The Ministry of Foreign Affairs of the Republic of the Union of Myanmar presents its compliments to all the Diplomatic Missions accredited to the Republic of the Union of Myanmar and has the honour to inform the latter that the Protocol Department is facilitating all the courtesy and official calls of the Heads of Mission on the Head of State and Union Level high ranking officials from the Executive, Legislative and Judiciary Branches of the Republic of the Union of Myanmar.

In this regard, the Ministry has further the honour to advise all the diplomatic missions to observe the following procedures:

(1) Except for urgent matters, requests for calls and meetings should be transmitted to the Ministry of Foreign Affairs ten working days prior to the proposed date.

(2) Number of proposed appointments for the Deputy Ministers and above should not exceed four appointments per day to arrange the meetings during the working hours.

(3) The purpose of the calls and meetings should be informed in advance. If it is not a courtesy call, topics of discussion should be mentioned in the diplomatic note.

(4) The Diplomatic Missions are strongly advised not to make last minute cancellations on the confirmed appointments without sound reasons.

The Ministry would highly appreciate the cooperation of the Diplomatic Missions on the above mentioned subject.
The Ministry of Foreign Affairs of the Republic of the Union of Myanmar avails itself of this opportunity to renew to all the Diplomatic Missions accredited to the Republic of the Union of Myanmar the assurances of its highest consideration.

Nay Pyi Taw, 12th August 2016

All the Diplomatic Missions