

Kingdom of Cambodia

Nation Religion King

Ministry of Labor and Vocational Training
No: 021/08 KB-BrK

Prakas
On
Registration of Enterprise/Establishment and Employees in the National
Social Security Fund
Minister of Labor and Vocational Training

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal Decree no.ns/rkt/0704-124 dated 15 July 2004 on the nomination of the Royal Government of Cambodia
- Having seen the Royal Code no. 02/ns/94 dated 20 July 1994 promulgating the law on the arrangement and process of the Council of Minister.
- Having seen the Royal Code no.ns/rkm/0105/003 dated 17 January 2004 promulgating the law on the establishment of the Ministry of Labor and Vocational Training.
- Having seen the Royal Code ns/rkm/0902/018 dated 25 September 2002 promulgating the law on National Social Security Fund for those covered under the Labor Law.
- Having seen the Royal Decree no.ns/rkt/1297/91 dated 31 December 1997 o the legal statute of Public Administration Entity.
- Having seen the Sub-decree no. 20 ... dated 30 April 1996 on the arrangement and process of Ministry and Stated Secretariat
- Having seen the Sub-decree no.52...dated 01 April 2005 on the arrangement and process of the Ministry of Labor and Vocational Training
- Having seen the Sub-decree no. 16...dated 02 March 2007 on the establishment of the National Social Security Fund
- Referring to the Request of the Governing Board of the National Social Security Fund

HEREBY DECIDES

Article 1: Enterprise/Establishment Registration

- 1.1 Every employer or owner of enterprise/establishment under the law of Social Security Scheme for persons defined by the provisions of the Labor Law is obliged to register its own enterprise or establishment in the National Social Security.
- 1.2 Fixed time for registration of enterprise/establishment is as follows:
 - For enterprises/establishments having been operating shall register within 45 days at the latest after the effect of this Prakas.
 - For enterprise/establishment operating after the effect of this Prakas shall register within 45 days after the date of the opening of enterprise/establishment.

Article 2: Registration of Employees

- 2.1 Employer and owner of enterprise shall send the list of employees of its enterprise to the National Social Security Fund for registration.
- 2.2 Sending employees' list and sending the form of enterprise/establishment registration shall be done simultaneously.

Article 3- Form of enterprise/establishment and Employees Registration

- 3.1 Registration of enterprise/establishment shall be done by the form of "Registration of enterprise/establishment or form '1.01' as stated in Annex 1 of this Prakas. Employer or owner of enterprise/establishment shall attach the '1.01' with 'Commerce Registration' issued by the Ministry of Commerce or other equivalent legal documents.
- 3.2 Registration of employees shall be done by the form of 'Registration of Employer' or the form '1.02' as stated in Annex 2 of this Prakas. The employees registration form sent to the NSSF can be done by 'paper form' or 'electronic form' attached with sending letter signed by manager of enterprise or establishment.

Article 4- Identity of enterprise/establishment and employees

- 4.1 NSSF shall provide identity number to each enterprise/establishment after receiving the form 'Registration of enterprise/employee'. An enterprise/establishment shall receive only one ID number called 'Enterprise/establishment ID.'
- 4.2 NSSF shall provide 'Certificate of Enterprise/enterprise Registration' to the registered enterprise/establishment. This certificate shall be marked with 'Enterprise/establishment ID' and the date of registration. Employer shall post the certificate of enterprise/establishment registration at the wage payment office of enterprise/establishment.
- 4.3 After receiving the form 'Registration of employees', NSSF shall provide ID Number and issue 'Occupational Risk Insurance Card' for each employee for free of charge. 'Occupational Risk Insurance Card' shall be given to workers/employees through their employer.
- 4.4 In case of the loss or damage of 'Occupational Risk Insurance Card', the titular as the owner of the card shall make an immediate notification to employer and request a duplication within 30 days at the latest after the date of notification. Duplication provision requires titular to pay NSSF 2,000 Riels.

Article 5 Report of number of employees

- 5.1 Every month employer or owner of enterprise/establishment shall send the report of number of employees to NSSF before the 15th of the next month.
- 5.2 The report of number of employees shall be done as the form of 'Employees registration' by clarifying about the number of all employees in the report. The report of number of employees sent to the NSSF shall be done by 'Paper Form' or 'Electronic Form' with the sending letter signed by manager of enterprise/establishment.

Article 6 Transitional Provisions

In the first phase of the process of NSSF, registration of enterprises/establishments shall apply only for enterprise/establishment with 8 or more employees.

Article 7

Violations of the provisions of this Prakas shall be penalized as stated in chapter 5 of this Law on National Social Security Scheme for persons defined by the Provisions of The Labor Law.

Article 8

This Prakas takes effect from March 01, 2008.

Phnom Penh, February 11, 2008
Minister

Vong Soth

CC:

- Ministry of Royal Palace
- Secretariat General of Constitutional Council
- Secretariat General of Senate
- Secretariat General of Assembly
- Secretariat General of Royal Government
- Cabinet of Prime Minister
- Office of Council of Ministers
- Relevant Ministries for Information
- Documents and Archives

Kingdom of Cambodia

Nation Religion King

Ministry of Labor and Vocational Training
No: 022/08 KB-BrK

Prakas

On

Determination of the Phase and Scope of Implementation of Occupational Risk Scheme

Minister of Labor and Vocational Training

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal Decree no.ns/rkt/0704-124 dated 15 July 2004 on the nomination of the Royal Government of Cambodia
- Having seen the Royal Code no. 02/ns/94 dated 20 July 1994 promulgating the law on the arrangement and process of the Council of Minister.
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- Having seen the Sub-decree no. 16...dated 02 March 2007 on the establishment of the National Social Security Fund
- Referring to the Request of the Governing Board of the National Social Security Fund

HEREBY DECIDES

Article 1

The phases of implementation of each sector of National Social Security as stated in the provisions of Law on Social Security Schemes for Persons defined by the Provisions of the Labor Law shall be determined as follows:

- Occupational Risks Insurance shall be implemented in 2008
- Health care, pension scheme and other social security insurance will be determined consecutively later.

Article 2

In the first phase, occupational risks insurance shall apply only for enterprise/establishment with 8 and over employees. Other enterprise/establishment shall

continue adhering to the implementation by the provisions of labor law until the new determination.

Article 3

This Prakas takes into effect from the date of signature.

Phnom Penh, February 11, 2008

Minister

Vong Soth

CC:

- Ministry of Royal Palace
- Secretariat General of Constitutional Council
- Secretariat General of Senate
- Secretariat General of Assembly
- Secretariat General of Royal Government
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