

KINGDOM OF CAMBODIA  
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Ministry of Social Affairs,  
Labour, and Veteran Affairs  
No. 520/PRK/MOSALVA  
Phnom Penh, December 31, 1997

PRAKAS  
ON  
THE WORK PERMIT AND EMPLOYMENT CARD

The Secretary of State for Social Affairs, Labour and Veteran Affairs

- Referring to the 1993 Constitution of the Kingdom of Cambodia;
- Referring to Reach Kram No. CS/RKM/0397/01 of March 13, 1997 promulgating the Labour Law;
- Referring to Reach Kret of November 1, 1993 on the formation of the Royal Government of Cambodia;
- Referring to Reach Kram 02/NS/94 of July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Referring to Reach Kret No. NS/RKT/1094/83 of October 24, 1994 on the Reorganization of the Composition of the Royal Government of Cambodia;

**IT IS HEREBY DECIDED**

Article 1:

Owners or managers of any enterprise or establishment shall be prohibited to employ employees unless they possess valid employment cards. Employers or managers shall facilitate their employees to come and fill the application form for obtaining the employment card. Employees working in Phnom Penh shall contact with the Department of Employment and Manpower of the Ministry of Social Affairs, Labour and Veteran Affairs while those working in other provinces and municipalities shall contact with the Inspectorate of Social Affairs, Labour and Veteran Affairs of their respective provinces and municipalities.

Article 2:

For Cambodian nationals:

An application for employment card shall be accompanied with the following:

- Application letter affixed with a 1,000 riels stamp: One (1) copy
- Identity card or resident certification (for those without identity card): One (1) copy
- Employment certificate issued by the owner or manager of the concerned enterprise or establishment (see the sample in the annex of this Prakas): One (1) copy
- Photograph (4cm x 6cm): Four (4) sheets.

The employment card fee shall be a one time payment of One thousand and five hundred riels (1,500) Riels.

Article 3:

For foreign nationals:

a. Foreign nationals living outside Cambodia and entering Cambodia for the purpose of working or to be employed temporarily shall fill an application for work permit and employment card accompanied with the following:

- Application letter affixed with a 1,000 riels stamp: One (1) copy
- Passport: One (1) copy
- Resident card issued by the Ministry of Interior: One (1) copy
- Good physical aptitude certificate issued by the Department of Occupational Health and Safety: One (1) copy
- Yearly Fees: US\$ 100.00
- Photograph (4cm x 6cm): Four (4) sheets.

- b. Foreign nationals who are 18 years old and above and living permanently in Cambodia shall possess the work permit and employment card. An application for work permit and employment card shall be accompanied with the following:
- Application Letter affixed with a 1,000 riels stamp: One (1) copy
  - Permanent identity card issued by the Ministry of Interior: One (1) copy
  - Yearly Fees: US\$ 50,00
  - Photograph (4cm x 6cm): Four (4) sheets.

Referring to the items (a) and point (b) of this Prakas, foreign nationals shall pay the yearly fees for the work permit and employment card not later than the end of March of each year.

Article 4:

Any foreign national who does not pay the yearly fees for the work permit and employment card fee as above mentioned shall be fine up to 200% depending on the number of years in default.

Article 5:

Individuals found violating the provisions of this Prakas shall be fined or imposed a penalty in compliance with the provisions provided under Articles 361 and 372 of the Labour Law of the Kingdom of Cambodia.

Article 6:

The Prakas No. 145 MOSALVA of February 15, 1996 of the Ministry of Social Affairs, Labour and Veteran Affairs shall be declared null and void.

Article 7:

This Prakas shall take effect as of the date of its signature.

Secretary of State for Social Affairs,  
Labour and Veteran Affairs

Signature and Seal

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