

**Kingdom of Cambodia
Nation Religion King**

**Ministry of Economy and Finance
No. 1009 MoEF**

Phnom Penh, 28 December 2012

**Joint Prakas
on**

Public Services Provided by Ministry of Labour and Vocational Training

**Deputy Prime Minister, Minister of Economy and Finance
Minister of Labour and Vocational Training**

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Royal Decree (Preah Reach Krit) NS/RKT/0908/1055 dated 25 September 2008 on Nomination of Royal Government of Cambodia
- Having seen Royal Code (Preah Reach Kram) 02/NS/94 dated 20 July 1994 promulgating Law on Organization and Functioning of Council of Ministers
- Having seen Royal Code (Preah Reach Kram) NS/RKM/0196/18 dated 24 January 1996 promulgating Law on Establishment of Ministry of Economy and Finance
- Having seen Royal Code (Preah Reach Kram) NS/RKM/0105/003 dated 17 January 2005 promulgating Law on Establishment of Ministry of Labour and Vocational Training
- Having seen Royal Code (Preah Reach Kram) NS/RKM/0508/016 dated 13 May 2008 promulgating Law on Public Financial System
- Having see Royal Code (Preah Reach Kram) NS/RKM/0397/01 dated 13 March 1997 promulgating Law on Labour
- Having seen Sub-decree (Anukrit) 04 OrNKr.BK dated 20 January 2000 and relevant Sub-decree on Organization and Functioning of Ministry of Economy and Finance
- Having seen Sub-decree No. 52 OrNKr.BK dated 01 January 2005 on Organization and Functioning of Ministry of Labour and Vocational Training
- Having seen Sub-decree 82 OrNKr.BK dated 16 November 1995 on General Rules of Public Accounting
- Having seen Directive 04 dated 15 November 2006 of the Royal Government on Strengthening of Non-tax Revenue Management and Control
- Prakas 272 MEF dated 17 March 2011 of the Ministry of Economy and Finance on Introduction of Payment Receipt
- Directive 005 MEF dated 17 March 2011 of the Ministry of Economy and Finance on Payment Receipt Management and Control
- According to the necessity of the Ministry of Labour and Vocational Training and Ministry of Economy and Finance.

Decides

Article 1:

The Ministry of Labour and Vocational Training shall be allowed to collect revenues from public services in the interests of national budget.

This compilation of public services details the service fee, time frame, and validity according to each type of service as stipulated in the Annex Table attached with this Joint Prakas.

Article 2:

The Ministry of Labour and Vocational Training shall post up in public space, especially at the place the services are provided, the notice of standard services such as Fee Table, Document Form and Procedure, according to which the collection of revenues is implemented.

The Ministry of Labour and Vocational Training shall set up a desk to receive a complaint which could arise unexpectedly, particularly for the case of any implementation outside of the standard set for the service or any charge beyond the set amount or any delay etc.

Article 3:

The Ministry of Labour and Vocational Training shall have a duty to collect revenues and be responsible for the revenues collected to ensure proper transfer to the national budget, in which the entry of accounts on revenues shall be done and the revenues shall be recorded in Chapter, Account, Sub-account of the Budget Content, and a revenue slip shall also be made.

Article 4:

The allocation of duties in managing and collecting revenues from the public services provided among central administration of the Ministry of Labour and Vocational Training and municipal/provincial Departments of Labour and Vocational Training shall be determined by the Prakas of the Ministry of Labour and Vocational Training. The Ministry of Labour and Vocational Training shall send a copy of its Prakas to the Ministry of Economy and Finance for their information and monitoring of the revenues.

Article 5:

The collection of all revenues from public service fees, as stipulated in the Annex attached with this Joint Prakas, shall be made with a receipt provided by the Ministry of Economy and Finance in accordance with the Prakas 272 MoEF dated 17 March 2011 on Payment Receipt Management of the Ministry of Economy and Finance.

Article 6:

The Ministry of Labour and Vocational Training shall clearly set specific locations and officers stationed at the Single Window within the determined locations in order to serve customers in a timely manner as determined.

Article 7:

The Ministry of Labour and Vocational Training shall make a monthly and annual report and send the Ministry of Economy and Finance the monthly report by the 10th of the following month and the annual report by the 15th of January of the following year.

Article 8:

The compilation of public services as stipulated in the Annex Table of this Joint Prakas shall be subject to change in any necessary case by a Joint Prakas.

Article 9:

Any provision contrary to this Joint Prakas shall be abrogated.

Article 10:

Secretary General, Director of Cabinet, Director General, Director of Department and directors of all relevant units under the supervision of the Ministry of Economy and Finance and the Ministry of Labour and Vocational Training shall be in charge of implementing this Joint Prakas in a highly effective manner from the date of signature.

**Deputy Prime Minister
Minister of Economy and Finance**

(signed)
Keat Chhon

**Minister
Minister of Labour and Vocational
Training**

(signed and sealed)
Vong Sauth

CC:

- General Secretariat of Senate
- General Secretariat of National Assembly
- Council of Ministers
- Cabinet of Samdech Akka Moha Sena Padei Techo Hun Sen,
Prime Minister of Cambodia
- National Audit Authority
- Relevant ministries and institutions
- Anti-Corruption Unit
- Cambodia Chamber of Commerce “for info.”
- As in Article 10 “for functioning”
- Archives

Annex Table
Attached with the Joint Prakas 1009 MEF dated 28 December 2012
on Public Services Provided by the Ministry of Labour and Vocational Training

No.	Description	Service fee (in Riel)	Time Frame (working days)	Validity
1	Medical checkup before being employed for Cambodian workers	20,000	7 days	
2	Medical checkup before being employed for foreign workers	100,000	7 days	
3	Visit to check physical appearance of Cambodian workers before being employed at enterprise/establishment (at the request of the enterprise/establishment)			
	- In Phnom Penh	24,000	1 day	
	- In provinces	28,000	1 day	
4	Visit to check physical appearance of foreign workers before being employed at enterprise/establishment (at the request of the enterprise/establishment)			
	- In Phnom Penh	110,000	1 day	
	- In provinces	120,000	1 day	
5	Medical checkup for migrant workers to go abroad, medical checkup for Cambodian attendees to go abroad (on request)			
5.1	Service for sending workers (document service for translation into English)	40,000		
5.2	Doctor service for medical checkup (ears, nose, throat, eyes, lung, heart, physical appearance)	10,000		
5.3	Service for scientific scanning	18,000		
5.4	Service for laboratory			
5.4.1	Section 1: Blood test			
	Hematocrite	4,000	2 days	
	Hematology test (Hg + Vs)	10,000	2 days	
	Blood Group	4,000	2 days	
	Sugar	5,000	2 days	
	Total Cholesterol	8,000	2 days	
	HDL-Cholesterol	7,000	2 days	
	LDL-Cholesterol	9,000	2 days	
	Triglyceride	6,000	2 days	
	Calcium	5,000	2 days	

	Uric Acid	5,000	2 days	
	Albumin	5,000	2 days	
	Creatinine	6,000	2 days	
	Blood Urea	6,000	2 days	
	Serum Iron	7,000	2 days	
	HIV Antibody (Elisa)	25,000	2 days	
	HBs Ag (Elisa)	18,000	2 days	
	HBs Ab	20,000	2 days	
	HCV Ab	34,000	2 days	
	HAV IgM	40,000	2 days	
	HAV IgG	40,000	2 days	
	GOT	6,000	2 days	
	GPT	6,000	2 days	
	Gamma-GT	6,000	2 days	
	VDRL (RPR)	10,000	2 days	
	TPHA	10,000	2 days	
	Malaria Parasite	6,000	2 days	
	Widal	6,000	2 days	
	Blood Conservation (4 Months)	26,000	2 days	
5.4.2	Section 2: Urine test			
	Albumin, Sugar (+ Pregnancy Test)	8,000	2 days	
	Morphine	22,000	2 days	
	Methamphetamine	22,000	2 days	
5.4.3	Section 3: Others			
	Hearing Acuity	30,000	2 days	
	ECG	20,000	2 days	
	Heart Ultra-sound	60,000	2 days	
6	Certification on health certificate of attendee for going abroad, on request (per person)	20,000	1 day	
7	Training Course for labour physician at enterprise and occupational safety officers before being employed at the enterprise (per 1 person)	200,000		
8	Training on occupational health and safety for employer, worker representatives, and workers (per 1 person)			

	- In Phnom Penh	50,000		
	- In provinces	80,000		
9	Work permit and employment card for Cambodian national	10,000	8 days	Permanent
10	Work permit and employment card for foreign national	400,000	8 days	1 year
11	Work permit and employment card for foreign national (in triangle area)	320,000	8 days	1 year
12	Work permit and employment card for foreign national (foreigner who stays permanently)	240,000	8 days	
13	Quota for employment of foreigners annually for each enterprise/establishment	80,000	8 days	1 year
14	Issuance of letter recognizing the election of shop steward			
	- For enterprise/establishment employing from 08 – 100 workers	80,000	7 days	2 years
	- For enterprise/establishment employing from 101 – 500 workers	150,000	7 days	2 years
	- For enterprise/establishment employing from 501 – 800 workers	250,000	7 days	2 years
	- For enterprise/establishment employing from 801 workers up	400,000	7 days	2 years
15	Formality registration for establishment/establishment having from 01 to 07 workers (Municipal/provincial Department of Labour and Vocational Training is responsible for preparing relevant formalities for customers for free of charge)			
	- Registration for opening of enterprise	20,000	15 days	
	- Registration of enterprise/establishment ledger	20,000	7 days	
	- Registration of payroll	40,000	7 days	
16	Registration and visa for formalities for enterprise/establishment having from 08 to 100 workers (Municipal/provincial Department of Labour and Vocational Training provide payroll, enterprise/establishment ledger, a 3000 riel postage stamp and is responsible for preparing relevant formalities for customers for free of charge)			
	- Registration for opening of enterprise	30,000	15 days	
	- Registration of enterprise/establishment ledger	40,000	7 days	
	- Registration of payroll	60,000	7 days	
	- Having internal regulation certified	70,000	60 days	
17	Registration and visa for formalities for enterprise/establishment having from 101 to 500 workers (Municipal/provincial Department of Labour and Vocational Training provide payroll, enterprise/establishment ledger, a 3000 riel postage stamp and is responsible for preparing relevant formalities for customers for free of charge)			
	- Registration for opening of enterprise	100,000	15 days	
	- Registration of enterprise/establishment ledger	80,000	7 days	
	- Registration of payroll	120,000	7 days	

	- Having internal regulation certified	300,000	60 days	
18	Registration and visa for formalities for enterprise/establishment having from 501 workers up (Municipal/provincial Department of Labour and Vocational Training provide payroll, enterprise/establishment ledger, a 3000 riel postage stamp and is responsible for preparing relevant formalities for customers for free of charge)			
	- Registration for opening of enterprise	200,000	15 days	
	- Registration of enterprise/establishment ledger	80,000	7 days	
	- Registration of payroll	120,000	7 days	
	- Having internal regulation certified	600,000	60 days	
19	Permit for overtime	100,000	7 days	2 months
20	Formalities for apprenticeship (1 set)	3,000		
21	Issuance of card recognizing occupation	3,000		
22	Issuance of certificate of apprenticeship	12,000		
23	Signature for certificate of tuition paying students	8,000		