

Government of the Republic of the Union of Myanmar
Ministry of Transport and Communications
Road Transport Administration Department (Head Office)
Nay Pyi Taw

Ref : Kaupa-338(b)/2025/2283

Date : 29 September 2025

“Ordinance No. – 2/2025”

Subject : Issuing Standard Operating Procedures (SOPs) for Cross-Border Transport of Goods and Passengers

1. Road Transport Administration Department shall verify the driving licenses and spare man licenses of drivers and spare man engaged in the motor vehicles used for cross-border transport of goods and passengers; verify the registration of motor vehicles to be used for cross-border transport of goods and passengers; and inspect such motor vehicles for compliance with the standards specified under the relevant regional agreements for cross-border transport of goods and passengers.
2. Therefore, in order to facilitate and expedite these processes, the attached “Standard Operating Procedures (SOPs) for the inspection requirements relating to driving license, spare man license, motor vehicle registration, and motor vehicle inspections of vehicles used for cross-border transport of goods and passengers under Regional Agreements” have been issued.
3. The subordinate offices must strictly follow these Standard Operating Procedures (SOPs).
4. The relevant offices are requested to acknowledge receipt.

Enclosures: (16) sheets

For Director General
(Su Myat Hnin, Director)

Head of Branch of -----,

Road Transport Administration Department

-----Office (-----), ----- Township

CC-

| | | |
|-------------------------------------------|---|---------------------|
| Ministry of Transport and Communications | } | Kindly be informed. |
| Chairman of Customs Transit Working Group | | |

Director General, Department of Transport Planning, Ministry of Transport and Communications

Director General, Customs Department, Ministry of Finance and Revenue

Director General, Department of Agriculture, Ministry of Agriculture, Livestock and Irrigation

Director General, Livestock Breeding and Veterinary Department, Ministry of Agriculture, Livestock and Irrigation

Director General, Department of Fisheries, Ministry of Agriculture, Livestock and Irrigation

Director General, Department of Immigration, Ministry of Immigration and Population

Director General, Department of Trade, Ministry of Commerce

Director General, Food and Drug Administration, Ministry of Health

Director General, Department of Highway, Ministry of Construction

Director General, Foreign Exchange Management Department, Central Bank of Myanmar

Managing Director, Myanma Railways, Ministry of Transport and Communications

Managing Director, Myanma Insurance, Ministry of Finance and Revenue

Chairman, Myanmar International Freight Forwarders' Association (MIFFA)

Chairman, Myanmar Container Trucking Association (MCTA)

Chairman, Myanmar Highway Freight Transportation Services Association (MHFSA)

Chairman, Myanmar Transport and Logistics Federation (MTLF)

Members of Customs Transit Working Group under Road Transport Administration
Department

Director of all Divisions

Chief Engineer

Deputy Directors, Assistant Directors and all officials at the same level

All Divisions of the Head Office

Office file

Floating file

Standard Operating Procedures (SOPs) for the inspection requirements relating to driving license, spare man license, motor vehicle registration, and motor vehicle inspections of vehicles used for cross-border transport of goods and passengers under Regional Agreements

Introduction

1. Myanmar became a member of the Association of Southeast Asian Nations (ASEAN) on 23 July 1997 and a member of the Greater Mekong Subregion (GMS) on 19 September 2003. Therefore, Myanmar is required to implement the cross-border road transport agreements signed among these regional associations, as well as other bilateral or trilateral road transport agreements concluded between two or three countries.

Objective

2. The objectives of implementing the agreements are to enable efficient and rapid cross-border road transport of passengers and goods; reduce trade costs and time; improve operational performance; and establish an effective, mutually beneficial, and harmonized cross-border transport system.

3. To achieve the above objectives, all cross-border transport activities must comply not only with the existing laws, rules, and regulations issued by the Department, but also with these Standard Operating Procedures (SOPs).

4. These SOPs will be used as “Living Guidelines”, to be reviewed and amended as necessary.

Step-by-step procedures

5. The following procedures shall be carried out:

- (a) When the Department of Transport Planning notifies and coordinates the required verifications, the Driving License Division (ASEAN Section) of the Head Office shall receive the original documents for the Registration Logbook of Motor Vehicle (Kama-3), Registration Certificate of Motor

Vehicle (RCMV), Vehicle Inspection Certificate (VIC), Registration Certificate of Trailer, Driving License, and Spare Man license.

- (b) The Driving License Division (ASEAN Section) shall send the required documents to the Motor Vehicle Registration Division, Driving License Division, and Vehicle Inspection Division to carry out the necessary checks.
- (c) The States and Regions Offices, their Branch Offices, the Nay Pyi Taw Office, Joint State Offices, State Branch Offices, and District Offices responsible for conducting vehicle inspections shall complete all inspection activities and submit the results to the Vehicle Inspection Division of the Head Office within three (3) days from the date the vehicle inspection commences.
- (d) After carrying out the necessary inspections, the Vehicle Inspection Division shall return it to the Driving License Division (ASEAN Section).
- (e) After completing final verifications, the Driving License Division (ASEAN Section) shall return the case to the Department of Transport Planning.

Method of Implementation

- 6. The methods of implementation shall be carried out in the following two parts:
 - (a) Part (1): Verification of the records related to driving license, spare man license and motor vehicle registration;
 - (b) Part (2): Inspection of motor vehicle.
- 7. ***Part (1) Verification of the records related to driving license, spare man license and motor vehicle registration :*** The verification processes shall be carried out as follows:
 - (a) **Verifying records related with Driving License and Spare man License –** The followings shall be carried out by the Driving License Division at the Head Office:

- (1) The following qualifications for the Driving License shall be checked for compliance:
 - (aa) Shall be the holder of a valid “E” Driving License;
 - (bb) Shall have at least two months of remaining validity;
 - (cc) Shall not be in the suspended or revoked lists of Driving License of the Department;
 - (dd) Shall have a recommendation letter from a responsible person of the company holding an International Operator License, stating that the company is responsible for the driver’s understanding and complying with the applicable road traffic law, rules, and regulations set by the relevant contracting country or contracting countries through which the transit will be conducted.
- (2) The following qualifications for the spare man license shall be checked for compliance:
 - (aa) Shall be a holder of valid spare man license;
 - (bb) Shall have at least two months of remaining validity;
 - (cc) Shall not be in the suspended and revoked lists of Driving License of the Department;
 - (dd) Shall have a recommendation letter from a responsible person of the company holding an International Operator License stating that the company is responsible for the spare man’s understanding and complying with the applicable road traffic law, rules, and regulations set by the relevant contracting country or contracting countries through which the transit will be conducted.

- (b) **Verifying records related with Motor Vehicle Registration** – The Motor Vehicle Registration Division at Head Office shall process the Registration

Logbook of the Motor Vehicle (Kama-3) and Registration Certificate of the Motor Vehicle (RCMV) as follows:

- (1) When the relevant registration office inspects the motor vehicle, it shall verify, through its records, the information in the Registration Logbook of the Motor Vehicle (Kama-3) (including the serial number of the book and the hologram) and the Motor Vehicle Registration Certificate (RCMV) (including the serial number of the certificate and the hologram), and shall report the results to the Motor Vehicle Registration Division at the Head Office. If the motor vehicle is not registered at the inspecting office, this office shall verify the information with the relevant office and report the results to the Motor Vehicle Registration Division at the Head Office.
- (2) After re-verifying the submitted documentation from the relevant office with **Annex (A)**, the Motor Vehicle Registration Division at the Head Office shall return the case to the Driving License Division (ASEAN Section) at the Head Office.

8. ***Part (2) Inspection of Motor Vehicle:*** Inspection of motor vehicle shall be carried out as follows:

- (a) The relevant office shall inspect the motor vehicles used for cross-border transport of goods and passengers when Vehicle Inspection Division at Head Office instructs it to carry out the inspection;
- (b) Shall obtain evidence of the valid Registration Logbook of the Motor Vehicle (Kama - 3), Registration Certificate of the Motor Vehicle (RCMV) and Vehicle Inspection Certificate (VIC);
- (c) The types of motor vehicle used for cross-border transport are as follow:
 - (1) Bus (minibus, bus);
 - (2) Truck;
 - (3) Articulated vehicle (tractor + trailer).

- (d) During the motor vehicle inspection, the following must be carried out:
- (1) Verification of whether the motor vehicle is duly registered;
 - (2) Verification by means of visual inspection;
 - (3) Verification using motor vehicle inspection equipment.
- (e) It must be inspected in accordance with **Annex (B)**, step by step, following the motor vehicle inspection procedures specified for each type of vehicle.
- (f) Motor vehicles must be inspected using the following equipment in accordance with the prescribed standards and specifications:

| No | Content | Inspection Machine |
|----|---------------------------------------------------------------------|-------------------------------------|
| 1 | Vehicle Weight | Weight Bridge |
| 2 | Whether there is any lateral deviation of the front wheels | Side Slip Tester |
| 3 | Whether the headlights' brightness and alignment are correct or not | Head Light Tester |
| 4 | Performance of Breaks | Break Tester |
| 5 | Exhaust Emission | Exhaust Emission Tester |
| 6 | Noise | Noise Level Meter |
| 7 | Speed | Speedometer |
| 8 | Structural fitness of the vehicle body and vehicle underside | Pit Inspection & Axle Play Detector |

- (g) If the motor vehicle inspector finds any of the following conditions, the vehicle inspection shall be refused:
- (1) Failure to submit the Registration Logbook of the Motor Vehicle (Kama - 3) or any proof of the motor vehicle registration when requested by the Vehicle Inspection Division;
 - (2) Carriage of passengers and goods;

- (3) Inspection that may cause damage to the motor vehicle or to the environment;
- (4) A condition where the motor vehicle is so dirty that it is difficult to carry out the inspection.

9. **Conditions that the driver and spare man must be aware of and comply with –**
The conditions that the driver and spare man must be aware of and comply with are as follows:

- (a) The driver shall carry the following documents throughout the cross-border transport:
 - (1) Valid Registration Certificate of a Motor Vehicle (RCMV) (original);
 - (2) Valid Vehicle Inspection Certificate (VIC) (original);
 - (3) Valid Driving License (original);
 - (4) Operator License/ Business Registration Certificate original (or) copy;
 - (5) ASEAN Goods Vehicle Cross-Border Permit and Sticker (original);
 - (6) Third Party Liability Insurance Cover for Vehicle;
 - (7) Consignment Note/Waybill (for trucks);
 - (8) Passenger list and passengers' baggage list (for buses);
 - (9) Transit Accompanying Documents – TAD;
 - (10) Other documents requested by Customs Department;
 - (11) Valid Passport and (if required) Visa.
- (b) The spare man shall carry a valid spare man license, valid passport, and (if required) visa throughout the cross-border transport;
- (c) If the driver is to operate a motor vehicle transporting Dangerous Goods that have received a special permit from the Ministry of Transport and

Communications, the driver shall understand and be able to implement the measures to be taken in the event of an accident along the route, according to the type of Dangerous Goods being carried, and shall have the necessary safety equipment prepared in advance and be able to use it;

- (d) The laws and regulations in Annex (C), as well as original agreements and their translations, relating to cross-border transport of Dangerous Goods, and to cross-border transport of goods and passengers, are available on the websites [www. rtad.gov.mm](http://www.rtad.gov.mm) and www.myanmarrtad.com.

Administration and Communications

10. For any inquiries regarding the cross-border transport of goods and passengers, anyone may contact Road Transport Administration Department (Head Office), Phone: 067-405141, 067-405144, Fax: 067-405144, Email: rasean123@gmail.com, or, as in Annex (D), contact the Emails and Viber numbers of the Region/State/District offices of Road Transport Administration Department during office hours.

Conclusion

11. Issuing these SOPs is intended to ensure that motor vehicles used in cross-border transport of goods and passengers comply with prescribed standards through checks on driver and spare man license records and vehicle registration records, in consistent with relevant regional agreements and harmonized with other contracting countries so that operations can be carried out efficiently without unnecessary delays or difficulties when entering another country's territory, thereby supporting the economic development of member countries as the ultimate objective of regional cooperation and requiring strict adherence to all provisions contained in the SOPs.

Road Transport Administration Department

Information to be verified by the Motor Vehicle Registration Division

- | | |
|-----------------------------------|---|
| 1. Motor Vehicle Registration No. | - |
| 2. Make | - |
| 3. Model | - |
| 4. Engine No. | - |
| 5. Chassis | - |
| 6. Date of Expiry | - |
| 7. Colour | - |
| 8. Model Year | - |
| 9. Owner Name | - |
| 10. Address | - |
| 11. Registration Office | - |

Annex (B)**Motor Vehicle Inspection Procedures**

1. The vehicle inspector must be a person assigned by the Department to carry out vehicle inspections.
2. The inspection of motor vehicle shall be carried out step by step as follows:
 - (a) Taking engine and chassis imprint;
 - (b) Checking visually and recording the information contained in the vehicle inspection form (Kama-4).
 - (c) Whether the information in Kama-3, RCMV matches the vehicle make, type, chassis/engine number, body type, parts, dimensions, and model year or not;
 - (d) Whether it complies with existing laws, rules, orders, directives and procedures or not;
 - (e) Whether there are any modifications made to the type, color, engine, body, parts, dimensions etc., or not;
 - (f) Whether the lighting system, braking system, steering system, exhaust system, body, tire and wheels are in good conditions and usable or not;
 - (g) Whether the windshields, rearview mirrors, wipers, horn, seat belts, and protective guard rails are complete, in good conditions and usable or not;
 - (h) Whether buses have emergency exits and easily usable emergency hammers for use in emergencies or not, and whether more seats have been installed than the specified number of seats or not.
 - (i) Whether the specified vehicle registration plate, the type of reflectors required for each vehicles class are correctly installed or not, and whether the fire extinguishers can be used properly or not;

- (j) Whether motor vehicles carrying Dangerous Goods are fully affixed with vehicle markings, container markings, and tank markings or not.
3. The followings shall be inspected depending on the type of vehicle:
- (a) Container Carrier Rigid Vehicle
 - Whether the locking device and the floor and lower frame (side rails and cross members) are strong and in good condition or not;
 - (b) Container Carrier Trailer
 - Whether the locking device, king pin, hydraulic jack, and the floor and lower frame (side rails and cross members) are strong and in good condition or not;
 - (c) Box & Refrigerated Van
 - Whether the refrigerator piping lines, the side and rear doors, and the floor and lower frame (side rails and cross members) are strong and in good condition or not;
 - (d) Bowser & Tank Trailer
 - Depending on the type of cargo to be carried, whether the required manhole, reinforcement, safety valve, bottom valve, piping line, emergency valve, earth real wire, and Dangerous Goods labels and markings are provided, and whether they can function properly or not.
4. The vehicle inspector shall comment the above findings and modifications in the vehicle inspection checklist, then sign and submit it to the engineer-in-charge.
5. If the engineer-in-charge may permit on the overall findings and comments, he/she shall sign for a confirmation that the inspection has been passed. If any unauthorized modifications or alterations are found during inspection, the items that need to be corrected shall be noted and specified so that they can be repaired.

6. Motor vehicles that have passed the inspection shall have 3 photocopies (front, back, side).
7. The specifications depending on motor vehicle type
 - (a) Bus (10 to 50 passengers including driver, Double Decker Bus are not allowed);
 - (b) Truck (GVW > 3500 Kg),
 - (c) Articulated Vehicle (Tractor + Trailer) (GVW \leq 49000 Kg);
 - (d) Fuel tanker trailer (maximum carrying capacity – 9,600 gallons)
8. Motor Vehicle Requirement Standard
 - (a) Brake Minimum Efficiency – 50%;
 - (b) Side Slip – (-5 to +5) (m/km);
 - (c) Emission standards for exhaust smoke
 - (1) Gasoline engine vehicle – CO: 4.5 %, HC: 1200 ppm;
 - (2) Diesel engine vehicle – k: 3.0 m⁻¹ (With Turbo), k: 2.5 m⁻¹ (Without Turbo).

Annex (C)

Laws, regulations, and agreements (both original texts and translations) that should be known in relation to the cross-border transport of goods and passengers, including the cross-border transport of Dangerous Goods

1. Original English Version and Convenience Translation of the ASEAN Framework Agreement on the Facilitation of Goods in Transit (AFAFGIT).
2. Original English Version and Convenience Translation of Protocols of AFAFGIT relating to Road Transport Administration Department: Protocol (3) Types and Quantity of Road Vehicle, Protocol (4) Technical Requirements of Vehicles, and Protocol (9) Dangerous Goods.
3. Original English Version and Convenience Translation of ASEAN Framework Agreement on the Facilitation of Inter-State Transport.
4. Original English Version and Convenience Translation of ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles (ASEAN CBTP).
5. Original English Version and Convenience Translation of Agreement on the Recognition of Commercial Vehicle Inspection Certificates for Goods Vehicles and Public Service Vehicles Issued by ASEAN Countries.
6. Original English Version and Convenience Translation of Agreement on the Recognition of Domestic Driving Licenses Issued by ASEAN Countries.
7. Original English Version and Convenience Translation of Greater Mekong Subregion Cross-Border Transport Facilitation Agreement (GMS CBTA).
8. Original English Version and Convenience Translation of Annexes of GMS CBTA relating to Road Transport Administration Department: Annex (1) Carriage of Dangerous Good, Annex (2) Registration of Vehicles in International Traffic, Annex (7) Road Traffic Regulation and Signage, Annex (16) Criteria for Driving Licenses.
9. Myanmar Version and Convenience Translation of ordinances/directives concerning Dangerous Goods.

10. Convenience Translation of Chapter (8) Vehicles, Driving License and Spare Man License to operate Cross-border Transport of the Road Safety and Motor Vehicle Management Rules (2022)
11. Original English Version and Convenience Translation of Procedures Manual for Transport Officials concerning ASEAN CBTP (Implementation Guidelines).
12. Original English Version and Convenience Translation of Procedures Manual for ASEAN Private Sector Transporters concerning AFAFIST.
13. Myanmar and English Version of Road Safety and Motor Vehicle Management Law (2020).
14. Myanmar Version of Road Safety and Motor Vehicle Management Rules (2022).

Annex (D)

**Emails and Viber phone numbers to contact the Region/State/District offices of
Road Transport Administration Department**

| No | Name of Office | Mail Address | Viber Ph:No |
|----|-------------------------------------|----------------------------------------------------------------------------|--------------|
| 1 | Head Quarter (Nay Pyi Taw) | npwkanaoo@gmail.com | 09-261436262 |
| 2 | Nay Pyi Taw Office | rtadnpw1@gmail.com | 09-420703084 |
| 3 | State Office (Myitkyina) | rtadkcn@gmail.com | 09-400039523 |
| 4 | District Office (Banmaw) | banmawrtad18@gmail.com | 09-452968371 |
| 5 | District Office (Mohnyin) | rtadmohnyin@gmail.com | 09-420021239 |
| 6 | State Office (Loikaw) | rtadkayar1@gmail.com | 09-882073366 |
| 7 | State Office (Hpa-An) | rtadkayin@gmail.com | 09-448039008 |
| 8 | District Office (Myawaddy) | rtadmyawaddy@gmail.com | 09-403297626 |
| 9 | District Office (Kawkareik) | kawkareik.rta@gmail.com | 09-774055885 |
| 10 | State Office (Hakha) | rtadchin1@gmail.com | 09-262460382 |
| 11 | Regional office (Sagaing) Monywa | rtadsgg2@gmail.com | 09-777318651 |
| 12 | District Office (Sagaing) | sggrtad@gmail.com | 09-5170309 |
| 13 | District Office (Shwebo) | shwebortad@gmail.com | 09-401515710 |
| 14 | District Office (Kalay) | rtadkalay@gmail.com | 09-780708924 |
| 15 | District Office (Tamu) | rtadtamusgg@gmail.com | 09-402201556 |
| 16 | Regional office (Dawei) | rtadtvty@gmail.com | 09-453577486 |
| 17 | District Office (Meik) | rtadmyeik@gmail.com | 09-259803213 |
| 18 | District Office (Kawthaung) | rtadkawthaung@gmail.com | 09-421163984 |
| 19 | Regional office (Bago) | rtadbgo@gmail.com | 09-5118650 |
| 20 | District Office (Pyay) | rtadpyay1@gmail.com | 09-5376827 |
| 21 | District Office (Taungoo) | rtadtgo23172@gmail.com | 09-428170398 |
| 22 | District Office (Tharyarwady) | tharyarwady.rtad@gmail.com | 09-457282257 |
| 23 | Regional office (Magway) | rtadmge@gmail.com | 09-256312628 |
| 24 | District Office (Pakokku) | rtadpku@gmail.com | 09-2301710 |
| 25 | District Office (Minbu) | minbu.rtad@gmail.com | 09-697775959 |
| 26 | District Office (Thayet) | rtadthayet@gmail.com | 09-961233548 |
| 27 | Regional office (Mandalay) | rtadmdy@gmail.com | 09-43053028 |
| 28 | District Office (South Mandalay) | rtadmdysouth@gmail.com | 09-426246236 |

| No | Name of Office | Mail Address | Viber Ph:No |
|----|-------------------------------------|----------------------------------------------------|--------------|
| 29 | District Office (North Mandalay) | rtadmdynorth@gmail.com | 09-444016446 |
| 30 | District Office (Meiktila) | rtadmtla2@gmail.com | 09-799124063 |
| 31 | District Office (Myingyan) | rtadmgn@gmail.com | 09-792656715 |
| 32 | District Office(Kyaukse) | rtadkse@gmail.com | 09-797781859 |
| 33 | District Office (Yamethin) | rtadymt@gmail.com | 09-777617336 |
| 34 | District Office (Pyin Oo Lwin) | rtadpyinoolwin@gmail.com | 09-254307114 |
| 35 | State Office (Mawlamyine) | rtadmme9@gmail.com | 09-421067099 |
| 36 | District Office (Thahton) | rta.thahton@gmail.com | 09-5096163 |
| 37 | State Office (Sittwe) | rtadrke1@gmail.com | 09-429207476 |
| 38 | Regional Office (Yangon) | rtadygn01@gmail.com | 09-942067885 |
| 39 | Regional Branch Office (Yarthargyi) | 2017rtadytg@gmail.com | 09-5402542 |
| 40 | District Office (West Yangon) | rtadygnwestkama@gmail.com | 09-256122870 |
| 41 | District Office (East Yangon) | rtadeastkamaygn@gmail.com | 09-421136609 |
| 42 | District Office (North Yangon) | rtadnorthygn@gmail.com | 09-443062061 |
| 43 | District Office (South Yangon) | rtadsouthygn@gmail.com | 09-250966469 |
| 44 | State Office (Taunggyi) | rtadshnsouth@gmail.com | 09-41002683 |
| 45 | State Branch Office (Aungpan) | aungbanrtad@gmail.com | 09-895530109 |
| 46 | District Office (Loilem) | rtadllm@gmail.com | 09-5250817 |
| 47 | State Branch Office (Lashio) | rtadshnnorth@gmail.com | 09-688994099 |
| 48 | District Office (Muse) | rtadmuse1@gmail.com | 09-788542636 |
| 49 | District Office (Kyaukme) | rtad.kme@gmail.com | 09-972649200 |
| 50 | State Branch Office (KengTung) | rtadshnktg@gmail.com | 09-428219217 |
| 51 | District Office (Tachileik) | rtatck@gmail.com | 09-5241064 |
| 52 | Regional office (Pathein) | rtadayy@gmail.com computerpathein2019@gmail.com | 09-43053374 |
| 53 | District Office (Maubin) | maubinrtad@gmail.com | 09-263558618 |
| 54 | District Office (Hinthata) | rtad.hinthata@gmail.com | 09-771151311 |
| 55 | District Office (Phyapon) | rtadphyapon@gmail.com | 09-973276647 |