

**The Government of the Republic of the Union of  
Myanmar**



**MYANMAR EMBASSY, SINGAPORE**

**GUIDE FOR APPLYING  
RECOMMENDATION LETTERS**

It is for your easy reference.

It is also available at [www.myanmarembassy.sg](http://www.myanmarembassy.sg).

Date; 26 December 2012

Consular Section  
Myanmar Embassy  
Singapore

The Government of the Republic of the Union of Myanmar

Myanmar Embassy, Singapore

Guidelines for application of recommendation letter

**Introduction**

1. The following step-by-step procedure is provided with an aim to make applicants, who are workers/ students/ dependents/ guardians legally residing in Singapore, known when they apply for recommendation letter.

**Step-by-step procedure**

- (a) Taking Online Appointment
- (b) Opening file for the application of recommendation letter
- (c) submission of application form for recommendation letter
- (d) Collection for recommendation letter

**(a) Taking Online Appointment**

2. For application of a recommendation letter, online Appointment is able to be taken at the website of Myanmar Embassy [www.myanmarembassy.sg](http://www.myanmarembassy.sg). On the appointment, an applicant has to come in person and collect recommendation letter on the same day if the necessary documents are submitted.

**Step-by-step procedure**

**(Steps to be taken in Morning)**

**From 0800 hrs to 1300 hrs**

**(b) Opening file for the application of recommendation letter**

3. To apply recommendation letter, initially online appointment has to be taken at the website of the Embassy [www.myanmarembassy.sg](http://www.myanmarembassy.sg). On the appointment, an applicant has to be at Embassy at 8:00 am and proceed to Passport Counter (1) for opening file for the application of recommendation letter. The duly-filled application forms for recommendation letter and paying income tax submitted by applicants who have already secured the Queue number to apply recommendation letter will be scrutinized at Counter No.1 between 0800hrs and 1300hrs.

(A letter of Attorney by applicant and Undertaking of Agent for application of the recommendation letter is available at Embassy. In this regard, the original and a copy of List of Household / Marriage Certificate for evidence of relationship are required to submit. The recommendation letter will be issued on the same day only after taking action at Embassy as the necessary documents is complete.)

**(c) Submission of application form for recommendation letter**

4. After opening file for the application of recommendation letter, applicants has to proceed to counter (5) or Counter (6) for submission of passport application form when your Queue Number is called on. The file in which the duly filled application forms for recommendation letter and other necessary documents made by Counter No (1) is submitted at the respective Counter when the Queue Number is called on.

5. Queue Numbers serviced by Counter (5) and Counter (6) will be appeared at TV Screen and Queue Board at Shelter. Applicants have to proceed to the respective counter when their Queue Number is called on. The applicants are kindly requested to wait comfortably for a while at the rest area/ shelter before calling out their Queue Numbers.

**(If Application of Endorsement for Invitation Letter for Monks/ Nuns from Myanmar to Singapore is submitted with all necessary documents before 1100 hrs, it will be issued on the same day with Gratis.)**

## **6. Requirements for application of issuing a Recommendation Letter**

- In order to apply a recommendation letter, all necessary documents (original and copy) have to be submitted before 1030 hrs at the Embassy.
- According to types of recommendation letter, required documents to be submitted have been explicitly stated.
- After scrutinizing submitted documents, officers concerned will accept applications. Requested recommendation letters will be issued at 1700 hrs on the same day.
- It is stated that a recommendation letter will not be issued if original of necessary documents is not submitted.
- Charge for issuance of a recommendation letter is S\$8, except for issuance of a recommendation letter for being a student and endorsement on invitation letters of monks/ nuns from Myanmar to Singapore.

**(If Recommendation letters with all necessary documents are submitted before 1030 hrs, they will be collected at 1700 hrs. on the same day.)**

**It is informed that action will be taken in accordance with the existing law and regulations against anyone who submits fake documents for application of issuance of recommendation letters.**

7. Recommendation Letter for being a Student is issued with Gratis. Recommendation Letter for being a Student will not be issued if validity of Student's ID card is expired or duration of studying is expired in accordance with a letter issued by University/ College / School concerned.

8. Recommendation letter for being a dependent of a Foreigner will be issued to those who got married with foreigners only when the original recommendation letter of S\$ 500 has been paid as a return-trip airfare to the Embassy is submitted.

**(It is advised that recommendation letters should be applied before departure to Myanmar. It is informed that according to the existing rules and regulations, the Embassy will not respond to any application made after arriving back Myanmar whatsoever reasons are provided.)**

9. A recommendation letter for being a dependent will be issued to those who are over 21years old offspring, the holder of PR's ID cards, only after examining their amounts of Central Provided Fund - CPF, their full-time Student's ID cards and letters issued by University/ College / School concerned.

**(The procedure to be taken in Morning will be completed.)**

**(Procedure to be taken in Afternoon)**

**From 1700 hrs to 1730 hrs**

**Collection for recommendation letter**

10. Anyone can collect the recommendation letter on the same day between 1700 hrs and 1730 hrs at Counter No.(7)of the Embassy. **The fee for issuance of a recommendation letter is S\$ 8.**

Dated; 26 December 2012

**Consular Section**

**Myanmar Embassy, Singapore**

To

Ambassador  
Myanmar Embassy  
Singapore

Dated; 15 September 2011

Subject: **Application of the Recommendation letter for being a Student**

1. I, Saw Myat Kay Thi, the holder of Myanmar Passport Number 272070 (date of issue; 21-06-2008), the son/daughter of U Soe Win reached to Singapore on 23 June 2010 and I has studied in Singapore Management University.

2. I would like to apply issuing the recommendation letter for being a Student.

With respect,

Signature	-----
Name	<u>Saw Myat Kay Thi</u>
Address in Singapore	<u>#13-6 Springdale Condo -</u>
Phone	<u>97299080</u>
Address in Myanmar	<u>#32J Golden Rose FMI City</u>

### Attachments

- Original and copy of Student Pass
- Original recommendation letter issued by a University/ College/ school concerned
- Original and a copy of Passport (Photo page and validity page)

## Recommendation Letter for being a Student

To whom it may concern

(Yangon International Airport and Myanmar Passport Issuance Board)

This is to certify that Saw Myat Kay Thi, the holder of Myanmar Passport Number 272070 (date of issue; 21-06-2008) is currently studying as a full-time student at Singapore Management University according to the evidences he/she submitted.

For Ambassador

Dated; 15 September 2011

(To use once at Yangon International Airport and Myanmar Passport Issuance Board)

To

Ambassador  
Myanmar Embassy  
Singapore

Dated; 15 September 2011

Subject: **Application of the Recommendation letter for being a  
Dependent**

1. I, Win Nandar Moe, the holder of Myanmar Passport Number A992929 (date of issue; 21-06-2008) depends on my (husband/ wife/ Parents/ Offspring), Ko Aung Myint Thein, holder of Myanmar Passport No. M991882 (date of issue; 12-06-2008).

2. In this regard, I would like to apply the recommendation letter for being a Dependent.

With respect,

Signature	-----
Name	<u>Win Nandar Moe</u>
Address in Singapore	<u>43 Alexandra RD</u>
Phone	<u>92886526</u>
Address in Myanmar	<u>#32J Golden Rose FMI City</u>

### Attachments

- Original and a copy of Passport (Photo page and validity page)
- Evidences to show the relationship
- Original tax payment receipt of the Head of Household (or Marriage Certificate with Singaporean



## To whom it may concern

(Yangon International Airport and Myanmar Passport Issuance Board)

This is to certify that Win Nandar Moe, the holder of Myanmar Passport Number A992929 (date of issue; 21-06-2008) depends on his/her (husband/ wife/ Parents/ Offspring), Ko Aung Myint Thein, the holder of Myanmar Passport No. M991882 (date of issue; 12-06-2008) and doesn't work to earn money while residing in Singapore.

For Ambassador

Dated; 15 September 2011

(To use once at Yangon International Airport)

To

Ambassador  
Myanmar Embassy  
Singapore

Dated; 15 September 2011

Subject: **Application of the Recommendation letter for being a  
Dependent**

1. I, Nan Nandi Htut Swe, the holder of Myanmar Passport Number A996529 (date of issue; 21-06-2008) depends on my (husband/ wife/ Parents/ Offspring), Singaporean John Leong Chey in Singapore.

2. In this regard, I would like to apply the recommendation letter for being a Dependent.

With respect,

Signature	_____
Name	<u>Nan Nandi Htut Swe</u>
Address in Singapore	<u>#23-29 BLK 239 Clementi Ave</u>
Phone	<u>92884422</u>

#### Attachments

- Original and a copy of Passport (Photo page and validity page)
- Evidences to show the relationship
- Marriage Certificate with Singaporean

### **To whom it may concern**

(Yangon International Airport and Myanmar Passport Issuance Board)

This is to certify that Nan Nandi Htut Swe, the holder of Myanmar Passport Number A996529 (date of issue; 21-06-2008) depends on his/her (husband/ wife/ Parents/ Offspring), Singaporean John Leong Chey and doesn't work to earn money while residing in Singapore.

For Ambassador

Dated; 15 September 2011

(To use once at Yangon International Airport)

To

Ambassador  
Myanmar Embassy  
Singapore

Dated; 15 September 2011

Subject: **Application for paying return trip airfare**

1. With regard to the above-mentioned subject, I, Nan Sandar Moe, the holder of Myanmar Passport Number A992934 (date of issue; 21-06-2008) depends on my husband, Singaporean Adam Smith in Singapore. Therefore, I, dependent of the foreigner would like to apply for paying Singapore dollar- S\$ 500 as a return trip airfare.

With respect,

Signature	_____
Name	<u>Nan Sandar Moe</u>
Address in Singapore	<u>#13-6 Springdale Condo</u>
Phone	<u>69885522</u>

#### Attachments

- Original and a copy of Passport and IC of dependent
- Original and a copy of passport and IC of foreigner
- Marriage Certificate with Singaporean

### **To whom it may concern**

(Yangon International Airport and Myanmar Passport Issuance Board)

This is to certify that Nan Sandar Moe, the holder of Myanmar Passport Number A992934 (date of issue; 21-06-2008) depends on her husband, Singaporean Adam Smith in Singapore and she has paid Singapore dollar-S\$ 500 as a return trip airfare to the Myanmar Embassy, Singapore.

For Ambassador

Dated; 15 September 2011

(To use once at Yangon International Airport and Myanmar Passport Issuance Board)

To

Ambassador  
Myanmar Embassy  
Singapore

Dated; 15 September 2011

Subject: **Application of a new passport for newborn.**

1. I, Saw Myat Kay Thi, the holder of Myanmar Passport Number A292992 (date of issue 03-06-2009), the wife of Ko Aung Yin, the holder of Myanmar Passport Number A992929 (date of issue; 25-06-2009), gave birth my daughter Saw Myat Nandar Win Min at ST. Honey Baby Hospital on 23 August 2011. Therefore, I would like to apply a new passport for my newborn.

With respect,

Signature	_____
Name	<u>Saw Myat Kay Thi</u>
Address in Singapore	<u>#43 Alexandra RD</u>
Phone	<u>92884225</u>

### Attachments

- Original and a copy of Birth Certificate
- Applicant's CV and photo
- Parents' CV
- Marriage Certificate of Parents
- Original and a copy of Parents' passport
- Original and a copy of Tax payment receipt of parents