

# Technical Update

March 2020

## Labor – URGENT Requirements for Updating Contact Phone Numbers of Employees/Workers

### Ministry of Labor and Vocational Training (MLVT) – Instruction No. 009/20 dated 23 March 2020 on the Requirements for Updating Contact Phone Numbers of Employees/Workers

In order to ensure that necessary information can be provided to employees/workers, the MLVT has issued a notification on the requirements for Updating Contact Phone Numbers of Employees/Workers.

The MLVT has instructed the employees/workers and the employers as follows:

#### ***For employees/workers:***

Each employee/worker must provide one contact phone number to their employer to update in the name list for reporting to the labor Inspector **before 26 March 2020**.

Each employee/worker must keep such phone number activated during March, April and May 2020. If the phone number is changed after May 2020, the employee must notify in writing to the employer immediately.

Each employee/worker will be responsible for any loss of benefits resulting from failure to provide a phone number to the employer **before 26 March 2020**.

#### ***For employers:***

The MLVT requires owners, directors and administrative managers of enterprises to update the name list of employees/workers by using the monthly self-declaration form of the National Social Security Fund by adding a column for the phone number of each employee/worker as per the sample provided, and to send this name list in Excel File by email to: [info@nea.gov.kh](mailto:info@nea.gov.kh).

Also, the **original** name list must be affixed with each enterprise's stamp on all pages and submitted to the Labor Inspection Department of the MLVT or Municipal/Provincial Department of Labor and Vocational Training **no later than 26 March 2020**.

Failure to comply with this notification may result in disciplinary action and fines in accordance with the Labor law.

# Contact us

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