



# **Htoo Kaung Kyaw Services Co.,Ltd**

**Oversea Employment Agency**

Licence No.058/2014

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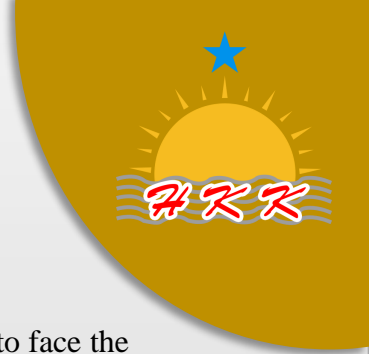
## **Company Profile**

# Our Company



- We at Htoo Kaung Kyaw Services Co.,Ltd takes pride in introducing ourselves as one of the leading 300+ licensed overseas recruiting companies in Myanmar with MOEAF certification & catering to all categories of work force requirement with precision.
- Since our inception in 2000, we have established and grown in this industry by providing right to workforce to our clients with excellent and quality service successfully.
- We also provide consultancy on:
  - ❖ Training Visa
  - ❖ Student Visa
  - ❖ Work Visa
  - ❖ Our dedicated team of experts provides genuine and fair guidance on all matters related to above.

# Our Vision, Mission & Values



## Vision

Produce learners who are competent to face the Japanese community with their obtained knowledge, confidence by constant practice and global competence through the continual life long journey of learning.



## Mission

Provide an adequate learning experience that would enable to be equipped with Japanese Language knowledge.  
Promote cultural understanding of Japanese customs, Manners and Traditions.  
Exercise the Japanese way of discipline to become responsible, better citizens to the society and as well as in international arena.

## Values



- ❖ Integrity
- ❖ Collaboration
- ❖ Trust
- ❖ Honesty
- ❖ Respect
- ❖ Courage

## MD's Message



**U KYAW TINIT**

*Managing Director*

If those who get back after a three-year contract are those who have Japanese language with work experience and qualifications, the good news is that there are plans to introduce job opportunities in Japanese factories in Myanmar.

Our company's main objective is to facilitate Myanmar skillfull workers across the world by getting employment opportunities for them.

Recruiting the right candidate at the right company at the right time is our essence.

Rather than quantity, we look forward to a qualitative approach.

The mission of the company is to provide quality support to the employer through a process of counseling, education, training, testing, consultancy and continuing professional development program.

Candidates satisfaction by continuously updating services; Increase candidates' capacity by practicing camp training techniques.

We are sending both technology trainees workers and technicians (Mechanical Engineers/ IT Engineers/ Auto CAD Engineers) to Japan with reliable and systematic services.

# Our Milestones



## ကုမ္ပဏီမှတ်ပုံတင်လက်မှတ် Certificate of Incorporation

ထူးကောင်းကျော် ဝန်ဆောင်မှုလုပ်ငန်း ကုမ္ပဏီ လီမိတက်  
**HTOO KAUNG KYAW SERVICES COMPANY LIMITED**  
Company Registration No. 109039314

မြန်မာနိုင်ငံကုမ္ပဏီများအက်ဥပဒေ ၁၉၁၄ ခုနှစ် အရ  
ထူးကောင်းကျော် ဝန်ဆောင်မှုလုပ်ငန်း ကုမ္ပဏီ လီမိတက်  
အား ၂၀၀၈ ခုနှစ် ဇန်နဝါရီလ ၁၁ ရက်နေ့တွင်  
အစုရှယ်ယာအားဖြင့် တာဝန်ကန့်သတ်ထား သည့် အများနှင့်မသက်ဆိုင်သောကုမ္ပဏီ  
အဖြစ် ဖွဲ့စည်းမှတ်ပုံတင်ခွင့် ပြုလိုက်သည်။

This is to certify that  
**HTOO KAUNG KYAW SERVICES COMPANY LIMITED**  
was incorporated under the Myanmar Companies Act 1914 on 11 January  
2008 as a Private Company Limited by Shares.



ကုမ္ပဏီမှတ်ပုံတင်အရာရှိ

Registrar of Companies

ရင်းနှီးမြုပ်နှံမှုနှင့်ကုမ္ပဏီများညွှန်ကြားမှုဦးစီးဌာန

Directorate of Investment and Company Administration

Former Registration No. 1402/2007-2008

# Our Milestones



THIS  
CERTIFICATE OF ATTENDANCE  
IS HEREBY AWARDED TO

**Kyaw Tint**

FOR ATTENDING THE  
**TRAINING ON ETHICAL RECRUITMENT AND GENDER-SENSITIVE  
PROTECTION OF WOMEN MIGRANT WORKERS IN MYANMAR**  
CONDUCTED ON 26-27 OCTOBER 2016  
AT SEDONA HOTEL, YANGON, MYANMAR.

MS MARIA MINDA ISABEL APOSTOL  
CEO, THE FAIR HIRING INITIATIVE

Htoo Kaung Kyaw Services Co.,Ltd

hereby agrees to comply with the



Code of Conduct

For The Members of the  
Myanmar Overseas Employment Agencies Federation

Signed by:

Date:

Witnessed by:

KYAW TINT  
Name : (Managing Director)  
Htoo Kaung Kyaw Services Co., Ltd  
Position :

19. AUG. 2016

Name : Kyaw Htin Kyaw  
General Secretary  
Myanmar Overseas Employment Agencies Federation  
Position : Yangon, Myanmar  
Myanmar Overseas Employment Agencies Federation

# Our Milestones

**IRIS** International Recruitment Integrity System  
**IOM** UN MIGRATION

## IRIS Principles of Ethical Recruitment

The IRIS Standard consists of these seven principles supported by specific criteria and set of indicators. It defines operational benchmark for ethical recruitment practice.

The IRIS Standard is based on existing international human rights instruments, ILO Conventions and standards, ILO's General Principles and Operational Guidelines for Fair Recruitment, the UN Guiding principles on Business and Human Rights, as well as related codes of conducts and best practices from the recruitment industry.

**IRIS** International Recruitment Integrity System  
**IOM** UN MIGRATION

## Factsheet 2: IRIS Certification System

**What is IRIS?**

- The International Recruitment Integrity System (IRIS) is a global initiative that is designed to promote ethical international recruitment.
- IRIS works by defining and setting a benchmark for ethical recruitment – the IRIS Standard – and by establishing a voluntary certification system for international labour recruiters.
- IRIS has been created by the International Organization for Migration (IOM) and a coalition of partners from government, civil society and the private sector.

**How do you identify IRIS certified recruiters?**

- Recruiters who have been IRIS certified will have the option of being included in a publicly available list of 'IRIS certified labour recruiters' at the IRIS Certification website <http://iris.saasaccreditation.org/>.
- IRIS certified recruiters can also use the IRIS certified trademark on their websites and other visibility materials.

**How does IRIS certification work?**

- IRIS certification is voluntary and only available to private recruitment agencies that send or receive workers from overseas.
- To become an IRIS certified labour recruiter, applicants (recruiters) will need to demonstrate that they meet the requirements of the IRIS Standard.
- The IRIS Standard outlines what ethical recruitment looks like in practice. It is based on international human rights instruments, ILO conventions and standards and best practice from the recruitment industry.
- IRIS takes a management system approach to certification. In other words, for a recruiter to be IRIS certified, they will need to demonstrate that their management system meets the requirements of the IRIS Standard.
- A management system is the way an organization manages the different, interrelated parts of its business. In order to meet its objectives, it is a framework for evaluating business risk and managing resources to properly plan, implement, monitor and improve each business practice.
- The IRIS certification model is based on similar global certification schemes and includes a series of checks and balances to ensure the scheme is credible and robust.

The Government of the Republic of the Union of Myanmar  
Ministry of Labour  
Department of Labour  
Overseas Employment Agency Licence

Licence No.182 /2021  
Date: 30 December 2021

1. The Department of Labour of the Ministry of Labour issues this licence under section (14) of the Law Relating to Overseas Employment.

(a) Name of Licensee (Myanmar) : ဦးကျော်တင့်  
(English) : U Kyaw Tint

(b) Name and Address of Company : HTOO KAUNG KYAW SERVICES CO.,LTD  
No. 292, 2<sup>nd</sup> Floor, Merchant Road,  
Corner of 53<sup>rd</sup> Street, A Qtr,  
Botahtaung T/S, Yangon.

(c) National Registration No. : 12/Ba Ta Hta (Naing)018856

(d) Date of Birth (Age) : 15.2.1954 (67 Years)

(e) Education and Qualification : B.Sc (Eco), Master Mariner(F.G)

(f) Father's Name : U Chit Nyunt

(g) Address : No.1070, U Tun Myint Street,  
Ward No.37,North Dagon T/S, Yangon.

(h) Period of Validity of Licence : Two Years

(i) Date of issue : 23<sup>rd</sup> December 2021

(j) Valid up to : 22<sup>nd</sup> December 2023

(k) Previous licence No. and issued date : 58/2014(23.12.2014),241/2019(27.12.2019)

2. The holder of the Overseas Employment Agency Licence shall perform overseas employment services in accordance with the Law Relating to Overseas Employment, 1999, as well as rules, regulations, orders and directives issued under this law.

Signature:   
Name: Maung Maung Than  
Designation: Director General

By Signing, I confirm that I have read and accept the above regulations and I do give a solemn pledge that I will obey the Licence Regulations of Overseas Employment Agency, existing laws and regulations. If one of the board of directors of HTOO KAUNG KYAW SERVICES CO.,LTD including me violates any of the licence regulations, I have known that on conviction be punished according to the existing laws and regulations.

Sign:

Name: U KYAW TINT

NRC No. : 12/B A TA HTA(N) 018856

Designation: M.D

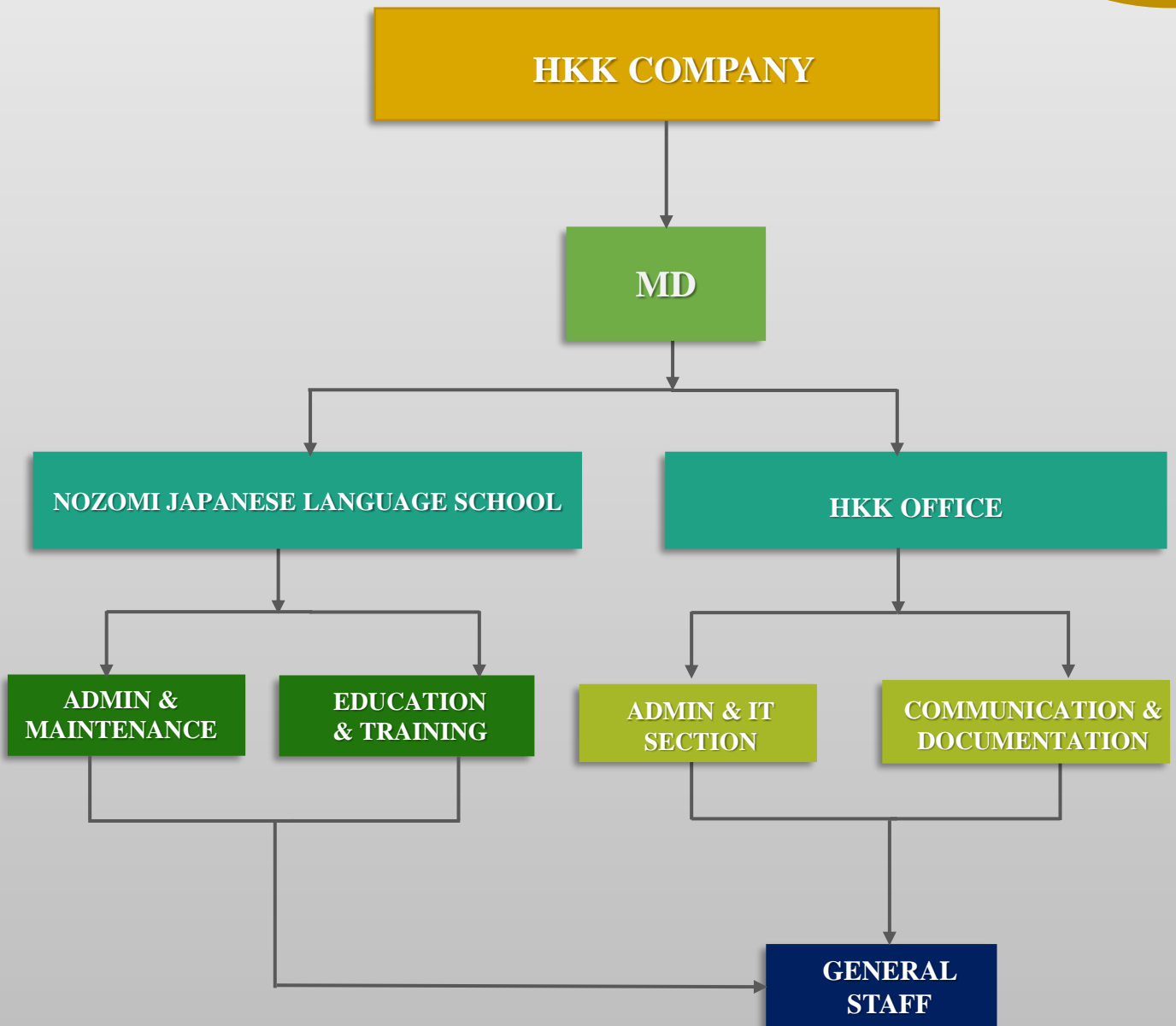
Company Address/ Phone No. : (292), 2<sup>nd</sup> Floor, Merchant Road, corner of 53<sup>rd</sup> Street, 4<sup>th</sup> Quarter, Botahtaung T/S, 09775002998

# Our Milestones

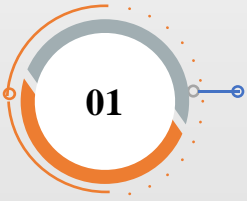




# Our Organization Chart

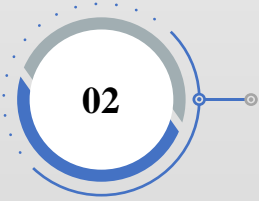


# Our Recruitment Process



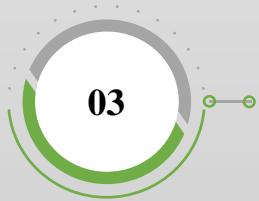
01

Advertising in public media newspaper / journal. Collecting CV & Interview.



02

Submission of demand letter to Ministry of Labour.  
Preparation of documents to apply COE at Japan.



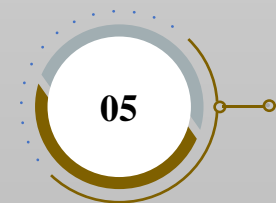
03

Apply passport (PJ)  
3 months training in camp.



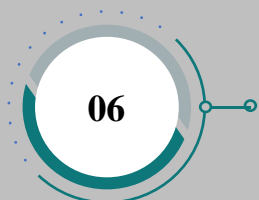
04

When COE issued by authority (Japan).  
2 days departure training at North Dagon training center.



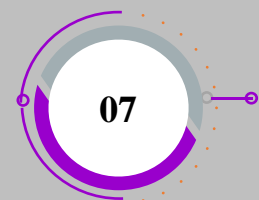
05

When approved demand letter by Myanmar embassy (Tokyo).  
Apply visa & OWIC card.



06

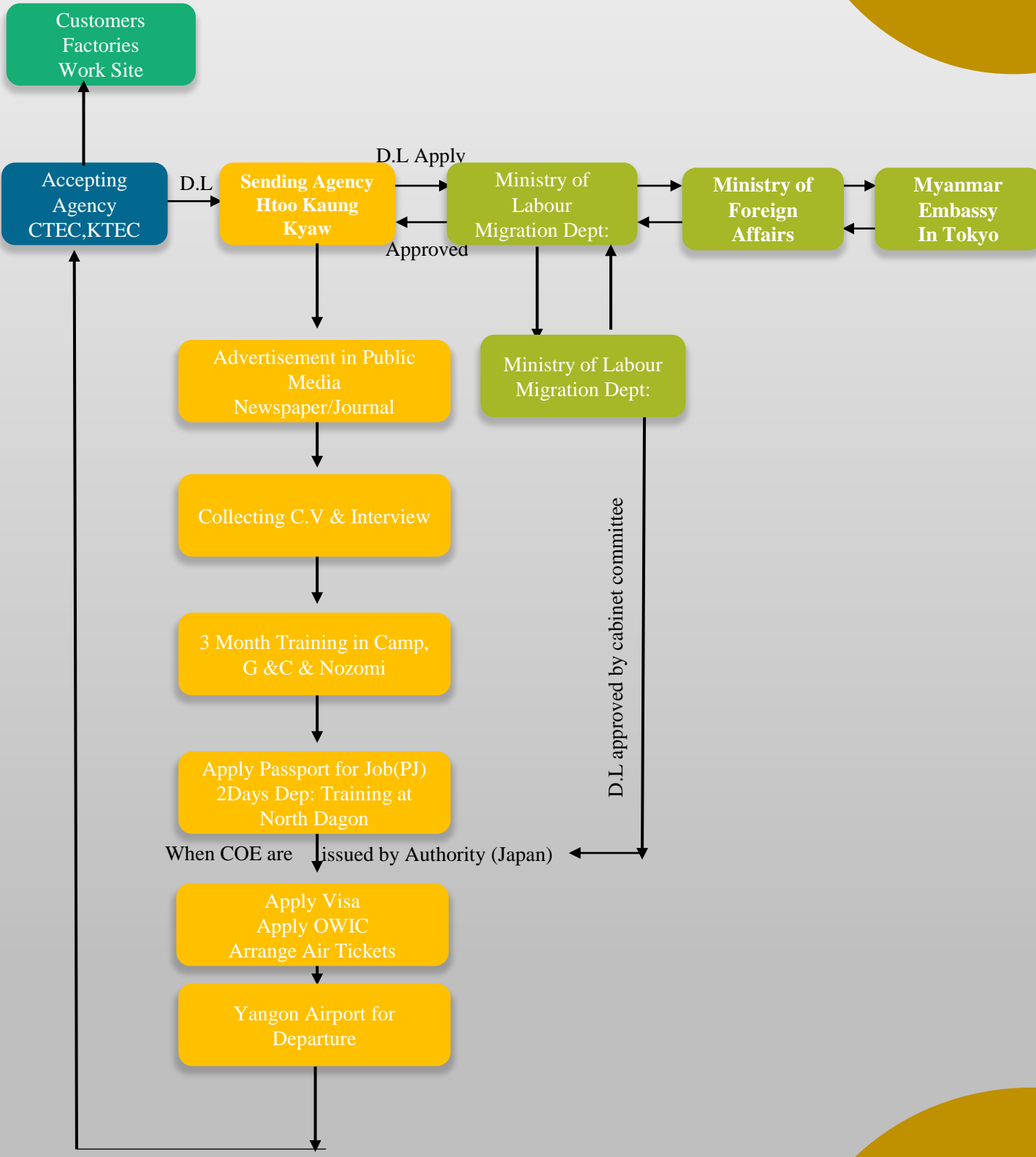
Fixing departure date, arrange air ticket.



07

Prepare departure documents & submission of documents to airport & security authorities.  
Departure from Yangon Airport.

# Our Recruitment Process



# Our Recruitment Services



- ❖ Mie Prefecture
- ❖ Tsu City, Mieken Prefecture
- ❖ Usa City, Oita Prefecture
- ❖ Okayama Prefecture
- ❖ Nagoya, Aichi Prefecture
- ❖ Shizuoka Prefecture
- ❖ Fukuoka Prefecture
- ❖ Saga Prefecture
- ❖ Tochigi Prefecture
- ❖ Gunma Prefecture
- ❖ Osaka Prefecture



# Our Process



## 帰国後

日本語を本当に出来る人にはたくさんの仕事のチャンスがあります。3年間の契約が終わってミャンマーに戻って、本人の希望により日本語の能力があり、仕事の経験があれば、ミャンマーにある日本の企業や工場などに紹介出来るように計画を立てています。ミャンマーの為に技能を發揮して貰います。



## 会社紹介

HKK 株式会社は2014年11月23日に創設されました。

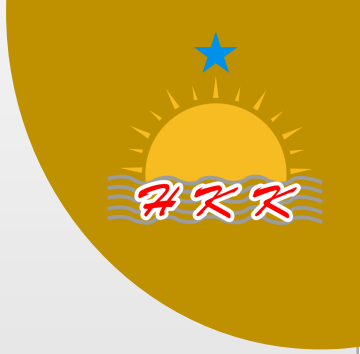
## G&C 日本語学校と連携

合格した実習生のため日本語教育計画を作成  
日本語教育3ヶ月後コースの結果を評価 発成

## ミャンマー実習生たちの特徴

ミャンマーの実習生の強みは日本語です。ミャンマー語と日本語の文法は似ていて、習い安いし、発音も良くでき、日本で働く時に日本語は良く出来ます。

# Our Process



## In Interview

### Requirements for submitting CV Form

1. NRC- 2 copies
2. Houehdlslist – 2 copies
3. Passport size photo – 2
4. If you have a passport, 2 copies passport.
5. Education Proof – 2
6. Copies of degree certificate (2 sets) if graduated
7. 2 copies of Japanese language and other skills training or exam pass certificates
8. Applicants who have applied to Japan as a Training Worker with other companies have previously applied for a COE in Japan.

### Steps to get to the Interview

1. You must submit the CV Form and take the IQ Test. IQ Test scores are important for the interview as they are taken into consideration.
2. Basic Japanese is required and if not, basic Japanese is required. A minimum of N5 is a priority.
3. If you do not know the basics of Japanese, you can study at Global & Change (G&C) Japanese School in partnership with Htoo Kaung Kyaw Company. In the interview, if the applicants from the outside and the students of G&C Japanese School have the same qualifications, the students of G&C Japanese School will be given priority.
4. If you want to attend the interview, you need to attend the pre-interview and the list of pre-interview candidates will be verified by the Japan Head Office.
5. The interviewees are parents, the consent of the guardians is required and the company will contact you if necessary.

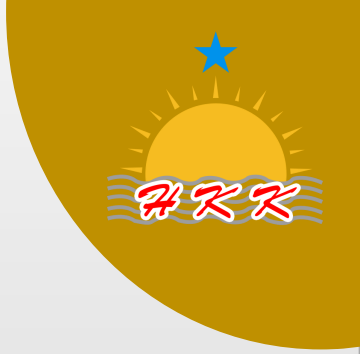
### CV Form လာရောက်တင်ရာ၌လိုအပ်ချက်များ

- ၁။ မှတ်ပုံတင်မိတ္တူ (၂) စုံ
- ၂။ အိမ်ထောင်စုစာရင်းမိတ္တူ (၂) စုံ
- ၃။ ကာယကံရှင်၏ Passport Size ဓာတ်ပုံ (၂) ပုံ
- ၄။ Passport ရှိပါက Passport မိတ္တူ (၂)စုံ
- ၅။ ပညာအရည်အချင်းအတွက်အထောက်အထားမိတ္တူ (၂)စုံ
- ၆။ ဘွဲ့ ရပြီးသူဖြစ်ပါကဘွဲ့လက်မှတ်မိတ္တူ (၂)စုံ
- ၇။ ဂျပန်ဘာသာစကားနှင့် အခြားသောကျွမ်းကျင်မှုဆိုင်ရာ သင်တန်း (သို့မဟုတ်) စာမေးပွဲအောင်လက်မှတ်များရှိပါက မိတ္တူ(၂)စုံ
- ၈။ အခြားကုမ္ပဏီများဖြင့်ဂျပန်သို့ Training Worker အဖြစ် လျှောက်ထားခဲ့ဘူးသူများသည် ဂျပန်နိုင်ငံတွင် COE လျှောက်ထားဖူးခြင်း ရှိ/မရှိ အထောက်အထား။

### အင်တာဗျူးဝင်ရန်လုပ်ဆောင်ရမည့် အဆင့်များ

- ၁။ CV Form တင်၍ IQ Test ဖြေရမည်။ IQ Test အမှတ်ရလဒ်များသည် ထည့်သွင်းစဉ်းစားသဖြင့်အင်တာဗျူးအတွက် အရေးကြီးပါသည်။
- ၂။ ဂျပန်စာ အခြေခံရှိရန်လိုအပ်ပြီး မရှိပါက ဂျပန်စာအခြေခံကို ကြိုတင်သင်ကြားထားရန် လိုအပ်ပါသည်။ အနိမ့်ဆုံး N5 အောင်ထားပါကစဉ်းစားပေးစဉ်းစားခံရမည် ဖြစ်ပါသည်။
- ၃။ ဂျပန်စာအခြေခံကိုသင်ကြားထားခြင်းမရှိပါက ထူးကောင်းကျော် ကုမ္ပဏီနှင့် အကျိုးတူပူးပေါင်းဆောင်ရွက်နေသော Global & Change (G&C ) ဂျပန်စာသင်ကျောင်းတွင် တက်ရောက် သင်ကြားနိုင်ပါသည်။ အင်တာဗျူးတွင် ပြင်ပမှ လျှောက်ထားသူများနှင့် G&C ဂျပန်စာ သင်ကျောင်းမှ ကျောင်းသူ/သား များသည်အရည်အချင်းတူညီနေပါက G & C ဂျပန်စာသင်ကျောင်းမှ ကျောင်းသူ/သားများအားစဉ်းစားပေး ရွေးချယ်ပါမည်။
- ၄။ အင်တာဗျူးဝင်ရောက်ဖြေဆိုလိုပါကအကြိုအင်တာဗျူးအား ပါဝင်တက်ရောက်ရန်လိုအပ်ပြီးအကြိုအင်တာဗျူးတက်ရောက် ရမည့်သူစာရင်းကို ဂျပန်ရုံးချုပ်မှ စိစစ်အတည်ပြုပေးမည် ဖြစ်ပါသည်။
- ၅။ အင်တာဗျူးဝင်ရောက် ဖြေဆိုမည့်သူများသည် မိဘ၊ အုပ်ထိန်းသူများ၏ သိရှိသဘောတူညီမှု ရရှိရန်လိုအပ်ပြီး ကုမ္ပဏီမှလည်း လိုအပ်ပါကဆက်သွယ် စုံစမ်းမေးမြန်းမည် ဖြစ်ပါသည်။

# Our Process



## In the Camp

### Camp Training

After being selected in the interview, you will have to undergo a (3) month boarding camp at G&C Japanese School. In those (3) months, Japan's culture, In addition to the Japanese language and the laws that you should know in Japan, we also teach you how to live and work together. .. In the dormitory training camp, you must live according to the rules of the dormitory.

.During the camp, you will be allowed to go home only on Saturday...half day and Sunday.

### အဆောင်နေစခန်းသွင်းလေ့ကျင့်ခြင်း

အင်တာဗျူးတွင် ရွေးချယ်ခံရပြီးလျှင် G&C ဂျပန်စာသင် ကျောင်းတွင် (၃)လ အဆောင်နေစခန်းသွင်းလေ့ကျင့်ရပါမည်။ ထို (၃) လတွင် ဂျပန်နိုင်ငံ၏ယဉ်ကျေးမှု၊ ဂျပန်ဘာသာစကား၊ ဂျပန်တွင်သိထားသင့်သော ဥပဒေတို့အပြင် အများနှင့် ပူးပေါင်းနေထိုင်လုပ်ကိုင် တတ်သော အလေ့အကျင့်စသည်တို့ကိုလည်း သင်ကြားပေးပါသည်။

အဆောင်နေစခန်းသွင်းလေ့ကျင့်ရာတွင်အဆောင်စည်းကမ်းအတိုင်း .. လိုက်နာနေထိုင်ရမည် ဖြစ်ပြီး အကယ်၍ စည်းကမ်းနှင့် အညီလိုက်နာနေထိုင်ခြင်းမရှိခဲ့ပါက ရွေးချယ်ခံရပြီးသည့်တိုင် ဂျပန်သို့သွားရောက်နိုင်ခွင့်အရေးရုပ်သိမ်း ခံရနိုင်ပါသည်။

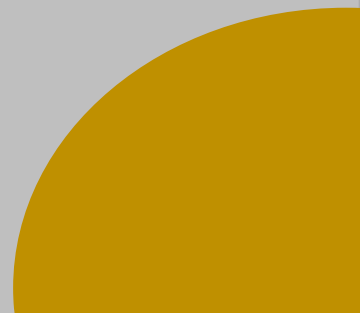
စခန်းသွင်းကာလအတွင်း စနေနေ့ နေ့တဝက်နှင့် တနင်္ဂနွေနေ့တို့တွင်သာ အိမ်သို့ ပြန်ခွင့်ရရှိမည်ဖြစ်ပါသည်။

### In the Camp

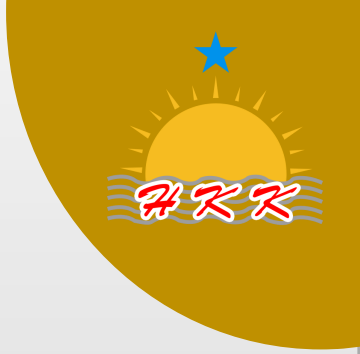


From the time you are selected in the interview, the waiting period for preparing to leave Japan, including language and paperwork, may take 3 to 6 months.

အင်တာဗျူးတွင် ရွေးချယ်ခံရသည့် အချိန်မှ စ၍ ဂျပန်နိုင်ငံသို့ ထွက်ခွာရန် ဘာသာစကား နှင့် စာရွက်စာတမ်း အပါအဝင် ပြင်ဆင်စောင့်ဆိုင်း ချိန်ကာလ ၃ လ မှ ၆ လ အထိကြာနိုင်ပါသည်။



# Our Activities





# Contact Us



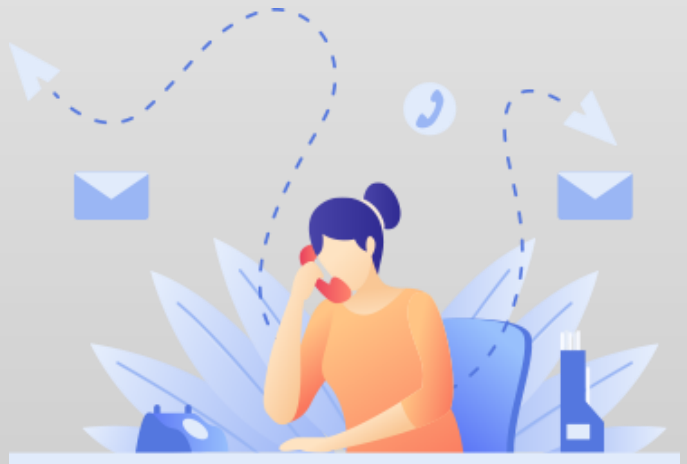
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THANK YOU