

**KINGDOM OF CAMBODIA**  
**Nation Religion King**



**Ministry of Economy and Finance**

No. 995 SHV. BRK

Phnom Penh 28 December 2012

**Joint Prakas on Provision of the Public Services Delivered by the Ministry of Land Management, Urban Planning and Construction**

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**Deputy Minister, Minister of Ministry of Economy and Finance**

**Senior Minister, Minister of the Ministry of Land Management, Urban Planning and Construction**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen the Royal Decree No. NS/RKT/0908/1055 dated 25 September 2008 on the Appointment of 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/0196/18 dated 24 January 1996, promulgating the Law on Establishment of the Ministry of Economy and Finance;
- Having seen the Royal Kram No.NS/RKM/0699/09 dated 23 June 1999, promulgating the Law on Establishment of the Ministry of Land Management, Urban Planning and Construction;
- Having seen Royal Kram No. NS/RKM/0508/016 dated 13 May 2008, promulgating the Law on Public Financial System;
- Having seen Sub-decree No. 04 ANKR. BK dated 20 January 2000 and related Sub-decree on the Organization and Functioning of the Ministry of Economy and Finance;
- Having seen Prakas No. 62 SHV. BK dated 20 July 1999 on the Organization and Functioning of the Ministry of Land Management, Urban Planning and Construction;

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- Having seen Sub-decree No. 86 ANKR. BK dated 19 December 1997 on Construction Permit;
- Having seen Sub-decree No. 82 ANKR. BK dated 16 November 1995 on the General Regulations of Public Account;
- Having seen the Regulation No. 04 BB dated 15 November 2006 of Royal Government on the Strengthening of Non-Tax Income Management;
- Pursuant to Prakas No. 272 SHV. BRK dated 17 March 2011 of the Ministry of Economy and Finance on the Implementation of the Payment Receipt;
- Pursuant to the Instructive Circular No. 005 SHV dated 17 March 2011 of the Ministry of Economy and Finance on the Management of the Payment Receipt;
- Pursuant to the necessity of the Ministry of Land Management, Urban Planning and Construction and the Ministry of Economy and Finance.

## **HEREBY DECIDE**

### **ARTICLE 1:**

Allow the Ministry of Land Management, Urban Planning and Construction to implement the collection of revenue from public service fee for the benefits of national budget.

This directory of public service specifies in details service fee, term of service provision, and validity based on each type of the public service as stated in the Annex attached to this joint Prakas.

### **ARTICLE 2:**

The Ministry of Land Management, Urban Planning and Construction shall publicly publish, especially in the service area, the service standard consisting of: fee table, application form, and procedure for provision of services related to the aforementioned revenue collection.

The Ministry of Land Management, Urban Planning and Construction shall establish complaint reception venue which may eventually occur, particularly in event of non-standardized practices or over-charge or delay in provision of services.

### **ARTICLE 3:**

The Ministry of Land Management, Urban Planning and Construction has the duty to collect revenue, take charge of the collected revenue, and make payment of such revenue to the national budget, in which the account registration shall be made on

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revenue implementation and record, monitor the revenue in the account, sub-account chapters of the budget content and make the revenue record.

## **ARTICLE 4:**

The duty division on revenue collection management from public service between central administration of the Ministry of Land Management, Urban Planning and Construction, the Department of Land Management, Urban Planning and Construction, and Municipal and Provincial Cadastral Office shall be determined by the Prakas of the Minister of the Ministry of Land Management, Urban Planning and Construction. The Ministry of Land Management, Urban Planning and Construction shall send a copy of this Prakas to the Ministry of Economy and Finance for information and for revenue implementation examination.

## **ARTICLE 5:**

All revenue collection from public service fee, as stated in the annex attached to this joint Prakas, shall be applied with payment receipt issued by the Ministry of Economy and Finance in compliance with Prakas No. 272 SHV. BRK dated 17 March 2011 on the Implementation of Payment Receipt and Instructive Circular No. 005 SHV dated 17 March 2011 on the Management of Payment Receipt of the Ministry of Economy and Finance.

## **ARTICLE 6:**

The Ministry of Land Management, Urban Planning and Construction shall determine a specific location and assign on-duty officer providing one-stop service at the determined location, to offer the service to the customers on timely manner.

## **ARTICLE 7:**

The Ministry of Land Management, Urban Planning and Construction shall make report on implementation of monthly and annual revenue and send to the Ministry of Economy and Finance before the tenth day of following month for the monthly report and before 15th January of following year for the annual report.

## **ARTICLE 8:**

The directory of public service, as stated in the annex of this joint Prakas, shall be amended based on necessity by a joint Prakas.

## **ARTICLE 9:**

Any regulations contrary to this joint Prakas shall be considered abrogated.

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## ARTICLE 10:

Secretary General, Chief of Cabinet, General Director, Head of Department and Head of relevant entities under the Ministry of Economy and Finance, and the Ministry of Land Management, Urban Planning and Construction shall effectively implement in this joint Prakas from this signatory date hereon.

<p><b>Deputy Minister Minister of Economy and Finance</b></p> <p>[Signature and Stamp]</p> <p><b>KEAT Chhon</b></p>		<p><b>Senior Minister Minister of The Ministry of Land Management, Urban Planning and Construction</b></p> <p>[Signature and Stamp]</p> <p><b>IM Chhun Lim</b></p>
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## Copied to:

- Secretary General of Senate
- Secretary General of National Assembly
- Office of Council of Ministers
- Cabinet of Samdech Aka Moha Sena Padei Decho HUN SEN  
Prime minister of Kingdom of Cambodia
- National Audit Authority
- All relevant Ministries and institutions
- Anti-corruption Unit
- All provincial and municipal Administration
- Cambodia Chamber of Commerce “For information”
- As in Article 10 “for attribution”
- Documentation and Archive

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**Annex Table**

**Attached with this Joint Prakas No. 995 SHV. BRK dated 28 December 2012**

**On Provision of the Public Services Delivered by the Ministry of Land Management, Urban Planning and Construction**

No.	Description	Service Fee (Riel)	Term of Service Provision (Working Day)	Validity	Others
<b>I. Cadastral Service and Geography</b>					
1	Initial systematic registration (per 1m <sup>2</sup> )			No Prescription	
1.1	Rural agricultural production land	1	100-140 Days		(100Riel for land smaller than 100m <sup>2</sup> )
1.2	Rural residential land	10	100-140 Days		
1.3	District-gathering or provincial suburban district-gathering residential land	20	100-140 Days		
1.4	Provincial-gathering or Phnom Penh suburban city-gathering residential land	250	100-140 Days		
1.5	Phnom Penh residential land	500	100-140 Days		

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2	Initial sporadic land registration and certificate issuance (per one plot)				No Prescription
2.1	Production land or rich land in all provinces and city	200,000	75 Days		Additional 40,000Riels per 1hectare if more than 5 hectares
2.2	Residential land and land for general construction				
	- Land in Phnom Penh Capital or in municipality of Kandal province, Preah Sihanouk province, and Siem Reap province	400,000	75 Days		Additional 80,000Riels per 1hectare if more than 1 hectare
	- Land in municipal of all provinces except Kandality province, Preah Sihanouk province, and Siem Reap province	300,000	75 Days		Additional 60,000Riels per 1hectare if more than 1 hectare
	- Rural land or suburban land	100,000	75 Days		Additional 30,000Riels per 1hectare if more than 1 hectare
2.3	Second or Third Certificate Issuance				
	- Residential land	400,000	60-70 Days		
	- Production or rich land	300,000	60-70 Days		

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3	Entire immovable property transfer (per one certificate)				
3.1	Production land or rich land in all provinces and capital city	200,000	15-20 Days		
3.2	Residential land and land for general construction				
	- Land in capital city or in municipal of Kandal province, Preah Sihanouk province, and Siem Reap province	600,000	15-20 Days		
	- Land in all provincial municipality except Kandal province, Preah Sihanouk province, and Siem Reap province	400,000	15-20 Days		
	- Rural or suburban land	200,000	15-20 Days		
4	Land plot separation by transfer or non-transfer immovable property (per one separated plot) and land plot consolidation (per one original land plot) (as requested)				
4.1	Production or rich land in all provinces and capital city	200,000	30 Days		Additional 40,000Riels per one land plot if more than 2 land plots separation or consolidation

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4.2	Residential land and land for general construction				
	- Land in capital city or in municipality of Kandal province, Preah Sihanouk province and Siem Reap province	600,000	30 Days		Additional 80,000Riels per one land plot if more than 2 land plots separation or consolidation
	- Land in all provincial municipality except Kandal province, Preah Sihanouk province, and Siem Reap province	400,000	30 Days		Additional 60,000Riels additional per one land plot if more than 2 land plots separation or consolidation
	- Rural or suburban land	100,000	30 Days		Additional 30,000Riels additional per one land plot if more than 2 land plots separation or consolidation
5	Re-searching the land boundary point (per one pole)				
5.1	Production or rich land in all provinces	300,000	5-10 Days		



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	and capital city				
5.2	Residential land or land for general construction				
	- Land in Phnom Penh Capital or in municipality of Kandal province, Preah Sihanouk province, and Siem Reap province	60,000	5-10 Days		
	- Land in municipality of all provinces except Kandal province, Preah Sihanouk province, and Siem Reap province	40,000	5-10 Days		
	- Rural land or suburban land	30,000	5-10 Days		
6	Issuance of cadastral information certificate per one land plot (Certificate issuance, information leaflet issuance, cadastral information certificate issuance)	50,000	03-05 Days	1 Month	
7	Encumbrance and exception: privilege, mortgage, and hypothec, (per one land plot or one certificate)				
7.1	Encumbrance (Privilege, mortgage, hypothec)	200,000	03-05 Days		
7.2	Encumbrance discharge (privilege, mortgage, hypothec)	100,000	02-03 Days		

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8	Copy of cadastral documents (per one A4 size page)	5,000	02-03 Days		
9	Change of land type (1 m <sup>2</sup> )	50	20-25 Days		
10	Private part registration of co-ownership building (per one private part)				
	- Registration and issuance of ownership certificate on general private part certificate or certificate of perpetual lease on general private part	1,600,000	50-60 Days		
	- Registration of right transfer over general private part	1,200,00	20 Days		
	- Registration and issuance of certificate of private part ownership over co-ownership building provided by the state, charity, or humanity organizations	100,000	50-60 Days		
	- Registration of right transfer over private part of co-ownership building provided by the state, charity, or humanity organizations	200,000	20 Days		
11	Registration of right over Perpetual Lease (per one certificate)				

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	- Registration and issuance of certificate of right over perpetual lease	400,000	15-20 Days	Based upon the contract	Additional 4,000 Riels per hectare if more than 5 hectares
	- Registration of long-term lease transfer	400,000	15-20 Days		Additional 4,000 Riels per hectare if more than 5 hectares
<b>12</b>	<b>Registration of right over economic land concession (per one certificate)</b>				
	- Registration and issuance of certificate of Right over economic land concession o	400,000	15-20 Days	Based upon the contract	Additional 4,000 Riels per hectare if more than 5 hectares
	- Registration of right transfer over economic land concession	400,000	15-20 Days		Additional 4,000 Riels per hectare if more than 5 hectares
13	Registration of immovable property provided in Civil Code (per certificate)				Based upon the court procedure
13.1	Registration on immovable property	120,000	03-05 Days		

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	confiscation (ownership confiscation, or long-term agreement, or usufruct )				
13.2	Registration of immovable property confiscation cancellation (ownership confiscation, or long-term lease agreement or usufruct)	80,000	03-05 Days		
13.3	Registration on right transfer, cancelation of right procurement registration, cancelation of registration on temporary management, cancelation of registration on confiscation or temporary confiscation				
13.3.1	Production or possessory land in all provinces and capital city	120,000	15-20 Days		
13.3.2	Residential land and land for general construction				
	- Land in the capital or in municipality of Kandal province, Preah Sihanouk province, Siem Reap province	200,000	15-20 Days		
	- Land in municipality of all provinces except Kandal province, Preah Sihanouk province, Siem Reap province	150,000	15-20 Days		
	- Rural or suburban land	100,000	15-20 Days		
13.4	Registration (per one certificate) on:		03-05 Days		

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	<ol style="list-style-type: none"> <li>1. Right confiscation over claim guaranteed by hypothec or security interests</li> <li>2. Temporary confiscation of immovable property (ownership, perpetual lease right, or usufruct)</li> <li>3. Confiscation over</li> <li>4. Temporary management prohibiting the management over immovable property (ownership, or perpetual lease right, usufruct)</li> </ol>	120,000			
13.5	<p>Cancelation of registration (per one certificate) on:</p> <ol style="list-style-type: none"> <li>1. Confiscation of claim guaranteed by hypothec or other security interests</li> <li>2. Temporary confiscation of immovable property (ownership, perpetual lease right, or usufruct)</li> <li>3. Temporary confiscation of right guaranteed by hypothec or other security interests</li> <li>4. Temporary management prohibiting the management of immovable property (ownership, perpetual lease right, or usufruct)</li> </ol>	80,000	03-05 Days		

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13.6	- Registration on creation, amendment, or cancellation of right in accordance with court decisions or execution letter based on reconciliation or claim recognition	120,000	15-20 Days		
<b>14</b>	<b>Paper map (per sheet)</b>				
14.1	Existing Map of 1/100,000	40,000	02-03 Days		
14.2	Publication service of Map of the Kingdom of Cambodia of 1/650,000	40,000	02-03 Days		
15	Digital photo (per 1 Km <sup>2</sup> )				
15.1	State entities requesting for rural area and forest	20,000	02-03 Days		
15.2	State entities requesting for gathering center and city	40,000	02-03 Days		
15.3	Private individuals requesting for rural area and forest	80,000	02-03 Days		
15.4	Private individuals requesting for gathering center and city	200,000	02-03 Days		
16	Digital photo as paper (published as A0 size paper) per one sheet	50,000	02-03 Days		

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17	Analyzing soil pole data (location plan and standardization) per pole (as requested)				
17.1	Analyzing soil pole data level zero	60,000	02-03 Days		
17.2	Analyzing soil pole data level 1	60,000	02-03 Days		
17.3	Analyzing soil pole data level 2	50,000	02-03 Days		
17.4	Analyzing soil pole data level 3	40,000	02-03 Days		
17.5	Multi-principle pole data	30,000	02-03 Days		
<b>II. Construction service</b>					
<b>III.</b> 1. Permit authorized by Capital and provincial municipality		In the capital and municipality	suburban		1 year if not start the construction and can be extended one time
1	House construction				
1.1	Construction permit				
1.1.1	Villa (m <sup>2</sup> )				
	≤100	600,000	420,000	25 Days	
	≤200	800,000	560,000	25 Days	

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	≤300	1,000,000	700,000	25 Days	
	≤400	1,400,000	980,000	25 Days	
	≤500	1,800,000	1,260,000	25 Days	
	≤1000	3,500,000	2,450,000	25 Days	
	≤2000	5,000,000	3,500,000	25 Days	
	≤3000	7,000,000	4,900,000	25 Days	
1.1.2	Apartment (m <sup>2</sup> )				
	≤100	400,000	280000	25 Days	
	≤200	500,000	350,000	25 Days	
	≤300	600,000	420,000	25 Days	
	≤400	800,000	560,000	25 Days	
	≤500	1,200,000	840,000	25 Days	
	≤1000	2,500,000	1,750,000	25 Days	
	≤2000	4,000,000	2,800,000	25 Days	
	≤3000	6,000,000	4,200,000	25 Days	
1.1.3	Concrete-ground-floor-and-wooden-			25 Days	



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	upper-floor House (m2)				
	≤100	140,000	98,000	25 Days	
	≤200	160,000	112,000	25 Days	
	≤300	180,000	126,000	25 Days	
	≤400	200,000	140,000	25 Days	
	≤500	220,000	154,000	25 Days	
	≤1000	400,000	280,000	25 Days	
	≤2000	500,000	350,000	25 Days	
	≤3000	700,000	490,000	25 Days	
1.2	Construction permit for expansion, Removal and Repair	Based on size in m2 to be expanded, removed and repaired and 10% of Construction Permit Fee	20 Days		
1.3	Permit to Open Construction	10% of construction permit Fee	07 Days		

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1.4	Permit to Close Construction or Correctness Certificate	10% of Construction Permit Fee	07 Days		
2	Other constructions other than residence				
2.1	Construction Permit (m2)				
	≤100	1,000,000	25 Days		
	≤200	2,000,000	25 Days		
	≤300	3,000,000	25 Days		
	≤400	4,000,000	25 Days		
	≤500	5,000,000	25 Days		
	≤1000	8,000,000	25 Days		
	≤2000	10,000,000	25 Days		
	≤3000	12,000,000	25 Days		
2.2	Construction Permit for Expansion, Removal and Repair	Based on size in m2 to be expanded, removed and repaired and 10% of Construction	20 Days		

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		Permit Fee			
2.3	Permit to Open Construction	10% of Construction Permit Fee	07 Days		
2.4	Permit to Close Construction or Correctness Certificate	10% of Construction Permit Fee	07 Days		
3	State construction, charity construction or humanity organization donated to community or the poor ( $\leq 3,000\text{m}^2$ )				
3.1	Construction Permit	Free of charge	25 Days		
3.2	Construction Permit for Expansion, removal and repair	Free of charge	20 Days		
3.3	Permit to Open Construction	Free of charge	07 Days		
3.4	Permit to Close Construction or Correctness Certificate	Free of charge	07 Days		
<b>II-2- Permit authorized by the Ministry of Land management, urban planning and construction</b>					
4	Private construction				
4.1	Construction Permit				
4.1.1	Housing construction ( $\text{m}^2$ )				

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	≤4000	10,000,000	45 Days		
	≤6000	10,500,000	45 Days		
	≤10000	11,000,000	45 Days		
	≤20000	11,200,000	45 Days		
	≤40000	11,400,000	45 Days		
	≤60000	11,600,000	45 Days		
	≤100000	11800,000	45 Days		
	>100000	12000000	45 Days		
4.1.2	Other buildings beside house construction(m <sup>2</sup> )				
	≤4000	15,000,000	45 Days		
	≤6000	16,500,000	45 Days		
	≤10000	18,000,000	45 Days		
	≤20000	19,500,000	45 Days		
	≤40000	19,800,000	45 Days		
	≤60000	20,100,000	45 Days		
	≤100000	20,400,000	45 Days		

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	>100000	21,000,000	45 Days		
4.2	Construction permit for expansion, removal and repair	Based on size in m2 to be expanded, removed and repaired and 20% of Construction Permit Fee	45 Days		
4.3	Permit to open construction	20% of Construction Permit Fee	07 Days		
4.4	Permit to close construction and correctness certificate	20% of Construction Permit Fee	07 Days		
5	State construction, charity construction or humanity organization donated to community or the poor (>3,000m <sup>2</sup> )				
5.1	Construction permit	Free of charge	45 Days		
5.2	Construction permit for expansion, removal and repair	Free of charge	45 Days		
5.3	Permit to open construction	Free of charge	07 Days		
5.4	Permit to close construction and correctness certificate	Free of charge			

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			07 Days		
<b>II-3 Provision of construction policy and land development</b>					
6	Authority of capital and municipality				
6.1	Name changed in construction permit and architecture plan	1,000,000	25 Days		
6.2	Validity extension of construction permit (if the construction is not commenced after one year permit and if no permit to open construction)	50% charge of construction permit application fee	25 Days		
6.3	Validity extension of construction permit for expansion, removal and repair (if the repair is not commenced after one year permit)	20% charge of construction permit application fee	20 Days		
7	<b>Authority of the Ministry of Land Management, Urban Planning and Construction</b>				
7.1	Name change in construction permit and architecture plan	4,000,000	45 Days		
7.2	Validity extension of construction permit (if the construction is not commenced after one year permit and if no permit to open construction)	50% charge of construction permit application fee	45 Days		

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7.3	Validity extension of construction permit for expansion, removal and repair (if the repair is not commenced after one year permit)	20% charge of construction permit application fee	45 Days		
7.4	Construction policy of one antenna	400,000	45 Days		
7.5	Construction policy of building in land plot (as requested)	20% charge of construction permit application fee	45 Days		
7.6	permit in principle or permit for land development from agricultural land to construction land (for housing in commercial , commercial and industrial purpose)				
	- Less than 10 hectares (per 1m <sup>2</sup> )	200	45 Days		
	- From 10 hectares up (in total)	20,000,000	45 Days		
<b>III. Registration of an enterprise, construction company, natural person studying the project, and construction workers</b>					
<b>III-1- Under the authority of the Ministry of Land Management, Urban Planning and Construction and Capital and provincial cadastral office</b>					
1	Initial registration for construction workers	800,000	07 Days	3 Years	
2	Validity Extension for construction workers	600,000	07 Days	3 Years	

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<b>III-2- Under the authority of the Ministry of Land Management, Urban Planning and Construction</b>					
1	Initial registration and validity extension for construction enterprise-company				
	- Type 3 (Small)	3,000,000	20 Days	3 Years	
	- Type 2 (Medium)	4,000,000	20 Days	3 Years	
	- Type 1 (Big)	6,000,000	20 Days	3 Years	
2	Status upgrading for construction enterprise-company				
	- Type 3 (Small) to type 2 (Medium)	4,000,000	20 Days	3 Years	
	- Type 2 (Medium) to type 1 (Big)	6,000,000	20 Days	3 Years	
3	Initial registration and validity extension for natural person studying the project				
	- Type 3 (Small)	800,000	20 Days	3 Years	
	- Type 2 (Medium)	1,200,000	20 Days	3 Years	
	- Type 1 (Big)	1,600,000	20 Days	3 Years	
4	Level upgrading for natural person studying the project				
	- Type 3 (Small) to type 2 (Medium)	1,200,000	20 Days	3 Years	
	- Type 2 (Medium) to type 1 (Big)	1,600,000	20 Days	3 Years	



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<b>IV. Copy of plan and map documents (as requested)</b>					
1	Construction application form (per one copy)	40,000			
2	Architecture plan or construction assembling plan (per one copy)	400,000			
3	A-4 size map (per one sheet)	1,000			
4	A-3 size map (per one sheet)	5,000			
5	A-2 size map (per one sheet)	10,000			
6	A-1 size map (per one sheet)	15,000			
7	A-0 size map (per one sheet)	20,000			
<b>V- Legal and technical consultation (as requested)</b>					
1	National level (Ministry of Land Management, Urban Planning and Construction, Office of single-exit-entry-gate Secretariat)				
	- Works involved with land and general construction (for one case)	100,000			
	- Works involved with special economic zone, Development of island, beach, Borey, economic land concession and skyscrapers (for one case)	2,000,000			

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2	Sub-national level (Capital and Provincial Department of Land Management, Urban Planning and Construction )				
	- Works involved with land and general construction (for one case)	80,000			

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