

**Kingdom of Cambodia**  
**Nation Religion King**

**Ministry of Labor and Vocational Training**

**No. 003/15 ក.ប/ស.ណ.ន**

**The Guideline**

**On**

**The Procedure to Apply for and Extend Foreign Work Permit and Foreign Employment Card**

The Ministry of Labor and Vocational Training is honored to inform the owner or director of enterprises, establishments and foreigners those are governed under the Article 1, Article 21, Article 67, Article 261, Article 264, and Article 265 of the Labor Law of the Kingdom of Cambodia and Prakas No. 195 ក.ប/ជ.ក on the Foreign Work Permit and Foreign Employment Cards and Prakas No. 196 ក.ប/ជ.ក on the Employment of Foreign Labor dated on 20 August 2014 that in order to work or being permitted to work by any establishments or enterprises, every foreigner shall possess the Foreign Work Permit and Foreign Employment Cards issued by the Ministry of Labor and Vocational Training. Therefore, the owner or director of enterprise who wants to use foreign workforce and all foreigners must request the permit for employment of foreign labor (Quota) by no later than the end of November of each year at the Department of Employment and Labor of the Ministry of Labor and Vocational Training or at the Provincial Department of Labor and Vocational Training. Particularly, owner or director of enterprise under the authorization of business issued by the Unit or competent authorities under the Phnom Penh Municipality must request the permit for the employment of foreign labor (Quota) at Phnom Penh Department of Labor and Vocational Training or at the Department of Employment and Manpower.

**The formality is required as below:**

✓ Required Documents:

1. A Request Form for the use of foreign workforce (Quota), signed by director of the company;
2. A Request Table for the use of foreign workforce (Quota) of each year;
3. The staff declaration (for new enterprise/establishment) and the staff declaration in/out of workers/employees

- ✓ The public Service Fee: 80,000 Riels
- ✓ The Rate of employment of foreign labor (Quota) shall not exceed 10% (ten percent) of total Cambodian employees. In the case of need for foreigner workers which exceed 10%, the request letter shall state thoroughly and clearly about the position, specialty, technology, or professional skills of each foreign worker who is requested to be employed.

Upon receiving the approval letter on the employment of foreign labor (Quota), the owner or director of enterprise/establishment must fill out the request form and extension of Foreign Work Permit and Foreign Employment Card for their foreign worker/employee by no later than the end of March of each year (for the extension of Foreign Work Permit and Foreign Employment Card). The Application Form shall be as in the following:

✓ Required Documents:

1. A Request Form for Foreign Work Permit and Foreign Employment Card sealed with 1,000 Riels stamp
2. A Certification Letter of the owner of enterprise, establishment to certify the number of current Cambodian and foreign workers
3. Four copies of recent photo “3x4cm” for requesting the new request and one photo for extension application
4. A copy of each foreigner’s passport and Visa (Type E and Type K) or permanent resident permit issued by the Ministry of Interior (attached with the original copy)
5. A registered written employment contract
6. A Physical Checkup Certificate issued by the Department of Occupational Safety and Health of the Ministry of Labor and Vocational Training (service fee: 100,000 Riels).

✓ Service Fee:

- 400,000 Riels for Foreign Labor with Visa E
- 320,000 Riels for Foreign Labor employed in the Development Triangle Zone Cambodia, Vietnam and Lao
- 240,000 Riels for Foreign Labor with Visa K and permanent resident permit.

The owner or director of enterprise/establishment who use foreign workforce or foreigner without permission to use foreign labor and without Foreign Work Permit and without Foreign Employment Card shall be fined from 488,000 Riels to 720,000 Riels in accordance with the Article 369 and Article 372 of Labor Law or shall be punished in accordance with the law of the Kingdom of Cambodia.

The Ministry of Labor and Vocational Training strongly hopes that the owner or director of enterprise and all foreigners shall effectively comply with the guideline.

For further information, please contact the Department of Employment and Manpower through Mr. Sim Hong (012 557 116/088 811 2228) or Mr. Van Vannak (012 327777/088 232 7777) and the Department of Occupational Safety and Health of the Ministry of Labor and Vocational Training through Mr. Long Dore (017 521 006) or Mr. Hean Linda (092 766 659).

**Phnom Penh, 26 January 2015**

**Minister**

(Signed and sealed)

**ITH SAMHENG**

**Attn:**

- The Council of Ministers
- The Cabinet of Prime Minister
- The Cabinet of Deputy Prime Minister
- The Ministry of Interior
- The Ministry of Foreign Affairs and International Cooperation
- The Ministry of Economy and Finance “for information”
- All of the Capital/Provincial Department of Labor and Vocational Training “for dissemination and implementation”
- The Employer Association “for information and implementation”
- Archived Periodical Documents