Kingdom of Cambodia
Nation Religion King

Ministry of Labour and Vocational Training
No. 127 KB/SCh.N

Notification on Registration of Workers/Employees with the National Social Security Fund

The Ministry of Labour and Vocational Training would like to inform the owners and directors of enterprises and establishments covered by the Law on Social Security Scheme for Persons Defined by the Provisions of the Labour Law that in order to implement the strategic plan of labour and vocational training development 2014-2018, aimed at developing the social security scheme for persons defined by the provisions of the Labour Law and introducing the social security scheme on health care and pension, the ministry requires a re-registration of workers/employees with the National Social Security Fund.

In the past, the ministry has observed that there were some challenges with regard to the identity of workers/employees such as borrowing of another person's name to use, wrong name, wrong sex, wrong date of birth and wrong place of birth etc. which may cause an irregularity and make relevant parties, especially the employers and workers/employees concerned about legal effects related to the fraud of documents, loss of work seniority, payment for check-up service, work permit, employment card, registration of professional organization, dismissal from work, allegation of use of child labour.

To resolve the above challenges and to avoid any unexpected problem, the owners and directors of enterprises and establishments, professional organizations, workers/employees and relevant units shall implement the following:

1. Shall not be considered as a fault for all forms of the above irregularities of workers/employees.
2. When being re-registered, the rights and other benefits of the workers/employees that have the above problem shall be maintained such as work seniority, role in professional organization and employment contract.
3. The employer shall not be alleged that they used child labour for the case that a worker/employee used an irregular identity card.
4. Workers/employees whose identity have been regularized properly are not required to pay for check-up service, work permit, employment card and registration of professional organizations for all the regularization of this document.
5. In recruiting a new worker/employee, the enterprise/establishment has to properly ask for documents showing the identity of the worker/employee such as Cambodian Identity Card, a copy of birth certificate or passport.

In the process of re-registration, workers/employees shall fill out the information sheet and have important personal documents including Cambodian Identity Card or passport, a copy of birth certificate, family book and family record book.

The Ministry of Labour and Vocational Training hopes strongly that the owners and directors of enterprises/establishments, workers/employees and relevant units will implement this Notification in an effective manner from the date of signature.

Phnom Penh, 02 May 2016
Minister
(signed and stamped)
Ith Sam Heng