

Kingdom of Cambodia
Nation Religion King

Ministry of Labour and Vocational Training
No. 003/15/ KB/S.N.N.

**Instruction on
Procedures for Work Permit and Employment Card Application for Foreign Worker**

The Ministry of Labour and Vocational Training has honor to inform the Employer of all enterprises/establishments and foreigners who are governed under Article 1, 21, 67, 261, 264 and 265 of the Labour Law of the Kingdom of Cambodia, under Prakas No. 195 KB/PRK on Foreigner's Work Permit and Employment Card, and Prakas No. 196 KB/PRK on the Use of Foreign Workforce dated on August 20, 2014 that in order to work or being admitted to work by any enterprise/establishments, every foreigner shall possess a Work Permit and Employment Card, which are issued by the Ministry of Labour and Vocational Training. Therefore, the Employer of enterprises/Establishments employing foreign workforce shall apply for the use of foreign workforce (Quota) by no later than the end of November of each year at the Department of Employment and Manpower of the Ministry of Labour and Vocational Training or at Provincial Departments of Labour and Vocational Training. Owners or directors of enterprises/establishments, whose business licenses are issued by responsible authorities under Phnom Penh Municipality, shall apply for the use of foreign workforce (Quota) at Municipal Department of Labour and Vocational Training or Department of Employment and Manpower. Application procedures are as follows:

➤ **Required Documents:**

1. Letter requesting for the use of foreign workforce of each year (Quota) signed by the Employer of enterprises/establishments;
2. Table of required foreign workforce (quota) of each year;
3. Declaration of personnel (for newly established enterprises/establishments) and declaration of personnel's movement.

➤ **Application Fee:** 80,000 Riels

- **The use of foreign workforce** (quota) shall not exceed 10% of the total Cambodian workers/employers. In case more than 10% of foreign workforce is required, specific reasons such as specialties and professional skills of the workforce shall be precisely indicated.

After receiving written permission to use foreign workforce, the Employer of enterprises/establishments shall apply for Work Permit and Employment Card for foreigners or apply for their extension **no later than of March of each year**. Application procedures are as follows.

FLOW OF PROCEDURES FOR WORK PERMIT AND EMPLOYMENT CARD APPLICATION FOR FOREIGN WORKER

1. Application for the Use of Foreign Workforce (Quota)

❖ **Offices:**

- ✓ Department of Employment and Manpower of the Ministry of Labour and Vocational Training or Provincial Departments of Labour and Vocational Training
- ✓ Municipal Department of Labour and Vocational Training or Department of Employment and Manpower (for enterprises/establishments whose business licenses are issued by responsible authorities under Phnom Penh Municipality)

❖ **Required Documents:**

1. Letter requesting for the use of foreigner workforce of each year (quota) signed by the Employer of the enterprises/establishments;
2. Table of required foreign workforce (Quota) of each year;
3. Declaration of personnel (for newly established enterprises/establishments); and Declaration of personnel's movement (in-out)

Note: Application fee is 80,000 Riels

❖ **Foreign Workforce (Quota) Rate**

- ✓ Shall not exceed 10% of the total Cambodian workers/employees;
- ✓ In case more than 10% of foreign workforce is required, specific reasons such as specialties and professional skills of the workforce should be precisely indicated.

2. Application for Work Permit and Employment Card

❖ **Offices:**

- ✓ Department of Employment and Manpower of the Ministry of Labour and Vocational Training or Provincial Departments of Labour and Vocational Training
- ✓ Municipal Department of Labour and Vocational Training or Department of Employment and Manpower (for enterprises/establishments whose business licenses are issued by responsible authorities under Phnom Penh Municipality)

❖ **Required Documents**

1. Application form for Work Permit and Employment Card, sealed with 1,000 Riels administrative stamp;
2. Declaration of the current number of Cambodian and foreign employees by the Employer of enterprises/establishments;
3. Four copies of recent photo (3x4cm) of foreign worker for new application and one copy for the extension application;
4. One photocopy of valid passport and visa (Visa E and Visa K) or permanent residence card issued by the Ministry of Interior (attached with original copy);
5. A registered written employment contract; and
6. Physical Checkup Certificate issued by Department of Occupational Safety and Health of the Ministry of Labour and Vocational Training (Checkup fee: 100,000 Riels)

❖ **Service Fee:**

- ✓ 400,000 Riels for foreign workforce with Visa E
- ✓ 320,000 Riels for foreign workforce who works in Development Triangle Area Cambodia-Lao PDR-Vietnam; and
- ✓ 240,000 Riels for foreign workforce with Visa K and permanent residence card.

Note: The Employer of enterprises/establishments, who run business, employ foreign workforce without permission and has no Work Permit and Employment Card, shall be fined in cash amounted from 488,000 Riels to 720,000 Riels as stipulated under Article 369 and 372 of Cambodian labour law or shall be condemned according to Cambodian Laws in effect.