

Kingdom of Cambodia
Nation Religion King

Ministry of Labour and Vocational Training

No: 009/20 K.B/S.Ch.N.Kh.L

Notification
On
Worker/Employee Phone Number Update Requirement

To ensure that necessary information can be provided to workers/employees, the Ministry of Labour and Vocational Training would like to give an instruction to relevant parties as follows:

1. For workers/employees:

- Must provide a phone number to the administrative officer of the company, factory, enterprise and hotel they are working for by writing it clearly and properly so that the administrative officer updates the name list and provide it to the labour inspector by 26 March 2020.
- Must absolutely keep the phone number provided to the administrative officer during March, April and May 2020. After May 2020, if there is any change of the phone number, notice must be given to the administrative officer immediately.
- The person concerned must be responsible for any loss of benefit themselves resulting from failure to provide a phone number to the administrative officer by 26 March 2020.

2. For owner or director or administrative manager of company, factory, enterprise and hotel

- Must assign an administrative officer and accountant to update the phone number of workers/employees of their company, factory, enterprise and hotel.
- Must make a name list of workers/employees as per the NSSF monthly self-declaration form by adding a column of phone number of each worker/employee as per the sample attached herewith.
- Must make this name list in an Excel file and send it to email: info@nea.gov.kh and must send the original copy with stamp on all pages to the Labour Inspection Department of the Ministry of Labour and Vocational Training or Municipal/Provincial Department of Labour and Vocational Training for enterprises located in the capital and provinces from 24 to 26 March 2020 without fail.
- Owners or directors of companies, factories, enterprises and hotels failing to update the phone number of workers/employees shall be fined in accordance with the Labour Law by the labour inspector and shall be subject to other penalties in accordance with the law.

In this regard, please owners or directors or administrative managers of companies, factories, enterprises and hotels, workers/employees participate in implementing this notification in an effective manner.

Phnom Penh, 23 March 2020

Minister

(signed and stamped)

Ith Sam Heng

Annex to Notification 009/20 K.B/S.Ch.N.Kh.L dated 23 March 2020

Name List of Workers/Employees

Enterprise/Establishment
who are on the payroll of month 2020

NSSF Enterprise/Establishment ID

No.	NSSF ID	Name	Sex	Date of Birth	Nationality	Phone Number
1						
2						
3						
4						
5						

End with ordinal number:

Date.....month..... year.....
(signed and stamped)
Company Director

Note:

- The enterprise/establishment must stamp all pages of this name list.
- The enterprise/establishment must scan and send the name list with stamp and Excel file to email: info@nea.gov.kh