Form (1)

Application for Issuance of Domestic Association Registration Certificate

(Rule 4)

To

Chairperson

_____ Registration Board

_____

Date: 20_, _____ Month, _____ Day

1. Name of Association (in Myanmar): _____
   (in English, if any): _____
2. Name of Chairperson and Secretary of Association: _____
3. Location of Associatidon, Contact Address, _____
   and Name of Office Person–in–Charge: _____
4. Date of Establishment of Association: _____
5. Name of Government Department or _____
   Organization Recommending the _____
   Association's Objectives and Work Plans: _____
6. Number of Executive Committee Members: _____
7. Number of Members: _____
8. Number of Staff: _____
9. Date of Application: _____
10. Contact Phone, Fax Number, Email: _____

To be attached:

(a) Contact addresses of branches and recommendation of the Township Administrator

(b) Objectives and work plans of the association

(c) Recommendation of government department or organization related to the association's objectives and work plans

(d) List of executive committee members, Form (1–A)

(e) Personal history of executive committee member, Form (1–B)

(f) List of association funds and property, Form (1–C)

(g) Articles of association, Form (1–D)

(h) Evidence of ownership, lease, or permission to use the premises for the association and its branches, and photographs of the office premises

(i) Undertaking to comply with the provisions of existing laws, Form (1–E)

(j) Undertaking to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design, Form (1–F)

(k) Social activities carried out

(l) Associations that will cooperate in implementing the association's objectives and work plans, Form (1–G)

(m) Power of attorney, if applying through a representative

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (1–A)

List of Executive Committee Members of_____ Association

Name of Association: _____

Location of Association: _____

Date of Application: _____

Sr. No.	**Name of Executive and Position**	**Father's and Mother's Name**	**Current Occupation and Actual Residential Address (specify clearly)**	**Previous Occupation and Permanent Address (specify clearly)**	**National Registration Card No. or Passport No.**
(1)	(2)	(3)	(4)	(5)	(6)

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (1–B)

Personal History of Executive Committee Member of _____Association

1.2"

Photograph

(Recent color photo within 6 months)

1.1"

1. Name: _____
2. Position in Association: _____
3. Father's Name: _____
4. Mother's Name: _____
5. Date of Birth: _____
6. Educational Qualifications: _____
7. Ethnicity, Religion: _____
8. National Registration Card No. or Passport No.: _____
9. Current Occupation: _____
10. Previous Occupations: _____
11. Spouse's Name: _____
12. Residential Address, Contact Phone Number, and Email Address: _____
13. Permanent Address: _____

To be attached:

(a) Copy of Citizen Identification Card (if Myanmar citizen) or copy of Passport and Residence Permit (if foreign executive member)

(b) Undertaking to comply with the qualifications for executive members in Rule 6

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

Residential Address: _____

Form (1–C)

List of _____Association Funds and Property

Sr. No.	Date of Donation	Name of Donor or Organization or Person and Details	Donor's Address	Amount Donated Money	Form of Donation via Bank or Cash	Type of Donated Item	Quantity	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (1–D)

Articles of Association

1. Name of Association and Definition
2. Location of Association and Contact Address
3. Seal, Mark, and Uniform Design of the Association (if any)
4. Objectives of the Association
5. Work Plans of the Association
6. Scope and System of Operation of the Association
   - (a) Form of cooperation with other associations
   - (b) Appointment of staff to carry out activities
   - (c) Methods to prevent financial disputes among executive members:
     - (1) Donations received shall be managed and spent with the agreement of executive members, donors, and relevant government organizations to prevent financial disputes among executive members.
     - (2) Spending of donations shall be reported to executive members, donors, and relevant government organizations quarterly.
     - (3) If any financial disputes or complaints arise, they shall be resolved in cooperation with the relevant government organizations.
     - (4) If resolution cannot be reached in cooperation with the relevant government organizations, disputes shall be resolved under existing laws.
7. Structure of the Association
   - (a) Composition of the Executive Committee:
     - (1) Patron (if any)
     - (2) Chairperson
     - (3) Vice–Chairperson (if any)
     - (4) Members
     - (5) Treasurer
     - (6) Accountant
     - (7) Secretary
     - (8) Joint–Secretary (if any)
     - (9) _____

   - (b) Functions and Duties of the Executive Committee:
     - (1) Chairperson
     - (2) Secretary
     - (3) Treasurer
     - (4) Accountant
     - (5) _____
   - (c) Formation of Working Committees to Implement Work Plans:
     - (1) _____ Committee
     - (2) _____ Committee
     - (3) _____ Committee

8. Holding of Meetings and Responsibilities
   (a) Holding of Meetings:
      (1) Method of holding
      (2) Frequency of meetings
      (3) Decision–making method (by vote / unanimous)
   (b) Responsibilities of Meetings
   (c) Methods for Selection and Removal of Members:
      (1) Membership
      (2) Expulsion
   (d) Other Rules of the Association to be included
9. Financial Regulations
   (a) Receipt of Donations
   (b) Maintenance of Association Funds and Property
   (c) Expenditure of Association Property
10. List of Association Funds and Property, Form (1–C)
    Note: Attach evidence with photographs.
11. Circumstances and Methods for Dissolution of the Association
   (a) Circumstances for Dissolution of the Association:
      (1) Inability to implement the association's objectives and work plans without domination by any executive member or group
      (2) No funds to implement the association's work plans
      (3) Absence of the required number of executive members
      (4) Occurrence of unforeseen circumstances
   (b) Methods for Dissolution of the Association:
      (1) Voluntary dissolution by the executive committee of the association
      (2) Request for dissolution by more than half of the executive members of the association
      (3) Court order for dissolution of the association due to non–compliance with the law
   (c) An association permitted to dissolve shall donate its property to another association holding a registration certificate under this Law or to a government department or organization.

XXXXXXXXXXXXXXXXXXXX

To be signed

Note: The Chairperson, Secretary, and all executive committee members of the association must sign.

Form (1–E)

Undertaking to Comply with the Provisions of Existing Laws

Date: _____

The _____ Association hereby undertakes to comply with the existing laws, rules, procedures, orders, and directives enacted in the Republic of the Union of Myanmar in its legal existence and activities as an association.

XXXXXXXXXXXXXXXXXXXX

To be signed

Note: The Chairperson, Secretary, and all executive committee members of the association must sign.

Form (1–F)

Undertaking Regarding the Name, Seal, Mark, and Uniform Design of the Association

Date: _____

The _____ Association hereby undertakes to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design.

XXXXXXXXXXXXXXXXXXXX

To be signed

Note: The Chairperson, Secretary, and all executive committee members of the association must sign.

Form (1–G)

Associations Cooperating in Implementing the Association's Objectives and Work Plans

Sr. No.	Name of Association	Term of Registration Certificate	Date of Commencement of Cooperation	Activities to be Cooperatively Implemented	Remarks
1					
2					
3					

Form (2)

Application for Issuance of International Non-Governmental Organization Registration Certificate

(Rule 19)

To

Chairperson
Union Registration Board

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Name of Head of Association in Home Country: _____
3. Name of Person-in-Charge of Association in the State: _____
4. Home Country of Association: _____
5. Number of Executive Committee Members: _____ (Myanmar citizens / foreigners)
6. Number of Members: _____
7. Number of Staff: _____
8. Location and Contact Address of Office in Home Country: _____
9. Contact Address of Association's Branch in Myanmar: _____
10. Name of Government Department or Organization Recommending the Association's Objectives and Work Plans: _____
11. Date of Application: _____
12. Contact Phone, Fax Number, Email: _____

To be attached:

(a) Brief history of the association
(b) Evidence of recognition in the home country and evidence of recognition by the home country association as the person-in-charge
(c) Objectives and work plans of the association
(d) Articles of association in the home country
(e) Memorandum of Understanding (Draft)
(f) Name of person-in-charge of each branch, number of branches, and contact addresses
(g) Social welfare activities carried out in Myanmar
(h) Evidence of ownership, lease, or permission to use the premises for the association and its branches, and photographs of the office premises
(i) Recommendation of government department or organization related to the objectives and work plans
(j) Recommendation of the Ministry of Investment and Foreign Economic Relations and the Ministry of Immigration and Population
(k) Written request for recommendation to the Ministry of Foreign Affairs

(l) Permission of the local administrative body in the area where activities will be carried out

(m) List of executive committee members, Form (1–A)

(n) Personal history of executive committee member, Form (1–B)

(o) List of association funds and property, Form (1–C)

(p) Method of managing association property in case of dissolution

(q) Undertaking to comply with the provisions of existing laws, Form (1–E)

(r) Undertaking to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design, Form (1–F)

(s) Associations that will cooperate in implementing the association's objectives and work plans, Form (1–G)

(t) Power of attorney, if applying through a representative

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (3)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

_____ Registration Board

Domestic Association Temporary Registration Certificate

(Rule 5)

An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a temporary registration certificate under Section 8(a) of the Law with No. Domestic/_____ (2022).

This certificate is granted to allow activities to be carried out under the Law Relating to the Registration of Association before the issuance of the final registration certificate, and shall be exchanged for the Registration Certificate to be issued under Section 8(d) of the Law if the stipulated conditions are met.

The association must comply with the terms and conditions stated on the reverse side of this temporary registration certificate.

For Chairperson

_____, Secretary

Date: 20_____, _____ Month, _____ Day

Terms and Conditions

1. An association holding a temporary registration certificate has the right to carry out the objectives and work plans stated in Form (1).
2. The temporary registration certificate shall not be amended, altered, or transferred.
3. The temporary registration certificate shall be displayed in a place visible to the public.
4. Responsible officials shall cooperate when they come to inspect the association.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, permission shall be obtained from the registration board.
14. When taking the registration certificate, the temporary registration certificate shall be returned.
15. When taking the registration certificate, a copy of the bank book opened in the association's name shall be submitted.

Form (4)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

Union Registration Board

International Non-Governmental Organization Temporary Registration Certificate

(Rule 20)

An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a temporary registration certificate under Section 18(a) of the Law with No. International/_____ (2022).

This certificate is granted to allow activities to be carried out under Section 18(a) of the Law Relating to the Registration of Association before the issuance of the final registration certificate, and shall be exchanged for the Registration Certificate to be issued under Section 18(d) of the Law if the stipulated conditions are met.

The association must comply with the terms and conditions stated on the reverse side of this temporary registration certificate.

For Chairperson

_____, Secretary

Date: 20_, _____ Month, _____ Day

Terms and Conditions

1. An association holding a temporary registration certificate has the right to carry out the objectives and work plans stated in Form (2).
2. The temporary registration certificate shall not be amended, altered, or transferred.
3. The temporary registration certificate shall be displayed in a place visible to the public.
4. Responsible officials shall cooperate when they come to inspect the association.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, permission shall be obtained from the registration board.
14. When taking the registration certificate, the temporary registration certificate shall be returned.
15. When taking the registration certificate, a copy of the bank book opened in the association's name shall be submitted.

Form (5)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

_____ Registration Board

Domestic Association Registration Certificate

(Rule 9(a))

1. An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a registration certificate under the Law Relating to the Registration of Association.

2. The registration certificate number of the said association is 1/ Domestic/_____ (2022) and is valid until _____ Year, _____ Month, _____ Day.

3. The association shall carry out its activities in accordance with the objectives and work plans on one side of this certificate and comply with the terms and conditions stated on the reverse side.

For Chairperson

_____, Secretary

Date: 20_, _____ Month, _____ Day

Terms and Conditions

1. The registration certificate shall not be amended, altered, or transferred.
2. The registration certificate shall be displayed in a place visible to the public.
3. Responsible officials shall cooperate when they come to inspect the association.
4. Only bank accounts opened in the association's name shall be used.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, or if the association is dissolved, permission shall be obtained from the registration board.
14. Activities shall be carried out only by executive members recorded by the relevant registration board after scrutiny.
15. Renewal of the registration certificate shall be applied for 90 days before the expiry of the registration term. Failure to do so will result in fines.

Form (5) (Annex A)

_____ Association Registration Certificate

Certificate No.: _____

Objectives: _____

_____

_____

Work Plans: _____

_____

_____

For Chairperson

_____, Secretary

Form (5) (Annex B)

_____ Association Registration Certificate

Certificate No.: _____

Branches: _____

_____

_____

For Chairperson

_____, Secretary

Form (6)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

Union Registration Board

International Non-Governmental Organization Registration Certificate

(Rule 24(a))

1. An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a registration certificate under the Law Relating to the Registration of Association.

2. The registration certificate number of the said association is 1/ International/ _____ (2022) and is valid until _____ Year, _____ Month, _____ Day.

3. The association shall carry out its activities in accordance with the objectives and work plans on one side of this certificate and comply with the terms and conditions stated on the reverse side.

For Chairperson

_____, Secretary

Date: 20_, _____ Month, _____ Day

Terms and Conditions

1. The registration certificate shall not be amended, altered, or transferred.
2. The registration certificate shall be displayed in a place visible to the public.
3. Responsible officials shall cooperate when they come to inspect the association.
4. Only bank accounts opened in the association's name shall be used.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, beyond the territorial scope stated at the time of registration, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, or if the association is dissolved, permission shall be obtained from the registration board.
14. Activities shall be carried out only by executive members recorded by the relevant registration board after scrutiny.
15. Renewal of the registration certificate shall be applied for 90 days before the expiry of the registration term. Failure to do so will result in fines.

Form (6) (Annex A)

_____ Association Registration Certificate

Certificate No.: _____

Objectives: _____

_____

_____

Work Plans: _____

_____

_____

For Chairperson

_____, Secretary

Form (6) (Annex B)

_____ Association Registration Certificate

Certificate No.: _____

Branches: _____

_____

_____

For Chairperson

_____, Secretary

Form (7)

Application for Renewal of Domestic Association Registration Certificate

(Rule 12)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association (in Myanmar): _____

   (in English, if any): _____

2. Name of Chairperson and Secretary of Association: _____

3. Location of Association, Contact Address,: _____

   and Name of Office Person–in–Charge

4. Date of Establishment of Association: _____

5. Name of Government Department or Organization Recommending the Association's Objectives and Work Plans: _____

6. Number of Executive Committee Members: _____

7. Number of Members: _____

8. Number of Staff: _____

9. Date of Application: _____

10. Contact Phone, Fax Number, Email: _____

To be attached:

(a) Contact addresses of branches and recommendation of the Township Administrator

(b) Objectives and work plans of the association

(c) Recommendation of government department or organization related to the association's objectives and work plans

(d) List of executive committee members, Form (1–A)

(e) Personal history of executive committee member, Form (1–B)

(f) List of association funds and property, Form (1–C)

(g) Articles of association, Form (1–D)

(h) Evidence of ownership, lease, or permission to use the premises for the association and its branches, and photographs of the office premises

(i) Undertaking to comply with the provisions of existing laws, Form (1–E)

(j) Undertaking to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design, Form (1–F)

(k) Social activities carried out

(l) Associations that will cooperate in implementing the association's objectives and work plans, Form (1–G)

(m) Power of attorney, if applying through a representative

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (8)

Application for Renewal of International Non-Governmental Organization Registration Certificate
(Rule 27)

To

Chairperson
Union Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Name of Head of Association in Home Country: _____
3. Name of Person-in-Charge of Association in the State: _____
4. Home Country of Association: _____
5. Number of Executive Committee Members: _____
   (Myanmar citizens / foreigners)
6. Number of Members: _____
7. Number of Staff: _____
8. Location and Contact Address of Office in Home Country: _____
9. Contact Address of Association's Branch in Myanmar: _____
10. Name of Government Department or Organization: _____
    Recommending the Association's Objectives and Work Plans
11. Date of Application: _____
12. Contact Phone, Fax Number, Email: _____

To be attached:

(a) Brief history of the association
(b) Evidence of recognition in the home country and evidence of recognition by the home country association as the person-in-charge
(c) Objectives and work plans of the association
(d) Articles of association in the home country
(e) Memorandum of Understanding (Draft)
(f) Name of person-in-charge of each branch, number of branches, and contact addresses
(g) Social welfare activities carried out in Myanmar
(h) Evidence of ownership, lease, or permission to use the premises for the association and its branches, and photographs of the office premises
(i) Recommendation of government department or organization related to the objectives and work plans
(j) Recommendation of the Ministry of Investment and Foreign Economic Relations and the Ministry of Immigration and Population
(k) Written request for recommendation to the Ministry of Foreign Affairs
(l) Permission of the local administrative body in the area where activities will be carried out

(m) List of executive committee members, Form (1–A)

(n) Personal history of executive committee member, Form (1–B)

(o) List of association funds and property, Form (1–C)

(p) Method of managing association property in case of dissolution

(q) Undertaking to comply with the provisions of existing laws, Form (1–E)

(r) Undertaking to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design, Form (1–F)

(s) Associations that will cooperate in implementing the association's objectives and work plans, Form (1–G)

(t) Power of attorney, if applying through a representative

The above facts are correct.

Applicant

Signature: _____

Name: _____

Position in Association: _____

National Registration Card No.: _____

Residential Address: _____

Form (9)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

_____ Registration Board

Domestic Association Renewed Registration Certificate

(Rule 16(a))

1. An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a renewed registration certificate under the Law Relating to the Registration of Association.

2. The renewed registration certificate number of the said association is 1/Domestic/_____ (2022) and is valid until _____ Year, _____ Month, _____ Day.

3. The association shall carry out its activities in accordance with the objectives and work plans on one side of this certificate and comply with the terms and conditions stated on the reverse side.

For Chairperson

_____, Secretary

Date: 20_, _____ Month, _____ Day

Terms and Conditions

1. The registration certificate shall not be amended, altered, or transferred.
2. The registration certificate shall be displayed in a place visible to the public.
3. Responsible officials shall cooperate when they come to inspect the association.
4. Only bank accounts stated at the time of application shall be used.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, or if the association is dissolved, permission shall be obtained from the registration board.
14. Activities shall be carried out only by executive members recorded by the relevant registration board after scrutiny.
15. Renewal of the registration certificate shall be applied for 90 days before the expiry of the registration term. Failure to do so will result in fines.

Form (9) (Annex A)

_____ Association Renewed Registration Certificate

Certificate No.: _____

Objectives: _____

_____

_____

Work Plans: _____

_____

_____

For Chairperson

_____, Secretary

Form (9) (Annex B)

_____ Association Renewed Registration Certificate

Certificate No.: _____

Branches: _____

_____

_____

For Chairperson

_____, Secretary

Form (10)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

Union Registration Board

International Non–Governmental Organization Renewed Registration Certificate

(Rule 31(a))

1. An association named _____, located at _____ Region or State, _____ District, _____ Township, _____ Ward or Village Tract, _____ Street, No._____, is hereby issued a renewed registration certificate under the Law Relating to the Registration of Association.

2. The renewed registration certificate number of the said association is 1/International/_____ (2022) and is valid until _____ Year, _____ Month, _____ Day.

3. The association shall carry out its activities in accordance with the objectives and work plans on one side of this certificate and comply with the terms and conditions stated on the reverse side.

For Chairperson

_____, Secretary

Date: 20_, _____ Month, _____ Day

Terms and Conditions

1. The registration certificate shall not be amended, altered, or transferred.
2. The registration certificate shall be displayed in a place visible to the public.
3. Responsible officials shall cooperate when they come to inspect the association.
4. Only bank accounts stated at the time of application shall be used.
5. In carrying out relief activities, measures shall be taken to avoid discrimination and harm.
6. To carry out emergency relief activities or activities in restricted areas, permission shall be obtained from the relevant organizations and cooperation shall be provided.
7. No activities shall be carried out beyond the stated objectives and work plans, for profit, beyond the territorial scope stated at the time of registration, interfering in the work of government departments, or mobilizing or persuading.
8. Association funds and property shall not be used for unlawful purposes, or to support or finance money laundering or terrorism.
9. Existing laws and the rules, regulations, by–laws, notifications, orders, and directives issued under the Law Relating to the Registration of Association shall be complied with.
10. No activities shall be carried out that may be detrimental to the perpetuation of sovereignty, the rule of law, security, and national solidarity of the State.
11. An activity report shall be submitted regularly every three months to the relevant Township Administrator, Township General Administration Department.
12. An annual report and financial statement shall be submitted regularly within the prescribed period to the registration board.
13. If there are any changes to the association's name, seal, mark, uniform design, objectives, work plans, executive members, address, opening or closure of branches, or if the certificate is damaged or lost, or if the association is dissolved, permission shall be obtained from the registration board.
14. Activities shall be carried out only by executive members recorded by the relevant registration board after scrutiny.
15. Renewal of the registration certificate shall be applied for 90 days before the expiry of the registration term. Failure to do so will result in fines.

Form (10) (Annex A)

_____ Association Renewed Registration Certificate

Certificate No.: _____

Objectives: _____

_____

_____

Work Plans: _____

_____

_____

For Chairperson

_____, Secretary

Form (10) (Annex B)

_____ Association Renewed Registration Certificate

Certificate No.: _____

Branches: _____

_____

_____

For Chairperson

_____, Secretary

Form (11)

Application to Change or Expand Objectives and Work Plans

(Rule 34)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Reason for Changing the Association's Objectives and Work Plans: _____
3. Contact Address of the Association: _____
4. Date of Application: _____

To be attached:

(a) Original objectives and work plans of the association

(b) New objectives and work plans to be changed or expanded (if changing location, permission from the relevant local administrative body)

(c) List of association funds and property, Form (1–C)

(d) Articles of association, Form (1–D), or articles of association in the home country

(e) Recommendation of the government department or organization related to the new objectives and work plans

(f) Memorandum of Understanding (Draft) to be signed for the new objectives and work plans (for INGOs)

(g) Executive committee meeting minutes approving the change of objectives and work plans

(h) Copy of the association's registration certificate

(i) Associations that will cooperate in implementing the association's objectives and work plans, Form (1–G)

The above facts are correct.

Chairperson

_____ Association

_____

Form (12)

Application to Change the Name of the Association

(Rule 37)

To

Chairperson

_____ Registration Board

_____

Date: 20_, _____ Month, _____ Day

1. Current Name of Association: _____
2. Proposed New Name of Association: _____
3. Reason for Name Change: _____
4. Contact Address of Association: _____
5. Date of Application: _____

To be attached:

(a) Proposed new name and its definition

(b) Objectives and work plans of the association

(c) Undertaking to comply with Section 28(b) of the Law when using the association's name, seal, mark, and uniform design, Form (1–F)

(d) Undertaking that the proposed new name does not contradict the objectives and work plans

(e) Recommendation of the relevant ministry regarding the name change

(f) Executive committee meeting minutes approving the name change

(g) Copy of the association's registration certificate

The above facts are correct.

Chairperson

_____ Association

_____

Form (13)

Application to Change Address, Open Branch, Expand Branch, or Reduce Branch of Association

(Rule 40)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Current Location and Contact Address of Association: _____
3. New Location and Contact Address for: _____
   Change, Opening, Expansion, or Reduction
4. Reason for Application: _____
5. Name of Person–in–Charge of Branch: _____
6. Date of Application: _____

To be attached:

(a) List of executive committee members at the branch, Form (1–A)

(b) Personal history of executive committee members at the branch, Form (1–B)

(c) List of association funds and property, Form (1–C)

(d) Social welfare activities to be carried out at the branch

(e) Executive committee meeting minutes approving the address change, branch opening, branch expansion, or branch reduction

(f) Evidence of ownership, lease, or permission to use the premises for the association and its branches, and photographs of the office premises

(g) Photographs (front, back, left, right) of the location for expansion or relocation, area, and confirmation from four directions

(h) Recommendation of the relevant Township Administrator, Township General Administration Department (for domestic associations) or the local administrative body (for INGOs)

The above facts are correct.

Chairperson

_____ Association

_____

Form (14)

Application to Change Executive Committee Members of Association

(Rule 43)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Number of Executive Committee Members: _____
3. Name of Executive Member to be Removed: _____
4. Name of Executive Member to be Added: _____
5. Name and New Position of Executive Member with Role Change: _____
6. Reason for Executive Change: _____
7. Contact Address of Association: _____
8. Date of Application: _____

To be attached:

(a) List of new executive committee members, Form (1–A)

(b) Personal history of new executive committee members, Form (1–B)

(c) Articles of association, Form (1–D), or articles of association in the home country

(d) If the new executive member is the person–in–charge of an INGO, evidence of recognition by the home country association

(e) Copy of Citizen Identification Card (if Myanmar citizen) or copy of Passport and Residence Permit (if foreigner)

(f) Executive committee resolution approving the change

(g) Certificate of good conduct from the relevant police station (for Myanmar citizens)

The above facts are correct.

Chairperson

_____ Association

_____

Form (15)

Financial Statement of _____ Association
From (.....) to (.....) (Kyats)
(Rules 2(f), 49(e), 50)

(Kyats)

Sr. No.	Item	Receipts	Sr. No.	Item	Payments
1	2	3	4	5	6
1	Balance from Previous Year (Opening)	xxxx		Payments for_____	Xxx
		xxxx		(1) time x ...	
2	Donations Received	xxxx		persons = ...	xxx
3	(Endowment)	xxxx		(2) time x ...	
4	Membership Fees	xxxx		persons = ...	
5	Received			(3) time x ...	
	Monthly Fees Received			persons = ...	
	Bank Interest Received			Support for	
				... persons x ... kyats	
				Special Support	
				... persons x ... kyats	
				Management and Communication Expenses	
				Membership Card Production	
				... persons x ... kyats	
				Postage = ... kyats	
				Office Expenses = ... kyats	
				Total Expenditure	
				Balance	
				Bank	
				Cash	
	Total	**xxxx**		**Total**	**xxxx**

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–A)

Ledger of Monthly or Annual Cash Book of _____ Association

Date		Voucher No.	Income	Ledger Reference		Amount				Bank			
						Kyats			Pyas	Kyats			Pyas

Auditor Treasurer Secretary Chairperson

Form (15–B)

General Ledger of _____ Association

Date	Particulars	Reference	Debit		Date	Particulars		Reference	Credit
			Kyats	Pyas		Kyats	Pyas		

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–C)

Monthly or Annual Adjustment Journal of _____ Association

Date	Particulars	Reference	Debit	Credit

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–D)

Receipts and Payments Account of _____ Association

(Kyats)

Sr. No.	Item	Amount	Bank		Sr. No.	Item	Amount	Bank
1	2	3	4		5	6	7	8
	Opening Balance	Xxxx	Xxxx			Expenditure	Xxxx	Xxxx
	Income	Xxx	Xxxx			Expenditure	Xxxx	Xxxx
	Income	Xxx	Xxxx			Expenditure	Xxx	Xxxx
	Income	xxx	xxxx			Closing Balance	xxx	xxxx
	Total	**xxxx**	**xxxx**			**Total**	**xxxx**	**xxxx**

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–E)

Income and Expenditure Account of _____ Association for the Year Ending the Day of _____

(Kyats)

Sr. No.	Item	Expentidure		Sr. No.	Item	Income
1	2	3		4	5	6
	Expenditure Net Profit (Excess of Income over Expenditure)	Xxxx xxxx			Income Net Loss (Excess of Expenditure over Income)	Xxxx xxxx
	Total	**Xxxx**			**Total**	**xxxx**

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–F)

Trial Balance of _____ Association

Sr. No.	Particulars	Debit	Credit
	Total		

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–G)

Fixed Assets Register of _____ Association

(Kyats)

Sr. No.	Name of Fixed Asset	Date of Completion or Purchase		Useful Life Determination	Depreciation	Current Carrying Value	Remarks
		Financial Year	Value				
1	2	3	4	5	6	7	8

Note: A separate record shall be kept for each type of fixed asset.

Auditor **Treasurer** **Secretary** **Chairperson**

Form (15–H)

Balance Sheet of _____ Association

(Kyats)

Sr. No.		**Capital and Liabilities**	**Amount**		**Sr. No.**		**Assets**	**Amount**
1		**2**	**3**		**4**		**5**	**6**
1		**Capital**	**xxxx**		**1**		**Fixed Assets**	Xxxx
	1	Balance as of previous year	xxxx			1	Land	Xxxx
	2	Balance as of previous month	Xxxx			2	Building (–) Depreciation	Xxxx
		Current Month	Xxxx			3	Air Conditioner (–) Depreciation	xxxx
	3	Excess Income from previous month	Xxxx			4	Computer (–) Depreciation	Xxxx
		Current Month	Xxxx			5	Furniture (–) Depreciation	Xxxx
2		**Long–term Liabilities**	Xxxx		**2**		**Current Assets**	xxxx
		Bank Loan (Long–term)	Xxxx				Cash on Hand	Xxxx
		Other Loan (Long–term)	Xxxx				Petty Cash	Xxxx
3		**Current Liabilities**	Xxxx				Bank Balance	Xxxx
		Prepaid Rent	Xxxx				Closing Bank Balance	Xxxx
		Bills Payable	Xxxx				Account No.	Xxxx
		Outstanding Expenses	xxxx				Account No.	Xxxx
							Account No.	Xxxx
							Account No.	Xxxx
							Account No.	Xxxx
							Bank Book with External Party	Xxxx
		Total	**xxxx**				**Total**	**Xxxx**

Auditor **Treasurer** **Secretary** **Chairperson**

Form (16)

Annual Report

(Rules 2(f), 50)

1. **Introduction (Background History)**
2. **Objectives**
3. **Work Plans**
4. **Social Activities Carried Out**
   - (a) Social activities funded
   - (b) Social activities supported with goods
   - (c) Social activities supported with labor assistance
   - (d) Social development and education activities
   - (e) Emergency social assistance activities
   - (f) Ability to open branches
   - (g) Signed Memorandum of Understanding
5. **Receipt of Association Funds and Property**
   - (a) Amount of money donated by donors or type, quantity, and value of donated goods
   - (b) Information about the donor or donating organization
   - (c) Method of donation:
     - (1) Contributions from domestic donors and organizations
     - (2) Contributions from foreign donors and organizations
     - (3) Contributions from members
   - (d) Records of receipt:
     - (1) Association's bank account
     - (2) Money receipt
     - (3) Record of receipt
6. **Maintenance of Association Funds and Property**
   - (a) Records of income, expenditure, and debts of the association
   - (b) Method of maintaining association property:
     - (1) Property and value existing at the time of establishment
     - (2) Property and value received from donations
     - (3) Property and value purchased by the association
     - (4) Property and value damaged or lost
   - (c) Association's bank accounts, debentures, social stocks, and bonds
   - (d) Evidence of ownership or lease of premises for the association and its branches
   - (e) List of property purchased with association funds or donated to the association in accordance with law, and copyrights
7. **Expenditure of Association Funds and Property**
   - (a) Annual Financial Statement (Form 15):
     - (1) Receipts and Payments Account (Form 15–D)
     - (2) Income and Expenditure Account (Form 15–E)
     - (3) Fixed Assets Register (Form 15–G)
     - (4) Balance Sheet (Form 15–H)

8. Ability to Hold Meetings

(a) Regular meetings

(b) Special meetings

(c) Meetings on financial expenditure

9. Conclusion

XXXXXXXXXXXXXXXXXXXX

To be signed

Note: The Chairperson, Secretary, and all executive committee members of the association must sign.

Form (17)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

_____ Registration Board

Administrative Action

Declaration No. /

_____ Year, _____ Month, _____ Day

(20__, _____ Month, _____ Day)

(Rule 66(a))

Name of Association: _____

Reason for Administrative Action: _____

_____

_____

_____

_____

_____

Reference Sections: _____

_____

_____

_____

Decision: _____

_____

_____

Chairperson

_____ Registration Board

Form (18)

Application for Permission to Copy Documents

(Rule 67(a))

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Applicant: _____
2. Subject Matter for Copy: _____
3. Date of Submission of Application: _____
4. Type of Document for which Copy is Sought:
   (a) _____
   (b) _____
   (c) _____
   (d) _____
   (e) _____
5. Number of Pages of Original Document to be Copied: _____
6. Type of Copy Required: _____
7. Relationship of Applicant to the Association: _____

Signature of Applicant: _____

Date: _____ Registration No.: _____

Application for copying documents submitted by _____ Association, Registration No. _____, is received on _____ Day _____ Month _____ Year at _____ Hour.

Signature of Supervising Officer: _____

Name: _____

Department: _____

Date: _____

Form (19)

The Government of the Republic of the Union of Myanmar

Ministry of Home Affairs

_____ Registration Board

Decision on Appeal or Review

Declaration No. /

_____ Year, _____ Month, _____ Day

(20____, _____ Month, _____ Day)

(Rule 69)

Name of Association: _____

Reason for Decision on Appeal or Review: _____

_____

_____

_____

_____

Reference Sections: _____

_____

_____

_____

Decision: _____

_____

_____

_____

Chairperson

_____ Registration Board

Form (20)

Application for Dissolution of Association

(Rule 70)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association: _____
2. Location and Contact Address of Association: _____
3. Reason for Dissolution: _____
4. Date of Application: _____

To be attached:

(a) List of executive committee members, Form (1–A)

(b) Personal history of executive committee members, Form (1–B)

(c) List of association funds and property, Form (1–C)

(d) Evidence prepared using Forms (15) to (15–H) showing remaining funds and property at the time of application

(e) Social activities carried out by the association

(f) Detailed plan for managing the association's funds and property

(g) Executive committee meeting minutes

(h) Recommendation of the relevant Township Administrator, Township General Administration Department (for domestic associations) or the local administrative body (for INGOs)

(i) Original registration certificate of the association

(j) Recommendation of the relevant government department or organization

The above facts are correct.

Chairperson

_____ Association

_____

Form (21)

Application for Issuance of Copy of Registration Certificate
(Rule 74)

To

Chairperson

_____ Registration Board

_____

Date: 20___, _____ Month, _____ Day

1. Name of Association (in Myanmar): _____
   (in English, if any): _____
2. Name of Chairperson of Association: _____
3. Location of Association and Contact Address: _____
4. Date of Establishment of Association: _____
5. Name of Government Department or Organization: _____
   Recommending the Association's Objectives and Work Plans
6. Number of Executive Committee Members: _____
7. Number of Members: _____
8. Reason for Damage or Loss of Registration Certificate: _____
9. Date of Application: _____
10. Contact Phone, Fax Number, Email: _____

To be attached:

(a) Contact addresses of branches
(b) Objectives and work plans of the association
(c) List of executive committee members, Form (1–A)
(d) Personal history of executive committee member, Form (1–B)
(e) List of association funds and property, Form (1–C)
(f) Articles of association, Form (1–D), or articles of association in the home country
(g) Undertaking to comply with the provisions of existing laws, Form (1–E)
(h) Executive committee meeting minutes
(i) Affidavit
(j) Recommendation of the Township Police Force
(k) Recommendation of the Township Administrator, Township General Administration Department

The above facts are correct.

Applicant

Signature: _____
Name: _____
National Registration Card No.: _____
Position in Association: _____
Residential Address: _____