
Labour

Factory/Enterprise Owners or Directors to Update Employees' Addresses With Effect From 25 June 2021

On 10 June 2021, the Ministry of Labour and Vocational Training ("**MLVT**") issued notification No. 029/21 on Updating of Current Employees' Addresses to the Authorities ("**Notification**"). Pursuant to the Notification which takes effect from 25 June 2021, owners/directors of factories/enterprises are required to submit the updated addresses of their employees to MLVT via MLVT's online system prior to 25 June 2021.

This Update highlights the responsibilities of owners/directors of factories/enterprises, and the procedures to update the employees' details.

Responsibilities of Owners/Directors

The owners/directors of affected factories/enterprises shall advise their workers/employees to prepare three copies of 4x6-sized photos for purposes of complying with the Notification, and cooperate with the authorities in providing address details and other necessary information as may be required in the future.

The details required from employees/workers include address details such as house number/room number, village, commune/sangkat, krong/district/khan, and city/province for reporting and submission to the factory/enterprise administration.

For further information, owners/directors of factories/enterprises can contact MLVT's Telegram Group for employers through this link: <https://t.me/EmployerChat>.

Procedure for Factories/Enterprises Not Registered in the MLVT's Online System

Factories/enterprises that are not registered in the MLTV's online system must follow the steps below:

- (i) Go to <https://lacms.mlvt.gov.kh/client/emp/register> to register;
- (ii) Select "Upload the updated name list of workers/employees"; and
- (iii) Provide/key in the names and current addresses of workers/employees.

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Procedure for Factories/Enterprises Registered in the MLVT's Online System

Factories/enterprises that have been registered in the MLTV's online system must follow the steps below:

- (i) Go to <https://lacms.mlvt.gov.kh> and key in the email and password information;
- (ii) Select "Update current address of workers/employees"; and
- (iii) Update the current address of each employee.

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