

**Kingdom of Cambodia  
Nation Religion King**

**Ministry of Commerce**  
No. 232 MoC

**Prakas  
On  
Revision of Procedures in Fulfilling Formalities of Registration to be Eligible for  
Export of Goods under Generalized System of Preferences**

**Senior Minister, Minister of Commerce**

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/0913/903 dated 24 September 2013 on Nomination of the Royal Government of Cambodia
- Having seen Royal Code No. 02/NS/94 dated 20 July 1994 promulgating the Law on Organization and Functioning of the Council of Ministers
- Having seen Royal Code No. NS/RKB/0196/16 dated 24 January 1996 promulgating the Law on Establishment of Ministry of Commerce
- Having seen Sub-decree No. 91 OrNKr.BK dated 01 August 2007 on Organization and Functioning of Ministry of Commerce
- According to the necessity of the Ministry of Commerce

**Decides**

**Article 1**

The procedures in fulfilling formalities of registration to be eligible for the export of goods under the Generalized System of Preferences (GSP) shall be revised, aimed at facilitating the export of goods of companies and exporters operating in the Kingdom of Cambodia as follows:

A- Companies and exporters who wish to export goods from Cambodia for the first time shall come to register to be eligible for the export of goods under the Generalized System of Preferences (GSP) at the Trade Preferences Department of the Ministry of Commerce.

B- For companies and exporters who have obtained the registration for export of goods under the Generalized System of Preferences (GSP) one time already and still wish to continue the export under this system shall not be required to come to re-register to be eligible for the export of goods at the Ministry of Commerce but these companies shall complete the letter of notice of production activities and their exports (**as per the sample attached as an annex**) to the Trade Preferences Department of the Ministry of Commerce at least 30 (thirty days) before the expiration of the validity certified on the Certificate of Registration under the Generalized System of Preferences (GSP), aimed at allowing the Ministry of Commerce to be able to record the statistics of companies operating exports under the Generalized System of Preferences (GSP). After giving this notice, the validity of eligibility for export of goods under the Generalized System of Preferences (GSP) shall be extended for the company and exporter automatically for the period of 12 (twelve) months.

**Article 2**

In case of failure to complete the letter of notice as stated in Article 1, the company and exporter shall receive a warning or be suspended the rights to export temporarily or definitively.

**Article 3**

Any provision contrary to this Prakas shall be abrogated.

**Article 4**

Director of Cabinet, Director General, General Inspector, Director of Department and relevant units shall implement this Prakas in an effective manner from the date of signature herein.

Phnom Penh, 29 November 2013

**Senior Minister**  
**Minister of Commerce**  
(signed and stamped)  
**Sun Chanthol**

**CC:**

- General Secretariat of Senate
- General Secretariat of National Assembly
- Office of the Council of Ministers
- Cabinet of Samdech Akka Moha Sena Padei Techo **Hun Sen**, Prime Minister
- National Audit Authority
- Relevant ministries and units
- Anti-Corruption Unit
- All municipal and provincial administrations
- Cambodia Chamber of Commerce
- Garment Manufacturers Association in Cambodia
- “**for information**”
- As stated in Article 6 “**for functioning**”
- Archive

**Annex to the Prakas No. 232 MoC dated 26 November 2013**

|  |   |                |
|--|---|----------------|
| Company Name: .....                                      |   |                |
| Headquarters: .....                                      |   |                |
| Phone Number: .....                                      |   |                |
| Name of Bank Operating the Company's Accounts: .....     |   |                |
| Approval of Investment Board No.: .....                  |   |                |
| Certificate of Commercial Registration No.: .....        |   |                |
| Certificate of GSP/MFN No: .....                         |   |                |
| 1. Company's Capital                                     |   |                |
| A. Legally Permitted Capital: USD .....                  |   |                |
| B. Additional Capital: .....                             |   |                |
| 2. Company: Sole Proprietorship / Joint Venture / Others |   |                |
| A. Capital   |   |                |
| 1. Business Activity                                     | Type of Business  | Factory Space  |
| <input type="checkbox"/> Commerce                        | <input type="checkbox"/> Public Company <input type="checkbox"/> Joint Venture        | (Square meter) |
| <input type="checkbox"/> Production                      | Company   |                |
|  | <input type="checkbox"/> Private Company <input type="checkbox"/> Sole Proprietorship |                |
|  | Enterprise  |                |
|  | <input type="checkbox"/> Other companies  |                |
| Starting Date of Production:                             |   |                |

| No. | Capital Owner | Address | Nationality | % of Share | Capital | Occupation |
|-----|---------------|---------|-------------|------------|---------|------------|
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |
|     |               |         |             |            |         |            |

Capital is divided into .....shares. One per cent is equal to USD .....

|                   |           |           |                        |
|-------------------|-----------|-----------|------------------------|
| Type of employees | Number    |           | Monthly average salary |
| Operation Team    | Cambodian | Foreigner |                        |

| A. Office staff<br>- People in charge of administration<br>- Technicians<br>- Clerk<br>B. Factory employee<br>- Skilled worker<br>- Unskilled worker |        | .....<br>.....<br>.....<br>.....<br>..... | .....<br>.....<br>.....<br>.....<br>..... |   |                                      |
|--|--------|---|---|---|--------------------------------------|
| Products that have been produced   | HS No. | Brand                                     | FOB In average (\$)                       | Monthly average products (estimated)      | Monthly maximum products (estimated) |
|  |        |   |   |   |                                      |
| Main raw materials used  |        | Origin Country (%)                        |   | Address of domestic raw material supplier |                                      |
|  |        | From overseas                             | Domestic                                  |   |                                      |
|  |        |   |   |   |                                      |

| Machines that have already been installed    | Number of Machines | Cost (\$) |
|--|--------------------|-----------|
| <input type="checkbox"/> Cutting table ..... | .....              |           |

|   |                              |  |
|---|------------------------------|--|
| <input type="checkbox"/> Cutting machine .....<br><input type="checkbox"/> Sewing machine .....<br><input type="checkbox"/> Over-lock machine .....<br><input type="checkbox"/> Weaving machine .....<br><input type="checkbox"/> Attaching machine .....<br><input type="checkbox"/> Button machine .....<br><input type="checkbox"/> Embroider machine .....<br><input type="checkbox"/> Other machines ..... | .....                        | .....  |
| Production phase: please draw arrows showing the production phases subsequently.  |                              |  |
| Describe the details of the sub-contract<br>Name and address of the subcontracting<br>service provider  | Products                     | Monthly average<br>quantity  |
| Describe the details of the sub-contract<br>Name and address of the sub-contractor  | Products                     | Monthly average<br>quantity  |
| Company and contact branch  | Contact type                 | Products that have<br>been produced /<br>service that has<br>been<br>subcontracted out |
| Current export market:  | Other interested markets     |  |
| Monthly sale  | Quantity                     | Price (\$)   |
| (Empty space for data entry)  | (Empty space for data entry) | (Empty space for data entry)   |

|  |   |
|--|---|
| Agency for export on behalf of the company, if | Director of sale/export or the person who signs |
|--|---|

|   |   |
|---|---|
| any<br>Name and Address:<br>Tel:<br>Commercial Registration No.:  | the contract.<br>Name:<br>Function:<br>Tel: |
| Type of Certificate of Origin to be needed:<br><input type="checkbox"/> Certificate of Origin / Processing<br><input type="checkbox"/> Certificate of Origin Form A |   |
| Sample signature for the application for Certificate of Origin Form A and<br>Certificate of Origin Form Normal  |   |
| Name of applicant<br>Mr./Ms.  | Sample signature                            |
| Nomination: .....   |   |
| Name of applicant<br>Mr./Ms. ....   | Sample signature                            |
| Nomination: .....   |   |
| Name of applicant<br>Mr./Ms. ....   | Sample signature                            |
| Nomination: .....   |   |

**Declaration:**

1. I/we, the undersigned, would like to declare that all the information provided in this application form is correct and true.
2. According to the terms and conditions for the first registration for Certificate of Origin, I/we, the undersigned, would like to assure you that the figure is the most updated one (up-to-date) in the recording book for the period of 1 year as shown as follows:

| <b>Record</b>  | <b>Last recording date</b> |
|--|----------------------------|
| A. Record of raw material                                    | A.                         |
| B. Record of the use of raw materials and raw material stock | B.                         |
| C. Record of production                                      | C.                         |
| D. Record of workers' salary                                 | D.                         |
| E. Record of Sale of Goods and Stock of Finished Products    | E.                         |
| F. Cash Book   | F.                         |
| G. Accounting Journal  | G.                         |

I/we will cooperate fully with the in-charge officials of the Trade Preferences Department if I/we are required by the officials to provide the book and those records for actual inspection in any necessary case.

3. I/we will provide information immediately for export-import inspectors and the Trade Preferences Department in case of any unusual change to the statement in this application form.
4. I/we will declare the production cost regularly as required by the application for the Certificate of Origin.
5. I/we agree to be responsible before the law in case the declaration herein is not correct or contains any faked document.

Signature

Name:

Function:

Date:

Company's Stamp