offices.

It is ***reliable*** and ***secure***

- All electronics forms, signatures are as valid as paper forms.
- All of the information provided is confidential and securely protected at DICA.

ALL YOU NEED TO START ARE...

An access to a **computer** with **Internet** connection.



If you don't have a computer, there is no need to buy one. You can do it at an internet café or at the computer of a friend or of a neighbor.



*Preferred Internet browsers: **Chrome** and **Firefox***

An **email address**:

- Great if you already have one. Otherwise, it can be easily registered with Gmail, Hotmail...



A **telephone number** is not compulsory but can facilitate your direct communication with the registrar at DICA.

- Fixed line or mobile phone are all fine.

A **credit card** or **MPU card** for online payment

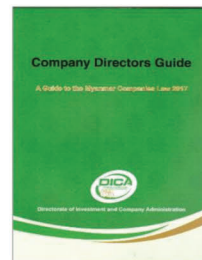
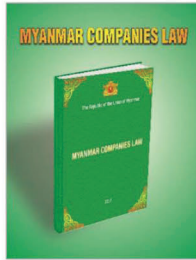


If you do not have a credit card, no worry. Payment for fee can be made at **DICA Front Desk** Office.



BEFORE YOU START...

It is recommended that you **read**....



And **search** for information at **MyCO website**

www.myco.dica.gov.mm

AND

- You **talk** to other business people
- You **consult** with business consultants/ lawyer (if relevant)

You will know



- ✓ The corporate type that you choose
- ✓ Useful information for registering your company.



TIP: After knowing the corporate type you choose, it is highly recommended you download the relevant Application Form on DICA's website and study it in advance.

NOW, let's proceed with the following easy steps to register your company online with MyCO...



REGISTER YOUR COMPANY ONLINE AT MyCO

STEP 1: CREATE YOUR ACCOUNT AT MYCO

Go to the official DICA MyCO website at:

www.myco.dica.gov.mm



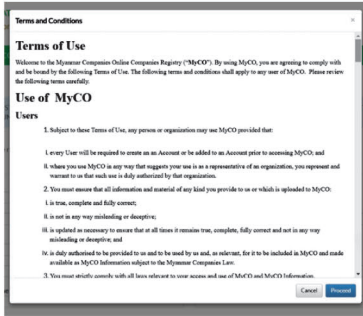
Your account is important in all transactions with DICA will be through the account. It allows you to access MyCO, register new companies, lodge change filings, order company documents and extracts, and request company authority. You do not need to create an account to perform a Company Search on MyCO.

Click on **CREATE AN ACCOUNT** and fill in the form with accurate information

A screenshot of the 'Create Account' form on the MyCO website. The navigation bar at the top is green with white text for 'HOME', 'MYCO GUIDES', 'COMPANY SEARCH', 'HELP', 'CREATE AN ACCOUNT', and 'LOG IN'. The form title is 'Create Account' with a green 'SAVE' button and an orange 'CLOSE' button. A light blue box contains the text: 'IF YOU WOULD LIKE TO REGISTER A NEW COMPANY OR ORDER COMPANY DOCUMENTS, YOU WILL NEED TO CREATE AN ACCOUNT TO ACCESS FORM TO CREATE AN ACCOUNT. ALL ACCOUNTS REQUIRE AN EMAIL ADDRESS TO ACCESS THE SYSTEM AND RECEIVE SYSTEM NOTIFICATIONS.' Below this is a checkbox with the text 'Click here to indicate you have read and agree to the Terms and Conditions of the Myanmar Companies Online.' The 'General' section has three input fields: 'Name Of Business (Optional)', 'Full Name In English *', and 'Full Name In Myanmar (Optional)'. The 'Full Name In English *' field is highlighted with a red border, indicating it is a required field.

TIPS: You can save the incomplete form by clicking **SAVE** button to continue the form at later stage.

Agree on the Terms of Use, by check the box and click on “Click here”.



Create Account

SAVE CLOSE

IF YOU WOULD LIKE TO REGISTER A NEW COMPANY OR ORDER COMPANY DOCUMENTS, YOU WILL NEED AN ACCOUNT. ALL ACCOUNTS REQUIRE AN EMAIL ADDRESS TO ACCESS THE SYSTEM AND RECEIVE SYSTEM

[Click here](#) to indicate you have read and agree to the Terms and Conditions of the Myanmar Companies Online.

General

Name Of Business (Optional)

MIG MG Associates



Read the Terms of Use and click on **Proceed**. Click on box Proceed if agree to the terms.

Super! You will see this message. Your account has been created.



Create Account

CLOSE

Your account has been created.



Now you can LOGIN to proceed with the application and transacting with DICA. You need to login whenever you wanted to interact with DICA online or see and perform changes in your company profile.

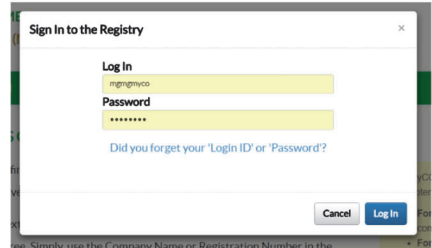
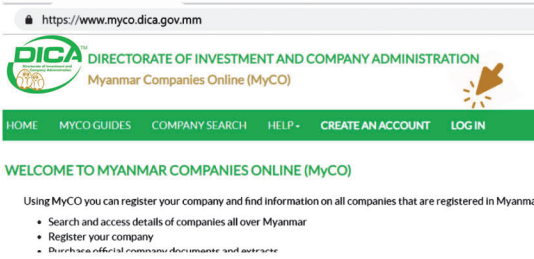


IMPORTANCE:

- Remember your login ID and password or save them in a safe place.
- If you forget your password or ID, DICA can support with providing you a new password.

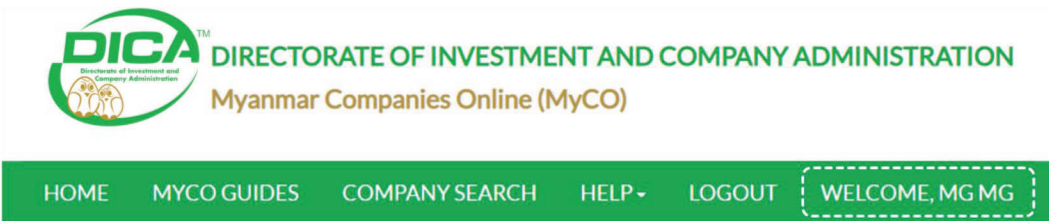
STEP 2: REGISTER YOUR COMPANY AT MYCO

1 LOG-IN



To perform any transaction with DICA, including registering your company, you need to do it through your account. So, first you need to login your account, using your login name and password.

After you are logged in, you **login name** appears on the topic bar.



Account Home

From this account homepage, you may go to any of the pages listed below. When you complete a transaction,

2 PERFORM NAME CHECK

HOME MYCO GUIDES COMPANY SEARCH HELP+ LOGOUT WELCOME, MG MG

Account Home

From this account homepage, you may go to any of the pages listed below. When you complete a transaction,

NEW FILINGS AND SEARCHES

COMPANY SEARCH

Search for a company that has been registered in MyCO.

REGISTER A NEW COMPANY / ENTITY

Start by registering your new company / entity using our online portal

RE-REGISTER AN EXISTING COMPANY / ENTITY

LODGE OTHER FILINGS

Click here to perform name check



HOME MYCO GUIDES COMPANY SEARCH HELP+ LOGOUT WELCOME, MG MG

COMPANY SEARCH

SEARCH CLOSE

You can search the MyCO registry for companies by Company Name in English or Myanmar or by the Registration Number. During the re-registration period, all prior registered companies that have not re-registered will be displayed

Enter the Company Name or Registration Number

Search

Company Name Starts With Company Name Includes Search by Registration Number

Enter the name that you wish for your company in the space bar



HOME MYCO GUIDES COMPANY SEARCH HELP+ LOGOUT WELCOME, MG MG

COMPANY SEARCH

SEARCH CLOSE

You can search the MyCO registry for companies by Company Name in English or Myanmar or by the Registration Number. During the re-registration period, all prior registered companies that have not re-registered will be displayed in the search results.

Enter the Company Name or Registration Number

Search

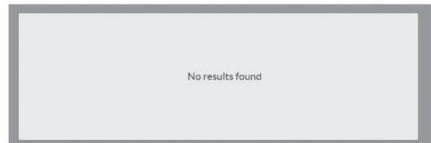
Company Name Starts With Company Name Includes Search by Registration Number

Registration Number	Company Name (English)	Company Name (Myanmar)
100112372	AYE AYE SHAWING MINING COMPANY LIMITED	အေးအေးရှင်း မြေထွက်ကုမ္ပဏီလီမိတက်
100131390	AYE AYE PHVO & GROUP COMPANY LIMITED	အေးအေးဖျို နှင့် အဖွဲ့ ကုမ္ပဏီလီမိတက်
101427021	AYE AYE THANT (AAT) COMPANY LIMITED	အေးအေးသင်္ဃန် အေးအေးတီ ကုမ္ပဏီလီမိတက်
105074069	SUCCESS AYE & FAMILY COMPANY LIMITED	အောင်အောင်အိမ်အေး အိမ်အေး ကုမ္ပဏီလီမိတက်

If the name already exists, all companies with same and similar name are displayed.



If the name does not exit, "No Result Found" will be displayed. Then you can choose the name for your company.



Please note this name when not displayed is not definite. It is still subject to review and double-check by DICA.

3 REGISTER YOUR COMPANY



HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

Account Home

From this account homepage, you may go to any of the pages listed below. When you complete a transaction,

NEW FILINGS AND SEARCHES

COMPANY SEARCH

Search for a company that has been registered in MyCO.



REGISTER A NEW COMPANY / ENTITY

Start by registering your new company / entity using our online portal

RE-REGISTER AN EXISTING COMPANY / ENTITY

LODGE OTHER FILINGS

Choose the **on-line form** which is relevant for the type of your company



TIPS: The **Company Director Guide** gives a very good instruction on the type of company which is relevant to your company.

HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

Register a New Company Entity

Forms available to file online: *

Click to Select

Click to Select

A-1 - Application for incorporation as a private company limited by shares

A-2 - Application for incorporation as a public company limited by shares

A-3 - Application for incorporation as a company limited by guarantee

A-4 - Application for incorporation as an unlimited company

A-5 - Application for registration by association as a company limited by guarantee

A-6 - Application for registration as a private company limited by shares under the Special Company Act 1950

A-7 - Application for registration as a public company limited by shares under the Special Company Act 1950

A-8 - Application for registration as an overseas corporation

COMPLETE THE FORM

Complete the form with all necessary information, e.g. if you chose to apply for incorporation a private company limited by shares.

Useful Notes when Filling the Form

- You can save the incomplete form and work on it later.

HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

SAVE DRAFT COMPLETE DELETE DRAFT CLOSE

Form A-1

Application for incorporation as a private company limited by shares

Company Directors Secretary Registered Office Principal Place Of Business Shares Members Constitution Signature Payment

- If you opt use your own institution (not the model one), get it ready in PDF form to upload.

- Information in all of these tabs need to be filled in.
- The tabs are in the order of the prescribed Form in PDF or paper

- In signature form, just type in your name
- Payment is the last step

If you see these icons

+ ADD

In some tabs, e.g. Directors, Secretary, Shares, Members, you see this icon. You need to click on it for the form to pop-up.

Upload PDF

When see this document, you need to upload the file and document required. Not uploading the file will result in you not being able to complete the process.

This field is required!

You can't complete the form without filling information in this space.



TIPS:

- Do not upload the wrong document.
- Get all the documents required prepared in PDF form by using the Checklist at the Annex of this guide.
- Copy all the files to be uploaded in a separate folder and name the files in a self-explanatory manner.

Your unfinished work, incomplete tasks

MANAGE MY WORK

COMPANIES I MANAGE

View details on all companies you manage.

ACTIVE FILINGS

View all active filings related to companies you manage. Use this list to find the current status of any filings that are open.

MY INCOMPLETE TASKS

You can continued to incomplete Application Form which you were working on by clicking here.



Click here to resume your unfinished Application Form



HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

Pending Tasks

SEARCH FILTERS

The Pending Tasks list displays all tasks currently assigned to you. The Workflow Step displays the type of task you are assigned to complete. To complete a workflow step, click the blue button to open the workflow step. The green button can be used to view the entire history of the filing.

Registration Number Company Name (English) Company Name (Myanmar)

On Hold Assigned To Me Date From Date To

Go	Task	Filing Form	Company Name (English)	Date Created	Doc #	Registration Num...	Assigned To
	Draft Filing	A.1: Application for incorporation as a private company limited by shares	MG MG MANDALAY LIMITED		10493760012		

PAYMENT

After completing the form and signing, you reach the tab *payment*:

[SAVE DRAFT](#) [COMPLETE](#) [DELETE DRAFT](#) [CLOSE](#)

Form A-1

Application for incorporation as a private company limited by shares

Company Directors Secretary Registered Office Principal Place Of Business Shares Members Constitution Signature **Payment**

11. Signed by Applicant

I certify that the information in this form and any document attached to this form are true and correct.

Here,
you have
2 options



a
b

Pay the fee **online** by clicking on Payment tab

- You don't need to travel and you will have the Transaction Report right after the successful payment.

Pay at **DICA Office**

- You can pay at DICA either by card or credit card.
- You need to go to DICA Office for the payment.
- You don't know immediately if the form you completed online has been complete.

a

If you choose to pay **ONLINE**, payment an invoice on the amount to be paid will pop up. You can pay by (i) credit card; or (ii) MPU online; or (iii) Fund Account (often used by business account)

Fee	Amount
Form A-1: Application for incorporation as a private company limited by shares	250,000.00 MMK
Total Fees:	250,000.00 MMK

Payment Date	Payment Type	Amount
		Total Paid: 0.00 MMK

Total Fees:	250,000.00 MMK
Total Paid:	0.00 MMK
Amount Owed:	250,000.00 MMK

Available Client Funds: 8,460,000.00 MMK
Pay Remainder From Client Balance:

Payment Amount:

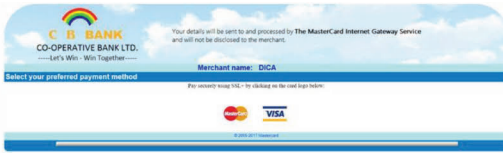
Type in the amount in the space bar and click here if payment by Fund Account

When paying by credit card or MPU, you will be directed to the MyCO secured payment gateway. Upon successful completion of payment, the filing will be submitted for processing. When using funds on account, the full amount will be deducted immediately upon submission.

[Pay by Credit Card](#) [Pay by MPU](#) [Pay Remainder From Client Balance \(Available Funds = 8,460,000.00 MMK\)](#)

Payment by Credit Card or MPU Online

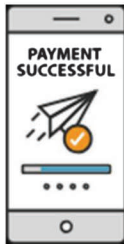
When paying by credit card or MPU, you will be directed to the MyCO secured payment gateway.



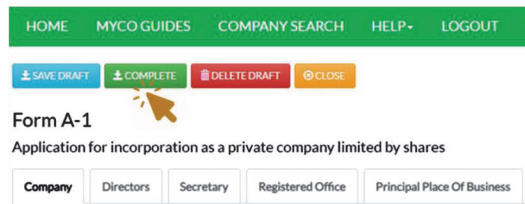
Proceed with using the payment interface by the bank or by MPU.



Upon successful payment, a window will pop up.



Then you click on the tab **COMPLETE**



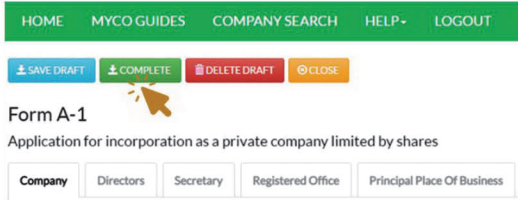
You will receive a Transaction Report upon the successful submission of the online Application Form and payment of the fee



Upon successful payment, a window will pop up.



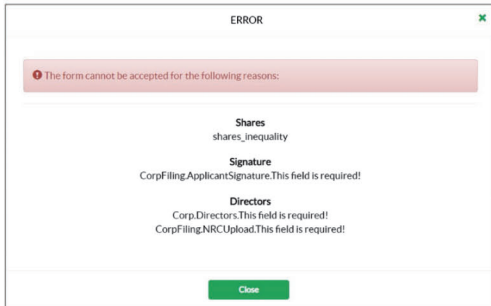
Then you click on the tab **COMPLETE**



You will receive a Transaction Report upon the successful submission of the online Application Form and payment of the fee



In some cases, you do not see a Transaction Report but:



- Don't be disappointed! You might have forgotten the signature, forgot to fill some required field or the share information is not correct.
- Fix the errors in the forms as indicated in the error messages. Then, click the **COMPLETE** tab again. You will get the Transaction Report when all errors are fixed.



b

If you choose pay at DICA office, after completing the form, click **Save Draft**



Form A-1

Application for incorporation as a private company limited by shares

Company	Directors	Secretary	Registered Office	Principal Place Of Business	Shares	Members	Constitution	Signature	Payment
---------	-----------	-----------	-------------------	-----------------------------	--------	---------	--------------	-----------	---------

11. Signed by Applicant

I certify that the information in this form and any document attached to this form are true and correct.



Travel to DICA



Pay by cash or by credit card



If your Application Form is **correct**. Great! You will get a **Transaction Report** from DICA Office right away.



If your form is **incomplete** or miss some attachment, DICA Office Front Desk will request you to **update** the form.

Update the form and click **COMPLETE**



Form A-1

Application for incorporation as a private company limited by shares

Then, you have the **Transaction Report**

DICATM
Ministry of Investment and
Co-Operation Administration

Transaction Report

Document Number: 10397920017
Company Name: APPLE GOLD MYANMAR COMPANY LIMITED
03/10/2018

AFTER TRANSACTION REPORT



After paying the fee, wait for results from DICA.

And check the application status from time to time



Check the **status** of the application.

MANAGE MY WORK



COMPANIES I MANAGE

View details on all companies you manage.

ACTIVE FILINGS

View all active filings related to companies you manage. Use this list to find the current status of any filings that are open.

MY INCOMPLETE TASKS

HOME MYCO GUIDES COMPANY SEARCH HELP LOGOUT WELCOME, MG MG

Companies I Manage

Q SEARCH @ close

Registration Number	Company Name in English	Company Name in Myanmar	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company Type	Company Status	Registration Date From	Registration Date To
--Select--	--Select--	<input type="text"/>	<input type="text"/>

Registration Number	Company Name	Company Type	Registration Date	Status
	KKK	Private Company Limited by Shares	04/10/2018	Pending
	MG MG MANDALAY LIMITED	Private Company Limited by Shares	03/10/2018	Pending

If everything is fine and there is no request for update from DICA. In that case, you will get this notice on your company status as **Registered** and with a **Registration Number!** CONGRATULATION!

Companies I Manage

SEARCH

CLOSE

Registration Number <input type="text"/>	Company Name in English <input type="text"/>	Company Name in Myanmar <input type="text"/>
Company Type -- Select --	Company Status -- Select --	Registration Date From <input type="text"/>
		Registration Date To <input type="text"/>

Registration Number	Company Name	Company Type	Registration	Status
		Overseas Corporation	13/09/2018	



Often it takes DICA only 1 day (even half a day) to approve and have your company registered. But it is important that you fill in the Application Form accurately and attach all required documents.



DICA might ask for some updates, revisions, to your Application. You can be contacted by DICA registrar by email or telephone or through the **messages on the account**.



Better to check **Active Filing** from time to time as DICA might leave you some messages there.



TIP

- Please make sure that your **email and telephone** number are correctly provided in the form so DICA can reach you.
- Check the **status** of the application from time to time on **COMPANY I MANAGE** and on **ACTIVE FILING**

View all active filings related to companies you manage. Use this list to find the current status of any filings that are open.

MANAGE MY WORK

COMPANIES I MANAGE

View details on all companies you manage.

ACTIVE FILINGS

View all active filings related to companies you manage. Use this list to find the current status of any filings that are open.

MY INCOMPLETE TASKS

The Active Filings list displays all filings you have lodged. The Workflow Step displays the current status of your filing. If your account has authority to complete the workflow step, the blue button will be displayed. Click the blue button to open and complete the workflow step. The green button can be used to view the entire history of the filing.

Registration Number	Company Name (English)	Company Name (Myanmar)	From Date				
To Date	Escalated	On Hold	Assigned To Me				
Go	Workflow Step	Filing Type	Company Name	Created On	Document Num.:	Registration Num.:	Assigned To
	Draft Filing	A-1: Application for Incorporation as a private company limited by shares	MG MG MANDALAY LIMITED		10493760012		

On this, you can see messages from DICA registrar and address to their request online, by clicking on these icons

Workflow Messages to see the workflow status, see notes and request from DICA Registrars.

Created At	Step Name	Status	Action	Created By	Assigned To / Completed By	Assigned At/Completed At	Note
Wed Oct 03 2018	Draft Filing	Completed	Complete		testerttm	Wed Oct 03 2018	
Wed Oct 03 2018	Registrar Document Review	Completed	Send Back for Revision		amit	Wed Oct 03 2018	Same Name. Please Change
Wed Oct 03 2018	Revise Filing	Pending					



Continued to complete the form or edit and update the form as per messages from the Workflow Messages and resubmit

Form A-1
Application for Incorporation as a private company limited by shares

The Directorate of Investment and Company Administration

Myanmar Companies Online

Document Updated

[Return to the Queue](#)

After successfully updating the forms satisfactorily to DICA, your company is registered. On Company I Manage, you will see your company status as *Registered* and with a *Registration Number*! CONGRATULATION!

Companies I Manage

SEARCH CLOSE

Registration Number	Company Name in English	Company Name in Myanmar	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company Type	Company Status	Registration Date From	Registration Date To
--Select--	--Select--	<input type="text"/>	<input type="text"/>

Registration Number	Company Name	Company Type	Registration	Status
		Overseas Corporation	13/09/2018	



TIPS: Get well-prepared and try to make the form as accurate, as complete (with information and attachments) as possible. It will make the registration of your company much faster.

***E-PROFILE OF YOUR COMPANY AND VALUE
ADDED SERVICES OF MyCO***

After registration, a company profile will be created and maintained at MyCO. The profile will contain all information about the company as they have been registered. Some of the information are made available to the public according to prevailing laws and regulations. Some information are available only to the people who have authority in the company. Depending on the level of authority, such people might see some or all information of the company or modify, update information of the company.

WHAT AND WHY COMPANY AUTHORITY?

Now your company has been registered, an **e-profile** of your company has been created and archived at DICA. You can do many things with it.



To perform these functions, your account must have Company Authority for that company.



In order to lodge filings to update company details for a company, your account must have Company Authority for that company. To track all companies for which you have Company Authority, access the Companies I Manage list from the Account Home Page.



Company Authority as *Administrator*

- If you are the one who register the company by using your account, you automatically have the full authority.



You can authorize other people (other directors or officers, or anyone) to have authority. For other directors, you authorize them full authority. For others (e.g. Company secretary), you can authorize full rights or only a few of the authority (e.g. to see company information only)

- Your company is registered by a service provider (e.g. a law firm, a business consulting firm), and you are the directly mainly responsible to manage/ administer the company profile. send a request for authority from your account, and DICA (or service provider) will approve it.
- Then, you can remove the Company Authority of the service provider (law firm, business consulting firm) if you wish to.



Company Authority as *User*

- You are one of the directors, but another director has the first Company Authority as he registered the company using his account or was the director to get the first priority from the service provider

- You are a person which have no shares, no ownership in the company, but the companies directors would like to authorize you to manage the company profile or to perform some functions on Company Profile.



You send a request for authority from your account, and the owners that register the company will approve it.

You might be given the full authority or only some of the authority (e.g. to see but not to modify or lodge new filing).

REQUEST FOR COMPANY AUTHORITY

First, you need to open an account and login (refer to the first section of this Guide).



Then, search for the company in which you request for Company Authority (e.g. your company).

HOME	MYCO GUIDES	COMPANY SEARCH
COMPANY SEARCH		
Q SEARCH	⊗ CLOSE	

Click on the company Registration Number.

Registration Number	Company Name (English)

This box will pop-up and you click on Request Company Authority

COMPANY PROFILE

REQUEST COMPANY AUTHORITY

Company Name (English)	Company Name (Myanmar)
Company Type	Status
Private Company Limited by Shares	Registered

FILING HISTORY ADDRESSES OFFICERS

Form/Filing Type

B-1 - Application for re-registration of a private company limited by shares

Fill in the box, attached additional information, and click on tab Request.

Request Company Authority

REQUEST CLOSE

In order to lodge filings to update company details for a company, your account must have Company Authority for that company. If any user on your account initially registered for the company, you will have Company Authority. To track all companies for which you have Company Authority, access the Companies I Manage list from the Account Home Page.

Requesting Account MG MG	Requested By MG MG	Company Name (English) AYE AYE KHAING MINING COMPANY LIMITED	Request Status Pending
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Request Date
07/10/2018

Workflow Step Notes - Click the Workflow History and Notes button to see initial request notes and all workflow step notes

Upload an additional information about an entity authority request

Attachments
+ Select File

- Then please wait, the person with highest Company Authority (administrator) to approve or your request (he might decline your request if if you are not eligible for Company Authority).
- If you are accepted, you are ready to perform many tasks and features on the e-profile of the company online.



- If you are directors of the company and the information (email and telephone) fit with those declared in the e-profile of the company, you will be automatically accepted by the system.
- To track all companies for which you have Company Authority, access the Companies I Manage list from the Account Home Page (this is mostly used by corporate account holder).

BENEFIT FROM MyCO VALUE-ADDED SERVICES

Now with Company Authority, after login, there is a lot you can do online, using many **value-added service of MyCO**, depending on the level of authority you are given.



(i) Search and find information on the companies e.g. filing history, officers, shareholding, companies authority, members, documents...



COMPANY PROFILE

REQUEST COMPANY AUTHORITY + NEW FILING PRINT CERTIFICATE REGENERATE CERTIFICATE EDIT CORPORATE FILING

Company Name (English) COMPANY LIMITED	Company Name (Myanmar)	Registration Number 101	Registration Date 24/08/2018
Company Type Private Company Limited by Shares	Status Registered	Foreign Company No	Small Company -

FILING HISTORY ADDRESSES OFFICERS SHAREHOLDINGS COMPANY AUTHORITY MEMBERS DOCUMENTS

Document No.	Form/Filing Type	Filing Date	Effective Date
10154240018	A-1 - Application for incorporation as a private company limited by shares	24/08/2018	24/08/2018

(ii) Modify, change and update some details about the companies, e.g. officers, members, addresses.



COMPANY PROFILE

REQUEST COMPANY AUTHORITY + NEW FILING PRINT OFFICERS

Company Name (English) COMPANY LIMITED	Company Name (Myanmar)	Registration Number 1017	Registration Date 24/08/2018
Company Type Private Company Limited by Shares	Status Registered	Foreign Company No	

FILING HISTORY ADDRESSES **OFFICERS** SHAREHOLDINGS COMPANY AUTHORITY MEMBERS DOCUMENTS

Name	Type	Nationality	N.R.C. (For Myanmar Citizens)
	Director	Myanmar	13/KAMA
	Director	Myanmar	13/KAMA

Officer Details

Close

Officer Type Director	Appointment Date Prior to 1/8/2018	Effective Date
Full Name in English MIN KHAING	Former Name in English	
Full Name in Myanmar	Former Name in Myanmar	
Nationality Myanmar	N.R.C. (for Myanmar citizens)/Passport(for foreign individuals) 13/KAMANA	
Other Nationalities, if applicable	Business Occupation	
Gender Male	Date of Birth	
Phone number 097806	Email address	
Address ... Nawarat Road, 41x42 Street, 52x53 Street Maharaungmyay, Mandalay, Myanmar		

(iii) Print out your Company Registration Certificate



COMPANY PROFILE

[REQUEST COMPANY AUTHORITY](#)
[+ NEW FILING](#)
[PRINT CERTIFICATE](#)
[REGENERATE CERTIFICATE](#)
[EDIT CORPORATE FILING](#)

Company Name (English) COMPANY LIMITED	Company Name (Myanmar)
Company Type Private Company Limited by Shares	Status Registered



(iv) Lodge new and other filings and documents



HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

COMPANY PROFILE

[REQUEST COMPANY AUTHORITY](#)
[+ NEW FILING](#)

Company Name (English) CO., LTD.	Company Name (Myanmar)
Company Type Private Company Limited by Shares	Status Registered

[FILING HISTORY](#)
[ADDRESSES](#)
[OFFICERS](#)

Form/Filing Type
A - 1 - Application for incorporation as a private company limited by shares

HOME MYCO GUIDES COMPANY SEARCH HELP- LOGOUT WELCOME, MG MG

LODGE OTHER FILINGS

[SUBMIT](#)
[CLOSE](#)

You can use this page to lodge a filing for a company. Search for the Company by Registration Number. If the Registration Name. You will need to select the Form Category which will populate the Forms Available to File for the Company.

Form Category -- Select --
 Forms Available to File -- Select --

- C - Change of Company Details and/or Share Capital Matters
- D - Change of Directors and/or Officers
- E - Overseas Corporations
- F - Change of Company Type
- G - Public Company Filings
- H - Mortgages and Charges
- I - Compliance Filings
- J - Winding Up
- AR - Annual Return

-- Select --



- Click on the Form Category, then the relevant Forms Available to File.
- Fill in the forms and the required attachments.

(v) Approve or decline Company Authority request



Request Company Authority

[Cancel request](#) [View request](#) [Withdrawal for Request](#) [@ Home](#) [/ Request Company Authority Request](#)

In order to lodge filings to update company details for a company, your account must have Company Authority for that company. If any user on your account initially registered the company or has lodged filings in the past for the company, you will have Company Authority. To track all companies for which you have Company Authority, access the Companies | Manage list from the Account Home Page.

Requesting Account MG MG	Requested By MG MG	Company Name (English) NESCO CO., LTD.	Request Status Pending
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corp_entityauthority_wfnote_review

Upload an additional information about an entity authority request

Attachments
NOTE: attachments are accepted only in PDF



In approving a request for Company Authority, you can authorize him/ her to a certain level, e.g. full authority, or just some authority like to see the information but cannot change it.

In addition, you can...



Manage your Fund
Account



Update and View Client
Account Information



Change
Password



(vi) Manage Fund Account



You can use this feature for payment and replenishing fund account.

ACCOUNT ACTIVITIES

FUND ACCOUNT

Fund client account payment

UPDATE OR VIEW CLIENT ACCOUNT INFORMATION

You can use this feature to manage users on your account, view your accounts financial history, and update contact information.

CHANGE PASSWORD

HOME MYCO GUIDES COMPANY SEARCH HELP LOGOUT WELCOME

Fund Account

Account Number: 102423796

Account Name: MG MG

Paid By Name: MG MG

Paid By Phone: 0921234567

Paid By Email: mgmgmyco@gmail.com

Amount (MMK):

Type: Credit Card MPJ

(vii) View or update client account information



You can use this feature to manage users on your account, view your accounts financial history, and update contact information

ACCOUNT ACTIVITIES

FUND ACCOUNT

Fund client account payment

UPDATE OR VIEW CLIENT ACCOUNT INFORMATION

You can use this feature to manage users on your account, view your accounts financial history, and update contact information.

CHANGE PASSWORD

HOME MYCO GUIDES COMPANY SEARCH HELP LOGOUT WELCOME MG MG

ACCOUNT PROFILE

General Financial Users Companies Order Document History

Account Name: MG MG

Account Number: 102423796

Account Type: Client

Date Opened: 03/10/2018

Account Status: Active

Fee Exempt?: No

Account Address - This address will be defaulted lodger information when filing new notices

Street Number and Street Name: 38 Street

Unit, Level, Etc.: 2

Quarter/City/Township: AungMye Tharzan

State/Region: Mandalay

Country: Myanmar

Postal Code:

▪ **Add a New User** – Click the Add User button at the top of the screen to add a new user. All users under your account will have access to all companies you currently manage. Complete the form to allow a user to access MyCO under your account. When you add new users, you will need to specify the access level they have.

▪ **Remove User Access** – If you no longer wish to have a user access MyCO under your account, you will need to deactivate them in the system. From the Users tab on the Account Profile, select the user and uncheck the Active tick box. This user will no longer have access to MyCO.

HOME | MYCO GUIDES | COMPANY SEARCH | HELP | LOGOUT | WELCOME, MCMG

User Profile

ADD USER | ADD COMPANY

User Detail | User History

User Detail

Active Client Account Number 100403796

Full Name in English * Full Name in Myanmar Language (Optional)

Phone

Email Address * Re-enter Email Address *

Street Number and Street Name * Unit, Level, Etc.

Quarter/City/Township * State/Region * Country *

User Information

Login ID * Password *

Permissions

Check the permissions that apply to this user:

- Change Password - Grant user the permission to change their own password.
- Check Administrator - Provides user access to manage the general and individual user's account information. User will be able to add new users, update account information, deactivate user.
- Check Personal Files - Provides user access to upload documents and files.

(viii) Change Password

ACCOUNT ACTIVITIES

FUND ACCOUNT
Fund client account payment

UPDATE OR VIEW CLIENT ACCOUNT INFORMATION
You can use this feature to manage users on your account, view your accounts financial history, and update contact information.

CHANGE PASSWORD

Change Password

Old Password *

New Password *

Confirm Password *



***ANNEXES – CHECKLIST OF DOCUMENTS TO BE
UPLOADED PER APPLICATION FORMS***

CHECKLIST OF DOCUMENTS TO BE PREPARED FOR UPLOAD WHEN COMPLETING THE COMPANY REGISTRATION FORM

To be well-prepared for the online registration, and to make sure that you will not miss any attachments as required by DICA in the online registration, depending on the type of company that you are registering, please prepare the following documents so they can be attached in the on-line registration form when requested. Please note that all of the file should be in PDF format.

A-1 | Application for incorporation as a private company limited by shares

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any).
- If the company will use its own constitution, attach a copy certified by the Applicant to this application.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-2 | Application for incorporation as a public company limited by shares

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any).
- A copy of the company's constitution certified by the Applicant.
- A copy of the list of members.
- If the proposed company name is already in use, attach the dissolving company consent to this application.
- The prescribed filing fee.

A-3 | Application for incorporation as a company limited by guarantee

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any).
- A copy of the company's constitution certified by the Applicant.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-4 | Application for incorporation as an unlimited company

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any). Application for incorporation as an unlimited company (continued).
- A copy of the constitution certified by the Applicant.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-5 | Application for registration by association as a company limited by guarantee

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any). Application for registration by an association as a private company limited by guarantee.
- A copy of the company's constitution certified by the Applicant.
- A copy of the list of members.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-6 | Application for registration as a private company limited by shares under the Special Company Act 1950

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any).

- If the company will use its own constitution, attach a copy certified by the Applicant to this application.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-7 | Application for registration as a public company limited by shares under the Special Company Act 1950

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) for each director and secretary (if any).
- A copy of the company's constitution certified by the Applicant.
- A copy of the list of members.
- If the proposed company name is already in use, attach the dissolving company's consent to this application.
- The prescribed filing fee.

A-8 | Application for registration as an overseas corporation

- Any additional pages required to supply the information required by this application.
- A copy of the N.R.C (for Myanmar citizens) or passport (for foreign citizens) of the authorised officer.
- Evidence of incorporation from jurisdiction of incorporation that is dated within 30 days of this Application.
- A copy of the company's constitution.
- A copy of the Myanmar language translation of the company's constitution and a summary statement in English duly certified by a director.
- If the proposed name is already in use, attach the dissolving company consent to this application.
- The prescribed filing fee.

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The Directorate of Investment and Company Administration (DICA)

No.1, Thitsar Road, Yankin Township, Yangon, Myanmar

Phone: 01 658103

E-Mail: dica@mptmail.net.mm

Website: www.dica.gov.mm

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Responsible U Thant Sin Lwin, Director General of DICA

Dr.Marlar Myo Nyunt, Deputy Director General of DICA

U Myo Min, Director, Company Affairs Division, DICA

Mr.Steffen Grammling, Head of Programme, GIZ

Author Le Duy Binh, Economica Vietnam

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D utiful
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we are **DICA**