

**KINGDOM OF CAMBODIA
NATION-RELIGION-KING**



Ministry of Labour and Vocational Training

Nº: 195 អ.ប/ប្រ

**PRAKAS
ON
FOREIGNER WORK PERMIT AND FOREIGNER EMPLOYMENT
CARD**



MINISTER OF THE MINISTRY OF LABOUR AND VOCATIONAL TRAINING

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree NS/RKT/0913/903 dated 24 September, 2013 on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen the Royal Kram No. 02/NS/94 dated 20 July, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No. NS/RKM/0397/001 dated 13 March, 1997 promulgating the Labour Law;
- Having seen the Royal Kram No. NS/RKM/0105/003 dated 17 January, 2005 promulgating the Law on the Establishment of the Ministry of Labour and Vocational Training;
- Having seen Sub-Decree No. 52 ArnorKro.BK dated 01 April, 2005 on the Organization and Functioning of the Ministry of Labour and Vocational Training;
- Having seen Join-Prakas No.1009 MEF dated 28 December, 2012 on the Providing Public Services of the Ministry of Labour and Vocational Training;
- Having seen Letter No. 378 SorJorNor dated 02 April, 2010 on the Council of Ministers;
- In accordance with the Necessity Work of the Ministry of Labour and Vocational Training

HEREBY DECIDES

Article 1:

Owner or Director of enterprise or establishment as stated in the Article 1 of the Labour Law who employs foreign labour or a foreigner who enters to do business in the Kingdom of Cambodia shall properly complete the application for work permit and employment card.

Article 2:

For Foreigner who holds a Residential Fix Term Visa

A/ Application form for employment card and foreigner work permit includes:

1. A request form for work permit and employment card attached with 1,000 riel stamp, and four photos “3x4cm” **one copy;**
2. A Certification of the Owner of enterprise, establishment regarding to the number of current Cambodian and expatriate workers **one copy;**
3. A copy of each foreigner’s passport **one copy;**
4. Annual Tax and Service Fee which each foreigner shall pay in the amount of 400,000 riel (Four Hundred thousand Riels);
5. A written employment contract for foreigner **one copy;**

Unofficial Translation

6. A certificate of physical aptitude appropriate for the occupation issued by the authorized institution of the origin country with the validity of not above 6 months **one copy**;
For a foreigner who has already entered the Kingdom of Cambodia, but he or she has not yet held this certificate shall have the certificate of the physical aptitude issued by the Labour Health Department of the ministry of Labour and Vocational Training with a conclusion that he/she can work **one copy**.

B/ Application form for Valid Extension of employment card and work permit includes:

- 1- A request form for valid extension of employment card and work permit attached with 1,000 riel stamp and one photo sized “3x4cm”;
- 2- A Certification of the Owner of enterprise, establishment regarding the number of current Cambodian and Expatriate workers **one copy**;
- 3- A copy of each foreigner’s passport **one copy**;
- 4- Annual tax and services fee which each foreigner shall pay in the amount of 400,000 riel (four hundred thousand Riels);
- 5- A written employment contract for foreigner **one copy**;
- 6- A certificate of physical aptitude issued by the Labour Health Department of the Ministry of Labour and Vocational Training with the conclusion that he/she can work **one copy**.

Article 3:

Foreigner has entered to work in the triangular zone of Cambodia Vietnam and Laos (permitted only for the foreigners who have Vietnamese and Laos Nationality and living near the border of 4 provinces of the Kingdom of Cambodia such as Stung Treng, Kratie, Mundulkiri, and Ratanakkiri).

A/ Application Form for employment card and foreigner work permit:

- 1- A request form for valid extension of employment card and work permit attached with 1,000 riel stamp and **four photo** sized “3x4cm”;
- 2- A Certification of the Owner of enterprise, establishment regarding the number of current Cambodian and Expatriate workers **one copy**;
- 3- A Copy of foreigner passport or Border Pass or Laissez-passer or letter of both parties consent **one copy**;
- 4- Annual tax and services fee which each foreigner shall pay in the amount of 320,000 riels (three hundred twenty Riels only);
- 5- A written employment contract for foreigner **one copy**;
- 6- A certificate of physical aptitude appropriate for the occupation issued by the authorized hospital of the origin country or authorized hospital in Cambodia

B/ Application form for Valid Extension of employment card and foreigner work permit includes:

- 1- A request form for valid extension of employment card and work permit attached with 1,000 riel stamp and with **one photo** sized “3x4cm”;
- 2- A Certification of the Owner of enterprise, establishment regarding the number of current Cambodian and Expatriate workers **one copy**;
- 3- A Copy of foreigner passport or Border Pass or Laissez-passer or letter of both parties consent **one copy**;
- 4- Annual tax and services fee which each foreigner shall pay in the amount of 320,000 riels (three hundred twenty Riels only);
- 5- A written employment contract for foreigner **one copy**;
- 6- A certificate of physical aptitude appropriate for the occupation issued by the authorized hospital of the origin country or authorized hospital in Cambodia

Article 4:

Unofficial Translation

Any foreigner who has been permitted to permanently stay in Cambodia shall oblige to apply for work permit and employment card.

A/ Application form for employment card and foreigner work permit includes:

- 1- A request form for work permit and employment card attached with 1,000 riel stamp and with four photos sized “3x4cm”;
- 2- A Certification of the Owner of enterprise, establishment regarding the number of current Cambodian and expatriate workers **one copy;**
- 3- A copy of passport or equivalence legally permitted to permanently stay in the Kingdom of Cambodia which is issued the Ministry of Interior **one copy;**
- 4- Annual tax and service fee which each foreigner shall pay in the amount of 240,000 riels (two hundred forty thousand riels only);
- 5- A written employment contract for foreigner **one copy;**
- 6- A certificate of physical aptitude appropriate for the occupation issued by the authorized institution of the origin country with the validity of not more than 6 months;

For a foreigner who has already entered the Kingdom of Cambodia, but has not yet hold this certificate shall have the certificate of the physical aptitude issued by the Labour Health Department of the ministry Labour and Vocational Training with a conclusion that he/she can work.

B/ Application form for Valid Extension of employment card and work permit include:

- 1- A request form for work permit and employment card attached with 1,000 riel stamp and with sized “**four photos** 3x4cm”;
- 2- A Certification of the Owner of enterprise, establishment regarding the number of current Cambodian and expatriate workers **one copy;**
- 3- A copy of passport or equivalence which the Ministry of Interior issued the proper permission for foreigner to live permanently in Cambodia **one copy;**
- 4- Annual tax and services fee which each foreigner shall pay in the amount of 240,000 riels (two hundred forty thousand Riels only)
- 5- A written employment contract for foreigner **one copy;**
- 6- A certificate of physical aptitude appropriate for the occupation issued by the Labour Health Department of the Ministry Labour and Vocational Training with a conclusion that he/she can work **one copy;**

Article 5:

Tax payment for valid extension of employment card and work permit shall be made before the end of Mach of each year. In the case of failure to extend the validity following the due date, the enterprise or establishment concerned shall be considered to keep or to employ foreign labour without employment card and work permit.

Article 6:

Any person breaching the provisions of this Prakas shall be liable to fine or punishment as stated in Chapter 16 of the labour law.

Article 7:

Provisions contrary to this Prakas shall be abrogated.

Article 8:

Director of Cabinet, Director General of General Department of Administration and Finance, Director General of General Department of Labor, Director of Directorate, all Department and

Unofficial Translation

Provincial Department of Labour and Vocational Training shall be responsible for implementing this Prakas respectively from the day of its signature.

Phnom Penh, 20 August, 2014

MINISTER

[Signed and Seal]

ITH SAMHENG

Receiving Place

- Council of Minister
- Cabinet of Samdach Prime Minister
- Cabinet of Permanent Deputy Prime Minister
- Ministry of Foreign Affair and International Cooperation
- Ministry of Interior
- Ministry of Economy and Finance
- “ for information ”
- As in Article 8 “for Implementation”
- Document-achieved