

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

(Logo)

Ministry of Economy and Finance

No.: 1009 SHV.BrK

Phnom Penh, 28 December 2012

**JOINT PROCLAMATION
ON
THE PROVISION OF PUBLIC SERVICES OF THE MINISTRY LABOR AND
VOCATIONAL TRAINING**

**DEPUTY PRIME MINISTER, MINISTER OF ECONOMY AND FINANCE, AND
MINISTER OF LABOR AND VOCATIONAL TRAINING**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0908/1055, dated 25 September 2008, on the Appointment of the Royal Government of Cambodia;
- Having seen 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 Royal Kram No. NS/RKM/0196/18, dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Economy and Finance;
- Having seen Royal Kram No. NS/RKM/0106/003, dated 17 January 2005, promulgating the Law on the Establishment of the Ministry of Labor and Vocational Training;
- Having seen Royal Kram No. NS/RKM/0508/016, dated 13 May 2008, promulgating the Law on Public Financial System;
- Having seen Royal Kram No. NS/RKM/0397/01, dated 13 March 1997, promulgating the Law on Labor;
- Having seen Sub-decree No.04 ANKr.BK, dated 20 January 2000, and Relevant Sub-decree on the Organization and Functioning of the Ministry of Economy and Finance;
- Having seen Sub-decree No.52 ANKr.BK, dated 01 January 2005, on the Organization and Functioning of the Ministry of Labor and Vocational Training;
- Having seen Sub-decree No.82 ANKr.BK, dated 16 November 1995, on General Guideline of Public Accounting;
- Having seen Order No. 04 BB, dated 15 November 2006, of the Royal Government, On the Strengthening of Governance on Non-taxes Revenue;
- Proclamation No.272 SHV.BrK, dated 17 March 2011, of the Ministry of Economy and Finance, promulgating the Use of Receipts;
- Circular No.005 SHV, dated 17 March 2011, of the Ministry of Economy and Finance, On the Management of Receipts;
- Referring to the necessity of the Ministry of Labor and Vocational Training and the Ministry of Economy and Finance

HEREBY DECIDE

Article 1: The Ministry of Labor and Vocational Training is granted the permission to implement the collection of revenues from the public services as for the national budget benefit.

This cluster of public services are detailed on service fee, service period and validity of each type of public services as stipulated in the Annex Table attached with this Joint Proclamation.

Article 2: The Ministry of Labor and Vocational Training shall publicly display the standardized services, especially in the place where the services are delivered concerning price lists, document forms, and service access procedures in relation with the above revenue collection.

The Ministry of Labor and Vocational Training shall set up a post where unexpected complaints can be made, especially in the case that the real practice is contrary to standardized services, or exceed emolument beyond what is set or late delivery.

Article 3: The Ministry of Labor and Vocational Training shall be obligated to collect the revenues, take responsibility for the collected revenues and pay the revenues to the national budget, including account registration on operating income and keeping record of the revenues in chapter, accounts, and sub-accounts of the budget content and issuing revenue slips.

Article 4: Duty assignment on revenue management and collection from public services between central administration of the Ministry of Labor and Vocational Training and Municipal/Provincial Departments of Labor and Vocational Training shall be defined by the proclamation of Minister of Labor and Vocational Training. The Ministry of Labor and Vocational Training shall submit one copy of this proclamation to the Ministry of Economy and Finance for information and recording the entry of the revenues.

Article 5: Every revenue collection from public service as stated in Annex Table attached with this Joint Proclamation shall use the receipts provided by the Ministry of Economy and Finance, in accordance with the proclamation No.272 SHV.BrK, dated 17 March 2011, promulgating the Use of Receipts and Circular No.005 SHV, dated 17 March 2011, on the Management of Receipts of the Ministry of Economy and Finance.

Article 6: The Ministry of Labor and Vocational Training shall identify a specific area with standby officers as one window service to satisfactorily deliver the service to the customers in a timely manner.

Article 7: The Ministry of Labor and Vocational Training shall write a report on the implementation of the monthly and annual revenue to be submitted to the Ministry of Economy and Finance no later than 10th of the following month

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for monthly report, and no later than 15th January of the following year for annual report.

Article 8: The cluster of public services as stipulated in the Annex Table of the Joint Proclamation is subject to change in accordance with the needs by a joint proclamation.

Article 9: Any provisions contrary to this Joint Proclamation shall be null and void.

Article 10: Secretary General, Chief of the Cabinet, Director General, Directors of Departments and Chiefs of relevant units subordinate to the Ministry of Economy and Finance, and the Ministry of Labor and Vocational Training shall effectively implement this Joint Proclamation from the date of its signature onwards.

Deputy Prime Minister (*initialed*)
Minister of Economy and Finance (*initialed*)
(signed and stamped)

Minister of Labor and Vocational Training (*initialed*)
(signed and stamped)

VORNG Soth

KEAT Chhon

CC:

- Secretariat General of Senate
- Secretariat General of National Assembly
- Office of the Council of Ministers
- Cabinet of Samdech Akka Moha Sena Padei Techo **Hun Sen**, the Prime Minister
- National Audit Authority
- Relevant Ministries/Institutions
- Anti-Corruption Unit
- All Municipal/ Provincial Administrations
- Cambodia Chamber of Commerce "**for information**"
- As stated in Article 10 "**for functioning**"
- Chronicles-Archives

Annex Table
Attached with the Joint Prakas No. 1009 SHV.BrK dated 28 December 2012
On the Provision of Public Services of the Ministry of Labor and Vocational Training

No.	Description	Service Fee (in Riel)	Period of Service Provision (Working Days)	Validity
1	Checking physical fitness before being employed for Cambodian workers	20,000	7 days	
2	Checking physical fitness before being employed for foreign workers	100,000	7 days	
3	Checking physical fitness of Cambodian workers before being employed at enterprises/establishments (at the request of the enterprises/establishments)			
	- In Phnom Penh	24,000	1 day	
	- In provinces	28,000	1 day	
4	Checking physical fitness of foreign workers before being employed at enterprises/establishments (at the request of the enterprises/establishments)			
	- 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 participants to go abroad (on request)			
5.1	Service for sending workers (document service for translation into English)	40,000		

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5.2	Doctor service for medical checkup (ears, nose, throat, eyes, lung, heart, physical fitness)	10,000		
5.3	Service for radiology	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	

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	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	

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	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 Cambodian participants for going abroad, on request (per person)	20,000	1 day	
7	Training course for doctors at enterprise and occupational safety officers before being employed at the enterprise (per person)	200,000		
8	Training on occupational health and safety for employers, worker representatives, and employees (per person)			
	- In Phnom Penh	50,000		
	- In provinces	80,000		
9	Work permit and employment book for Cambodian	10,000	8 days	Permanent
10	Work permit and employment book for foreigner	400,000	8 days	1 year
11	Work permit and employment book for foreigner (in Triangle Development Zone)	320,000	8 days	1 year

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12	Work permit and employment book for foreigner (foreigner who stays permanently)	240,000	8 days	
13	Quota for annual employment of foreigners for each enterprise/establishment	80,000	8 days	1 year
14	Issuance of recognition letter of the election of staff delegate			
	- For enterprise/establishment employing from 08 to 100 workers	80,000	7 days	2 years
	- For enterprise/establishment employing from 101 to 500 workers	150,000	7 days	2 years
	- For enterprise/establishment employing from 501 to 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 with 01 to 07 workers (Municipal/Provincial Departments of Labor and Vocational Training are responsible for preparing relevant formalities for customers for free of charge)			
	- Registration for opening of enterprise	20,000	15 days	
	- Registration of establishment ledger	20,000	7 days	
	- Registration of payroll	40,000	7 days	
16	Registration and visa for formalities for enterprise/establishment with 08 to 100 workers (Municipal/Provincial Departments of Labor and Vocational Training provide payroll, enterprise/establishment ledger, a 3000-riel postage stamp and are responsible for preparing relevant formalities for customers for free of charge)			

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	- 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	
	- Registration of internal regulation	70,000	60 days	
17	Registration and visa for formalities for enterprise/establishment with 101 to 500 workers (Municipal/Provincial Departments of Labor and Vocational Training provide payroll, enterprise/establishment ledger, a 3000-riel postage stamp and are 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	
	- Registration of internal regulation	300,000	60 days	
18	Registration and visa for formalities for enterprise/establishment with 501 workers up (Municipal/Provincial Departments of Labor and Vocational Training provide payroll, enterprise/establishment ledger, a 3000-riel postage stamp and are 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	
	- Registration of internal regulation	600,000	60 days	
19	Permit for overtime	100,000	7 days	[illegible]

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20	Formalities for apprenticeship (1 set)	3,000		
21	Issuance of occupation recognition card	3,000		
22	Issuance of certificate of apprenticeship	12,000		
23	Signature for certificate of tuition paying students	8,000		