

Labour

Requirement to Update Employees' Phone Numbers

The Ministry of Labour and Vocational Training (“MLVT”) has issued Notification No. 009/20 MLVT/NOTIF.CBN dated 23 March 2020 on the requirement to update employees' phone numbers (“Notification”).

The Notification intends to provide the necessary information to the employers by requiring employees and employers to do the following:

For employees:

- Provide the employers in writing clear and correct contactable phone numbers before 26 March 2020 so that the employers can update their records and remit the same to the Labour Inspector;
- Keep using the phone numbers provided from March to May 2020. If the phone numbers provided change after May 2020, the employees must inform employers immediately; and
- Any damage caused by the employee's failure to provide the correct phone numbers to their employers before 26 March 2020 will subject these employees to sanctions.

For employers:

- Assign representatives to update the employees' phone numbers in the enterprise;
- Prepare a name list of employees based on the monthly self-declaration of National Social Security Fund (NSSF) by adding a new column with heading “Phone Number” (see sample below);
- Send the name list in excel file (refer to the same sample below for reference) to: info@nea.gov.kh . A hard copy of the list with the company's stamp on all the pages must be sent to the Department of Labour Inspection from 24 to 26 March 2020; and
- Any employer that fails to follow the Notification will be liable to pay fines to the labour inspectors in accordance with the Labour Law, and be subject to other punishments as provided by the applicable laws.

Client Update: Cambodia
2020 MARCH

Labour

Sample of Employees' Name List with phone numbers

WORKERS' NAME LIST						
ENTERPRISE-ESTABLISHMENT REPRESENTATIVE OFFICE OF CARTER'S GLOBAL SOURCING LIMITED						
EXISTING IN PAYROLL LEDGER IN 2020						
<i>Enterprise Registration Number with NSSF:</i>						
No.	NSSF ID	NAME	SEX	DOB	NATIONALITY	PHONE NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
The list ends by No.						
					Date 25 March 2020 Signature and stamp Director of the Company	

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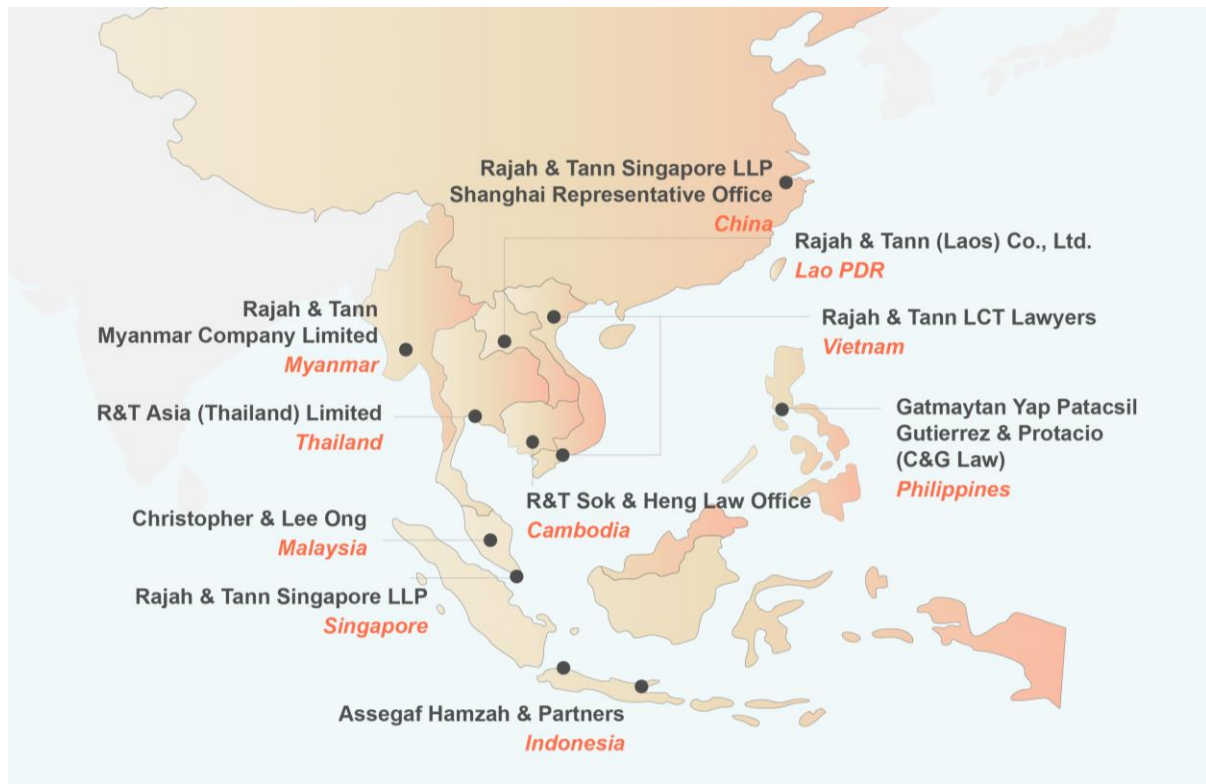
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