

# WELCOME TO THE DEPARTMENT OF COMMERCE

## *Licenses Offered Here:*

LICENSE	WHO SHOULD APPLY?	WHAT IS THE LICENSE FOR?	WHAT DOCUMENTS DO YOU NEED?	HOW MANY DAYS TO PROCESS?	WHEN DOES LICENSE EXPIRE?	HOW MUCH DOES IT COST?
<b>OPERATING LICENSE</b>	Commerce and Service businesses with investment below USD 1 million	Approval to operate business, for businesses exempted from profit tax	<ul style="list-style-type: none"> <li>▪ Application form with approval from local authority for setting up business: 1 set</li> <li>▪ Copy of identity card or passport of owner: 1 set</li> <li>▪ Photo of owner (4x6): 3 sets</li> <li>▪ Copy of patent certificate: 1 set</li> </ul>	2-4 weeks  <u>Remarks:</u>	1 year  <u>Remarks:</u>	Not specified in law  <u>Remarks:</u>

## *Licenses Offered at the Ministry:*

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<b>BUSINESS LICENSE/ REGISTRATION</b>	All enterprises that are required to pay profit tax	Approval to operate business	Apply at Legal Affairs Department: <ul style="list-style-type: none"> <li>▪ Registration forms: 3 sets</li> <li>▪ Copies of identity card or passport of each member of the company: 3 sets</li> <li>▪ Photos of each member of company (4x6): 3 sets</li> <li>▪ Reference letter from bank clarifying minimum capital of 4 million riels: 3 sets</li> </ul>	3-4 weeks  <u>Remarks:</u>	1 year  <u>Remarks:</u>	US\$177  <u>Remarks:</u>

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			<ul style="list-style-type: none"> <li>Article of incorporation: 3 sets</li> </ul>			
<b>TRADEMARK REGISTRATION CERTIFICATE</b>	All businesses	Protects trademark of business	Apply at Intellectual Property Department: <ul style="list-style-type: none"> <li>Application for registration: 1 set</li> <li>Power of Attorney certified by a lawyer or Notary Public: 1 set</li> <li>Mark: 15 Specimens</li> </ul>	3 months <b>Remarks:</b>	Valid for 10 years but must report to Department every 5 years <b>Remarks:</b>	<ul style="list-style-type: none"> <li>Application Fee: 20,000 riels</li> <li>Registration Fee: 180,000 riels</li> <li>Trademark publishing fee to be determined later</li> </ul> <b>Remarks:</b>
<b>CERTIFICATE OF ORIGIN, COMMERCIAL INVOICE AND EXPORT LICENSE</b>	Exporters to EU, USA and Canada	To verify the origin of the products as required by EU, and issue certificate of invoice and export license as required by USA. Canada requires export license including bill of lading, custom, declaration and certificate of quality from CAMCONTROL	Apply at the Generalized System of Trade Preferences (GSP) Department: <ul style="list-style-type: none"> <li>Certificate of Origin (C/O) Application Form: 1 set</li> <li>Invoice: 1 set</li> <li>Packing list: 1 set</li> <li>Sale contract and/or purchase order from the importer: 1 set</li> <li>Certificate of Production issued by MIME: 1 set</li> <li>Draft Cambodian C/O, Commercial Invoice and Export License: 1 set</li> <li>Receipt issued by the Department of Administration of the Ministry of Commerce</li> </ul>	3-4 weeks <b>Remarks:</b>	One time use <b>Remarks:</b>	<ul style="list-style-type: none"> <li>Simple C/O form: US\$30</li> <li>C/O Form A: US\$50</li> <li>Export license to Canada: US\$50</li> <li>Commercial Invoice: 120,000 riels</li> </ul> <b>Remarks:</b>

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		Department.	(MOC) for paying application form, export license and commercial invoice: 1 set			
<b>EXPORT LICENSE</b>	Exporters, particularly garment is required by EU	Approval to export	Apply at the Foreign Trade Department: <ul style="list-style-type: none"> <li>▪ Application form: 1 set</li> <li>▪ Invoice: 1 set</li> <li>▪ Packing list: 1 set</li> <li>▪ Sale contract and/or purchase order from the importer: 1 set</li> <li>▪ Draft export license</li> <li>▪ Receipt issued by the Department of Administration of the MOC for the payment fees: 1 set</li> </ul>	3-4 weeks <b>Remarks:</b>	One time use <b>Remarks:</b>	15,000 riels <b>Remarks:</b>
<b>BUSINESS ASSOCIATION LICENSE</b>	Business Associations	Approval to operate business association	Apply at Domestic Trade Department: <ul style="list-style-type: none"> <li>▪ Association's statute: 1 set</li> <li>▪ Internal policies: 1 set</li> <li>▪ Meeting notes: 1 set</li> <li>▪ Copy of identity card or passport of President: 1 set</li> <li>▪ Photo (4x6): 3 sets</li> <li>▪ Sample of stamp &amp; President's signature: 1 set</li> <li>▪ Official announcement of establishment: 1 set</li> <li>▪ Documents verifying location of association: 1 set</li> </ul>	3-4 weeks <b>Remarks:</b>	Not specified in law <b>Remarks:</b>	Not specified in law <b>Remarks:</b>

To comment on licensing services, please contact the **License Recourse Hotline at 023-222-504**

*This board was created in partnership with the Ministry of Commerce and Micro, Small and Medium Enterprises Associations*



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