

**Relevant Licenses &
Inspections for
Producing Fish Sauce/Fish
Meat Processing/Meat
Ball/Sausage Business**

Diagram for Licenses and Inspections Related with a Business Producing Fish Sauce/Fish Meat Processing/Meat Ball/Sausage

4 Key Licenses & Certificates

I want to start a new business to produce fish sauce/fish meat processing/meat ball/sausage

1

Primary Licenses & Certificates

- Before Operations -

Ministry of Commerce

Certificate of Incorporation (business registration)

2

General Tax Department

Tax Registration for Patent Tax, VAT Number and Registration Tax

3

Ministry of Industry and Handicraft

- Permit on Small and Medium Factory & Handicraft Establishment
- Operating License on Small and Medium Factory and Handicraft

4

Municipality

Location Approval License

Other Licenses & Certificates

- During Operation -

Ministry of Labor and Vocational Training

Registration for Opening Enterprise, Establishment Ledger, Payroll & Internal Work Rule (within 30 days).

Institute of Standards of Cambodia

The Use of Product Certification Mark ្រ្រ្រ

Institute of Standards of Cambodia

The Use of Product Certification Mark CS

Ministry of Commerce

Trade Mark Registration (Optional)

General Department of Taxation

Tax on Sign Board

Phnom Penh Municipality

Permit on Sign Board

Inspections during Application Process

Institute of Standards of Cambodia

Product Quality Inspection

Phnom Penh Municipality

Business Location Inspection

Ministry of Health

Hygiene Inspection

Inspections during Business Operation

Institute of Standards of Cambodia

Product Quality Inspection

Ministry of Health

Operational Hygiene Inspection

Ministry of Interior

Fire Safety and Security Inspection

Ministry of Labor and Vocational Training

Labor Compliance Inspection

Ministry of Environment

Environmental Inspection

Phnom Penh Municipality

Business Location Inspection

Key Steps in Applying for Producing Fish Sauce/Fish Meat Processing/Meat Ball/Sausage Business

Key Steps in Applying for SME Operating License to Produce Fish Sauce/Fish Meat Processing/Meat Ball/Sausage

4 Steps – 10 Days



I want to apply for operating License for SMEs to produce fish sauce/fish meat processing/meat ball/sausage



Step One

Visit General Directorate of SME and Handicraft of Ministry of Industry and Handicraft or its Provincial Department



Step Two

Submit documents required as mentioned in Appendix 8



Step Three

Pay official fees as presented in Appendix 8



Step Four

Receiving Operating License for SMEs

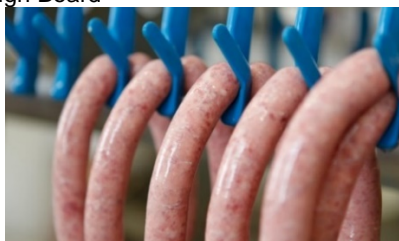
Information Sheet for Producing Fish Sauce/Fish Meat Processing/Meat Ball/Sausage Business

Application for Setting Up a New Small and Medium Factory/Handicraft Produced Fish Sauces, Fish Meat Processing, Meat Ball and Sausage Business

What licenses do I need for a new fish sauce, fish meat processing, meat ball and sausage business?

All new factories/handicrafts with a sizable capital are required to have the following certificates/licenses:

- Certificate of Incorporation (Business Registration)
- Permit on Small and Medium Factory & Handicraft Establishment
- Operating License on Small and Medium Factory & Handicraft
- License for the Use of Product Certification Mark ផ្សិត
- License for the Use of Product Certification Mark CS
- Tax Registration for Paten Tax, VAT Number and Registration Tax
- Location Approval License
- Registration for Opening Enterprise, Establishment Ledger, Payroll and Internal Work Rule (within 30 days)
- Trade Mark Registration (optional)
- Tax Permit on Sign Board
- Permit on Sign Board



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Where can I register?

All new factories/handicrafts with a sizable capital are required to have Operating License on Small and Medium Factory & Handicraft and Permit on Small and Medium Factory & Handicraft Establishment and other relevant licenses. You can apply for these licenses as below:

- For *Operating License on Small and Medium Factory and Handicraft and Permit on Small and Medium Factory and Handicraft Establishment*, you can apply them at General Directorate of SME and Handicraft of Ministry of Industry and Handicraft or Provincial Department of Industry and Handicraft.
- For *Certificate of Incorporation* (business registration), you can register your certificate through the following link: www.businessregistration.moc.gov.kh or you can go to Department of Business Registration/Provincial Department of Commerce to assist you in business registration.
- For *License for the Use of Product Certification Mark ផ្សិត & CS*, you can apply them at Institute of Standards of Cambodia (ISC) in Phnom Penh.
- For *Tax Registration for Patent Tax, VAT Number and Registration Tax*, you can apply them at General Department of Taxation in Phnom Penh or Provincial Tax Branch.
- For *Location Approval License*, you can apply it at Phnom Penh Municipality.
- For *Registration for Opening Enterprise, Establishment Ledger, Payroll and Internal Work Rule*, you can register it at Ministry of Labor and Vocational Training or online registration recognized by Ministry of Labor and Vocational Training.
- For *Trade Mark Registration*, you can register it at Department of Intellectual Property of the Ministry of Commerce or Provincial Department of Commerce.
- For *Tax Permit on Sign Board*, you can apply it at General Department of Taxation or Provincial Tax Branch.
- For *Permit on Sign Board*, you can apply it at Phnom Penh Municipality.

What are documents required for SME operating license?

You are required to have the following documents for application process:

- Application form with 1 photo (4X6)
- Prakas for the establishment of small and medium factory and handicraft
 - Identity Card or Passport
 - Production line layouts
 - Pictures of name of enterprise and production line
 - Three photos (4X6)

Other documents:

- Certificate of quality issued by Institute of Standards
- Letter of Environmental Impact Assessment (if necessary)

What are the benefits?

Having an operating license for small and medium factory and handicraft will provide you with the following benefits:

1. Your business will be recognized as a legal entity and protected by the laws of the Kingdom of Cambodia;
2. Your contractual relationships with business partners will have better legal standing, which is important in taking advantage of business opportunities, and increasing your access to resources such as financing; and
3. You will be able to consult with officials on business start-up, running the business and consumer protection.

What inspections should I expect?

During application process of Operating License on Small and Medium Factory & Handicraft from Ministry of Industry and Handicrafts (MIH), you should expect (1) Product Quality Inspection by MIH; (2) Location Inspection by Phnom Penh Municipality, etc.

While you are operating your fish sauce, fish meat processing, meat ball and sausage business, you should also expect the following inspections: (1) Product Quality Inspection by MIH; (2) Operational Hygiene Inspection by Ministry of Health (MoH); (3) Fire Safety and Security Inspection by Ministry of Interior (MoI); (4) Labor Compliance Inspection by Ministry of Labor and Vocational Training (MoLVT); (5) Environmental Inspection by Ministry of Environment (MoE); and (6) Local Authority Inspection by Ministry of Interior (MoI).

Information Matrix for Relevant Licenses for Producing Fish Sauces, Fish Meat Processing, Meat Ball and Sausage Business

List of Relevant Licenses/Certificates for Starting-Up a New Business Producing Fish Sauces/Fish Meat Processing/Meat Ball/Sausage

| Step | Name of the License/Certificate | Issuing Ministry/ Authority | Validity | Objective of the License | Where can I register? | What are documents required? | How long does it take? | How much does it cost? | References |
|---------------|--|-----------------------------|----------|--|---|--|---|---|--|
| Step 1 | Certificate of Incorporation (Business Registration) in Cambodia | Ministry of Commerce (MoC) | 99 Years | - To provide legal entity for commercial enterprises by issuing the Certificate of Commercial Register | You can register your certificate of incorporation (business registration) through the following link: www.businessregistration.moc.gov.kh or you can go to Department of Business Registration/ Provincial Department of Commerce to assist you in business registration. | <p>You are required to have the following documents for online registration application process:</p> <ul style="list-style-type: none"> - Document to certify the address, such as electricity bill, house renting contract or postal address - Statute of the company - Identity card or passport of the owner or director - Photo (4X6) - Voluntarily declaration of non-sentence (no criminal record) and not Cambodian government officer - If the owner is a legal entity: <ul style="list-style-type: none"> o Copy of original company registration recognized by law o Company formation decision and appointment letter to represent the legal entity - Within 30 days starting from issuing automated certificate of business registration, the company needs to send Department of Business Registration the following documents: <ul style="list-style-type: none"> o Original statute of the company (2 copies) o If the shareholder is legal entity, the following document need to be submitted <ul style="list-style-type: none"> ▪ Original company formation decision and appointment letter to represent the legal entity (1 copy) ▪ Original letter of company bank account (1 copy) - If Department of Business Registration does not receive the original statute of the company of incorporation within 30 days, the Ministry of Commerce will object to business registration and remove business registration. | It would take 3-5 days to receive certificate of incorporation (business registration) from the Ministry of Commerce. | The official fee for certificate of incorporation (business registration) is 1,680,000 riels. | <ul style="list-style-type: none"> - Law on Trade Rules and Trade List - Amendment Law on Trade Rules and Trade List - Prakas 213 Dated 24 June 2016 - Prakas 299 Dated 29 Dec 2015 - Pakas 1643 Dated 16 Dec 2014 in the Annex of Prakas |
| | Certificate of Incorporation (Business Registration) in Cambodia | Ministry of Commerce (MoC) | 99 Years | <i>If you register as a branch or representative office</i> | You can register your certificate of incorporation (business registration) through the following link: www.businessregistration.moc.gov.kh or you can go to Department of Business Registration/ Provincial Department of Commerce to assist you in business registration. | <p>You are required to have the following documents for online registration application process:</p> <ul style="list-style-type: none"> - Document to certify the address, such as electricity bill, house renting contract or postal address - Photocopy of official business registration of parent company certified by law - Decision letter of the company to establish branch or representative office and appointment of branch head or representative head office - Identity card or passport of director of representative office or branch - Photo 4 X 6 - Branch head or representative head office voluntarily declaration of non-sentence (no criminal record) and not Cambodian government officer | It would take 3-5 days to receive certificate of incorporation (business registration) from the Ministry of Commerce. | The official fee for certificate of incorporation (business registration) is 1,680,000 riels. | <ul style="list-style-type: none"> - Law on Trade Rules and Trade List - Amendment Law on Trade Rules and Trade List - Prakas 213 Dated 24 June 2016 - Prakas 299 Dated 29 Dec 2015 - Pakas 1643 Dated 16 Dec 2014 in the Annex of Prakas |
| | Certificate of Incorporation (Business Registration) in Cambodia | Ministry of Commerce (MoC) | 99 Years | <i>If you register as a partnership company</i> | You can register your certificate of incorporation (business registration) through the following link: www.businessregistration.moc.gov.kh or you can go to Department of Business Registration/ Provincial Department of Commerce to assist you in business registration. | <p>You are required to have the following documents for online registration application process:</p> <ul style="list-style-type: none"> - Document to certify the address, such as electricity bill, house renting contract or postal address - The contract to establish the company - Identity card or passport of the owner and director - Photo (4X6) - Voluntarily declaration of non-sentence (no criminal record) and not Cambodian government officer - If the owner is a legal entity: <ul style="list-style-type: none"> o Copy of original company registration recognized by law o Company formation decision and appointment letter to represent the legal entity - Within 30 days starting from issuing automated certificate of business registration, the company needs to send Department of Business Registration the following documents: <ul style="list-style-type: none"> o The contract to establish the company (2 copies) o If the partnership is legal entity, the following document need to be submitted <ul style="list-style-type: none"> ▪ Original company formation decision and appointment letter to represent the legal entity (1 copy) - If Department of Business Registration does not receive the original of the contract to establish the company within 30 days, the Ministry of Commerce will object to business registration and remove business registration. | It would take 3-5 days to receive certificate of incorporation (business registration) from the Ministry of Commerce. | The official fee for certificate of incorporation (business registration) is 1,680,000 riels. | <ul style="list-style-type: none"> - Law on Trade Rules and Trade List - Amendment Law on Trade Rules and Trade List - Prakas 213 Dated 24 June 2016 - Prakas 299 Dated 29 Dec 2015 - Pakas 1643 Dated 16 Dec 2014 in the Annex of Prakas |

| Step | Name of the License/Certificate | Issuing Ministry/ Authority | Validity | Objective of the License | Where can I register? | What are documents required? | How long does it take? | How much does it cost? | References |
|---------------|--|---|---------------|---|---|--|--|---|--|
| | Certificate of Incorporation (Business Registration) in Cambodia | Ministry of Commerce (MoC) | 99 Years | <i>If you register as a sole proprietorship</i> | You can register your certificate of incorporation (business registration) through the following link: www.businessregistration.moc.gov.kh or you can go to Department of Business Registration/ Provincial Department of Commerce to assist you in business registration. | You are required to have the following documents for online registration application process: <ul style="list-style-type: none"> - Document to certify the address, such as electricity bill, house renting contract or postal address - Identity card or passport of the owner - Photo (4X6) of the owner - Voluntarily declaration of non-sentence (no criminal record) and not Cambodian government officer | It would take 3-5 days to receive certificate of incorporation (business registration) from the Ministry of Commerce. | For sole proprietorship company official fee is only 300,000 riels. | <ul style="list-style-type: none"> - Law on Trade Rules and Trade List - Amendment Law on Trade Rules and Trade List - Prakas 213 Dated 24 June 2016 - Prakas 299 Dated 29 Dec 2015 - Pakas 1643 Dated 16 Dec 2014 in the Annex of Prakas |
| Step 2 | Permit on Small and Medium Factory & Handicraft Establishment | Ministry of Industry and Handicraft | Permanen t | | You can apply for permit on Small and Medium Factory and Handicraft Establishment at General Directorate of SME and Handicraft of Ministry of Industry and Handicraft or Provincial Department of Industry and Handicraft. | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form with 1 photo (4X6) - Identity Card or Passport - Location map of factory or handicraft together with signature or thumbprint of the owner - General and architectural layouts, machinery and facility layouts and process flow - Production line layouts - Location approval license/letter issued by local authority <i>Other documents:</i> <ul style="list-style-type: none"> - Certificate of quality issued by Institute of Standards - Certificate of incorporation (business registration) issued by Ministry of Commerce - The use of product certification mark - Contract for renting the location if you are not the owner of the business location - Letter of Environmental Impact Assessment (if necessary) | It would take 10 days to receive the permit on Small and Medium Factory and Handicraft Establishment after receiving all documents. | <p>The official fee for permit on Small and Medium Factory and Handicraft Establishment varies differently depending on the size and capital of your business.</p> <ul style="list-style-type: none"> - 150,000 riels with permanent valid (if capital is less than or equivalent US\$ 50,000) - 300,000 riels (if capital 50,000 to US\$ 250,000) - 500,000 riels (if 250,000 to US\$ 500,000) | <ul style="list-style-type: none"> - Law on Administration of Factory and Handicraft - Joint Prakas No 717 MoEF PK Dated 08 July 2015 |
| Step 2 | Operating License on Small and Medium Factory & Handicraft | Ministry of Industry and Handicraft | 3 Years | | You can apply for operating license on Small and Medium factory and handicraft at General Directorate of SME and Handicraft of Ministry of Industry and Handicraft or Provincial Department of Industry and Handicraft. | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form with 1 photo (4X6) - Prakas for the establishment of small and medium factory and handicraft - Identity Card or Passport - Production line layouts - Pictures of name of enterprise and production line - Three photos (4X6) <i>Other documents:</i> <ul style="list-style-type: none"> - Certificate of quality issued by Institute of Standards - The use of product certification mark - Letter of Environmental Impact Assessment (if necessary) | It would take 10 days to receive operating license for small and medium factory and handicraft after receiving all documents. | <p>The official fee for operating license for small and medium factory and handicraft varies differently depending on the size and capital of your business.</p> <ul style="list-style-type: none"> - 75,000 riels with 3 years validity (if capital is less than or equivalent US\$ 50,000) - 150,000 riels (if capital 50,000 to US\$ 250,000) with 3 years validity - 300,000 riels (if capital 250,000 to US\$ 500,000) with 3 years validity. | <ul style="list-style-type: none"> - Law on Administration of Factory and Handicraft - Joint Prakas No 717 MoEF PK Dated 08 July 2015 |
| Step 3 | Tax Registration ¹ Note: Business owners need to register tax registration during 15 working days after starting business or receiving the certification of incorporation from relevant authority (MoC). | General Department of Taxation (GDT) or Tax District Office | Permanen t | <p>Definition of tax payers:</p> <ul style="list-style-type: none"> - Small taxpayers are Sole Proprietorships or Partnerships that: <ol style="list-style-type: none"> a. Have annual taxable turnover from Khmer Riel (“KHR”) 250 million (USD62.5k) to KHR700 million (USD175k); b. Have taxable turnover, in any period of three consecutive calendar months (within this tax year), exceeding KHR60 million (USD15k); c. Expected taxable turnover of KHR60 million (USD15k) or more in the next three consecutive months; d. Participate in any bidding, quotation or survey for the supply of goods and services including duties. | General Department of Taxation (GDT) or Tax District Office or E-Registration | <p>You are required to have the following documents for application process:</p> <p>For medium and large enterprise (sole proprietorship and legal enterprise)</p> <ul style="list-style-type: none"> - Board of director or business owner need to make thumb scan at tax administrator office. - In necessary case, the enterprise can invite tax administrator to take a photo and thump scan at their location or any convenience place. - Certificate of registration issue by relevant authorities (ie MoC registration) - Statue of the company for legal enterprise - Bank statement/bank declaration - Valid identification card or passport - 2 Photos (no more than 3 months) with size 35X45mm with white background along with name of the owner and signature of Board of Director - Location tittle or rental contract - A letter of paying property tax or property information if available - Other licenses issued by relevant authorities. <p>For small enterprise or enterprise (a) having an annual taxable turnover under 250 million riel or (b) having taxable turnover, in any period of three consecutive calendar months (within this tax year), exceeding 60 million riel;</p> | <ul style="list-style-type: none"> - It would take 1 to 7 working days for e-registration - Or it would take 7 to 10 working days for direct registration at tax administrator | <ul style="list-style-type: none"> - The official fee for small enterprise is 20,000 riels - The official fee for medium and large enterprise is 400,000 riels | <ul style="list-style-type: none"> - Taxation law - Prakas 496 MoEF PK Dated 06 April 2016 - Prakas 1819 MoEF PK Dated 25 December 2015 |

¹ Exempt supplies are not subject to VAT and include the following: (1) Public postal service; (2) Hospital, clinic, medical, and dental services and the sale of medical and dental goods incidental to the performance of such services; (3) The service of transportation of passengers by a wholly state-owned; (4) Public transportation system; (5) Insurance services; (6) Primary financial services; (7) The importation of articles for personal use that are exempt from customs duties; and (8) Non-profit activities for public interest that have been recognized by the Ministry of Economy and Finance (“MEF”).

| Step | Name of the License/Certificate | Issuing Ministry/ Authority | Validity | Objective of the License | Where can I register? | What are documents required? | How long does it take? | How much does it cost? | References |
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| | | | | - Medium taxpayers include: a. Enterprises that have annual turnover from KHR700 million (USD175k) to KHR2,000 million (USD500k); b. Enterprises that have been incorporated as legal entities; c. Sub-national government institutions, associations, and non-governmental organizations. - Large taxpayers include: a. Enterprises that have annual turnover over KHR2,000 million (USD500k); b. Branch of a foreign companies; c. Enterprises registered as a Qualified Investment Project (“QIP”) as approved by the Council for the Development of Cambodia; d. Government Institutions, foreign diplomatic and consular missions, international organizations and agencies. | | (c) expected taxable turnover of KHR60 million or more in the next three consecutive months. - Certificate of registration issue by relevant authorities (ie MoC registration) - Valid identification card or passport - 2 Photos (no more than 3 months) with size 35X45mm with white background along with name of the owner. - Location title or rental contract. - A letter of paying property tax or property information if available Note: All photocopy documents attached must be certified by relevant ministries / institutions. For tax payers having the different address stated in identification card or passport, tax payers must provide family book or living book issued by authority. | | | |
| Step 3 | Tax Registration for Patent Tax | General Department of Taxation (GDT) | 1 year | | General Department of Taxation (GDT) or Tax Department for each district | You are required to have the following documents for application process: - Application form for administration - Fill the form (FORM PR 008): You can download it from the website http://www.tax.gov.kh/ - If the address of head office is different from registered address, you are required to attach: <ul style="list-style-type: none"> o Certificate of land title or rental contract and receipt of the withholding tax payment (Certified copy) o Property tax receipt (If any) Note: All copied documents attached must be certified by tax officials in charge of or by other relevant ministries/institutions. | - It would take 1 to 7 working days for e-registration - Or it would take 7 to 10 working for registration at tax department. | The official fee : For small enterprise, you need to pay 400,000 riels. For medium enterprise, you need to pay 1,200,000 riels; For large enterprise: <ul style="list-style-type: none"> o If annual turnover exceed 10,000 000 000 riels, you need to pay for paten tax for 5 million riels o If annual turnover of large tax payer is less than 10,000,000,000 riels, you need to pay for paten tax for 3 million riels o In case, large enterprise that has other affiliations, you need to pay 3 million riels for each one. | - Taxation law - Instruction letter No 032 GDT Dated 04 January 2016 - Prakas 1821 MoEF PK Dated 25 December 2015 - Prakas 970 MoEF PK Dated 27 December 2012 |
| Step 3 | Registration Tax | General Department of Taxation (GDT) | Permanen t | To legalize the document of company registration | General Department of Taxation (GDT) or Tax Department for each district | You are required to have the following documents for application process: - Letter of Company registration Note: Tax Payers need to pay the registration tax within 03 months after getting approval from authorities concerned on those legalized letters and attached it to tax administrator. | - It would take 1 to 3 working days for registration | The official fee : 1,000,000 riels for stamping on documents for company registration | - Taxation law - Prakas 273 MoEF PK Dated 17 March 2016 |
| Step 4 | Location Approval License | Phnom Penh Municipality or Provincial Hall | 1 Year | | Phnom Penh Municipality or Provincial Hall (if your business is located in the province) | You are required to have the following documents for application process: - Application form for location approval license - Photo of business owner - Certificate of incorporation (business registration) issued by Ministry of Commerce - The contract between business owner and local authority. The contract aims at: <ul style="list-style-type: none"> o Guarantee for not disturbing security, public order, culture and welfare of the people. o No noise pollution affecting neighbors o Do not use the business location to distribute and use drug o Do not use the business location to provide sexual service affecting culture, norm, moral, value of the ladies and Cambodia families o Prevent conflict and arm conflict in the business location o Cooperate with local authority in identifying suspicious activities related with drug usage and dealer or serving sex service or criminal activities. | Not found in the legal documents under the scope of this review | Not found in the legal documents under the scope of this review | Not found in the legal documents under the scope of this review |

| Step | Name of the License/Certificate | Issuing Ministry/ Authority | Validity | Objective of the License | Where can I register? | What are documents required? | How long does it take? | How much does it cost? | References |
|---------------|--|---|------------|---|---|---|---|---|--|
| Step 5 | Registration for Opening Enterprise Notification to MoLVT of the start of operation and hiring employees (within 30 days) | Ministry of Labor and Vocational Training (MoLVT) | Permanen t | <ul style="list-style-type: none"> - To ensure legal status complied with MoLVT - To protect your benefit and right | <ul style="list-style-type: none"> - Ministry of Labor and Vocational Training or online registration recognized by Ministry of Labor and Vocational Training - If you employ 1 to 7 employees, the department/provincial department of MoLVT can arrange all relevant documents for enterprise registration | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form in the form of administration letter - Statue of the company (If available) - Patent tax license - Certificate of Business Registration of relevant authority (MoC, MIH, MoEYS, MoT, Mol, MoLUP, MoH, etc.) | It would take 15 working days | The official fee for registration for opening enterprise at MoLVT is classified as below: <ul style="list-style-type: none"> - If your employee from 1 to 7: 20,000 riels - If your employee from 8 to 100: 30,000 riels - If your employee from 101 to 500: 100,000 riels - If your employee is more than 501: 200,000 riels | <ul style="list-style-type: none"> - Cambodian Labor Law - Prakas 228 MoIVT/PK Dated 26 September 2014 - Joint Prakas No 1009 MoEF PK Dated 28 December 2012. |
| Step 5 | Registration of enterprise/ establishment ledger | Ministry of Labor and Vocational Training (MoLVT) | permanen t | To ensure legal status complied with MoLVT | <ul style="list-style-type: none"> - Ministry of Labor and Vocational Training or online registration recognized by Ministry of Labor and Vocational Training - For 1 to 7 employees, the provincial department can arrange all relevant documents for free of charge. - From 8 to 100 employees, department of MoLVT will provide tax post stamp for 3,000 riels and arrange all relevant documents for free of charge. - From 101 employees up, the department of labor inspection of MoLVT, or provincial department of MoLVT will provide tax post stamp for 3,000 riels and arrange all relevant documents for free of charge. | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form in the form of administration letter - Statue of the company (If available) - Patent tax license - Certificate of Business Registration of relevant authority (MoC, MIH, MoEYS, MoT, Mol, MoLUP, MoH, etc.) | It would take 7 working days | The official fee for registration of enterprise at MoLVT is classified as below: <ul style="list-style-type: none"> - If your employee from 1 to 7: 20,000 riels - If your employee from 8 to 100: 40,000 riels - If your employee from 101 to 500: 80,000 riels - If your employee is more than 501: 80,000 riels | <ul style="list-style-type: none"> - Cambodian Labor Law - Prakas 228 MoIVT/PK Dated 26 September 2014 - Joint Prakas No 1009 MoEF PK Dated 28 December 2012. |
| Step 5 | Registration of Payroll | Ministry of Labor and Vocational Training (MoLVT) | permanen t | To ensure legal status complied with MoLVT | <ul style="list-style-type: none"> - Ministry of Labor and Vocational Training or online registration recognized by Ministry of Labor and Vocational Training - For 1 to 7 employees, the provincial department can arrange all relevant documents for free of charge. - From 8 to 100 employees, department of MoLVT will provide tax post stamp for 3,000 riels and arrange all relevant documents for free of charge. - From 101 employees up, the department of labor inspection of MoLVT, or provincial department of MoLVT will provide tax post stamp for 3,000 riels and arrange all relevant documents for free of charge. | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form in the form of administration letter - Statue of the company (If available) - Patent tax license - Certificate of Business Registration of relevant authority (MoC, MIH, MoEYS, MoT, Mol, MoLUP, MoH, etc.) | It would take 7 working days | The official fee for registration of payroll at MoLVT is classified as below: <ul style="list-style-type: none"> - If your employee from 1 to 7: 40,000 riels - If your employee from 8 to 100: 60,000 riels - If your employee from 101 to 500: 120,000 riels - If your employee is more than 501: 120,000 riels | <ul style="list-style-type: none"> - Cambodian Labor Law - Prakas 228 MoIVT/PK Dated 26 September 2014 - Joint Prakas No 1009 MoEF PK Date 28 December 2012. |
| Step 5 | Internal work Rule | Ministry of Labor and Vocational Training (MoLVT) | permanen t | To ensure legal status complied with MoLVT to protect the argument between employee and employer | <ul style="list-style-type: none"> - Ministry of Labor and Vocational Training or online registration recognized by Ministry of Labor and Vocational Training | You are required to have the following documents for application process: <ul style="list-style-type: none"> - Application form in the form of administration letter - Statue of the company (If available) - Patent tax license - Certificate of Business Registration of relevant authority (MoC, MIH, MoEYS, MoT, Mol, MoLUP, MoH, etc.) | It would take 60 working days | The official fee for registration of payroll at MoLVT is classified as below: <ul style="list-style-type: none"> - If your employee from 8 to 100: 70,000 riels - If your employee from 101 to 500: 300,000 riels - If your employee is more than 501: 600,000 riels | <ul style="list-style-type: none"> - Cambodian Labor Law - Prakas 228 MoIVT/PK Dated 26 September 2014 - Joint Prakas No 1009 MoEF PK Date 28 December 2012. |
| Step 6 | License for the Use of Product Certification Mark ផ្សិត | Institute of Standards of Cambodia (ISC) of Ministry of Industry and Handicraft | 3 Years | To ensure your product is conformity with the standards | All SMEs owners/handicrafts can register for this license at Institute of Standards of Cambodia (ISC) in Regulatory Department | You are required to have the following documents for application process: <ul style="list-style-type: none"> - a) Application form for the use of product certification mark - b) Prakas for the establishment permit for small and medium factory and handicraft (photocopy only) - c) If the business is in form of company, you need to submit documents, including Statue of the company, certification of company, certificate of incorporation, VAT and Patent certificates (All of these documents (valid and photocopy) - d) Production location map (If necessary) - e) List of raw materials and quantity usage for production - f) Production line layouts | It would take 5 days to receive License for the Use of Product Certification Mark ផ្សិត | -It costs 300,000 riels for this license and its validity is 3 years validity. In case you need a renewal the license, fee and document are required the same as your first application. | <ul style="list-style-type: none"> - Law on Cambodia Standard - Join Prakas 717 MoEF _PK Dated 08 July 2015 |

| Step | Name of the License/Certificate | Issuing Ministry/ Authority | Validity | Objective of the License | Where can I register? | What are documents required? | How long does it take? | How much does it cost? | References |
|---------------|--|---|----------|---|---|---|--|---|--|
| | | | | | | <ul style="list-style-type: none"> - List of machines and equipment using for production - Sample mark if you wish to use product certification mark - Certificate of analyzing the product (Validity within 3 months) - Trademark certificate if available - Certificate of GS1 Cambodia if available - All relevant supporting documents: (b), (c), (d), (e) or (f) or other documents if required. | | | |
| Step 7 | License for the Use of Product Certification Mark CS | Institute of Standards of Cambodia (ISC) of Ministry of Industry and Handicraft | 3 years | To ensure your product is conformity with the standards | Department of Certification of Institute of Standards of Cambodia (ISC) | <p>You are required to have the following documents for application process:</p> <ul style="list-style-type: none"> - Administrative application form - Prakas for the establishment permit for small and medium factory and handicraft (photocopy only) - Production location map and location of production equipment - Production line layouts - List of machines and equipment using for production - List of raw materials using for production - Sample mark intended to use product certification mark (attached soft copy if available) - Photocopy of trade mark certificate - Photocopy of certificate of GS1 Cambodia issued by Cambodia Chamber of Commerce - Original license for the use of Product Certification mark (in case of renewal license) | <ul style="list-style-type: none"> - It takes 5 days for issuing License for the Use of Product Certification Mark - The evaluation for issuing this process takes 3 months to 6 months. | <ul style="list-style-type: none"> - It costs 1,200,000 riels for product certificate - Plus, it would cost 300,000 riels for License for the Use of Product Certification mark <p>Note: The mentioned fees above do not include fees for inspection and evaluation of the quality by ISC officers. The daily rate for inspection and evaluation is 800,000 riels per day per person.</p> | <ul style="list-style-type: none"> - Law on Cambodia Standard - Prakas 717 MoEF _PK Dated 08 July 2015 |
| Step 8 | Trademark Registration (Optional) | Ministry of Commerce (MoC) | 10 Years | | Department of Intellectual Property of the Ministry of Commerce (MOC). | <p>The application to the Ministry must be accompanied by samples of the mark to be registered, as well as proof of ownership of the mark. The registration process is completed when a certificate of registration is issued to the applicant and is published in the Official Gazette of the MOC.</p> <p>The application for registration of mark shall contain the following documents:</p> <ul style="list-style-type: none"> - Application form TM Form-2016 001 - 15 additional reproductions must be submitted for each class in the application. The additional representations must be identical. It should not be more than 8 cm X 8 cm. - A list of the goods or services in which registration of the mark is requested, listed under the applicable class or classes of the International Classification as mentioned in the annex. - Shall be subject to the payment of the prescribed application fees as mentioned in the joint declaration of the Ministry of Economy and Finance and the Ministry of Commerce. - Power of attorney if any - Deed of substitution - Translation of foreign words - Convention details if applicable - Minimum requirements for giving a Filing Date and Filing to allocate a filing date and an application number the following minimum requirements must be met at the time of filing an application. <ul style="list-style-type: none"> o The name of the applicant o An address to which communications can be directed; o A reproduction of the trademark; o A Specification of goods or services; o The required filing fee for at least one class of goods and services. <p>Number to the trademark: A registration can be protested within 90 days of publication in the Official Gazette. An applicant who is outside of Cambodia must be represented by an agent residing and practicing in Cambodia.</p> | <p>It takes from 6 to 9 month to complete trademark registration depending on the level of mark complexity</p> | <p>The cost of application form for applying for trade mark is 30,000 riels.</p> <p>The official cost of trade mark registration is 260,000 riels.</p> <p>The registration is valid for 10 years. The trademark owner will be obliged to use the trademark in Cambodia. At the end of each period of 5 years from the registration date, an Affidavit of Use/Non-Use is required to be lodged with the Cambodian Trademark Office. If no Affidavit of Use/Non-Use is lodged, the trademark will be vulnerable to cancellation at a third party's request.</p> | <ul style="list-style-type: none"> - Law concerning Marks, Trade Names and Acts of Unfair Competition of the Kingdom of Cambodia - Prakas 206 MoC__Pk Datedn24 July 2014 - Pakas 1643 Dated 16 Dec 2014 Annex of Prakas |