



# Ministry of Commerce Certificate of Origin Automation Website

*<https://co.moc.gov.kh>*

## Exporters' Operations Guide

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# 1 About Certificate of Origin Automation Website

This Certificate of Origin Automation Website affords the ability to exporters and manufacturers to create, submit and electronically pay for certificates of origin (CO) over the Internet 24 hours a day, seven days a week.

With each exporter and/or manufacturer having the ability to self-generate COs, export processes are streamlined with efficiencies optimized for cost and time.

COs created via this website are subject to the review and final approval of the Ministry of Commerce and exporters will be notified automatically of submitted CO statuses via their registered e-mail.

## 1.1 What is a Certificate of Origin?

A certificate of origin (CO) is a document used in international trade to certify goods made in the country from which they are exported from. A CO is completed by the exporter and certified by a recognized issuing body – in the Kingdom of Cambodia’s case, Ministry of Commerce (MOC), attesting that the goods in a particular export shipment have been produced, manufactured or processed in a particular country.

For a CO to be valid, it must be signed by the exporter and countersigned by MOC.

## 1.2 Preferential and Non-preferential COs

Non-preferential COs see goods that do not benefit from any preferential treatment and do not emanate from bilateral or multilateral free trade agreements (FTA).

Preferential COs attest that goods in a particular shipment are of a certain origin under the definitions of a particular bilateral or multilateral FTA. This certificate is required by a country’s customs authority in deciding whether the imports should benefit from preferential treatment in accordance with special trading areas or customs unions such as the European Union, ASEAN or the North American Free Trade Agreement (NAFTA) or before anti-dumping taxes are enforced.

### 1.3 Countries Requiring CO

Cambodia issues various different types of Preferential Tariff Certificate of Origin:

- ASEAN-Australia-New Zealand: Certificate of Origin form AANZ
- China: Certificate of Origin Form AC
- India: Certificate of Origin Form AI
- Korea: Certificate of Origin Form AK
- Japan: Certificate of Origin Form AJ
- Vietnam: Certificate of Origin Form S
- General System of Preferences (LDC and LLDC): Certificate of Origin Form A
- Non-Preferential Tariff: Can be issued using Certificate of Origin Form N

New Forms:

- Form ANNEX (Japan)
- Form CHILE
- Form AHK (ASEAN + Hong Kong)
- Form CCFTA (Cambodia – China)
- Form RCEP (ASEAN + China, Japan, Korea, Australia and New Zealand)

## 2 Exporters' Workflow

### 2.1 Exporter Registration Process

Exporters are required to register for an account at the website ([officerco.moc.gov.kh](http://officerco.moc.gov.kh)) to gain access to its features. After registration, an e-mail will be sent to the address on record for the account to be activated before access to the site is granted. After activation, the exporter then has full access to all features accorded to exporters on the site.

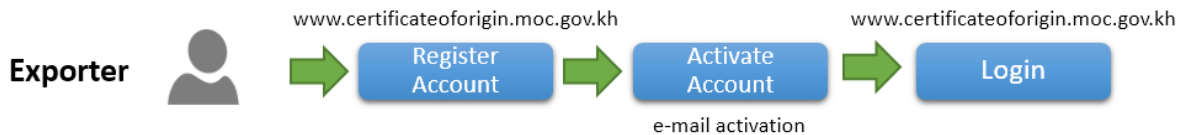


Figure 2.1: Exporter registration process workflow

### 2.2 Request Workflow for Exporters

Exporters are required to submit requests that are subject to approval by MOC for the following actions:

1. register a new exporter company (subject to fees)
2. associate account with an existing exporter company (subject to fees)
3. update the details of an exporter company
4. addition of authorized user(s) to an exporter company.

After an exporter submits a request, if the request is subject to fees, the exporter will first have to pay for the request. Once payment is made, the request will either be approved or rejected. Changes will take effect once the request is approved.

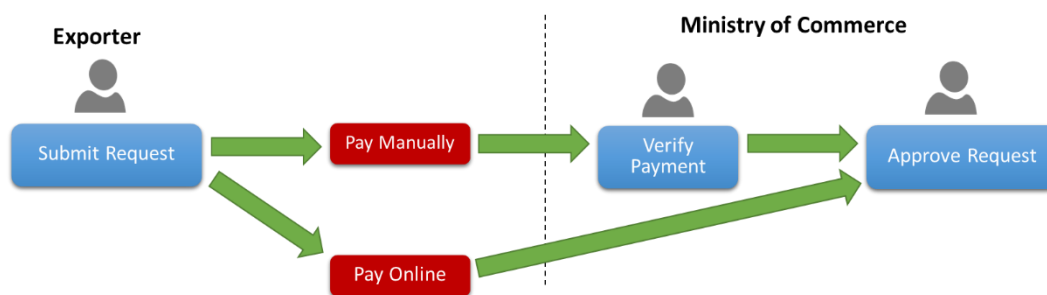


Figure 2.2: Request workflow

**Returned** – Request that have been reviewed by MOC officers that have been returned to the exporter for amendment before resubmission.

For Return Request, Please click on Request No. and view on History Remark, Click on **Tab Request** -> button **Edit Request** follow guide from officer in **Return Remark** then click **Re-Submit**.

### 2.3 Certificate of Origin Workflow for Exporters

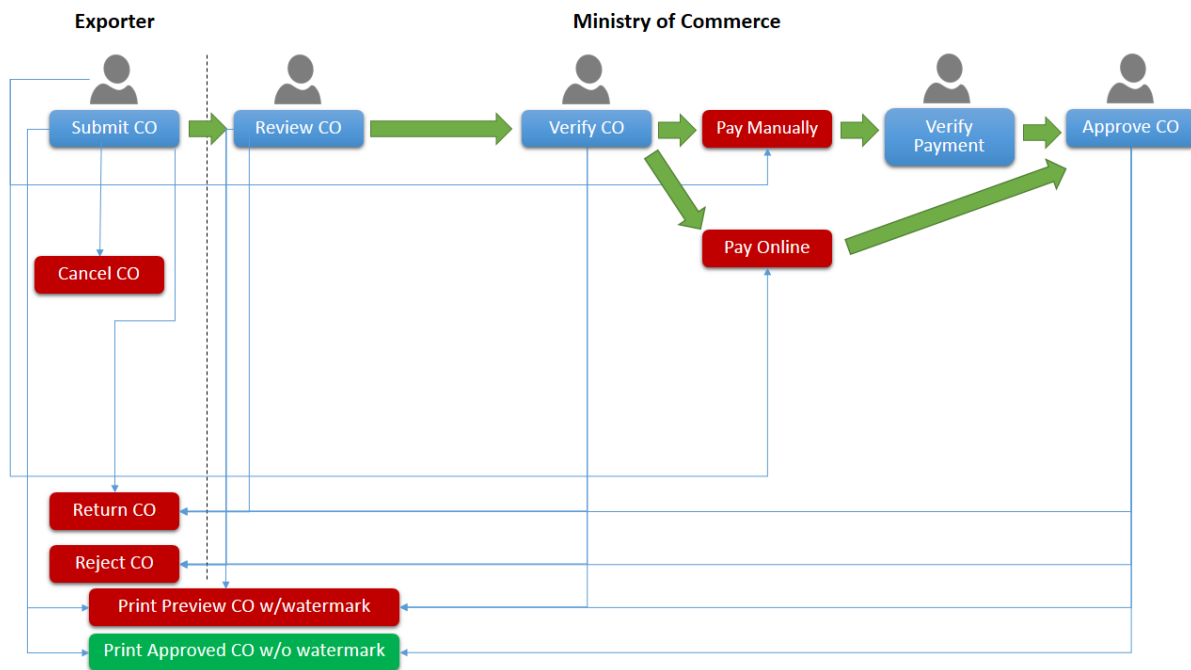


Figure 2.3: Certificate of Origin workflow diagram

Registered exporters have the following functions available to them for every created certificate of origin (CO) on the website:

1. **Save as Draft** – created COs that are incomplete or are not ready to be submitted yet can be saved as draft to be completed at another time or submitted later.
2. **Submit CO** – this function submits completed COs to the Ministry of Commerce (MOC) for review and subject to final approval before a submitted CO is deemed to be valid.
3. **Resubmit Returned CO** – submitted COs that are deemed incomplete by MOC will be returned to the exporter for amendment or additional information to be resubmitted again.
4. **Cancel CO** – this function allows the exporter to cancel a CO regardless of its state.
5. **Pay Online** – exporters are required to pay for the Exporter Manufacturers' Fee (EMF) and Service Fee online for verified COs before final approval.

6. **Pay Manually** – exporters are required to pay for the Exporter Manufacturers' Fee (EMF) and Service Fee manually for verified COs subject to approval by MOC Finance personnel.
7. **Print CO** – paid and approved COs can be printed on pre-preprinted CO Forms and signed by the exporter before final physical submission to MOC offices for endorsement.

## 2.4 Possible States of Certificate of Origin Applications

The possible workflow states of CO Forms that will appear on the website:

1. **Draft** – CO Forms that have been created by the exporter that have not been submitted to the Ministry of Commerce (MOC) for review.
2. **Submitted** – CO Forms that have been submitted and are in the process of review by MOC officers.
3. **Reviewed** – CO Forms that have been reviewed by MOC officers and are in the process of being verified.
4. **Verified** – CO Forms that have been reviewed and verified by MOC officers and are pending payment by the exporter.
5. **Paid** – CO Forms that have been paid by the exporter and are pending final approval or rejection by MOC management.
6. **Paid Manually** – CO Forms that have been paid by the exporter through manual payment and are pending a verification from the MOC Finance personnel.
7. **Returned** – CO Forms that have been reviewed by MOC officers that have been returned to the exporter for amendment before resubmission.
8. **Resubmitted** – CO Forms that are resubmitted after having been previously returned by MOC officers.
9. **Rejected** – CO Forms that have been rejected by MOC officers or MOC management.
10. **Cancelled** – CO Forms that have been cancelled by the exporter.
11. **Approved** – CO Forms that have been approved by the MOC management.
12. **Lost** – CO Forms that are lost by the exporter.
13. **Aborted** – CO Forms that are aborted by the exporter.

### 3 Registration Process

To register for a new account, browse to [www.certificateoforigin.moc.gov.kh](http://www.certificateoforigin.moc.gov.kh) and click on the Login/Sign Up button on the top right corner of the page (see Figure 3.1).

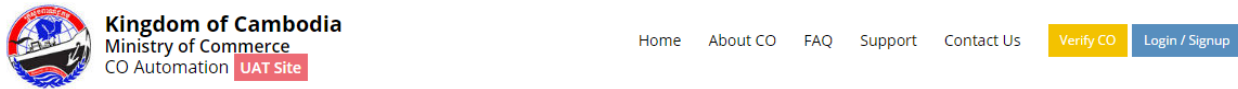


Figure 3.1: [www.certificateoforigin.moc.gov.kh](http://www.certificateoforigin.moc.gov.kh) website top navigation bar

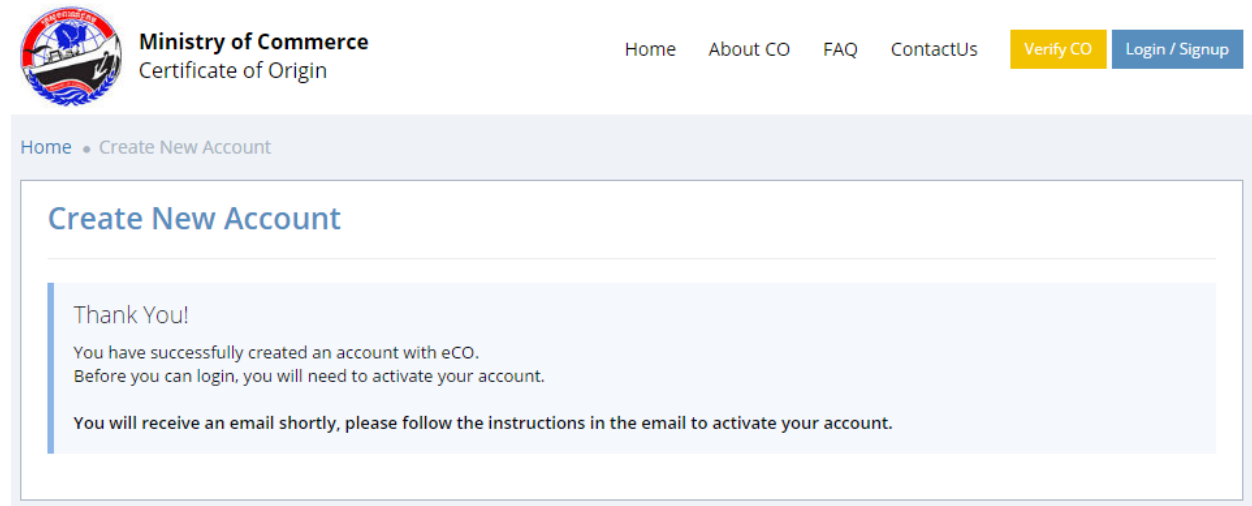
An Exporter Login box will popup (see Figure 3.2). Clicking on the Create New Account button will lead you to the Create New Account page.

The image shows a popup box titled 'Exporter Login'. It contains two input fields: 'Email Address' and 'Password'. Below the input fields is a blue 'Login' button, a link for 'Forgot Your Password?', a link for 'New to eCO?', and a yellow 'Create New Account' button. At the bottom right of the popup is a 'Cancel' button.

Figure 3.2: Exporter Login popup box

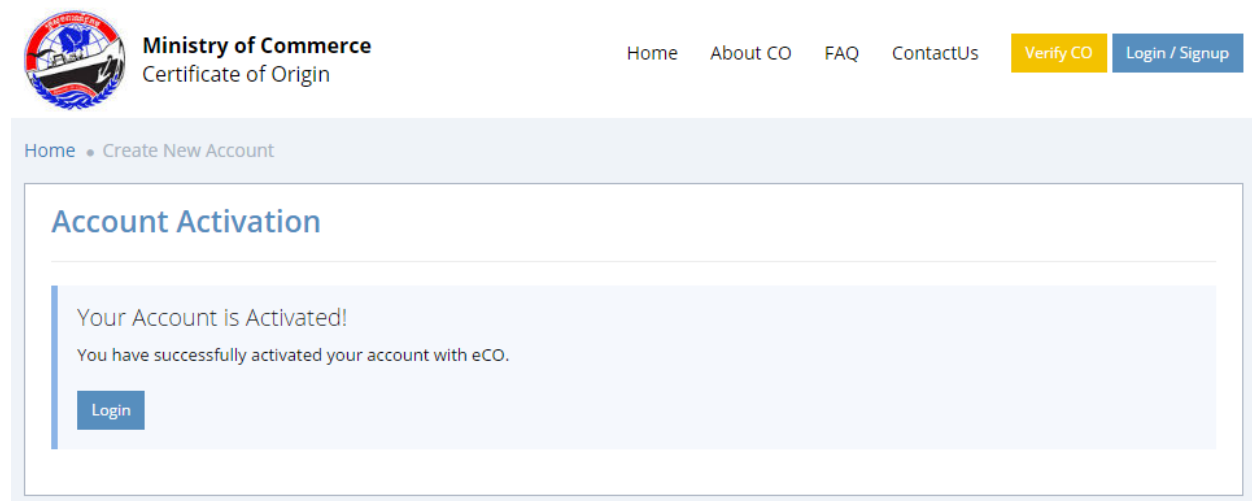
### 3.1 Create New Account

At the Create New Account page, enter your details and click Submit. Fields marked with (\*) are mandatory.



*Figure 3.3: Successful account registration page*

After successful submission (see Figure 3.3), an email will be sent to your registered email address. When you receive the e-mail, please click on the provided link to activate your account.



*Figure 3.4: Successful login message*

Upon successful activation of your account (see Figure 3.4), you may proceed to login with your registered e-mail address and password by clicking on the Login button.

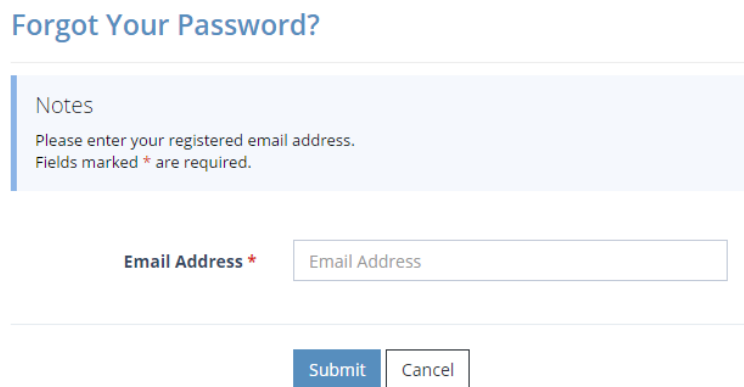


## 4 Login

If you have previously registered for and activated your account and would like to login from the home page ([www.certificateoforigin.moc.gov.kh](http://www.certificateoforigin.moc.gov.kh)), click on the Login/Signup button on the top right corner of the page.

At the Exporter Login popup (see Figure 3.2), enter your registered email address and password and click on the Login button.

### 4.1 Forgot Password



**Forgot Your Password?**

Notes  
Please enter your registered email address.  
Fields marked \* are required.

**Email Address \***

*Figure 4.1: Forgot Your Password Page*

If you have forgotten your password, click on the “Forgot Your Password?” link at the Exporter Login popup (see Figure 3.2). You will be redirected to the Forgot Your Password page (see Figure 4.1).

Type in your e-mail address and click the Submit button. An e-mail with a password reset link will be sent to your registered e-mail address.

Once you’ve clicked on the password reset link in the e-mail, you will be redirected to the Reset Your Password page (See Figure 4.2). Enter and confirm your new password and click on the Submit button to reset your password.

## Reset Your Password

Notes

Please enter your new password below.  
Fields marked \* are required.

**Password \***

**Confirm Password \***

:

*Figure 4.2: Reset Your Password page*

After successful password reset (see Figure 4.3), you may login to the website using your new password.

## Reset Your Password

Password Reset Successful!

You have successfully reset your password.

*Figure 4.3: Successful Password Reset page*

## 5 Navigating Your Way Within The Website

After login, you will be presented with your CO Inbox page. Click on your name at the top right corner of the page (see Figure 5.1) to access your account settings menu.

The screenshot shows the 'CO Inbox' page of the Kingdom of Cambodia Ministry of Commerce CO Automation UAT Site. The page features a navigation menu with options like 'CO Inbox', 'Request Inbox', 'Certificate of Origin', 'Product Management', 'Exporter Management', and 'Payment'. A user profile dropdown menu is open, showing 'PUBLIC USER' and options for 'Edit Profile', 'Change Password', and 'Logout'. A 'What's New' section dated 05 June 2016 contains a notice about new CO forms and instructions for registration. Below this, there are filters for 'Exporter Company' and 'Form', both set to 'All'. A table displays a list of CO forms with columns for No., Form, Reference No., Exporter Name, Consignee Name, Country, Invoice No., Status, and Last Updated. The first row shows a form with Reference No. KHAI1604000054, Exporter Name SUG EXPORTS A, Consignee Name ASD, Country Anguilla, Invoice No. 123456, and Status Paid Manually.

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHAI1604000054	SUG EXPORTS A	ASD	Anguilla	123456	Paid Manually	06-Jun-2016 13:52

Figure 5.1: CO Inbox Page with Account Settings menu

Account Settings available to you:

1. **Edit Profile** – update your particulars to keep your information up-to-date
2. **Change Password** – update your password every once in a while to keep your account secure from unauthorized access
3. **Logout** – Logout from the Certificate of Origin Website so that no unauthorized users will have access to your account when you are away from your computer or device, especially if it is a shared or public device.

## 5.1 Edit Profile

Public Users are able to edit their profile. Navigate to it by placing your mouse over your name > Edit Profile. Refer to Figure 5.2.

### 5.1.1 Users not associated with an Exporter Company

Users not associated with an Exporter Company can freely edit and update their profile.

The screenshot displays the 'Edit Profile' page for a user named JAMES HOWLETT. The page is part of the Kingdom of Cambodia Ministry of Commerce CO Automation system. The user's profile information is as follows:

Field	Value
Full Name *	JAMES HOWLETT
Email Address	CAMBODIAECOTESTER@GMAIL.COM
National ID / Passport No. *	S19283901A
Issue Date	[Empty field with calendar icon]
Expiry Date	[Empty field with calendar icon]
Photo	[Empty field with 'Select file' button]

Acceptable file formats: GIF, JPG, PNG

The page includes a 'Notes' section with the following text: "Fields marked \* are required. A request is sent to MOC for approval if there are any changes to the fields below." At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

Figure 5.2: Edit Profile Page

There are three tabs in the Edit Profile Page (see Figure 5.2):

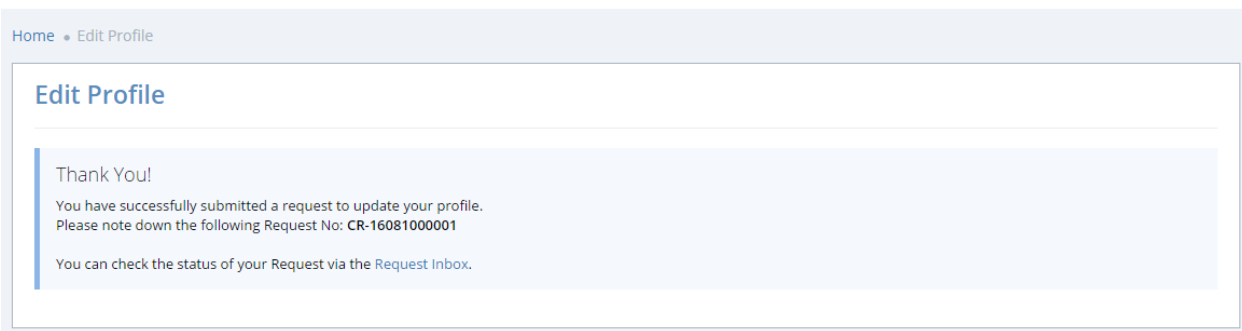
1. Identification – containing personal information
  - Click on the Submit button to update personal information.
2. Contact Details & Supporting Documents – containing company information, contact details and supporting documents
  - Click on the Save button to update company information, contact details and/or uploaded supporting documents
3. E-Signature – containing the E-Signature for the registered user (Only shown to Users associated with an Exporter Company)
  - Click on the Submit button to update the E-Signature

#### 5.1.2 Users associated with an Exporter Company

Identification profile updates for users associated with at least one Exporter Company will result in a request and are subject to approval by MOC (see Figure 5.3).

Updates to Contact Details & Supporting Documents take effect immediately.

Edit Profile



*Figure 5.3: Submit Edit Profile Request page*

Once your request is submitted, click on the “Request Inbox” link. See Figure 5.4.



## Request Inbox

Home » Request Inbox

**តើមានអ្វីថ្មី What's New**

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:  
**ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកនាំចេញ:** កិច្ចសន្យាអន្តរជាតិអាចទាញយកស្នើសុំការប្រើប្រាស់ថ្មីបានខាងក្រោម៖
  1. Register a new exporter company that you are representing  
 ១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មីនៃអ្នកនាំចេញ
  2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុននាំចេញ
  3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិក្នុងការស្នើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
- Request Inbox:** This inbox displays all the requests that you have submitted to MOC.  
**Request Inbox:** ប្រអប់នេះបង្ហាញរាល់ស្នើសុំនាំចេញដែលអ្នកបានទាញយកស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

**Notes**

Companies marked \* are pending approval for registration.

Exporter Company

Show  entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	New	N.A.	10-Aug-2016 12:46
2	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	New	N.A.	26-Jul-2016 08:25
3	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
4	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

Previous 1 Next

Figure 5.4: Request Inbox for Update User Profile Request

If the request is subject to fees, the request status will be displayed as “Pending Payment”. For “Pending Payment” requests, navigate to the Outstanding Payments page to make payment.

### 5.1.3 E-Signature Enrolment

Users associated with an exporter company can enroll for an E-Signature to obtain a digitally signed CO Form. To enroll for an E-Signature, navigate to Edit Profile page and click on the E-Signature tab. Refer to Figure 5.5. Select a file and ‘Submit’ to send a request for the enrolment of an E-Signature. The request will be subject to approval by MOC.

Once your request is submitted, click on the “Request Inbox” link. See Figure 5.4. If the request is subject to fees, the request status will be displayed as “Pending Payment”. For “Pending Payment” requests, navigate to the Outstanding Payments page to make payment.

## Edit Profile

Home • Edit Profile

**តើមានអ្វីថ្មី What's New**

17 Apr 2016

- **Update Profile:** If you wish to update your profile, please note the following:  
**ការផ្លាស់ប្តូរនៅទម្រង់:** ប្រសិនបើអ្នកចង់ផ្លាស់ប្តូរទម្រង់របស់អ្នក, សូមចាំផ្តល់ការអនុម័ត។  
1. If you update any of the Identification values, a request is sent to MOC for approval before your update can take effect.  
ខ. ប្រសិនបើអ្នកធ្វើការផ្លាស់ប្តូរអង្គការ សំណើមួយត្រូវបានផ្ញើទៅក្រសួងពាណិជ្ជកម្មដើម្បីអនុម័តមុនពេលការផ្លាស់ប្តូររបស់អ្នកអាចមានប្រសិទ្ធិភាពបាន។  
2. Any changes to your Contact Details & Supporting Documents are effective immediately.  
២. ការផ្លាស់ប្តូរព័ត៌មានទំនាក់ទំនងនិងឯកសារគាំទ្ររបស់អ្នក នឹងមានប្រសិទ្ធិភាពភ្លាមៗ។

Identification   Contact Details & Supporting Documents   **E-Signature**

**Notes**  
Fields marked \* are required.  
A request is sent to MOC for approval if there are any changes to the fields below.

**E-Signature**    
Acceptable file formats: GIF, JPG, PNG

Figure 5.5: E-Signature tab

## 6 Create New Certificate of Origin

### 6.1 Form A

To create a new CO Form A, navigate to the Certificate of Origin > New Application > Form A menu and click on Form A (see Figure 6.1).

CO Automation Application allows user use new Forms type: Form Annex (Japan), Chile, AHK (ASEAN + Hong Kong), CCFTA (Cambodia + China) and RCEP (ASEAN + China, Japan, Korea, Australia and New Zealand).

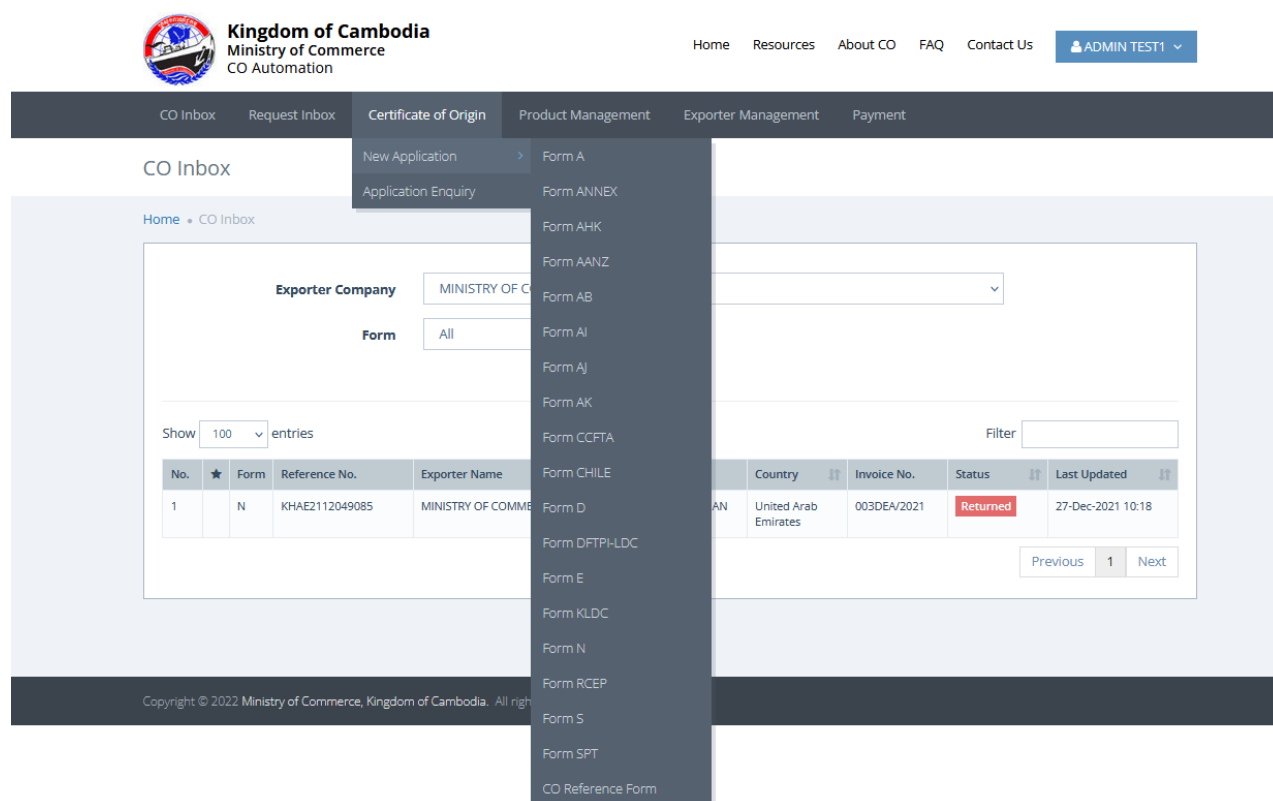


Figure 6.1: Create New CO Form Application menu

You will then be redirected to the CO Form A creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

The What's New section is updated every release. This section highlights the latest release updates.

#### 6.1.1 Application Priority

Each CO is grouped into one of two categories – Standard or Express (To be implemented at a later date)



The screenshot shows a form section titled "Application Priority". It contains a single dropdown menu labeled "Priority" with the value "Standard" selected and displayed. The dropdown menu is open, showing "Standard" as the selected option.

*Figure 6.2: Application Priority Section*

### 6.1.2 Exporter Details

A Pre-authorized list of companies you are able to generate a CO for will appear on the Exporter Name drop down list (see Figure 6.3).

The Exporter Address is not editable on this page. To change the address, submit a change request. Refer to Section 20.1 for more details.

The screenshot shows a form section titled "Exporter Details". At the top, there is a light blue box containing the text "Goods consigned from (exporter's business name, address, country)". Below this, there are four fields:

- Exporter Name \***: A dropdown menu with the text "Select a Company" and a downward arrow.
- Exporter Address**: A text input field that is currently empty.
- Place of Submission \***: A dropdown menu with the text "Phnom Penh" and a downward arrow.
- Signatory \***: A text input field with the text "PUBLIC USER" entered.

*Figure 6.3: Exporter Details Section*

### 6.1.3 Consignee Details

Enter the consignee name and address, and select the importing country.

*Figure 6.4: Consignee Details Section*

#### 6.1.4 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.

*Figure 6.5: Transport Details Section*

#### 6.1.5 Add Item(s) To CO Form

To add items to the CO Form, click on the Add Item button within the Item Details Section. Within the Item Details pop up box (see Figure 6.6), these fields describe an individual line item:

**Item Details**

---

**No.**

**Upload Marks Image**  
   
Acceptable file formats: GIF, JPG, PNG

**Marks and numbers of packages**

**Description \***

**Origin Criterion**

**Gross weight or other quantity**

---

*Figure 6.6: Item Details pop up box*

1. **No.** – The running number of an item (optional)
2. **Upload Marks Image** – If the item has a mark, click on the Select File button to upload its corresponding marks images (optional)
3. **Marks and numbers of packages** – A description of the marks and/or a description of the numbers of packages of the item. (optional)
4. **Description** – Description of the item. (mandatory)
5. **Origin Criterion** – Origin criterion of the item (optional)
6. **Gross Weight or Other Quantity** – Gross Weight or Quantity of the item. If a numeric or decimal value is entered in this column, it will be totaled automatically and the total will be displayed in the “Total Quantity” field in numeric format and in the “Total Quantity (in words)” field represented in English words. (optional)

Click on the Submit button to add an item after filling in the required and applicable fields.

After clicking on the submit button, you will see your item added on the grid and the “Total Quantity” and “Total Quantity (in words)” fields will also have been automatically filled in and added up for you if a quantity was added. See Figure 6.7.

**Item Details**

Invoice No. \*

Invoice Date \*

Total Quantity Header \*   
E.g: 200 cartons

Unit of Measure \*

**Add Item**

No.	Marks and numbers of packages	Description	Origin Criterion	Gross weight or other quantity	Action
1	294 CARTONS	ARTICLE NO. U5272575 LADIES FUNCTION JACKET FITNESS 100% POLYESTER HS CODE: 6110 3099 000	"W"61.10	4,116.00	

**Total Quantity** 4,116.00  
Total quantity in units for the package

**Total Quantity (in words) \***   
Total quantity for the package in words

**Total FOB \***

**Total EMF \***

*Figure 6.7: Item Details section after an item has been added*

To add another item, simply click on the Add Item button again and repeat the process.

#### 6.1.6 Edit Item(s) From CO Form

To edit an individual line item, click on the blue pencil button on the action column on the far right. (Refer to Figure 6.6).

#### 6.1.7 Delete Item(s) From CO Form

To delete an individual line item, click on the red X button on the action column on the far right. (Refer to Figure 6.6).

#### 6.1.8 Upload Supporting Document(s)

To submit the CO form successfully, a minimum of one supporting document (in any format) must accompany its submission.

To upload a supporting document, click on the "Upload Supporting Document(s)" button in the Supporting Documents section (see Figure 6.8). At the Supporting Documents pop up box (see Figure 6.9), select the file to be uploaded and enter its description at the File Description field.

**Supporting Documents**

Upload supporting documents e.g. Invoice, Packing List, Bill of Lading, Customs Declaration, etc.  
You must upload **at least one** supporting document.

Upload Supporting Document(s)

No.	File Description	File Format	Action
1	Customs Declaration	DOCX	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 3px;">✕</span>

*Figure 6.8: Supporting Documents Section*

**Supporting Documents**

**Upload File \***

Select file

Acceptable file formats: PDF  
Maximum file size: 10MB

**File Description \***

E.g: Invoice, Packing List, Bill of Lading, Customs Declaration

Upload

Cancel

*Figure 6.9: Supporting Documents pop up box*

### 6.1.9 Delete an Uploaded Supporting Document

To delete a previously uploaded supporting document, click on the red X button on the action column on the far right.

## 6.2 Form A (Version 2)

To create a new CO Form A (Version 2), navigate to the Certificate of Origin > New Application > Form A (Version 2) menu and click on Form A (Version 2) (see Figure 6.1).

You will then be redirected to the CO Form A (Version 2) creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.2.1 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.

**Transport Details**

Means of transport and route (as far as known)

**Shipping Date**  x 📅

**Means of Transport \***

Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected.

**Port of Loading \***

*Figure 6.10: Transport Details Section*

### 6.3 Form AANZ

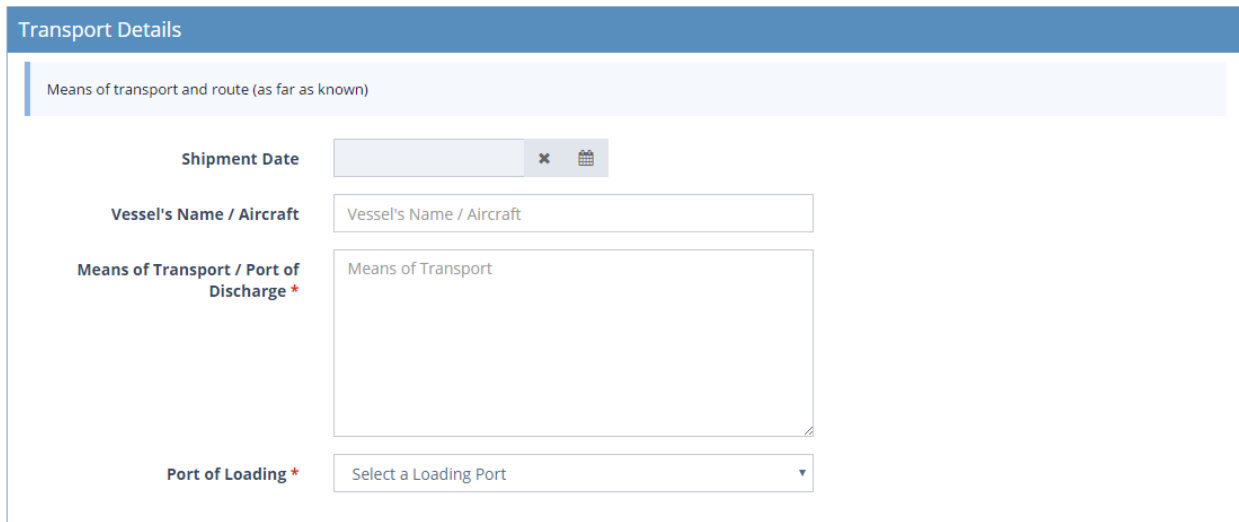
To create a new CO Form AANZ, navigate to the Certificate of Origin > New Application > Form AANZ menu and click on Form AANZ (see Figure 6.1).

You will then be redirected to the CO Form AANZ creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

#### 6.3.1 Transport Details

Enter the Means of Transport / Port of Discharge and select the Port of Loading. If required, select the Shipment Date and enter the Vessel's Name / Aircraft.



The screenshot shows the 'Transport Details' section of the CO Form AANZ creation page. The section is titled 'Transport Details' and contains a sub-section 'Means of transport and route (as far as known)'. The form includes the following fields:

- Shipment Date**: A date picker field with a calendar icon and a close button (X).
- Vessel's Name / Aircraft**: A text input field with the placeholder text 'Vessel's Name / Aircraft'.
- Means of Transport / Port of Discharge \***: A large text area with the placeholder text 'Means of Transport'.
- Port of Loading \***: A dropdown menu with the placeholder text 'Select a Loading Port'.

*Figure 6.11: Transport Details Section*

#### 6.3.2 Subject of Third Party Invoicing


If the CO Form requires Third Party Invoicing, select the Third Party Invoicing by switching it to a "Yes". Once "Yes" is selected, the Invoice No., Invoice Date, and Invoice Description fields will be editable and mandatory.

Select "Yes" on the Print on CO field to print the Invoice No. and Invoice Date on the CO.

**Subject of Third Party Invoice**

**Third Party Invoicing** Yes No

**Invoice No. \*** Third Party Invoice No.

**Invoice Date \***  

**Print on CO** Yes No  
If yes, Invoice No. and Invoice Date are printed on the CO

**Invoice Description \*** Third Party Invoice Description

*Figure 6.12: Subject of Third Party Invoicing Section*

### 6.3.3 Back-to-Back Certificate of Origin

If applicable, select the Back-to-Back CO by switching it to a “Yes”. Once “Yes” is selected, the CO Reference No., and the CO Issue Date fields will be editable and mandatory.

**Back-to-Back Certificate of Origin**

**Back-to-Back CO** Yes No

**Reference No. \*** CO Reference No.

**Issue Date \***  

*Figure 6.13: Back-to-Back Certificate of Origin Section*

### 6.3.4 Other Form Declarations

In the “Other Form Declarations” section, select the applicable fields by switching them to a “Yes”. Corresponding checkboxes will be printed on the CO.

**Other Form Declarations**

Select the option(s) that apply to this CO.

**Accumulation** Yes No

**De Minimis** Yes No

*Figure 6.14: Other Form Declarations Section*



## 6.4 Form AB

To create a new CO Form AB, navigate to the Certificate of Origin > New Application > Form AB menu and click on Form AB (see Figure 6.1).

You will then be redirected to the CO Form AB creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.4.1 Exporter Details

As an exporter, you may generate a CO Form only for your company. As an agency, you may generate CO Forms for companies you are authorized to represent. A Pre-authorized list of companies will appear on the Exporter Name drop down list. You may not change any company name on this list. After the Exporter has been selected, the Exporter Address will be filled and, a Signatory can be selected (see Figure 6.15).

The following fields are mandatory:

1. Exporter Tel
2. Designation/Position in Company

The values of the aforementioned fields are extracted from the Exporter Profile and are updated in the Exporter Amendment page (see Chapter 19).

Note: Form AB cannot be submitted successfully if any of these fields are empty.

Exporter Details

Goods consigned from (exporter's business name, address, country)

Exporter Name \*

Exporter Address

Exporter Tel -

Exporter Fax -

Place of Submission \*

Signatory \*

Designation/Position in Company -

Figure 6.15: Exporter Details Section

6.4.2 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.

**Transport Details**

Means of transport and route (as far as known)

**Shipping Date**

**Means of Transport \***

Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected.

**Port of Loading \***

Figure 6.16: Transport Details Section

## 6.5 Form AI

To create a new CO Form AI, navigate to the Certificate of Origin > New Application > Form AI menu and click on Form AI (see Figure 6.1).

You will then be redirected to the CO Form AI creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.5.1 Other Form Declarations

In the “Other Form Declarations” section, select the applicable fields by switching them to a “Yes”. Corresponding checkboxes will be printed on the CO.

The screenshot shows a web form titled "Other Form Declarations". At the top, there is a blue header bar with the title. Below the header is a light blue box containing the instruction: "Select the option(s) that apply to this CO." Underneath this instruction, there are two declaration items. The first is "Exhibition", followed by two radio buttons: "Yes" (which is selected, indicated by a green dot) and "No". The second is "Cumulation", followed by two radio buttons: "Yes" and "No" (which is selected, indicated by a green dot).

*Figure 6.17: Other Form Declarations Section*

## 6.6 Form AJ

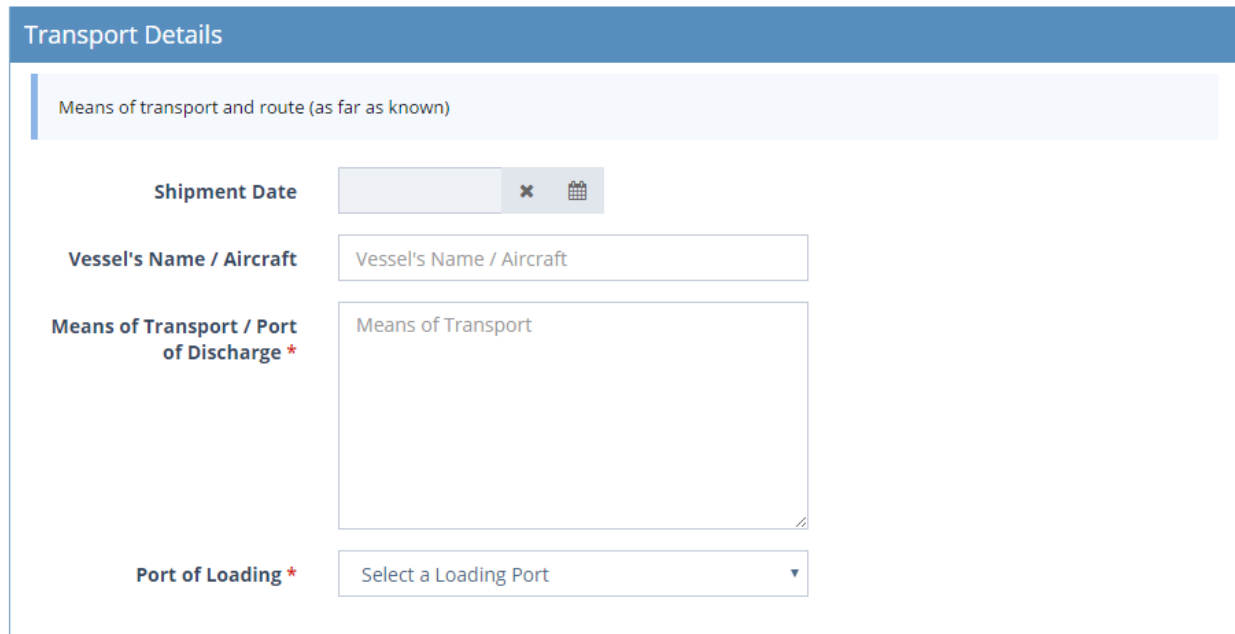
To create a new CO Form AJ, navigate to the Certificate of Origin > New Application > Form AJ menu and click on Form AJ (see Figure 6.1).

You will then be redirected to the CO Form AJ creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.6.1 Transport Details

Enter the Means of Transport / Port of Discharge and select the Port of Loading. If required, select the Shipment Date and enter the Vessel's Name / Aircraft.



The screenshot shows a form titled "Transport Details" with a blue header. Below the header is a light blue box containing the text "Means of transport and route (as far as known)". The form contains several input fields:

- Shipment Date**: A date picker field with a calendar icon and a close button (X).
- Vessel's Name / Aircraft**: A text input field with the placeholder text "Vessel's Name / Aircraft".
- Means of Transport / Port of Discharge \***: A large text area with the placeholder text "Means of Transport".
- Port of Loading \***: A dropdown menu with the placeholder text "Select a Loading Port".

Figure 6.18: Transport Details Section

## 6.7 Form AK

To create a new CO Form AK, navigate to the Certificate of Origin > New Application > Form AK menu and click on Form AK (see Figure 6.1).

You will then be redirected to the CO Form AK creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.7.1 Other Form Declarations

In the “Other Form Declarations” section, select the applicable fields by switching them to a “Yes”. Corresponding checkboxes will be printed on the CO.



Other Form Declarations

Select the option(s) that apply to this CO.

Exhibition  Yes  No

*Figure 6.19: Other Form Declarations Section*

## 6.8 Form D

To create a new CO Form D, navigate to the Certificate of Origin > New Application > Form D menu and click on Form D (see Figure 6.1).

You will then be redirected to the CO Form D creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

### 6.8.1 Application Priority

Each CO is grouped into one of two categories – Standard or Express (To be implemented later.)



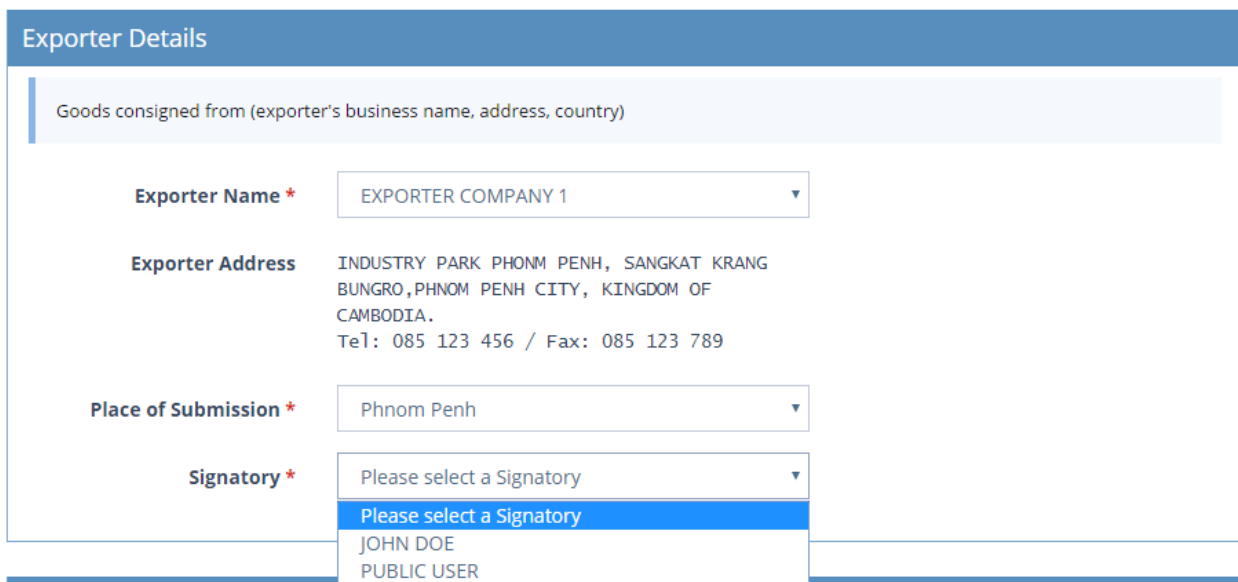
The screenshot shows a form section titled "Application Priority". It contains a label "Priority" followed by a dropdown menu. The dropdown menu is open, showing "Standard" as the selected option. The background of the form is light blue.

Figure 6.20: Application Priority Section

### 6.8.2 Exporter Details

A Pre-authorized list of companies you are able to generate a CO for will appear on the Exporter Name drop down list. After the Exporter has been selected, the Exporter Address will be filled and, a Signatory can be selected (see Figure 6.28).

Note that the Exporter Address is not editable. To change the address, submit a change request. Refer to Section 20.1 for more details.



The screenshot shows a form section titled "Exporter Details". At the top, there is a light blue box with the text "Goods consigned from (exporter's business name, address, country)". Below this, there are four fields:

- Exporter Name \***: A dropdown menu with "EXPORTER COMPANY 1" selected.
- Exporter Address**: A text field containing "INDUSTRY PARK PHNOM PENH, SANGKAT KRANG BUNGRO, PHNOM PENH CITY, KINGDOM OF CAMBODIA. Te1: 085 123 456 / Fax: 085 123 789".
- Place of Submission \***: A dropdown menu with "Phnom Penh" selected.
- Signatory \***: A dropdown menu with "Please select a Signatory" selected. The dropdown is open, showing "Please select a Signatory" as the selected option, and "JOHN DOE" and "PUBLIC USER" as other options.

Figure 6.21: Exporter Details Section

### 6.8.3 Consignee Details

Enter the consignee name and address, and select the importing country.

**Consignee Details**

Goods consigned to (consignee's name, address, country)

**Consignee Name \***

**Consignee Address \***

**Importing Country \***

Figure 6.22: Consignee Details Section

### 6.8.4 Transport Details

Enter the Means of Transport / Port of Discharge and select the Port of Loading. If required, select the departure date and enter the Vessel's Name / Aircraft.

**Transport Details**

Means of transport and route (as far as known)

**Departure Date**

**Vessel's Name / Aircraft**

**Means of Transport / Port of Discharge \***

**Port of Loading \***

Figure 6.23: Transport Details Section

## 6.8.5 Item Details

Before adding items and products to the Item Details grid, the Invoice No., Invoice Date, Total Quantity Header, and the Unit of Measure have to be entered or selected accordingly.

### Item Details

Invoice No. \*

Invoice Date \*

Total Quantity Header \*   
E.g: 200 cartons

Unit of Measure \*

No.	Marks and numbers of packages	Description	Origin Criterion	Gross weight or other quantity	EMF Rate (KHR)	Total EMF Fee (KHR)	FOB (USD)	Action
There are currently no items.								
<b>Total:</b>						0	0.00	

**Total Quantity** Total quantity in units for the package

**Total Quantity (in words) \***   
Total quantity for the package in words

**Total FOB** USD 0.00

**Show Total FOB \***    
Show total FOB when printing.

**Total EMF** KHR 0

Figure 6.24: Item Details Section

## 6.8.6 Add Item(s) To CO Form

To add items to the grid, click on the Add Item button within the Item Details Section. The fields in the Item Details pop up box (see Figure 6.25) describe an individual line item:



**Item Details**

**No.**

**Upload Marks Image**  
 **Select file**

Acceptable file formats: GIF, JPG, PNG

**Marks and numbers of packages**

**Description \***

**Origin Criterion**

**Submit** **Cancel**

*Figure 6.25: Item Details pop up box*

1. **No.** – The running number of an item (optional)
2. **Upload Marks Image** – If the item has a mark, click on the Select File button to upload its corresponding marks images (optional)
3. **Marks and numbers of packages** – A description of the marks and/or a description of the numbers of packages of the item. (optional)
4. **Description** – Description of the item. (mandatory)
5. **Origin Criterion** – Origin criterion of the item (optional)

Click on the Submit button to add an item after filling in the required and applicable fields.

After clicking on the submit button, you will see your item added on the grid. (See Figure 6.26)

**Item Details**

**Invoice No. \***

**Invoice Date \***

**Total Quantity Header \***   
E.g: 200 cartons

**Unit of Measure \***

Add Item
Add Product

No.	Marks and numbers of packages	Description	Origin Criterion	Gross weight or other quantity	EMF Rate (KHR)	Total EMF Fee (KHR)	FOB (USD)	Action	
	CUST. O/N:	WOMEN'S 53% POLYESTER 35% COTTON 12% RAYON KNITTED T-SHIRT (SHORTSLEEVE).							
<b>Total:</b>							0	0.00	

**Total Quantity** 0  
Total quantity in units for the package

**Total Quantity (in words) \***   
Total quantity for the package in words

**Total FOB** USD 0.00

**Show Total FOB \***    
Show total FOB when printing.

**Total EMF** KHR 0

*Figure 6.26: Item Details section after an item has been added*

To add another item, simply click on the Add Item button again and repeat the process.

#### 6.8.7 Edit Item(s) From CO Form

To edit an individual line item, click on the blue pencil button on the action column on the far right. (Refer to Figure 6.33).

#### 6.8.8 Delete Item(s) From CO Form

To delete an individual line item, click on the red X button on the action column on the far right. (Refer to Figure 6.26).

## 6.8.9 Add Product(s) To CO Form

To add products to the grid, click on the Add Product button within the Item Details Section. The fields in the Product Details pop up box (see Figure 6.27) describe an individual product:

**Product Details**

**Upload Marks Image**   **Marks and numbers of packages**

Acceptable file formats: GIF, JPG, PNG

**NOTE:** Please select the **Exporter Name**, **Unit of Measurement** and **Importing Country** in **CO Application page** before selecting product below.

**Product \***

HS Code	Product Item Description	EMF Rate (KHR)
-	-	-

**Product FOB \***    
**Show Product FOB**   If yes, Product FOB is printed on the CO

**Product Item(s)**

No.	Description	Criterion	Quantity	+
No.	Description	Criterion	Quantity	Action

Figure 6.27: Product Details pop up box

1. **Upload Marks Image** – If the product item has a mark, click on the Select File button to upload its corresponding marks images (optional)
2. **Marks and numbers of packages** – A description of the marks and/or a description of the numbers of packages of the product item. (optional)
3. **Product** – Select the product to be added. A product can be selected only after the Exporter Name, Unit of Measurement, and Importing Country have been selected. (mandatory)
4. **Product FOB** – The FOB value of the product.
5. **Show Product FOB** – For the FOB to be printed on the CO Form, click on the Switch to change it to 'Yes'.
6. **Product Item(s)**

- No.** – The running number of a product item (optional)
- Description** – Description of the product item. (mandatory)
- Criterion** – Origin criterion of the product item (optional)
- Quantity** – Quantity of the product item. (mandatory)

To add a product line item, click on ‘+’ button after filling in Product Item(s) table. To add more product line items, fill in the Product Item(s) fields and click on ‘+’ again. Once the product line items have been added, click on the Add button to add the product item(s) to the Item Details Section grid.

After clicking on the Add button, the product item will be added to the grid and if a numeric value was entered at the “Quantity” field, the “Total Quantity” and “Total Quantity (in words)” fields will also have been automatically filled in. (See Figure 6.28)

The “Total Quantity (in words)” field is editable directly should you choose to change the representation of its contents.

**Item Details**

**Invoice No. \***

**Invoice Date \***

**Total Quantity Header \***   
E.g: 200 cartons

**Unit of Measure \***

Add Item
Add Product

No.	Marks and numbers of packages	Description	Origin Criterion	Gross weight or other quantity	EMF Rate (KHR)	Total EMF Fee (KHR)	FOB (USD)	Action
	CUST. O/N:	WOMEN'S 53% POLYESTER 35% COTTON 12% RAYON KNITTED T-SHIRT (SHORTSLEEVE).	"SP"					
	QTY:	0113530937P5162A0180-1000 AJ6416		503	5	2,515	300.00	
<b>Total :</b>						2,515	300.00	

**Total Quantity** 503  
Total quantity in units for the package

**Total Quantity (in words) \***   
Total quantity for the package in words

**Total FOB** USD 300.00

**Show Total FOB \***    
Show total FOB when printing.

**Total EMF** KHR 2,515

Figure 6.28: Item Details section after a product has been added

To add another product item, simply click on the Add Product button again and repeat the process.

### 6.8.10 Edit Product(s) From CO Form

To edit an individual line item, click on the blue pencil button on the action column on the far right. (Refer to Figure 6.28).

### 6.8.11 Delete Product(s) From CO Form

To delete an individual line item, click on the red X button on the action column on the far right. (Refer to Figure 6.28).

### 6.8.12 Third-Country Invoicing

If the CO Form requires Third-Country Invoicing, select the Third-Country Invoicing by switching it to a “Yes”. Once “Yes” is selected, the Invoice No., Invoice Date, and Invoice Description fields will be editable and mandatory.

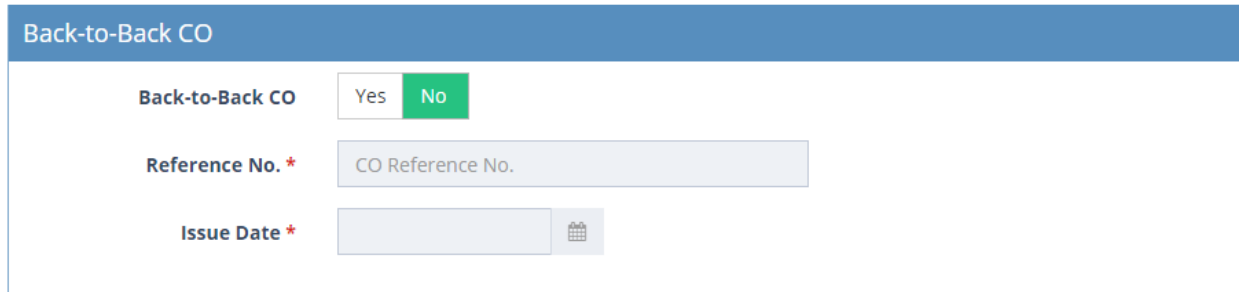
Select “Yes” on the Print on CO field to print the Invoice No. and Invoice Date on the CO.

The screenshot shows a section titled "Third-Country Invoicing" with a blue header. Below the header, there are several input fields and a toggle switch. The "Third-Country Invoicing" toggle has "Yes" and "No" buttons, with "No" currently selected. Below this, there are three mandatory fields: "Invoice No. \*" with a text input field containing "Third-Country Invoice No.", "Invoice Date \*" with a date picker input field, and "Invoice Description \*" with a larger text area containing "Third-Country Invoice Description".

Figure 6.29: Third-Country Invoicing Section

### 6.8.13 Back-to-Back CO

If applicable, select the Back-to-Back CO by switching it to a “Yes”. Once “Yes” is selected, the Reference No., and the Issue Date fields will be editable and mandatory.

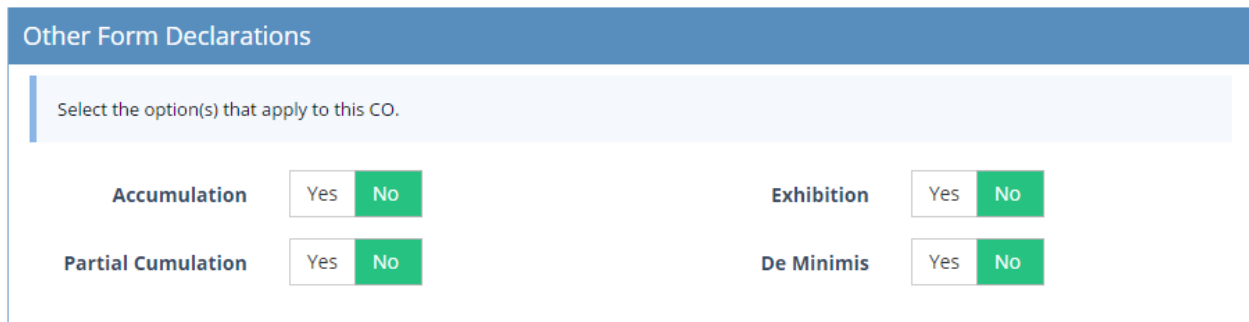


The screenshot shows a section titled "Back-to-Back CO" with a blue header. Below the header, there are three fields: "Back-to-Back CO" with radio buttons for "Yes" and "No" (the "No" button is selected), "Reference No. \*" with a text input field containing "CO Reference No.", and "Issue Date \*" with a date picker icon.

Figure 6.30: Back-to-Back CO Section

### 6.8.14 Other Form Declarations

In the “Other Form Declarations” section, select the applicable fields by switching them to a “Yes”. Corresponding checkboxes will be printed on the CO.



The screenshot shows a section titled "Other Form Declarations" with a blue header. Below the header, there is a light blue box with the text "Select the option(s) that apply to this CO." Below this box, there are four sets of radio buttons: "Accumulation", "Exhibition", "Partial Cumulation", and "De Minimis". Each set has "Yes" and "No" options, with the "No" option selected for all four.

Figure 6.31: Other Form Declarations Section

### 6.8.15 Supporting Document(s)

To submit the CO form successfully, a minimum of one supporting document (in any format) must accompany its submission.

To upload a supporting document, click on the “Upload Supporting Document(s)” button in the Supporting Documents section (see Figure 6.32).

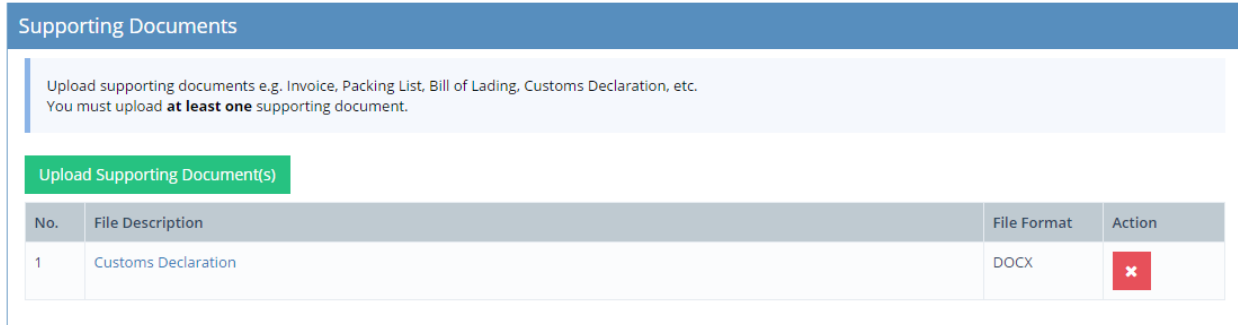


Figure 6.32: Supporting Documents Section

At the Supporting Documents pop up box (see Figure 6.33), select the file to be uploaded and enter its description at the File Description field.

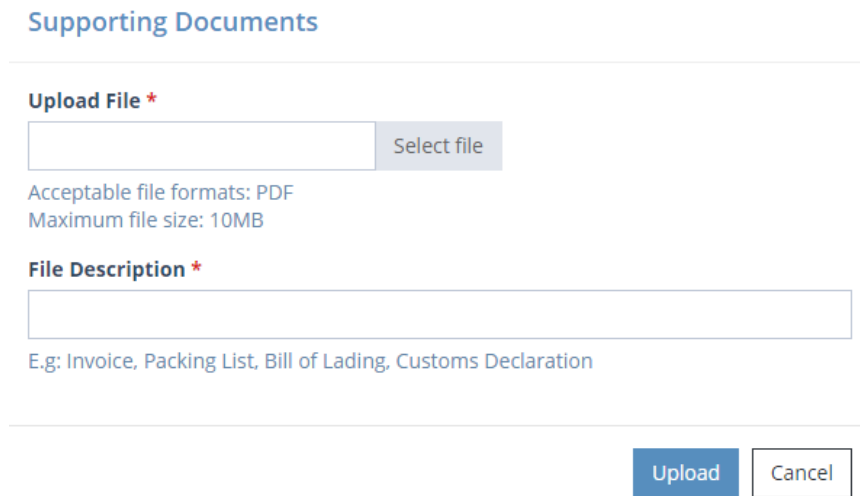


Figure 6.33: Supporting Documents pop up box

#### 6.8.16 Delete an Uploaded Supporting Document

To delete a previously uploaded supporting document, click on the red X button on the action column on the far right. Refer to Figure 6.32.

6.9 Form DFTPI-LDC

To create a new CO Form DFTPI-LDC, navigate to the Certificate of Origin > New Application > Form DFTPI-LDC menu and click on Form DFTPI-LDC (see Figure 6.1).

You will then be redirected to the CO Form DFTPI-LDC creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

6.9.1 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.

The screenshot shows a web form titled "Transport Details" with a subtitle "Means of transport and route (as far as known)". It contains three main input fields: "Shipping Date" with a date picker icon, "Means of Transport" with a text area and a note: "Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected.", and "Port of Loading" with a dropdown menu showing "Select a Loading Port".

Figure 6.34: Transport Details Section



## 6.10 Form E

To create a new CO Form E, navigate to the Certificate of Origin > New Application > Form E menu and click on Form E (see Figure 6.1).

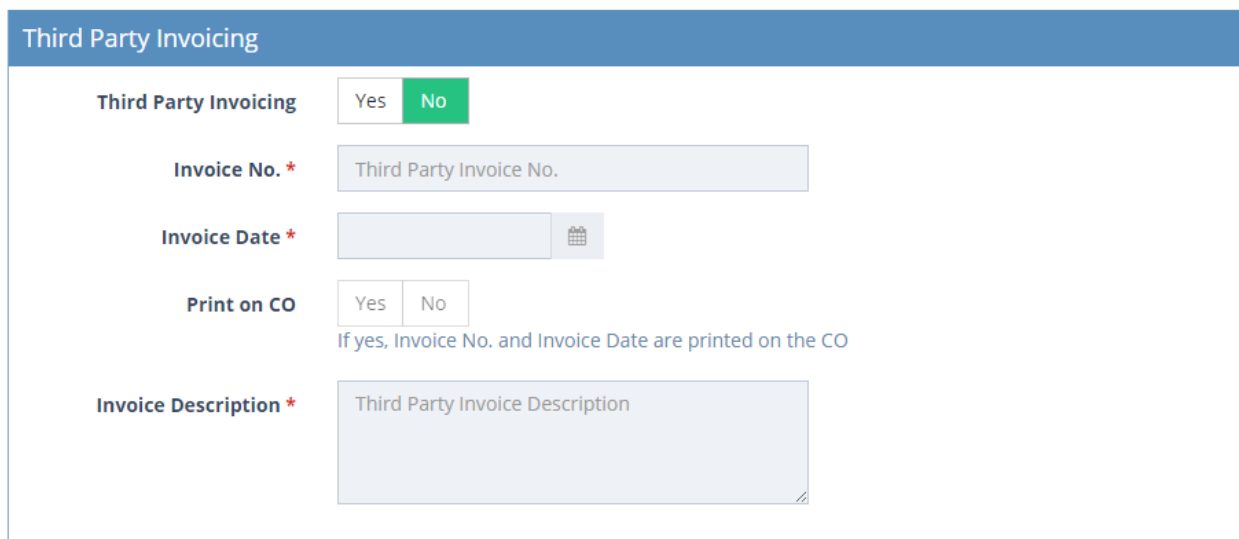
You will then be redirected to the CO Form E creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.10.1 Third Party Invoicing

If the CO Form requires Third Party Invoicing, select the Third Party Invoicing by switching it to a “Yes”. Once “Yes” is selected, the Invoice No., Invoice Date, and Invoice Description fields will be editable and mandatory.

Select “Yes” on the Print on CO field to print the Invoice No. and Invoice Date on the CO.



The screenshot shows a web form titled "Third Party Invoicing" with a blue header. The form contains the following fields and controls:

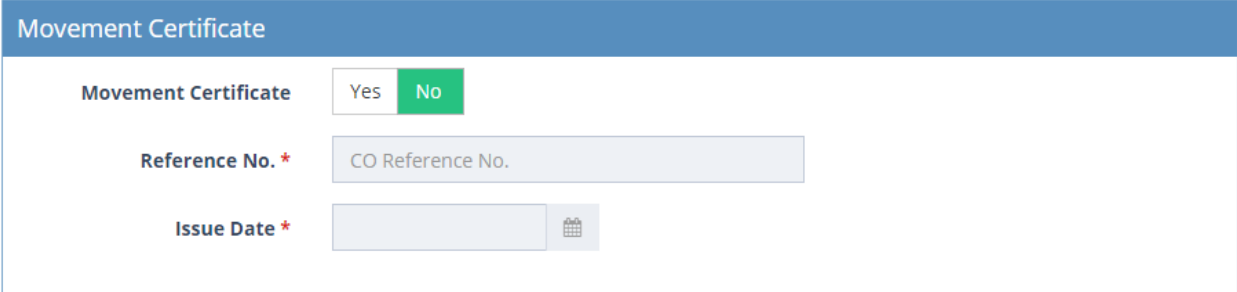
- Third Party Invoicing:** A toggle switch with "Yes" and "No" options. The "No" option is currently selected and highlighted in green.
- Invoice No. \*:** A text input field containing the placeholder text "Third Party Invoice No."
- Invoice Date \*:** A date picker field with a calendar icon.
- Print on CO:** A toggle switch with "Yes" and "No" options. The "No" option is currently selected.
- Invoice Description \*:** A large text area containing the placeholder text "Third Party Invoice Description".

Below the "Print on CO" toggle, there is a note: "If yes, Invoice No. and Invoice Date are printed on the CO".

*Figure 6.35: Third Party Invoicing Section*

6.10.2 Movement Certificate

If applicable, select the Movement Certificate by switching it to a “Yes”. Once “Yes” is selected, the Reference No., and the Issue Date fields will be editable and mandatory.

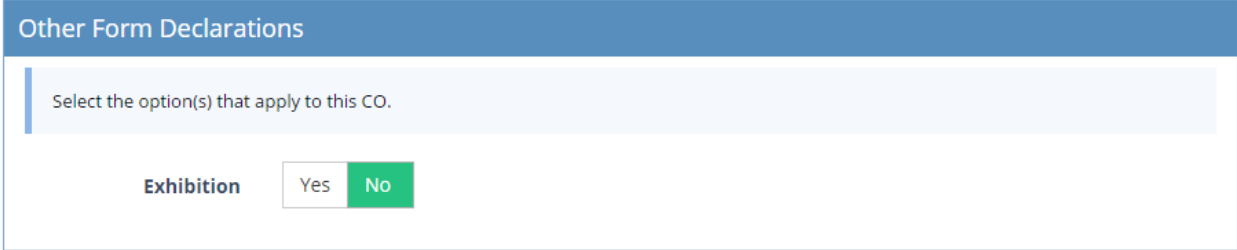


The screenshot shows a section titled "Movement Certificate" with a blue header. Below the header, there are three rows of form elements. The first row is a toggle switch for "Movement Certificate" with "Yes" and "No" options; the "No" option is currently selected and highlighted in green. The second row is a text input field for "Reference No. \*" with the placeholder text "CO Reference No.". The third row is a date input field for "Issue Date \*" with a calendar icon to its right.

Figure 6.36: Movement Certificate Section

6.10.3 Other Form Declarations

In the “Other Form Declarations” section, select the applicable fields by switching them to a “Yes”. Corresponding checkboxes will be printed on the CO.



The screenshot shows a section titled "Other Form Declarations" with a blue header. Below the header, there is a light blue instruction box that says "Select the option(s) that apply to this CO.". Below this, there is a toggle switch for "Exhibition" with "Yes" and "No" options; the "No" option is currently selected and highlighted in green.

Figure 6.37: Other Form Declarations Section

## 6.11 Form KLDC

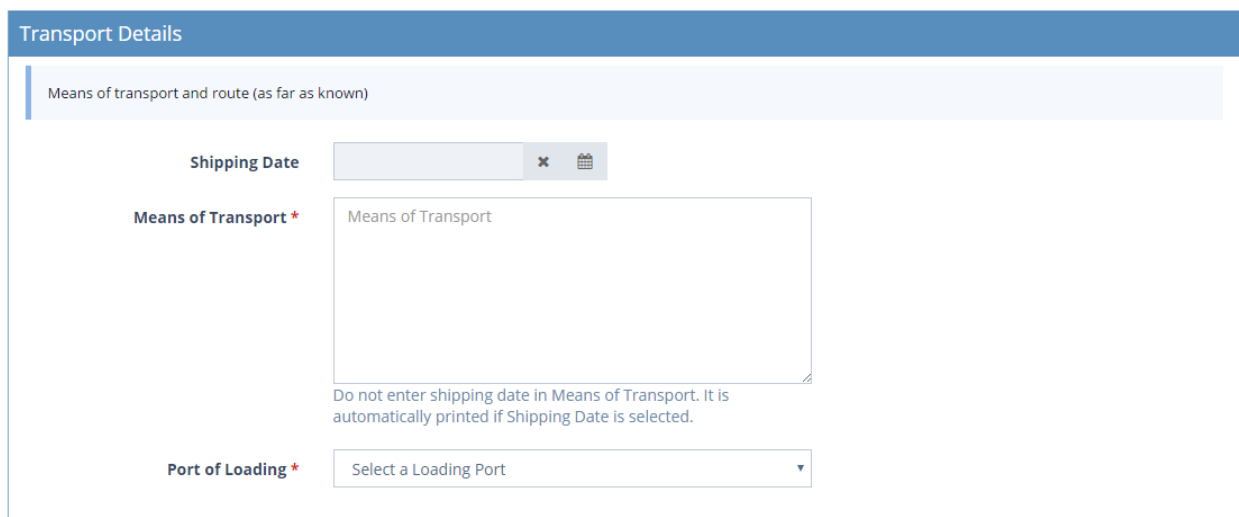
To create a new CO Form KLDC, navigate to the Certificate of Origin > New Application > Form KLDC menu and click on Form KLDC (see Figure 6.1).

You will then be redirected to the CO Form KLDC creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.11.1 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.



The screenshot shows a web form titled "Transport Details" with a blue header. Below the header is a light blue box containing the text "Means of transport and route (as far as known)". The form contains three main fields:

- Shipping Date**: A date input field with a calendar icon and a clear button (X).
- Means of Transport \***: A large text area with the placeholder text "Means of Transport". Below this field is a note: "Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected."
- Port of Loading \***: A dropdown menu with the text "Select a Loading Port" and a downward arrow.

*Figure 6.38: Transport Details Section*

## 6.12 Form N

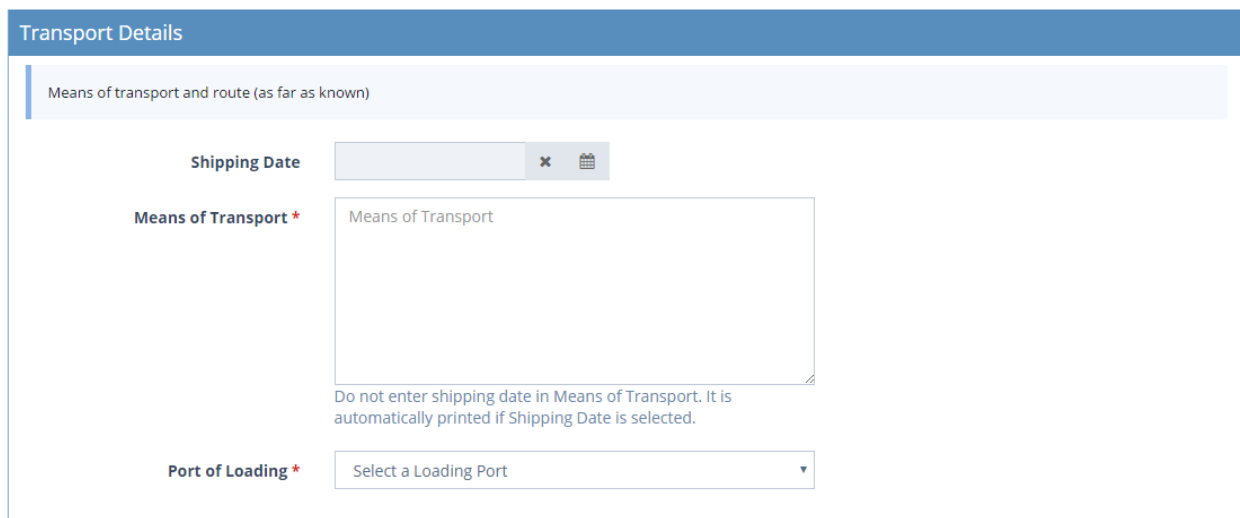
To create a new CO Form N, navigate to the Certificate of Origin > New Application > Form N menu and click on Form N (see Figure 6.1)

You will then be redirected to the CO Form N creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.12.1 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.



Transport Details

Means of transport and route (as far as known)

Shipping Date

Means of Transport \*

Port of Loading \*

Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected.

Figure 6.39: Transport Details Section

### 6.12.2 CO Form Item(s)

For details on how to Add, Edit, or Delete CO Form Item(s), please refer to Form D Section 6.8. For CO Form N, the Origin Criterion field is not applicable and therefore not editable. Refer to Figure 6.40.

**Item Details**

**No.**

**Upload Marks Image**  
 **Select file**

Acceptable file formats: GIF, JPG, PNG

**Marks and numbers of packages**

**Description \***

**Origin Criterion**

**Add** **Cancel**

Figure 6.40: Item Details pop up box

### 6.12.3 CO Form Product(s)

For details on how to Add, Edit, or Delete CO Form Product (s), please refer to Form D Section 6.8. For CO Form N, the Origin Criterion field is not applicable and therefore not editable. Refer to Figure 6.41.

**Product Details**

**Upload Marks Image**   **Marks and numbers of packages**

Acceptable file formats: GIF, JPG, PNG

**NOTE:** Please select the **Exporter Name**, **Unit of Measurement** and **Importing Country** in **CO Application page** before selecting product below.

**Product \***

No product found

HS Code	Product Item Description	EMF Rate (KHR)
-	-	-

**Product FOB \***    If yes, Product FOB is printed on the CO

**Product Item(s)**

No.	Description	Criterion	Quantity	
				<input checked="" type="button" value="+"/>
No.	Description	Criterion	Quantity	Action

Figure 6.41: Product Details pop up box

## 6.13 Form S

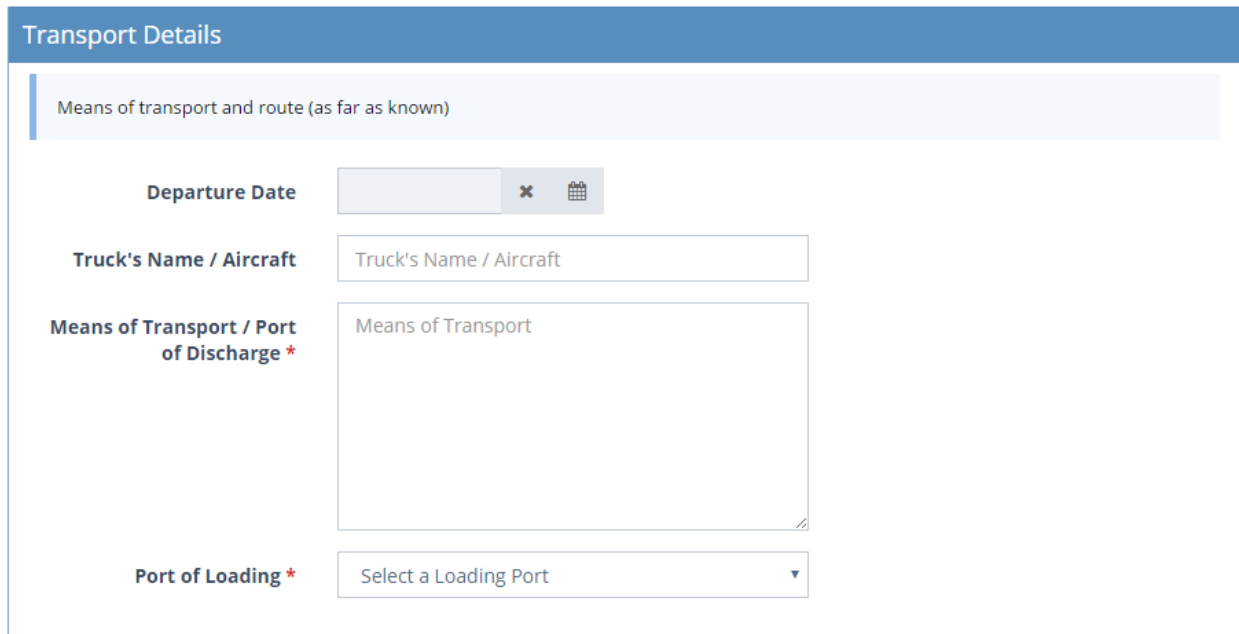
To create a new CO Form S, navigate to the Certificate of Origin > New Application > Form S menu and click on Form S (see Figure 6.1).

You will then be redirected to the CO Form S creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.13.1 Transport Details

Enter the Means of Transport / Port of Discharge and select the Port of Loading. If required, select the departure date and enter the Truck's Name / Aircraft.



The screenshot shows a form titled "Transport Details" with a blue header. Below the header is a light blue box containing the text "Means of transport and route (as far as known)". The form contains several input fields:

- Departure Date**: A date picker field with a calendar icon and a close button (X).
- Truck's Name / Aircraft**: A text input field with the placeholder text "Truck's Name / Aircraft".
- Means of Transport / Port of Discharge \***: A large text area with the placeholder text "Means of Transport".
- Port of Loading \***: A dropdown menu with the placeholder text "Select a Loading Port".

Figure 6.42: Transport Details Section

## 6.14 Form SPT

To create a new CO Form SPT, navigate to the Certificate of Origin > New Application > Form SPT menu and click on Form SPT (see Figure 6.1).

You will then be redirected to the CO Form SPT creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.



## 6.15 CO Reference Form

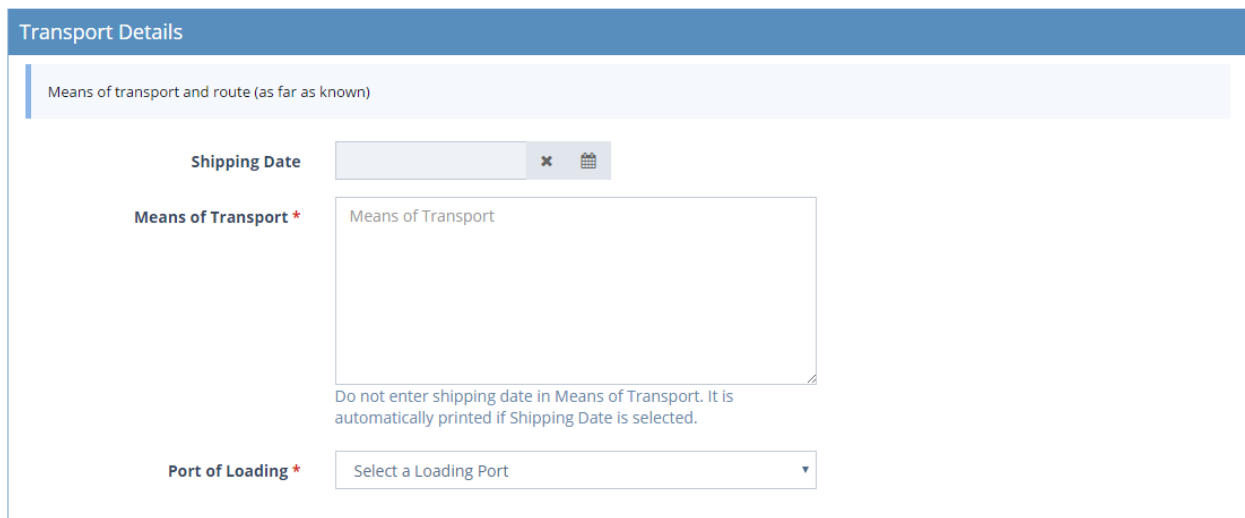
To create a new CO Reference Form, navigate to the Certificate of Origin > New Application > CO Reference Form menu and click on CO Reference Form (see Figure 6.1).

You will then be redirected to the CO Reference Form creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form N, Section 6.13.

### 6.15.1 Transport Details

Enter the Means of Transport and select the Port of Loading. If required, select the shipping date.



The screenshot shows a web form titled "Transport Details" with a subtitle "Means of transport and route (as far as known)". It contains three main input fields: "Shipping Date" with a date picker icon, "Means of Transport" with a text area and a note below it stating "Do not enter shipping date in Means of Transport. It is automatically printed if Shipping Date is selected.", and "Port of Loading" with a dropdown menu showing "Select a Loading Port".

*Figure 6.43: Transport Details Section*

### 6.15.2 CO Form Item(s)

For details on how to Add, Edit, or Delete CO Form Item(s), please refer to Form D Section 6.8. For CO Reference Form, the Origin Criterion field is not applicable, therefore not editable. Refer to Figure 6.44.

**Item Details**

**No.**

**Upload Marks Image**  
 **Select file**

Acceptable file formats: GIF, JPG, PNG

**Marks and numbers of packages**

**Description \***

**Origin Criterion**

**Add** **Cancel**

Figure 6.44: Item Details pop up box

### 6.15.3 CO Form Product(s)

For details on how to Add, Edit, or Delete CO Form Product (s), please refer to Form D Section 6.8. For CO Reference Form, the Origin Criterion field is not applicable, therefore not editable. Refer to Figure 6.45.

**Product Details**

**Upload Marks Image**   **Marks and numbers of packages**

Acceptable file formats: GIF, JPG, PNG

**NOTE:** Please select the **Exporter Name**, **Unit of Measurement** and **Importing Country** in **CO Application page** before selecting product below.

**Product \***

No product found

HS Code	Product Item Description	EMF Rate (KHR)
-	-	-

**Product FOB \***    If yes, Product FOB is printed on the CO

**Product Item(s)**

No.	Description	Criterion	Quantity	<input checked="" style="background-color: #28a745; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>
No.	Description	Criterion	Quantity	Action

Figure 6.45: Product Details pop up box

### 6.16 Form ANNEX

To create a new CO Reference Form, navigate to the Certificate of Origin > New Application > Form Annex menu and click on CO Reference Form (see Figure 6.1).

You will then be redirected to the > Form Annex creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form N, Section 6.13.

### 6.16.1 Material Details

Material Details					
Add Material					
ItemNo	Goods Description	Goods Quantity	Material Description	Material Quantity	Action
There are currently no material.					

Click button Add Material -> all fields require

### Material Details

**No.**

**Goods Description \***

**Goods Quantity \***

**Material Description \***

**Material Quantity \***

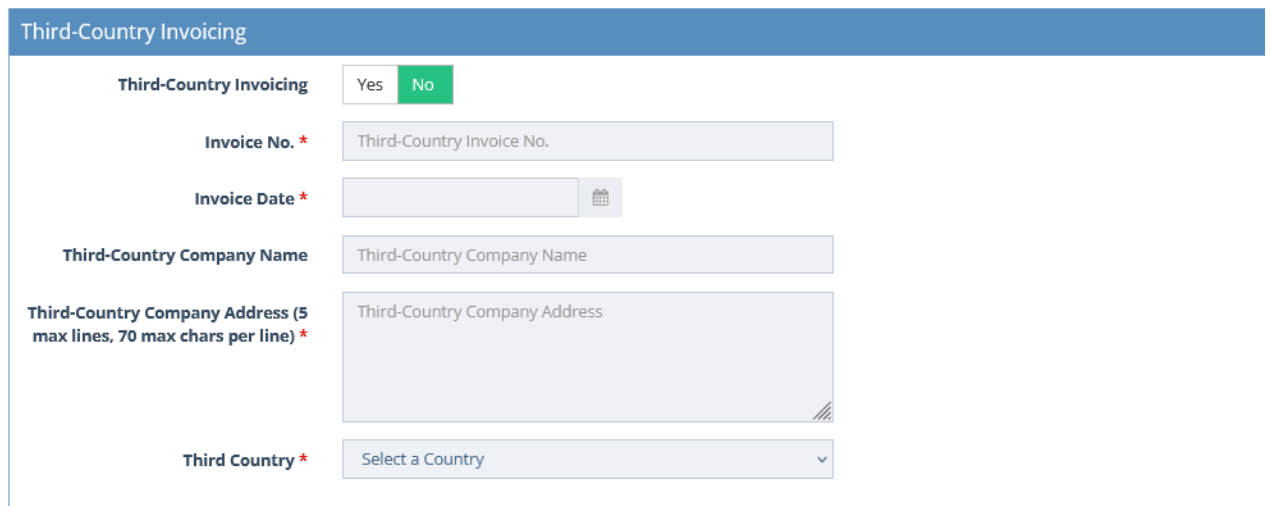
## 6.17 Form CHILE

To create a new Form CHILE, navigate to the Certificate of Origin > New Application > Form CHILE menu and click on Form CHILE (see Figure 6.1).

You will then be redirected to the > Form CHILE creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.17.1 Third-Country Invoicing



The screenshot shows a web form titled "Third-Country Invoicing" with a blue header. The form contains the following fields:

- Third-Country Invoicing:** A toggle switch with "Yes" and "No" options. The "No" option is currently selected and highlighted in green.
- Invoice No. \*:** A text input field containing the placeholder text "Third-Country Invoice No."
- Invoice Date \*:** A date picker field with a calendar icon.
- Third-Country Company Name:** A text input field containing the placeholder text "Third-Country Company Name".
- Third-Country Company Address (5 max lines, 70 max chars per line) \*:** A multi-line text area containing the placeholder text "Third-Country Company Address".
- Third Country \*:** A dropdown menu with the text "Select a Country" and a downward arrow.

## 6.18 Form AHK

To create a new Form AHK, navigate to the Certificate of Origin > New Application > Form AHK and click on Form AHK (see Figure 6.1).

You will then be redirected to the > Form AHK creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form DE, Section 6.8.

## 6.19 Form CCFTA

To create a new Form CCFTA, navigate to the Certificate of Origin > New Application > Form CCFTA menu and click on Form CCFTA (see Figure 6.1).

You will then be redirected to the > Form CCFTA creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

## 6.20 Form RCEP

To create a new Form RCEP, navigate to the Certificate of Origin > New Application > Form RCEP menu and click on Form RCEP (see Figure 6.1).

You will then be redirected to the > Form RCEP creation page. Mandatory fields marked with an asterisk (\*) are required to be filled in or selected.

For details on how to fill up specific sections in the form, please refer to Form D, Section 6.8.

### 6.20.1 Producer

Producer Option require (SEE BOX 8 / CONFIDENTAIL / NOT AVIALABLE)

**Producer Details**

Producer's name, address and country (if known)

**Producer option**

**Producer name, address, country**

### 6.20.2 RCEP Country of Origin

Select RCEP country of origin is require

### Product Details

**Marks and numbers of packages**

**ចំណាំ:** សូមជ្រើសរើសឈ្មោះអ្នកនាំចេញ, ឯកតាវាស់ស្ទង់និងប្រទេសនាំចូល ក្នុងទំព័រកម្មវិធី CO មុនការជ្រើសរើសផលិតផលដូចខាងក្រោម។

**NOTE:** Please select the **Exporter Name, Unit of Measurement** and **Importing Country** in **CO Application page** before selecting product below.

**Product \***

No product found

HS Code	Product Item Description	EMF Rate (KHR)
-	-	-

**Product FOB \***      **Show Product FOB**

USD        Yes    No   ប្រសិនបើ Yes, FOB នឹងបោះពុម្ពនៅលើ CO / If yes, Product FOB is printed on the CO

**Package Quantity**      **RCEP Country of Origin \***

**Product Item(s)**

No.	Description	Origin Criterion	G.W / quantity
+			

No.	Description	Criterion	Quantity	Action
-----	-------------	-----------	----------	--------

### 6.20.3 Back-to-Back CO

### Back-to-Back CO

**Back-to-Back CO**       Yes    No

**Reference No. \***     

**Issue Date \***     

**Back-to-Back Origin Country \***     

**AE Authorization Code \***

## 7 CO Forms Actions

Various actions are available during the creation lifecycle of a CO Form. At the bottom of the data entry page is a row of buttons representing possible actions (see Figure 7.1).



Figure 7.1: Create New CO Form Actions

### 7.1 Save As Draft

Choose this option to save your CO Application at its current state if you are not ready to submit your CO Form to the Ministry of Commerce yet. You can return to edit its contents at a later time.

### 7.2 Submit

Choosing this option submits your completed CO Form A Application to the Ministry of Commerce for review. For this action to be successful, the information entered into the application must be complete and meet minimum requirements for submission.

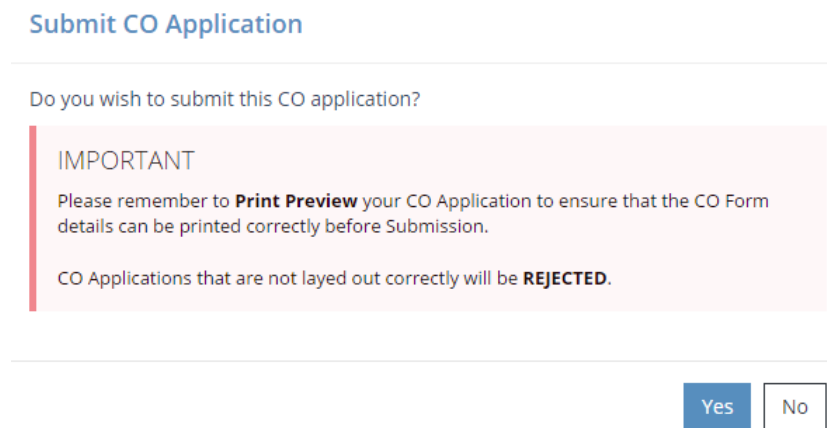


Figure 7.2: Submit CO Confirmation Message

After clicking “Submit” button, a confirmation message will be shown as in Figure 7.2. After you click on “Yes”, you will be directed to Figure 7.3.

Upon successful CO Form A submission, a unique reference no will be generated for the submitted form. See Figure 7.3.



## Application for Certificate of Origin (Form A)

Thank You!

You have successfully submitted the CO Application.

Please note down the following CO Reference No: **KHDE1601000003**

You can check the status of your application either via [the Inbox](#) or [Application Enquiry](#).

*Figure 7.3: Successful CO Form A Submission Page*

### 7.3 Print Preview

Print preview gives you a visual preview of a pre-printed CO Form complete with the correct information entered at time of action. (see Figure 7.4) This feature is useful to visualize how entered information will appear when printed. Previews are generated in real-time as you add or change form data.

Note that as this CO Form has not been submitted and undergone the review and approval process, not all information on this form will be visible, especially information to be filled in by officers of the Ministry of Commerce.

<b>1. Goods consigned from (exporter's business name, address, country)</b> KHMER GARMENT EXPORTS CO. LTD. LOT 19-61, RUSSIAN BOULEVARD, PHUM TEUK THLA, SANGKAT TEUK THLA, KHAN SEN SOK, PHNOM PENH, KINGDOM OF CAMBODIA Te1: 023 888 000		<b>Reference No</b>  <b>GENERALIZED SYSTEM OF PREFERENCES</b> <b>CERTIFICATE OF ORIGIN</b> <b>(Combined declaration and certificate)</b> <b>FORM A</b> Issued in <b>Kingdom of Cambodia</b> <small>(country)</small>  <small>See notes overleaf</small>			
<b>2. Goods consigned to (consignee's name, address, country)</b> TO THE ORDER OF THE OWIM GMBH & CO KG STIFTSBERGSTR. 1, DE-74167 NECKARSULM, GERMANY		<b>4. For official use</b>			
<b>3. Means of transport and route (as far as known)</b> BY SEA FROM SIHANOUKVILLE PORT, KINGDOM OF CAMBODIA VIA SINGAPORE AND KOPER TO GERMANY SHIPPED ON: 27-DEC-2015					
<b>5. Item number</b>	<b>6. Marks and numbers of packages</b>	<b>7. Number and kind of packages; description of goods</b>	<b>8. Origin criterion (see notes overleaf)</b>	<b>9. Gross weight or other quantity</b>	<b>10. Number and date of invoices</b>
1	294 CARTONS	TOTAL: 294 CARTONS  ARTICLE NO. US272575 LADIES FUNCTION JACKET FITNESS 100% POLYESTER HS CODE: 6110 3099 000  FOUR THOUSAND ONE HUNDRED SIXTEEN	"W"61.10	PCS 4.116  4.116	TI16LD 8001-03B 26-Dec-2015
<b>11. Certification</b> It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.  <small>Place and date, signature and stamp of certifying authority</small>		<b>12. Declaration by the exporter</b> The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in <b>Kingdom of Cambodia</b> <small>(country)</small> and that they comply with the origin requirements specified for those goods in the generalized system of preferences for goods exported to <b>GERMANY</b> <small>(importing country)</small>  Phnom Penh <span style="float: right;">SOM SOTHEA</span> <small>Place and date, signature of authorized signatory</small>			

Figure 7.4: CO Form A print preview

## 7.4 Discard

Discard is shown when a CO form is edited on from a draft. When discard is clicked on, you will exit from the data entry page and if a saved draft of this CO Form A exists, it is deleted from the database, making it irretrievable in the future.

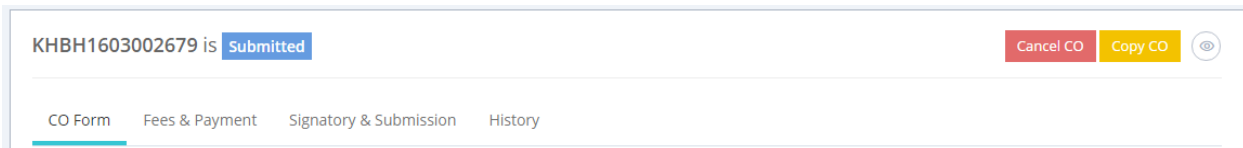
## 7.5 Cancel Changes

Cancel changes reverts changes made in the CO Form to its last saved version.

## 7.6 Cancel CO

To cancel an in-process or approved CO at any time after submission, search for the CO Application in the Application Enquiry page (See Section 8.0) or click on the individual CO Application at the CO Inbox page (see Section 9.0).

At the CO Form details page, click on the Cancel CO button to cancel the certificate of origin. (See Figure 7.5).



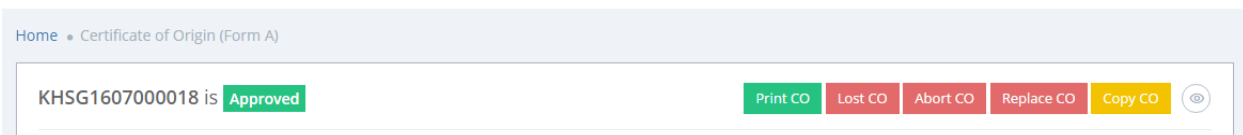
*Figure 7.5: CO Form details page*

## 7.7 Copy CO

A Certificate of Origin can be copied in the event that you need to keep some of the original details of any particular CO but wish to change a few things. Note that the Copy CO can be done at any status of a CO.

At the top-right corner of the container of every CO, there is a copy button. (Refer to Figure 7.6) Click on the button to copy that particular CO. Note that all fields will be copied over into the new CO, except supporting documents.

### Certificate of Origin (Form A)



*Figure 7.6: Approved CO Action buttons*

Certificate of Origin (Form A)

Home » Certificate of Origin (Form A)

**What's New**

10 Apr 2016

- CO Priority:** You can now select the Priority (Standard or Express) of a CO application.

6 Mar 2016

**Notes**  
Please enter the details of the Certificate of Origin below.  
Fields marked \* are required.

Application Priority

Priority: Standard

Exporter Details

Goods consigned from (exporter's business name, address, country)

Exporter Name \*: ECCLESIA EXPORTS CO PTE LTD

Exporter Address \*: LENTOR AVE  
TEL: 64795870 / FAX: 61589787

Place of Submission \*: Phnom Penh

Signatory \*: JOHN DOE

Consignee Details

Goods consigned to (consignee's name, address, country)

Consignee Name \*: AARON SIM

Consignee Address \*: MCCALLEN ROAD

Importing Country \*: Aland Islands

Transport Details

Means of transport and route (as far as known)

Means of Transport \*: BY AIR

Port of Loading \*: AIR-Phnom Penh

Shipping Date:

Item Details

Invoice No. \*:

Invoice Date \*:

Total Quantity Header \*: 900 CARTONS  
E.g. 200 cartons

Unit of Measure \*: BAG

**Add Item**

No.	Marks and numbers of packages	Description	Origin Criterion	Gross weight or other quantity	Action
1	18	HANDLE WITH CAUTION	"W"1.1.1		<a href="#">+</a> <a href="#">-</a>

Total Quantity: 0  
Total quantity in units for the package

Total Quantity (in words) \*:   
Total quantity for the package in words

Total FOB \*: USD EUR 0

Total EMF \*: KHR 0

Supporting Documents

Upload supporting documents e.g. invoice, Packing List, Bill of Lading, Customs Declaration, etc.  
You must upload **at least one** supporting document.

**Upload Supporting Documents**

No.	File Description	File Format	Action
There are currently no documents.			

Figure 7.7: A Copied CO Form

As can be seen from Figure 7.7, after clicking the Copy CO button, you will be directed to a new CO page with the contents of the new CO form copied over from the original CO.

**Note however that these are CO Form fields that would NOT be copied over:**

- **Shipping Date**
- **Invoice Date**
- **Invoice No.**
- **Gross weight or other quantity**
- **Total Quantity**
- **Total Quantity (in words)**
- **Total FOB (Only the value would NOT be copied, the type of currency will still be there)**
- **Total EMF**
- **Supporting Document**

## 7.8 Replace CO

An approved Certificate of Origin can be replaced with a new CO and the exporter pays the difference if the new CO's EMF fee is higher than the original approved CO. However, if the new CO's EMF fee is lower, the difference will not be refunded.

At the top-right corner of the container of every Approved CO, there is a Replace CO button. (Refer to Figure 7.6) Click on the button to replace that particular CO. Note that none of the fields will be copied over except for the Exporter Name and Address, which is not editable. Refer to Figure 7.8. For a Replacement CO, the Replacement CO Section will be shown with the Reference Number of the CO being replaced. Fill in the details as required and click on 'Submit' at the bottom of the page, and 'Yes' in the confirmation dialog to submit the replacement CO application.

### Application for Certificate of Origin (Form A)

Home • Certificate of Origin • New Application • Application for Certificate of Origin (Form A)

**Notes**  
Please enter the details of the Certificate of Origin below.  
Fields marked \* are required.

**Replacement CO**

Replacement For CO Ref. No. KHKN1604000007

**Application Priority**

Priority Standard

**Exporter Details**

Goods consigned from (exporter's business name, address, country)

Exporter Name \* ECCLESIA EXPORTS CO PTE LTD

Exporter Address LENTOR AVE DRIVE 20123  
TEL: 68795870 / FAX: 61589787

Place of Submission \* Phnom Penh

Signatory \* JAMES DOE

Figure 7.8: A Replaced CO Form

## 7.9 Lost CO

If an approved Certificate of Origin is lost, a Lost CO application can be submitted and the exporter pays the fees for the application if required.

At the top-right corner of the container of every Approved CO, there is a Lost CO button. (Refer to Figure 7.6) Click on the button to replace that particular CO. Note the Exporter Signatory field is editable. Refer to Figure 7.9. Edit the Exporter Signatory as required and Click on 'Submit' at the bottom of the page, followed by 'Yes' in the confirmation dialog to submit the Lost CO application.

### Application for Certificate of Origin (Form A)

Home • Certificate of Origin • New Application • Application for Certificate of Origin (Form A)

**Notes**  
Please enter the details of the Certificate of Origin below.  
Fields marked are required.

**Application Priority**

Priority	Standard
----------	----------

**Exporter Details**

Goods consigned from (exporter's business name, address, country)

Exporter Name	SUG EXPORTS D
Exporter Address	ASD TEL : 123
Place of Submission	Phnom Penh
Signatory *	<input type="text" value="TAN YOK HONG"/>

Figure 7.9: A Lost CO Form

## 7.10 Abort CO

An approved Certificate of Origin can be aborted and the exporter pays the fees for the application if required.

At the top-right corner of the container of every Approved CO, there is an Abort CO button. (Refer to Figure 7.6) Click on the button to abort that particular CO. Note that none of the fields will be editable. Refer to Figure 7.10. Click on 'Submit' at the bottom of the page, and 'Yes' in the confirmation dialog to submit the Abort CO application.

### Application for Certificate of Origin (Form A)

Home • Certificate of Origin • New Application • Application for Certificate of Origin (Form A)

**Notes**  
Please enter the details of the Certificate of Origin below.  
Fields marked are required.

**Application Priority**

<b>Priority</b>	Standard
-----------------	----------

**Exporter Details**

Goods consigned from (exporter's business name, address, country)

<b>Exporter Name</b>	SUG EXPORTS D
<b>Exporter Address</b>	ASD TEL : 123
<b>Place of Submission</b>	Phnom Penh
<b>Signatory</b>	TAN YOK HONG

*Figure 7.10: An Aborted CO Form*



### 7.11 Download Digitally Signed CO

A digitally signed Certificate of Origin can be downloaded from the Approved CO's page. Click on the Download Signed Form under CO Form tab and the digitally signed form will be downloaded. Refer to Figures 7.11 and 7.13.

#### Certificate of Origin (Form A)

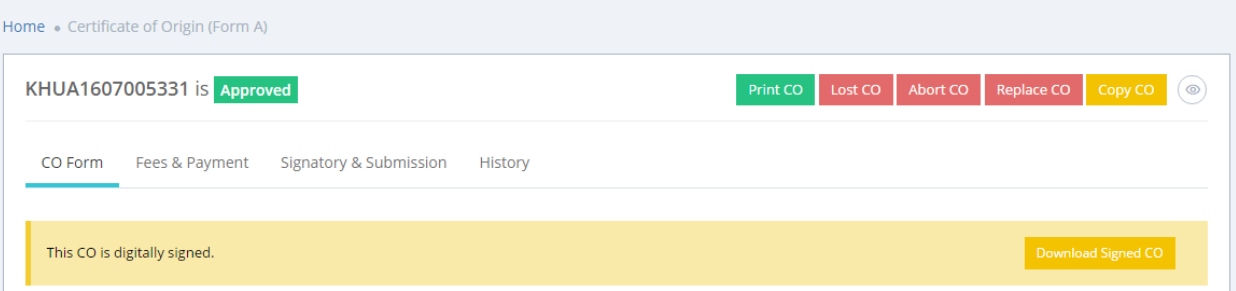


Figure 7.11: Download Signed CO button



1. Goods consigned from (exporter's business name, address, country) SPINNIN' RECORDS PTE LTD 33 OXWELL LANE TEL: 1828192731		Reference No KHUA1607005336			
2. Goods consigned to (consignee's name, address, country) ALEX CLARKE CANTONMENT ROAD		<b>GENERALIZED SYSTEM OF PREFERENCES          CERTIFICATE OF ORIGIN          (Combined declaration and certificate)          FORM A</b> Issued in..... <b>Kingdom of Cambodia</b> ..... <small>(country)</small> See notes overleaf			
3. Means of transport and route (as far as known) BY AIR		4. For official use			
5. Item number  1	6. Marks and numbers of packages  1.23	7. Number and kind of packages; description of goods  700 CARTONS  FRAGILE, HANDLE WITH CARE  TOTAL (2U): ONE HUNDRED TWENTY THREE ONLY	8. Origin criterion (see notes overleaf)  "w" 12.098	9. Gross weight or other quantity  2U 123  123	10. Number and date of invoices  INV-01-02-03 04-JUL-2016
11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.  <b>F. MINISTER OF COMMERCE          UNDER SECRETARY OF STATE</b>  TAKED ..... 20-JUL-2016 <small>Place and date, signature and stamp of certifying authority</small>		12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in..... <b>Kingdom of Cambodia</b> ..... <small>(country)</small> and that they comply with the origin requirements specified for those goods in the generalized system of preferences for goods exported to UKRAINE <small>(importing country)</small>  TAKED ..... ISAAC FOO 20-JUL-2016 <small>Place and date, signature of authorized signatory</small>			

Figure 7.11: Downloaded Digitally Signed CO

## 8 Application Enquiry: Search For CO Applications

The Application Enquiry page, accessed by selecting the Certificate of Origin > Application Enquiry menu, allows you to search for a CO Form created with your account. (See Figure 8.1).

The screenshot shows the 'Application Enquiry' page. At the top, there is a navigation bar with the Kingdom of Cambodia Ministry of Commerce logo and 'CO Automation DEV Site' text. The main navigation menu includes 'CO Inbox', 'Request Inbox', 'Certificate of Origin', 'Product Management', 'Exporter Management', and 'Payment'. The 'Certificate of Origin' menu is expanded, showing 'New Application' and 'Application Enquiry'. The breadcrumb trail is 'Home > Certificate of Origin > Application Enquiry'. The search form contains the following elements:

- Reference / Invoice No.:** A text input field.
- Exporter / Consignee:** A text input field.
- Form:** A dropdown menu set to 'All'.
- Country:** A dropdown menu set to 'All'.
- Status:** A multi-select filter with options: Draft, Submitted, Escalate To Office Chief, Escalate To Director, Reviewed, Verified, Paid Manually, Paid, Approved, Rejected, Returned, Cancelled, Aborted, Replaced, Expired.
- Search:** A blue button.

Below the search form, there is a 'Show 100 entries' dropdown and a 'Filter' input field. The table below has the following columns: No., Form, Reference No., Invoice No., Exporter Name, Consignee Name, Country, Status, and Last Updated. The table content is empty, displaying the message 'There are currently no search results.' and 'Previous' and 'Next' buttons.

*Figure 8.1: Application Enquiry page*

A CO Form can be searched for and by any combination of these criteria:

1. **Reference/Invoice No.** – The CO Form Reference/Invoice No.
2. **Exporter/Consignee** – The exporter or consignee name or address specified in the CO Form.
3. **Form** – CO Form types filter
4. **Status** – The current status of the CO Form. The various status options are listed on the page. To select multiple status, click on those that are required. (For detailed CO Form status description, see Section 2.1)

Click on the Search button to begin the search process. Search results are displayed in the grid below the search options. Clicking on a particular CO form redirects you to the CO Form details page.

**\*Note that for CO's with an Express priority, a star will be present on the star column for that CO. See Figure 8.2.**

## Application Enquiry

Home • Certificate of Origin • Application Enquiry

Reference / Invoice No.

Exporter / Consignee

Form

Country

Status

Draft	Submitted	Escalate To Office Chief	Escalate To Director	Reviewed	Verified	Paid Manually	
Paid	Approved	Rejected	Returned	Cancelled	Aborted	Replaced	Expired

Show  entries Filter

No.	★	Form	Reference No.	Invoice No.	Exporter Name	Consignee Name	Country	Status	Last Updated
1		A	KHEC1602000027	I-111-111-999-111	ECCLESIA EXPORTS CO PTE LTD	BRUCE WAYNE	Ecuador	Approved	10-Feb-2016 12:53
2		A	KHJP1602000043	INV-11111-11111	ECCLESIA EXPORTS CO PTE LTD	YORK HOMEY	Japan	Approved	10-Feb-2016 13:43
3		A	KHAU1603000074	INV-ZZZ-ZZZ	ECCLESIA EXPORTS CO PTE LTD	KALTEN ANG	Australia	Approved	03-Mar-2016 13:11
4		A	KHAT1602000130	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	KELTON LIM	Austria	Approved	07-Mar-2016 13:08
5		A	KHAT1602000131	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	MELTON LIM	Austria	Approved	07-Mar-2016 13:09
6		A	KHAT1602000134	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	COVERT	Austria	Approved	07-Mar-2016 13:09
7		A	KHAT1602000135	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	MADCAP	Austria	Approved	07-Mar-2016 13:09
8		A	KHKN1602000160	INV-12345	ECCLESIA EXPORTS CO PTE LTD	ALAN LOH	Saint Kitts and Nevis	Approved	07-Mar-2016 13:09
9		A	KHNO1602000161	INV-17778	ECCLESIA EXPORTS CO PTE LTD	DEXTER TAN	Norway	Approved	07-Mar-2016 13:09
10		A	KHNO1602000164	INV-17778	ECCLESIA EXPORTS CO PTE LTD	DEXTER TAN	Norway	Approved	07-Mar-2016 13:09

Previous    Next

*Figure 8.2: Application Enquiry showing CO with Approved status*

## 8.1 Sort by Columns

To sort the table by specific columns, click on the particular column header for the column to be sorted. By default, the table is sorted by the last updated column.

### Application Enquiry

Home • Certificate of Origin • Application Enquiry

Reference / Invoice No.

Exporter / Consignee

Form

Country

Status Draft Submitted Escalate To Office Chief Escalate To Director Reviewed Verified Paid Manually  
Paid Approved Rejected Returned Cancelled Aborted Replaced Expired

Show  entries Filter

No.	★	Form ↑↓	Reference No.	Invoice No.	Exporter Name	Consignee Name	Country	↑↓	Status	↑↓	Last Updated	↑↓
1		D	-	16WGM0013	ECCLESIA EXPORTS CO PTE LTD	ADAM JAMES	China		Draft		-	
2		A	-	-	ABC EXPORTS CO.	-	-		Draft		-	
3		AK	-	INV-190191	ECCLESIA EXPORTS CO PTE LTD	KEN SIRE	Singapore		Draft		-	
4		A	KHJP1603000133	123123	ECCLESIA EXPORTS CO PTE LTD	YORK HOMEY	Japan		Submitted		17-Mar-2016 15:44	
5		A	KHKN1604000012	INV-177777	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis		Submitted		04-Apr-2016 13:10	
6		A	KHKN1604000020	INV-9188723	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis		Submitted		05-Apr-2016 08:49	
7		A	KHAT1602000099	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	ADAM TAN	Austria		Reviewed		26-May-2016 10:56	
8		A	KHCH1608000009	INV-103313123	ABC EXPORTS CO.	ALEX SAUNTER	Switzerland		Verified		08-Aug-2016 09:30	
9		A	KHKN1604000029	INV-131231	ECCLESIA EXPORTS CO PTE LTD	MATTHEW HO	Saint Kitts and Nevis		Paid		14-Apr-2016 13:01	
10		A	KHEC1602000027	I-111-111-999-111	ECCLESIA EXPORTS CO PTE LTD	BRUCE WAYNE	Ecuador		Approved		10-Feb-2016 12:53	

Previous 1 2 3 4 Next

Figure 8.3: Application Enquiry page sorted by the Status column

As can be seen from Figure 8.3, the table in the Application Enquiry page is being sorted in Ascending Order by the column: Status.

## 8.2 Filter Applications

The Filter feature allows applications to be searched based on the following:

1. Reference No.
2. Invoice No.
3. Exporter Name
4. Consignee Name

To search for an application based on either of the above, type the keyword that is being looked for in the Filter text field and the search result will contain all the applications with the keyword present. See Figure 8.3.

### Application Enquiry

Home • Certificate of Origin • Application Enquiry

**Reference / Invoice No.**

**Exporter / Consignee**

**Form**

**Country**

**Status**

Show  entries Filter

No.	★	Form	Reference No.	Invoice No.	Exporter Name	Consignee Name	Country	Status	Last Updated
1		A	KHKN1604000029	INV-131231	ECCLESIA EXPORTS CO PTE LTD	MATTHEW HO	Saint Kitts and Nevis	Paid	14-Apr-2016 13:01

Figure 8.4: Application Enquiry search using Filter by the Exporter Name column

## 9 CO Inbox

The CO Inbox is the first page you are directed to after login (see Figure 9.1). This page displays the status of all in-process CO Forms as well as CO Forms that require your action. (For detailed CO Form status description, see Section 2.1)

**Kingdom of Cambodia**  
Ministry of Commerce  
CO Automation [UAT Site](#)

Home About CO FAQ Support Contact Us PUBLIC USER

CO Inbox Request Inbox Certificate of Origin Product Management Exporter Management Payment

### CO Inbox

Home • CO Inbox

**គេហទំព័រ What's New**

**03 July 2016**

- **Replace CO:** You can now Replace a CO. COs can only be replaced if they are approved. Each CO can only be replaced once.
- **Outstanding Payment:** CO Applications that are not yet paid after a period of time will be highlighted in the Status column.
- **MOC Response Time:** CO Applications that are not yet processed by MOC after a period of time will be highlighted in the Last Updated column.
- **CO Form AB:** Fax number is now optional for submission of Form AB.

**05 June 2016**

Exporter Company: All

Form: All

Show 10 entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHAQ1602000140	SUG EXPORTS A	TAI SENG	Antarctica	TAI SENG	Paid	26-Feb-2016 16:29
2		A	KHBB1603000067	SUG EXPORTS A	YOU HOCK	Barbados	100	Submitted	03-Mar-2016 12:13
3		A	KHBB1603000062	SUG EXPORTS A	YOU HOCK	Barbados	99	Paid	03-Mar-2016 12:37
4		A	KHAQ1604000039	SUG EXPORTS D	RUF	Antarctica	234	Submitted	14-Apr-2016 10:33
5	★	A	KHAU1604000015	SUG EXPORTS D	ASD	Australia	ZXC	Paid	14-Apr-2016 13:04
6		A	KHAM1605000028	SUG EXPORTS D	POPEYE	Armenia	2	Verified	12-May-2016 15:07
7		A	KHAO1606000002	EXPORTER COMPANY 1	NAME	Angola	INVOICE NO 1	Verified	03-Jun-2016 16:48
8		A	KHAO1606000003	EXPORTER COMPANY 1	NAME	Angola	INVOICE NO 2	Verified	03-Jun-2016 17:23
9		A	KHAI1604000054	SUG EXPORTS A	ASD	Anguilla	123456	Paid Manually	06-Jun-2016 13:52
10		D	KHSG1606000059	EXPORTER COMPANY 1	HARVEY NORMAN	Singapore	INV 123456	Paid	22-Jun-2016 17:06

Previous 1 2 3 4 5 6 Next

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Figure 9.1: CO Inbox page

In Figure 9.1, the CO Inbox page is shown. There is a table displaying all the COs that you have created before, as well as their relevant statuses. Above the table are two drop-down lists to enable you to filter out all COs pertaining to a particular exporter company and/or CO Form types.

### 9.1 Express CO Applications

When implemented, express CO application submissions will be highlighted with a star on the second column. See Figure 9.1.

### 9.2 Service Level Agreement for Certificates of Origin

In accordance to MOC's Service Level Agreement to exporters, Certificates of Origin (COs) are to be processed within 12 business hours from time of submission.

If a submitted CO approaches or exceeds 9 business hours from time of submission, the Last Updated field will be highlighted in yellow. See Figure 9.1.

If a submitted CO exceeds 12 business hours from time of submission, the Last Updated field will be highlighted in RED. See Figure 9.1.

### 9.3 Exporter Service Level Agreement

Once a CO application has been Verified, an exporter is expected to pay for the verified COs within 72 business hours. If payment is still pending for verified COs after 72 hours, the Status column will be highlighted in RED. See Figure 9.1.

If a verified CO has not been paid after 15 business days, the CO application will be cancelled and the exporter is required to submit a new CO application.



## 9.4 Search by Exporter Company

### CO Inbox

Home » CO Inbox

**តើមានអ្វីថ្មី What's New**

05 June 2016

- New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:

ទម្រង់ CO ថ្មីដែលអាចប្រើបាន: ឥឡូវនេះអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT និង CO Reference Form។ មុនពេលដែលអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO ទាំងនេះសូមធ្វើដូចខាងក្រោម:

1. Register the exporter company's products via Product Management > Products > Register Product.  
ខ. ចុះឈ្មោះផលិតផលរបស់ក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product។
2. Register the EMF Rate for the products via Product Management > Product Fees > Register Product Fee.  
ឃ. ចុះ EMF Rate សម្រាប់ផលិតផលតាមរយៈ: Product Management > Product Fees > Register Product Fee។
3. Use the Add Product button to add the products and their quantity.  
ង. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

**Exporter Company** ▼

**Form**

All

All

ABC EXPORTS CO.

ECCLESIA EXPORTS CO PTE LTD

ECHO COMPANY PTE LTD

Show 100 entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHAT1602000099	ECCLESIA EXPORTS CO PTE LTD	ADAM TAN	Austria	INV-000-000-000-000-000-000	Reviewed	26-May-2016 10:56

Figure 9.2: CO Inbox page with Exporter Company drop-down list

To filter all COs pertaining to a particular Exporter Company, you can use the drop-down list given above the table to filter out the COs you want. See Figure 9.2.

**តើមានអ្វីថ្មី? What's New**

05 June 2016

- **New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:

ទម្រង់ CO ថ្មីដែលអាចប្រើបាន: គំរូទម្រង់អ្នកអនុញ្ញាតដោយក្រុមហ៊ុន ទម្រង់ CO A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT និង CO Reference Form។ មុនពេលដែលអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO ទាំងនេះសូមធ្វើដូចខាងក្រោម:

1. Register the exporter company's products via Product Management > Products > Register Product.  
ខ. ចុះបញ្ជីផលិតផលរបស់ក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product។
2. Register the EMF Rate for the products via Product Management > Product Fees > Register Product Fee.  
ឃ. ចុះ EMF Rate សម្រាប់ផលិតផលតាមរយៈ: Product Management > Product Fees > Register Product Fee។
3. Use the Add Product button to add the products and their quantity.  
ង. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

**Exporter Company**

**Form**

Show  entries

Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHAT1602000099	ECCLESIA EXPORTS CO PTE LTD	ADAM TAN	Austria	INV-000-000-000-000-000-000	Reviewed	26-May-2016 10:56
2		D	KHSG1605000017			Singapore		Verified	02-May-2016 20:23
3		A	KHKN1604000029	ECCLESIA EXPORTS CO PTE LTD	MATTHEW HO	Saint Kitts and Nevis	INV-131231	Paid	14-Apr-2016 13:01
4	★	A	KHCA1603000131	ECCLESIA EXPORTS CO PTE LTD	JAMES HOWLETT	Canada	1212312311232312	Approved	05-Apr-2016 16:10
5		A	KHKN1604000007	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-999	Approved	05-Apr-2016 16:08
6		A	KHKN1604000008	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-177	Approved	05-Apr-2016 16:07
7		A	KHKN1604000023	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-1231233	Approved	05-Apr-2016 16:07
8		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3R1293R	Approved	05-Apr-2016 16:07

Figure 9.3: CO Inbox page with Exporter Company filter applied

When you click on an Exporter Company in the list, the table will automatically refresh to display all COs of that particular Exporter Company.

## 9.5 Search by Form Type

### CO Inbox

Home • CO Inbox

#### តើមានអ្វីថ្មី What's New

05 June 2016

- New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:  
ទម្រង់ CO ថ្មីដែលអាចប្រើបាន: ក្នុងនាមអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT និង CO Reference Form។ មុនពេលដែលអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO ទាំងនេះសូមធ្វើដូចខាងក្រោម:
  1. Register the exporter company's products via Product Management > Products > Register Product.  
ខ. ចុះបញ្ជីផលិតផលនៃក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product។
  2. Register the EMF Rate for the products via Product Management > Product Fees > Register Product Fee.  
ឃ. ចុះ EMF Rate សម្រាប់ផលិតផលតាមរយៈ: Product Management > Product Fees > Register Product Fee។
  3. Use the Add Product button to add the products and their quantity.  
ង. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

Exporter Company: All

Form: All

Show 100 entries

No.	★	Form	Reference No.	Country	Invoice No.	Status	Last Updated
1		A	KHAT1602000099	Austria	INV-000-000-000-000-000-000	Reviewed	26-May-2016 10:56
2		D	KHSG1605000017	Singapore		Verified	02-May-2016 20:23
3		A	KHKN1604000029	Saint Kitts and Nevis	INV-131231	Paid	14-Apr-2016 13:01
4	★	A	KHCA1603000131	Canada	1212312311232312	Approved	05-Apr-2016 16:10

Figure 9.4: CO Inbox page with Form drop-down list

To filter all COs pertaining to a particular CO Form type, use the drop-down list above the table to filter the COs. See Figure 9.4.

**តើមានអ្វីថ្មី What's New**

05 June 2016

- New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:
  - ១. ចុះបញ្ជីផលិតផលនៃក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product.
  - ២. ចុះ EMF Rate សម្រាប់ផលិតផលនៃក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Product Fees > Register Product Fee.
  - ៣. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

Exporter Company

Form

Show  entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		D	KHSG1605000017			Singapore		Verified	02-May-2016 20:23

Figure 9.5: CO Inbox page with Form filter applied

When a Form type is selected, the table will automatically refresh to display all COs of that particular Form type.

## 9.6 Sort by Columns

To sort the table by specific columns, click on the particular column header for the column to be sorted. By default, the table is sorted by the last updated column.

### CO Inbox

Home • CO Inbox

**តើមានអ្វីថ្មី What's New**

05 June 2016

- New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:
 

ទម្រង់ CO ថ្មីដែលអាចប្រើបាន: ភត្តិករនេះអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT និង CO Reference Form។ មុនពេលដែលអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO ទាំងនេះសូមធ្វើដូចខាងក្រោម:

  1. Register the exporter company's products via Product Management > Products > Register Product.  
ខ. ចុះបញ្ជីផលិតផលរបស់ក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product។
  2. Register the EMF Rate for the products via Product Management > Product Fees > Register Product Fee.  
២. ចុះ EMF Rate សម្រាប់ផលិតផលតាមរយៈ: Product Management > Product Fees > Register Product Fee។
  3. Use the Add Product button to add the products and their quantity.  
៣. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

Exporter Company:

Form:

Show  entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHKN1604000020	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-9188723	Submitted	05-Apr-2016 08:49
2		A	KHKN1604000012	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-177777	Submitted	04-Apr-2016 13:10
3		A	KHJP1603000133	ECCLESIA EXPORTS CO PTE LTD	YORK HOMEY	Japan	123123	Submitted	17-Mar-2016 15:44
4		A	KHAT1602000099	ECCLESIA EXPORTS CO PTE LTD	ADAM TAN	Austria	INV-000-000-000-000-000-000	Reviewed	26-May-2016 10:56
5		D	KHSG1605000017			Singapore		Verified	02-May-2016 20:23
6		A	KHKN1604000029	ECCLESIA EXPORTS CO PTE LTD	MATTHEW HO	Saint Kitts and Nevis	INV-131231	Paid	14-Apr-2016 13:01
7	★	A	KHCA1603000131	ECCLESIA EXPORTS CO PTE LTD	JAMES HOWLETT	Canada	1212312311232312	Approved	05-Apr-2016 16:10

Figure 9.6: CO Inbox page sorted by Status

As can be seen from Figure 9.6, the table in the CO Inbox page is being sorted in Ascending Order by the column: Status.

## 9.7 Filter Applications

The Filter feature allows applications to be searched based on the following:

1. Reference No.
2. Exporter Name
3. Consignee Name
4. Invoice No.

To search for an application based on the criteria listed above, enter the search keyword in the Filter text field and the search result will display all applications with the keyword present. See Figure 9.7.

### CO Inbox

Home » CO Inbox

#### តើមានអ្វីថ្មី! What's New

05 June 2016

- **New CO Forms Available:** You can now apply for CO Form A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT and CO Reference Form. Before you can apply for these forms, please do the following:  
ទម្រង់ CO ថ្មីដែលអាចប្រើបាន: កត់ត្រាផលិតផលអន្តរជាតិរបស់ក្រុមហ៊ុនអ្នកតាមរយៈ ទម្រង់ CO A (version 2), AANZ, AB, AI, AJ, AK, D, DFTPI-LDC, E, KLDC, N, S, SPT និង CO Reference Form។ មុនពេលដែលអ្នកអាចដាក់ពាក្យសុំ ទម្រង់ CO ទាំងនេះសូមធ្វើដូចខាងក្រោម:  
  1. Register the exporter company's products via Product Management > Products > Register Product.  
ខ. ចុះបញ្ជីផលិតផលរបស់ក្រុមហ៊ុនអ្នកតាមរយៈ: Product Management > Products > Register Product។
  2. Register the EMF Rate for the products via Product Management > Product Fees > Register Product Fee.  
ឃ. ចុះ EMF Rate សម្រាប់ផលិតផលតាមរយៈ: Product Management > Product Fees > Register Product Fee។
  3. Use the Add Product button to add the products and their quantity.  
ង. ប្រើប៊ូតុង Add Product ដើម្បីបន្ថែមផលិតផលនិងបរិមាណ។

Exporter Company: All

Form: All

Show 100 entries

Filter: KHKN160400012

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHKN160400012	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-177777	Submitted	04-Apr-2016 13:10

Previous 1 Next

Figure 9.7: CO Inbox search using Filter by the Reference No. column

## 10 Pay For An Individual CO Application Online via Acleda Bank

Before final approval of your CO application, full payment must be made for it. To pay for CO applications, go to your CO Inbox (see section 9.0).

Only CO applications with the status “Verified” can be paid for (see Figure 9.1).

Click on a “Verified” CO application and you will be redirected to the CO Form details page.

Click on the “Fees and Payment” tab to see the payment breakdown of the individual CO application into EMF Fees and Service Fee. (See Figure 10.1)

To pay for the individual CO application, click on the Pay Fees button.

The screenshot displays the 'Fees & Payment' tab for a CO application with ID KHKN1604000008, which is in a 'Verified' status. At the top right, there are three buttons: 'Pay Fees' (green), 'Cancel CO' (red), and 'Copy CO' (yellow), along with a refresh icon. Below the navigation tabs, the 'Fees Payable' section lists:

- EMF Fees: KHR 231
- Service Fees: KHR 123
- Total FOB: EUR 123.00

The 'Payment History' section contains a table with the following data:

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	Pending Payment	16040500001	05-Apr-2016	KHR	354				

Figure 10.1: Fees & Payment tab and Pay Fees button

KHKN1604000008 is Verified

Pay Fees Cancel CO Copy CO Ⓞ

CO Form Fees & Payment Signatory & Submission History

Pay KHR 354

### Fees Payable

<b>EMF Fees</b>	KHR 231
<b>Service Fees</b>	KHR 123
<b>Total FOB</b>	EUR 123.00

### Payment History

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	Pending Payment	16040500001	05-Apr-2016	KHR	354				

Figure 10.2: Pay Fees button mouse over

When you mouse over the Pay Fees button, you will see the drop-down list for the total amount payable. Click on that button and you will be directed to the Outstanding Payments page. See Figure 10.3.



## Outstanding Payments

Home • Payment • Outstanding Payments

### តើមានអ្វីថ្មី? What's New

6 Mar 2016

1. ជ្រើសរើសក្រុមហ៊ុនដើម្បីត្រួតពិនិត្យថាមានការបង់ប្រាក់នៅក្នុងក្រុមហ៊ុនរបស់លោកអ្នករឺទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចជ្រើសរើសក្នុងការទូទាត់ប្រាក់សម្រាប់ក្រុមហ៊ុនដើម្បីបង់ ឬ ទូទាត់ប្រាក់ មួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកក្រុមហ៊ុនដែលត្រូវបង់ ជាមួយការទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកជោគជ័យ អ្នកអាចចុះបញ្ជីទទួលបានប្រាក់ប្រាក់។  
Once your payment is successful, you can print out the Payment Receipt.

### Notes

Companies marked \* are pending approval for registration.

**Exporter Company**

[Pay KHR 354 in Total](#)

Show  entries Filter

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040500001	CO	05-Apr-2016	KHR	354	Submission of CO Application KHKN1604000008

[Previous](#) [1](#) [Next](#)

Figure 10.3: Outstanding Payments page

At the Outstanding Payments page, you can pay for only all payments that are currently payable for an exporter company, or pay for an individual payment.

## Payment Advice

Home • Payment • Payment Advice

### Unsaved Payment Advice

Save Payment Advice

**NOTE**  
Please save the Payment Advice first if you wish to make payment now or later.

#### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 354**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040500001	CO	05-Apr-2016	KHR	354	Submission of CO Application KHKN1604000008

*Figure 10.4: Unsaved Payment Advice Page*

Before making a payment, you would need to save the payment advice to save the outstanding payments at the current state.

## Payment Advice

Home • Payment • Payment Advice

Payment Advice No. P-16063000004  
NEW COMPANY (30-Jun-2016 10:49)



### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 40,000**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16063000003	CR	30-Jun-2016	KHR	40,000	Submission of Request CR-16063000003

### Payment Mode

Please select your mode of payment below:

#### Online Payment

You can make online payment with Aceda Bank:

[Pay Online with Aceda Bank](#)

You need to complete your transaction within 5 minutes after you click on Pay Now.

#### Online Payment

You can make online payment with Wing:

[Pay Online with Wing](#)

You need to complete your transaction within 5 minutes after you click on Pay Now.

#### Manual Payment

If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

[Pay Manually](#)

Figure 10.5: Payment Advice page for selected CO

You will be directed to the Payment Advice page to make payment for saved payment advice. Click on the Pay Online with Aceda Bank button under Online Payment section.

Note that you can also print a printer-friendly page of the current payment advice by clicking on the printer button at the top right-hand side of the page. See Figure 10.6.

## PAYMENT ADVICE

Payment Advice No. P-16040500002  
 Date 05-Apr-2016

ECCLESIA EXPORTS CO PTE LTD  
 LENTOR AVE DRIVE 20123

No.	Invoice No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16040500001	Submission of CO Application KHKN1604000008	1	354	354
				<b>GRAND TOTAL (KHR)</b>	<b>354</b>

*Figure 10.6: Payment Advice Print Preview*

## 10.1 Payment Confirmation Page

### New Aceda Bank Payment Transaction

Home • New Aceda Bank Payment Transaction

**Payment Confirmation**

Do you wish to proceed to make payment?  
 You will be re-directed to Aceda Bank after you click **Pay Now**

<b>Transaction ID</b>	1604051013254016328
<b>Currency</b>	KHR
<b>Amount</b>	354
<b>Payment No(s).</b>	16040500001
<b>Description</b>	CO P-16040500002

**IMPORTANT**

Please remember to click on "**Return to Merchant**" on the Aceda Bank successful payment page after you have completed your payment.


Failure to do so will result in the transaction not recorded in the CO Automation system and verification of such transactions will not be reflected timely.

*Figure 10.7: Payment Confirmation page*

You will be directed to the Payment Confirmation page after clicking on the Pay Online with Aceda Bank button.





## 10.2 Acleda Bank Online Payment Pages

Click on “Pay Now!” button to redirect to the Acleda payment page. Select your payment option according to the Acleda Bank account and click Proceed. See Figure 10.8.



You are purchasing CO P-16040500007 at MOC for KHR  
354.00  
Fee Charge USD 1.0  
Payment session will expire in 298 seconds.

① Select Payment Option

 ACLEDA Bank Account <input checked="" type="radio"/>	 ACLEDA ATM Cards <input type="radio"/>	 ACLEDA Unity <input type="radio"/>	 ACLEDA Internet Bank <input type="radio"/>
--	--	---	--

② Enter Account Details

③ Enforce Strong Authentication(OTP)

④ Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

*Figure 10.8: Acleda Bank Payment Page – Select Your Payment Option*

Enter your account details on the next page. See Figure 10.9



You are purchasing CO P-16040500007 at MOC for KHR  
354.00  
Fee Charge USD 1.0  
Payment session will expire in 243 seconds.

① Select Payment Option

② Enter Account Details

Bank Account Number :	<input type="text" value="34110011223515"/>
Customer Name :	<input type="text" value="Tanyokhong"/>
Account Number	<input type="text" value="USD-34110011223515"/>

**Proceed**

[Change Payment Option](#)

[Cancel Transaction](#)

③ Enforce Strong Authentication(OTP)

④ Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

*Figure 10.9: Acleda Bank Payment Page – Enter Your Account Details*

Enter One-Time PIN (OTP) delivered via SMS or via SoftKey. See Figure 10.10.



You are purchasing CO P-16040500007 at MOC for KHR 354.00  
Fee Charge USD 1.0  
Payment session will expire in 128 seconds.

① Select Payment Option

② Enter Account Details

③ Enforce Strong Authentication(OTP)

You have mobile one time password security token assigned.  
please use that for generating OTP.

Enter One Time Password :

**Verify** Cancel

④ Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444 Email : inquiry@acledabank.com.kh

+855 (0)15 999 233 Website : www.acledabank.com.kh

Powered By XPAY 2.0, Molla Technologies.

Figure 10.10: Acleda Bank Payment Page – Enter OTP

If payment is successful, you will be shown the page in Figure 10.12.



You are purchasing CO P-16040500007 at MOC for KHR  
354.00

Fee Charge USD 1.0

Payment session will expire in 79 seconds.

① Select Payment Option

② Enter Account Details

③ Enforce Strong Authentication(OTP)

④ Transaction Result

You have successfully purchased CO P-16040500007 at MOC for KHR  
354.00

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

*Figure 10.11: Acleda Bank Payment Page – Payment Success*

**\*Note: Once the payment is successful, this page in Figure 10.11 will load briefly before redirecting you to the page in Figure 10.13.**



## New Acleda Bank Payment Transaction

Home • New Acleda Bank Payment Transaction

Payment Successful

You have made a successful payment to Acleda Bank.

[Return to Outstanding Payments](#)

Figure 10.12: Certificate of Origin Website payment success page (Acleda Bank Online Payment)

### 10.3 View Successful Payment Transaction Details

Click on “Return to Outstanding Payments” to return to the Outstanding Payments Page. When you navigate to the CO Inbox, you will notice that the status of the CO application that was paid for has been changed to “Paid”. See Figure 10.14.

#### CO Inbox

Home • CO Inbox

Exporter Company:

Form:

Show  entries Filter


No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHKN1604000008	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-177	Paid	05-Apr-2016 14:06
2		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3812938	Verified	05-Apr-2016 11:09
3		A	KHKN1604000020	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-9188723	Submitted	05-Apr-2016 08:49

Figure 10.13: CO application status changed to “Paid” after successful payment (Acleda Bank Online Payment)

Click on the CO application to open up the CO Form details page. Then click on the “Fees & Payment” tab on the CO Forms details page. Successful payment transaction(s) will be displayed on the Payment History section (see Figure 10.14).

## Certificate of Origin (Form A)

Home • Certificate of Origin (Form A)

KHKN1604000008 is **Paid** Cancel CO Copy CO 

[CO Form](#) [Fees & Payment](#) [Signatory & Submission](#) [History](#)

### Fees Payable

<b>EMF Fees</b>	KHR 231
<b>Service Fees</b>	KHR 123
<b>Total FOB</b>	EUR 123.00

### Payment History

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	<b>Paid</b>	16040500001	05-Apr-2016	KHR	354	Online (Single)	Acleda Bank	1604051403011823782	05-Apr-2016

Figure 10.14: CO Form details page – Payment History section (Acleda Bank Online Payment)

## 10.4 Filter Payments

The Filter feature allows payments to be searched based on the following:

1. Payment No.
2. Payment Type
3. Payment Date
4. Currency
5. Amount
6. Payment Description

To search for a payment based on the criteria listed above, enter the search keyword into the Filter text field and the result will display all the payments with the keyword present. See Figure 10.16.

### Outstanding Payments

Home • Payment • Outstanding Payments

#### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. រុញច្រានក្រុមហ៊ុនដើម្បីផ្ញើសេចក្តីណែនាំដល់ក្រុមហ៊ុនដើម្បីរក្សាទុក។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចរុញច្រានក្រុមហ៊ុនដើម្បីផ្ញើសេចក្តីណែនាំដល់ក្រុមហ៊ុនដើម្បីរក្សាទុក ឬ ទូទាត់កម្រៃ មួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកកម្រៃណែនាំដល់ក្រុមហ៊ុន ជាបញ្ជីទូទាត់កម្រៃ Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកជោគជ័យ អ្នកអាចចេញម្តាយប្រាក់ទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

#### Notes

Companies marked \* are pending approval for registration.

Exporter Company: ECHO COMPANY PTE LTD

Pay KHR 120,000 in Total

Show 100 entries Filter 16040400047

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040400047	CR	04-Apr-2016	KHR	60,000	Submission of Request CR-16040400021

Previous 1 Next

Figure 10.15: Outstanding Payments search using Filter by the Payment No. column

## 11 Pay For An Individual CO Application Online via Wing Payment

Before final approval of your CO application, full payment must be made for it. To pay for CO applications, go to your CO Inbox (see section 9.0).

Only CO applications with the status “Verified” can be paid for (see Figure 9.1).

Click on a “Verified” CO application and you will be redirected to the CO Form details page.

Click on the “Fees and Payment” tab to see the payment breakdown of the individual CO application into EMF Fees and Service Fee. (See Figure 11.1)

To pay for the individual CO application, click on the Pay Fees button.

The screenshot shows a web interface for a CO application. At the top, the application ID 'KHSG1608000033' is followed by a 'Verified' status badge. To the right are three buttons: 'Pay Fees' (green), 'Cancel CO' (red), and 'Copy CO' (yellow), along with a help icon. Below this is a navigation bar with tabs: 'CO Form', 'Fees & Payment' (active), 'Signatory & Submission', and 'History'. The main content area is divided into two sections. The first section, 'Fees Payable', lists three items: 'EMF Fees' for KHR 56,756,568, 'Service Fees' for KHR 5,123,123, and 'Total FOB' for USD 78,567.00. The second section, 'Payment History', contains a table with one row of payment data.

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	Pending Payment	16080800004	08-Aug-2016	KHR	61,879,691				

Figure 11.1: Fees & Payment tab and Pay Fees button

KHSG1608000033 is **Verified**

**Pay Fees** **Cancel CO** **Copy CO**

Pay **KHR 61,879,691**

CO Form **Fees & Payment** Signatory & Submission History

### Fees Payable

**EMF Fees** KHR 56,756,568  
**Service Fees** KHR 5,123,123  
**Total FOB** USD 78,567.00

### Payment History

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	<b>Pending Payment</b>	16080800004	08-Aug-2016	KHR	61,879,691				

*Figure 11.2: Pay Fees button mouse over*

When you mouse over the Pay Fees button, you will see the drop-down list for the total amount payable. Click on that button and you will be directed to the Outstanding Payments page. See Figure 11.3.

# Outstanding Payments

Home • Payment • Outstanding Payments

### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. ជ្រើសរើសក្រុមហ៊ុនដាំចេញ ដើម្បីត្រួតពិនិត្យសេវាដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចជ្រើសរើសក្នុងការទូទាត់កម្រៃសេវាទាំងអស់សម្រាប់ក្រុមហ៊ុនដាំចេញដ៏មួយ ឬ ទូទាត់កម្រៃ មួយៗ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. អ្នកអាចកម្រៃសេវាដែលត្រូវបង់ តាមការបញ្ជាទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចបោះពុម្ពវិក័យបត្រទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

### Notes

Companies marked \* are pending approval for registration.

Exporter Company: EXPORTER COMPANY 1

Pay KHR 61,879,691 in Total

Show 100 entries Filter

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16080800004	CO	08-Aug-2016	KHR	61,879,691	Submission of CO Application KHSG1608000033

Previous 1 Next

Figure 11.3: Outstanding Payments page

At the Outstanding Payments page, you can pay for only all payments that are currently payable for an exporter company, or pay for an individual payment.

## Payment Advice

Home • Payment • Payment Advice

### Unsaved Payment Advice Save Payment Advice

**NOTE**  
Please save the Payment Advice first if you wish to make payment now or later.

**Selected Payment(s) in Payment Advice**

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 61,879,691**


No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16080800004	CO	08-Aug-2016	KHR	61,879,691	Submission of CO Application KH5G1608000033

*Figure 11.4: Unsaved Payment Advice Page*

Before making a payment, you would need to save the payment advice to save the outstanding payments at the current state.

## Payment Advice

Home • Payment • Payment Advice

**Payment Advice No. P-16080800005** 

**EXPORTER COMPANY 1 (08-Aug-2016 13:29)**

---

### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 61,879,691**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16080800004	CO	08-Aug-2016	KHR	61,879,691	Submission of CO Application KHS1608000033

---

### Payment Mode

Please select your mode of payment below:

**Online Payment**  
You can make online payment with Acleda Bank:

[Pay Online with Acleda Bank](#)

**You need to complete your transaction within 5 minutes after you click on Pay Now.**

**Online Payment**  
You can make online payment with Wing:

[Pay Online with Wing](#)

**You need to complete your transaction within 5 minutes after you click on Pay Now.**

**Manual Payment**  
If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

[Pay Manually](#)

*Figure 11.5: Payment Advice page for selected CO*

You will be directed to the Payment Advice page to make payment for saved payment advice. Click on the Pay Online with Wing button under Online Payment section.

Note that you can also print a printer-friendly page of the current payment advice by clicking on the printer button at the top right-hand side of the page. See Figure 11.6.



## PAYMENT ADVICE

Payment Advice No. P-16080800005  
 Date 08-Aug-2016

EXPORTER COMPANY 1  
 77 WHITHART LANE

No.	Invoice No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16080800004	Submission of CO Application KH5G1608000033	1	61,879,691	61,879,691
				<b>GRAND TOTAL (KHR)</b>	<b>61,879,691</b>

*Figure 11.6: Payment Advice Print Preview*

### 11.1 Payment Confirmation Page

#### New Wing Payment Transaction

Home • New Wing Payment Transaction

**Payment Confirmation**

Do you wish to proceed to make payment?  
 You will be re-directed to Wing after you click **Pay Now**

**Transaction ID** 160808133128859

**Currency** KHR

**Amount** 61,879,691

**Advice No.** P-16080800005

**Description** CO P-16080800005

**IMPORTANT**

You need to complete your transaction within **5 minutes** after you click on Pay Now.

*Figure 11.7: Payment Confirmation page*

You will be directed to the Payment Confirmation page after clicking on the Pay Online with Wing button.

## 11.2 Wing Online Payment Pages

Click on “Pay Now!” button to redirect to the Wing payment page. Key in your Wing Account number and Payment Code and click on “Continue”. See Figure 11.8.

WING PAYMENT

Pay to : Ministry of Commerce

Item : CO P-16063000004

Amount : KHR 40,000

Wing Account :

Payment Code :

Wing

WING Account No. The 8 digits right below card number.

How to generate the payment code:

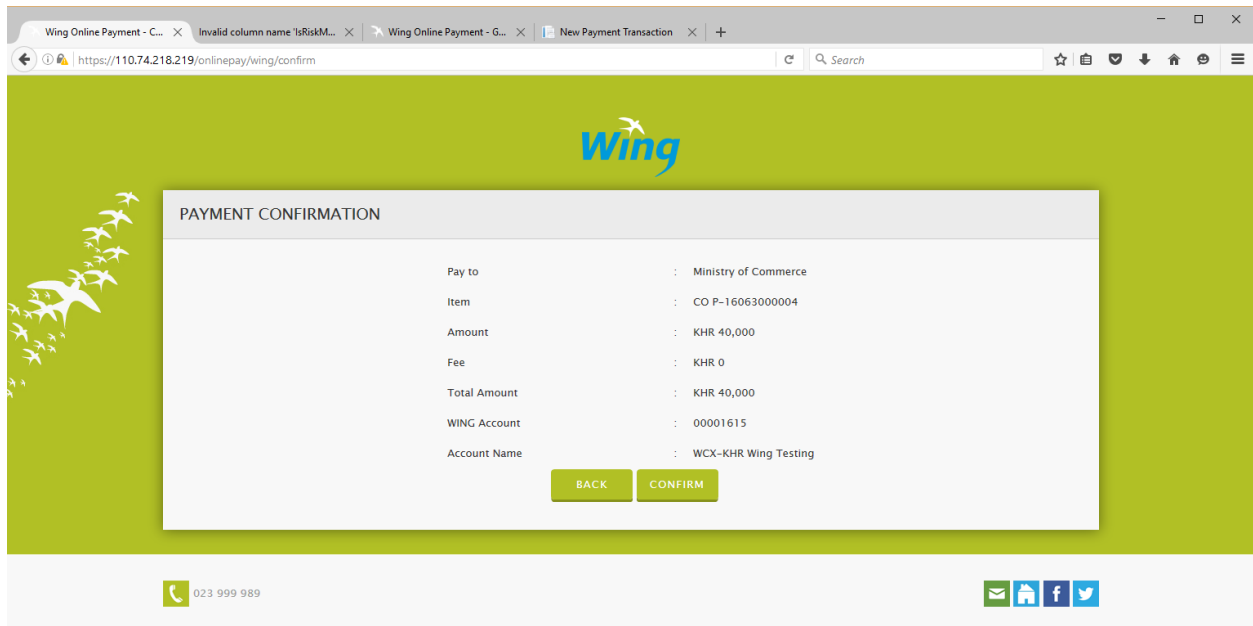
1. Press \*989#
2. Enter Wing Account
3. Select \*8\* for Customer, or \*9\* for WCX and Wing Staff
4. Enter your 4-digit PIN code
5. Screen will display a 6-digit payment code

023 999 989

WhatsApp Home Facebook Twitter

*Figure 11.8: Wing Payment portal page*

Upon clicking “Continue”, you will be brought to the Wing Payment Confirmation page. See Figure 11.9.



*Figure 11.9: Wing Payment Confirmation page*

## New Wing Payment Transaction

Home • New Wing Payment Transaction

### Payment Successful

You have made a successful payment to Wing.  
The payment advice and CO status will be updated in approximately 5 to 10 minutes.

[Return to Outstanding Payments](#)

*Figure 11.10: Wing Payment Transaction Success page*

### 11.3 View Successful Payment Transaction Details

Click on “Return to Outstanding Payments” to return to the Outstanding Payments Page. When you navigate to the CO that you have just paid for, you will see that its status is “Paid”. See Figure 11.11.

Payment Advice No. P-16080300002 is **Paid**  
AKEENTEX PTE LTD (03-Aug-2016 14:32)

This payment advice is already paid.

#### Online Payment

<b>Bank</b>	Wing
<b>Bank Transaction No.</b>	160803143214349
<b>Core Reference No.</b>	-
<b>Currency</b>	KHR
<b>Amount</b>	200,000
<b>Date Paid</b>	03-Aug-2016
<b>Remarks</b>	CO P-16080300002

#### Selected Payment(s)

No.	Payment Type	Payment No.	Payment Date	Currency	Amount	Payment Description
1	CR	16080300001	03-Aug-2016	KHR	200,000	Submission of Request CR-16080300001

Figure 11.11: Paid CO Status



ក្រសួងពាណិជ្ជកម្ម  
Ministry of Commerce

### បង្កាន់ដៃបង់ប្រាក់

### RECEIPT

កាលបរិច្ឆេទបង់ប្រាក់ (Payment Date): 24-Jul-2016  
លេខជំនាប (Order No.): P-16063000004  
លេខសម្គាល់ប្រតិបត្តិការ (Transaction ID): 160724230047257  
វិធីសាស្ត្រទូទាត់ (Payment Method): Wing (Online)  
ឈ្មោះអតិថិជន (Customer Name): CHOONG CHONG YEW  
ស្ថាប័ន (Organization): NEW COMPANY  
អាសយដ្ឋាន (Address): -

No.	Payment No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16063000003	Submission of Request CR-16063000003	1	40,000	40,000
				<b>Total (KHR)</b>	<b>40,000</b>

This receipt generated by the Certificate Origin System of the Ministry of Commerce  
បង្កាន់ដៃនេះបានបង្កើតឡើងដោយប្រព័ន្ធបង្កាន់ដៃប្រតិបត្តិការពាណិជ្ជកម្មរបស់ក្រសួងពាណិជ្ជកម្ម

Figure 11.11: Receipt of Paid CO

Once payment has been successfully made, you will receive a notification email in your email inbox (registered with the system), notifying you of the payment that has been successful. See Figure 11.12.



Mon 25/07/2016 12:02 AM

CO Automation Team <co-noreply@moc.gov.kh>

Online Payment [160724230047257] (Paid)

To CHOONG CHONG YEW

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Sir/Madam,

You have made a payment.

Payment Information:  
Payment Date: 24-Jul-2016  
Bank: Wing  
Payment Mode: Online  
Reference No.: 160724230047257  
Remarks: CO P-16063000004  
Payment No(s): 16063000003  
Total Amount: KHR 40,000

Regards,

CO Automation Team  
Ministry of Commerce

P.S. This is an unattended mailbox. Please do not reply to this email.

Figure 11.12: Payment Notification email

## 11.4 Filter Payments

The Filter feature allows payments to be searched based on the following:

7. Payment No.
8. Payment Type
9. Payment Date
10. Currency
11. Amount
12. Payment Description

To search for a payment based on the criteria listed above, enter the search keyword into the Filter text field and the result will display all the payments with the keyword present. See Figure 11.13.

### Outstanding Payments

Home • Payment • Outstanding Payments

#### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. រុញច្រានក្រុមហ៊ុនដើម្បីផ្ញើសេចក្តីណែនាំដល់ក្រុមហ៊ុនដើម្បីរក្សាទុក។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចរុញច្រានក្រុមហ៊ុនដើម្បីផ្ញើសេចក្តីណែនាំដល់ក្រុមហ៊ុនដើម្បីរក្សាទុក ឬ ទូទាត់កម្រៃ មួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកកម្រៃណែនាំដល់ក្រុមហ៊ុន ជាមួយការណែនាំទូទាត់កម្រៃ Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចចេញម្តាយប្រាក់ទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

#### Notes

Companies marked \* are pending approval for registration.

Exporter Company: ECHO COMPANY PTE LTD

Pay KHR 120,000 in Total

Show 100 entries Filter 16040400047

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040400047	CR	04-Apr-2016	KHR	60,000	Submission of Request CR-16040400021

Previous 1 Next

Figure 11.13: Outstanding Payments search using Filter by the Payment No. column

## 12 Pay For An Individual CO Application Manually

At this page, your payment advice is shown. Click on the “Pay Manually” button to make the payment manually.

### Payment Advice

Home • Payment • Payment Advice

**Payment Advice No. P-16063000004**  
NEW COMPANY (30-Jun-2016 10:49)

**Selected Payment(s) in Payment Advice**

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 40,000**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16063000003	CR	30-Jun-2016	KHR	40,000	Submission of Request CR-16063000003

**Payment Mode**

Please select your mode of payment below:

**Online Payment**  
You can make online payment with Acleda Bank:

**Pay Online with Acleda Bank**

You need to complete your transaction within 5 minutes after you click on Pay Now.

**Online Payment**  
You can make online payment with Wing:

**Pay Online with Wing**

You need to complete your transaction within 5 minutes after you click on Pay Now.

**Manual Payment**  
If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

**Pay Manually**

Figure 12.1: Payment Advice Page

## Manual Payment

Home • Payment • Manual Payment

### Manual Payment

Notes  
Please fill in the details of your manual payment below.  
Fields marked \* are required.

<b>Currency</b>	KHR
<b>Amount</b>	662
<b>Payment No(s)</b>	16040500003
<b>Description</b>	CO P-16040500004

<b>Bank *</b>	<input type="text" value="FTB Bank"/>
<b>Bank Transaction No. *</b>	<input type="text" value="FTB-77777-11111"/>
<b>Upload Bank Receipt</b>	<input type="text" value="Bank Receipt.docx"/> <input type="button" value="Change"/> <input type="button" value="Remove"/>
Acceptable file formats: DOC, PDF, GIF, JPG, PNG	
<b>Date Paid *</b>	<input type="text" value="27-03-2016"/> <input type="button" value="Calendar"/>
<b>Remarks</b>	<input type="text" value="Payment made through FTB Bank"/>

*Figure 12.2: Manual Payment Page Filled Up*

Figure 12.2 shows the Manual Payment page with all mandatory fields filled in.

## Manual Payment

Home • Payment • Manual Payment

**Payment Successful**

You have submitted the details of your manual payment successfully.  
Your payment will be reviewed by the CO Automation Team.

*Figure 12.3: Certificate of Origin Website payment success page (Manual Payment)*

Once you click the 'Return to Outstanding Payments' button in Figure 12.3, you will be brought to the Outstanding Payments Page.



## 12.1 View Successful Payment Transaction Details

### CO Inbox

Home • CO Inbox

Exporter Company: All

Form: All

Show 100 entries

Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3812938	Paid Manually	05-Apr-2016 10:52
2		A	KHKN1604000008	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-177	Verified	05-Apr-2016 09:57
3		A	KHKN1604000020	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-9188723	Submitted	05-Apr-2016 08:49
4		A	KHKN1604000012	ECCLESIA EXPORTS CO PTE LTD	CLARKE KENT	Saint Kitts and Nevis	INV-177777	Submitted	04-Apr-2016 13:10
5		A	KHKN1604000007	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-999	Paid	01-Apr-2016 13:59

*Figure 12.4: CO application status changed to “Paid Manually” after successful payment (Manual Payment)*

When you go back to the CO Inbox, you will be able to see the status of the CO that you have just recently paid for. As can be seen in the Figure above, the status is ‘Paid Manually’.

**\*Note: The CO record has its status changed to “Paid Manually” in Figure 12.4 as the payment has to be approved by MOC Finance before it is changed to “Paid”.**

## Certificate of Origin (Form A)

Home » Certificate of Origin (Form A)

KHKN1604000021 is **Paid Manually** Cancel CO Copy CO

CO Form **Fees & Payment** Signatory & Submission History

### Fees Payable

<b>EMF Fees</b>	KHR 284
<b>Service Fees</b>	KHR 378
<b>Total FOB</b>	EUR 154.00

### Payment History

No.	Status	Payment No.	Payment Date	Currency	Amount	Mode	Bank	Transaction ID	Date Paid
1	<b>Pending Verification</b>	16040500003	05-Apr-2016	KHR	662	Manual (Single)	FTB Bank	FTB-77777-11111	27-Mar-2016

Figure 12.5: CO Form details page – Payment History section (Manual Payment)

Select a CO and click on the Fees & Payment tab. At the Payment History section, these are the possible statuses:

1. **Pending Payment** – payment has to be made against this CO
2. **Pending Verification** – manual payment has been made pending verification by MOC Finance
3. **Paid** – payment has been made. In the case of manual payments, the payment has been verified by MOC Finance.

### 12.2 Rejected Manual Payment(s)

In the event that the MOC Finance personnel rejects the Manual Payment, the status of the CO will revert back to 'Verified'. This means that the original payment was unsuccessful and another payment transaction would have to be performed. See Figure 12.6.

## CO Inbox

Home • CO Inbox

Exporter Company:

Form:

Show  entries

Filter:

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3812938	Verified	05-Apr-2016 11:09

Previous 1 Next

Figure 12.6: CO application status changed back to “Verified” after rejection of payment (Manual Payment)

## Certificate of Origin (Form A)

Home • Certificate of Origin (Form A)

KHKN1604000021 is Verified

[Pay Fees](#) [Cancel CO](#) [Copy CO](#)

CO Form Fees & Payment Signatory & Submission History

No.	Date	Status	Action By	Remarks
1	05-Apr-2016 11:09	Verified	FINANCE	Payment Rejected
2	05-Apr-2016 10:52	Paid Manually	JOHN DOE	Manual payment for payment #16040500003
3	05-Apr-2016 10:43	Verified	JEREMY	Verified (EMF: KHR 284, Service Fee: KHR 378)
4	05-Apr-2016 10:43	Reviewed	JEREMY	Reviewed (EMF: KHR 284, Service Fee: KHR 378)
5	05-Apr-2016 10:41	Submitted	JOHN DOE	New CO Application (EMF: KHR 284)

Figure 12.7: CO Form details page – History section (Rejection of Manual Payment)

Rejected payments are recorded in the CO History tab. See Figure 12.7.

## 12.3 Filter Outstanding Payments

The Filter feature allows payments to be searched based on the following:

1. Payment No.
2. Payment Type
3. Payment Date
4. Currency
5. Amount
6. Payment Description

To search for a payment based on the list of criteria above, enter the search keyword into the Filter text field and the result will display all payments with the keyword present. See Figure 12.8.

### Outstanding Payments

Home • Payment • Outstanding Payments

#### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. វេជ្ជសាស្ត្រស្រុកហ៊ុនដាចេញ ដើម្បីនៃករណីស្រុកសេវាដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចជ្រើសរើសក្នុងការទូទាត់ស្រុកសេវាទាំងអស់សម្រាប់ស្រុកហ៊ុនដាចេញដំបូង ឬ ទូទាត់ស្រុក មួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកស្រុកសេវាដែលត្រូវបង់ ជាការបញ្ជាទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចចេញម្តាយវិក័យស្រុកទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

#### Notes

Companies marked \* are pending approval for registration.

Exporter Company: ECHO COMPANY PTE LTD

Pay KHR 120,000 in Total

Show 100 entries Filter 16040400047

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040400047	CR	04-Apr-2016	KHR	60,000	Submission of Request CR-16040400021

Previous 1 Next

Figure 12.8: Outstanding Payments search using Filter by the Payment No. column

# 13 Payment Advices: Pay For Multiple CO Applications

## 13.1 By Exporter Company

The system allows you to group payments under a Payment Advice. This feature allows you save and pay for a group of multiple COs to complete the payment transaction at a later date.

Navigate to the Payment > Outstanding Payments menu to view outstanding payments.

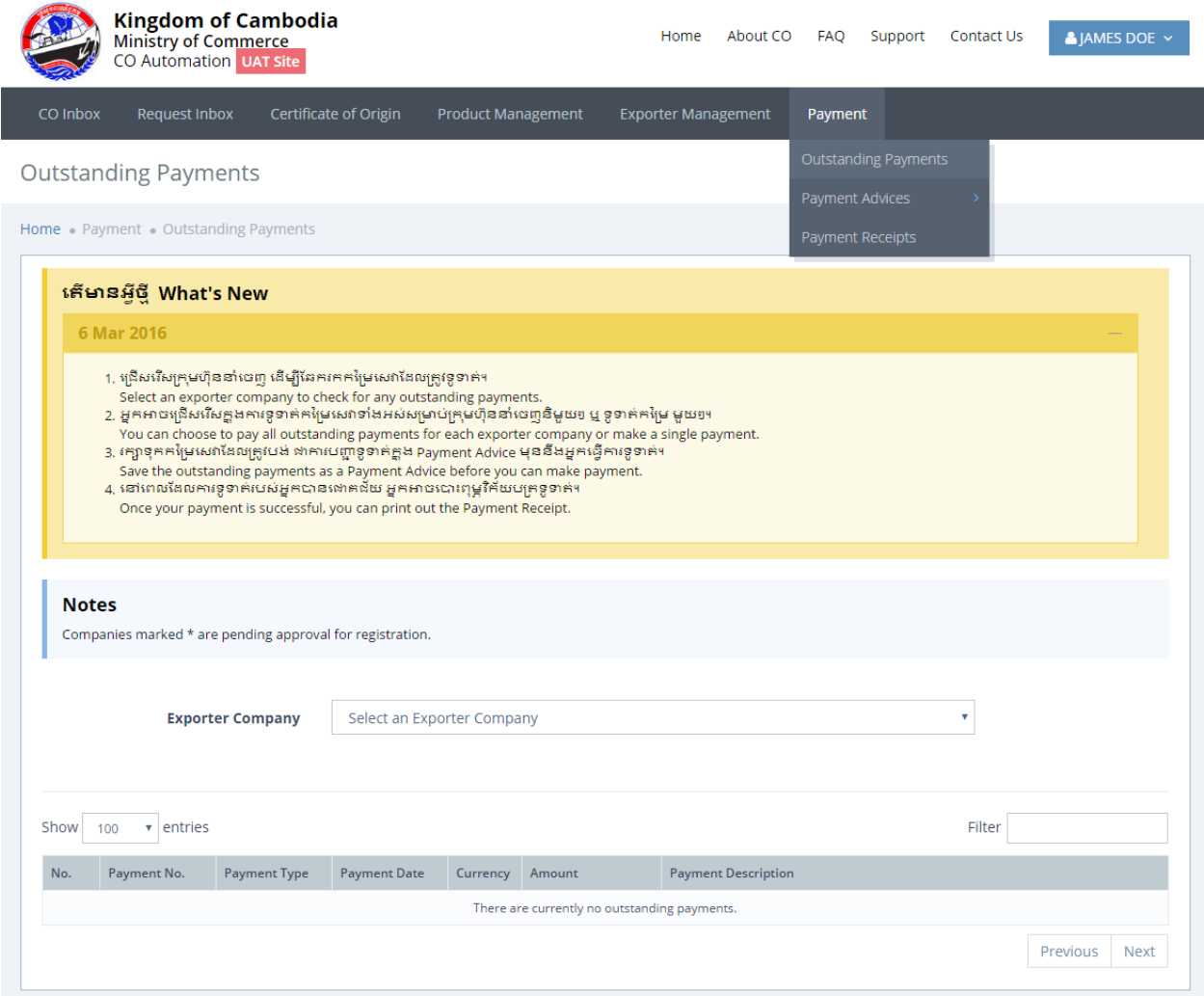


Figure 13.1: Outstanding Payments page – pay for multiple COs

# Outstanding Payments

Home • Payment • Outstanding Payments

### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. រុករានរើសរក្រុមហ៊ុនដាំចេញ ដើម្បីនៃករណីក្រុមហ៊ុនដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចរុករានរើសក្រុមហ៊ុនករណីក្រុមហ៊ុនទាំងអស់សម្រាប់ក្រុមហ៊ុនដាំចេញដីមួយ ឬ ទូទាត់ក្រុម មួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកករណីក្រុមហ៊ុនដែលត្រូវបង់ ទៅការបញ្ជាទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចចេញប្រតិបត្តិការទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

### Notes

Companies marked \* are pending approval for registration.

**Exporter Company**

Show  entries

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
There are currently no outstanding payments.						

Previous Next

Figure 13.2: Outstanding Payments Exporter Company drop-down list

Once you have selected an Exporter Company from the drop-down list (see Figure 13.2), all outstanding payments for the selected company will be displayed (see Figure 13.3).

## Outstanding Payments

Home • Payment • Outstanding Payments

### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. ជ្រើសរើសក្រុមហ៊ុនដាំចេញ ដើម្បីត្រួតពិនិត្យសេវាដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចជ្រើសរើសក្នុងការទូទាត់កម្រៃសេវាទាំងអស់សម្រាប់ក្រុមហ៊ុនដាំចេញនីមួយៗ ឬ ទូទាត់កម្រៃ មួយៗ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. គ្រូបុគ្គលិកសេវាដែលត្រូវបង់ ត្រូវបញ្ជូនទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចចេញរដ្ឋប្បវេណីទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

### Notes

Companies marked \* are pending approval for registration.

Exporter Company: JEM TRADING PTE LTD

Pay KHR 1.750 in Total

Show 100 entries Filter

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040500015	CO	05-Apr-2016	KHR	1,300	Submission of CO Application KHCO1604000026
1	16040500016	CO	05-Apr-2016	KHR	450	Submission of CO Application KHUS1604000027

Previous 1 Next

Figure 13.3: Outstanding Payments filtered by Exporter Company

Click on the “Pay KHR<amount> in Total” button to proceed to the next page (see Figure 13.4).

## Payment Advice

Home • Payment • Payment Advice

### Unsaved Payment Advice

Save Payment Advice

**NOTE**  
Please save the Payment Advice first if you wish to make payment now or later.

#### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 1,750**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16040500015	CO	05-Apr-2016	KHR	1,300	Submission of CO Application KHCO1604000026
2	16040500016	CO	05-Apr-2016	KHR	450	Submission of CO Application KHUS1604000027


*Figure 13.4: Unsaved Payment Advice page*

The Unsaved Payment Advice page (Figure 13.4) displays a list of outstanding payments. Click on “Save Payment Advice” to save the group of displayed outstanding payments.



## Payment Advice

Home • Payment • Payment Advice

**Payment Advice No. P-16080800008** 

**EXPORTER COMPANY 1 (08-Aug-2016 14:11)**

---

### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 6,612,081,997**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16080800006	CO	08-Aug-2016	KHR	964,531,879	Submission of CO Application KHS1608000034
2	16080800007	CO	08-Aug-2016	KHR	5,647,550,118	Submission of CO Application KHS1608000035

---

### Payment Mode

Please select your mode of payment below:

**Online Payment**  
You can make online payment with Aceda Bank:

**Pay Online with Aceda Bank**

You need to complete your transaction within 5 minutes after you click on Pay Now.

**Online Payment**  
You can make online payment with Wing:

**Pay Online with Wing**

You need to complete your transaction within 5 minutes after you click on Pay Now.

**Manual Payment**  
If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

**Pay Manually**

*Figure 13.5: Saved Payment Advice page*

The figure above shows the Saved Payment Advice page. Saved payment advices can be accessed by navigating to the Payment > Payment Advices > Outstanding menu.

### 13.1.1 Print Payment Advice

To print a payment advice, click on the printer icon at the furthest right column. A new window will open with the print dialog displayed.

## PAYMENT ADVICE

Payment Advice No. P-16040500017  
Date 05-Apr-2016

JEM TRADING PTE LTD  
1 OLDHAM LANE

No.	Invoice No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16040500015	Submission of CO Application KHCO1604000026	1	1,300	1,300
2	16040500016	Submission of CO Application KHUS1604000027	1	450	450
<b>GRAND TOTAL (KHR)</b>					<b>1,750</b>

*Figure 13.6: Print Payment Advice for Multiple Payment*

### 13.2 Pay Online with Acleda Bank

You will be redirected to the Payment Confirmation page once you click on “Pay Online with Acleda Bank” in Figure 13.5. Click on the “Pay Now!” button at the Payment Confirmation page (see Figure 13.7).

#### New Acleda Bank Payment Transaction

Home • New Acleda Bank Payment Transaction

**Payment Confirmation**  
Do you wish to proceed to make payment?  
You will be re-directed to Acleda Bank after you click **Pay Now**

**Transaction ID** 1604051628007928170

**Currency** KHR

**Amount** 1,750

**Payment No(s).** 16040500015,16040500016

**Description** CO P-16040500017





**IMPORTANT**  
Please remember to click on "**Return to Merchant**" on the Acleda Bank successful payment page after you have completed your payment.  
Failure to do so will result in the transaction not recorded in the CO Automation system and verification of such transactions will not be reflected timely.

*Figure 13.7: Acleda Bank Payment Confirmation page*



You are purchasing CO P-16040500007 at MOC for KHR  
354.00  
Fee Charge USD 1.0  
Payment session will expire in 298 seconds.

① Select Payment Option

			
ACLEDA Bank Account	ACLEDA ATM Cards	ACLEDA Unity	ACLEDA Internet Bank
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Proceed"/>		<input type="button" value="Cancel Transaction"/>	

② Enter Account Details

③ Enforce Strong Authentication(OTP)

④ Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

Figure 13.8: Acleda Bank Payment Page – Select Your Payment Option

Enter your account details on the next page. See Figure 13.9



You are purchasing CO P-16040500007 at MOC for KHR  
354.00  
Fee Charge USD 1.0  
Payment session will expire in 243 seconds.

① Select Payment Option

② Enter Account Details

Bank Account Number :

Customer Name :

Account Number

**Proceed**

[Change Payment Option](#)

[Cancel Transaction](#)

③ Enforce Strong Authentication(OTP)

④ Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

*Figure 13.9: Acleda Bank Payment Page – Enter Your Account Details*

Enter One-Time PIN (OTP) delivered via SMS or via SoftKey. See Figure 13.10.



You are purchasing CO P-16040500007 at MOC for KHR 354.00  
Fee Charge USD 1.0  
Payment session will expire in 128 seconds.

- 1 Select Payment Option
- 2 Enter Account Details
- 3 Enforce Strong Authentication(OTP)

You have mobile one time password security token assigned.  
please use that for generating OTP.

Enter One Time Password :

**Verify** Cancel

- 4 Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444 Email : inquiry@acledabank.com.kh

+855 (0)15 999 233 Website : www.acledabank.com.kh

Powered By XPAY 2.0, Molla Technologies.

Figure 13.10: Acleda Bank Payment Page – Enter OTP

If payment is successful, you will be shown the page in Figure 13.12.



You are purchasing CO P-16040500007 at MOC for KHR  
354.00

Fee Charge USD 1.0

Payment session will expire in 79 seconds.

① Select Payment Option

② Enter Account Details

③ Enforce Strong Authentication(OTP)

④ Transaction Result

You have successfully purchased CO P-16040500007 at MOC for KHR  
354.00

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

Powered By XPAY 2.0, Molla Technologies.

*Figure 13.11: Acleda Bank Payment Page – Payment Success*

**\*Note: Once the payment is successful, this page in Figure 13.11 will load briefly before redirecting you to the page in Figure 13.13.**

## New Acleda Bank Payment Transaction

Home • New Acleda Bank Payment Transaction

### Payment Successful

You have made a successful payment to Acleda Bank.

[Return to Outstanding Payments](#)

*Figure 13.12: Payment Successful page*

### 13.3 Pay Online with Wing

You will be redirected to the Payment Confirmation page once you click on “Pay Online with Wing” in Figure 13.5. Click on the “Pay Now!” button at the Payment Confirmation page (see Figure 13.13).

#### New Wing Payment Transaction

Home • New Wing Payment Transaction

**Payment Confirmation**  
Do you wish to proceed to make payment?  
You will be re-directed to Wing after you click **Pay Now**

<b>Transaction ID</b>	160808133128859
<b>Currency</b>	KHR
<b>Amount</b>	61,879,691
<b>Advice No.</b>	P-16080800005
<b>Description</b>	CO P-16080800005

**IMPORTANT**  
You need to complete your transaction within **5 minutes** after you click on Pay Now.

*Figure 13.13: Payment Confirmation page*

You will be directed to the Payment Confirmation page after clicking on the Pay Online with Wing button.



Click on “Pay Now!” button to redirect to the Wing payment page. Key in your Wing Account number and Payment Code and click on “Continue”. See Figure 13.14.

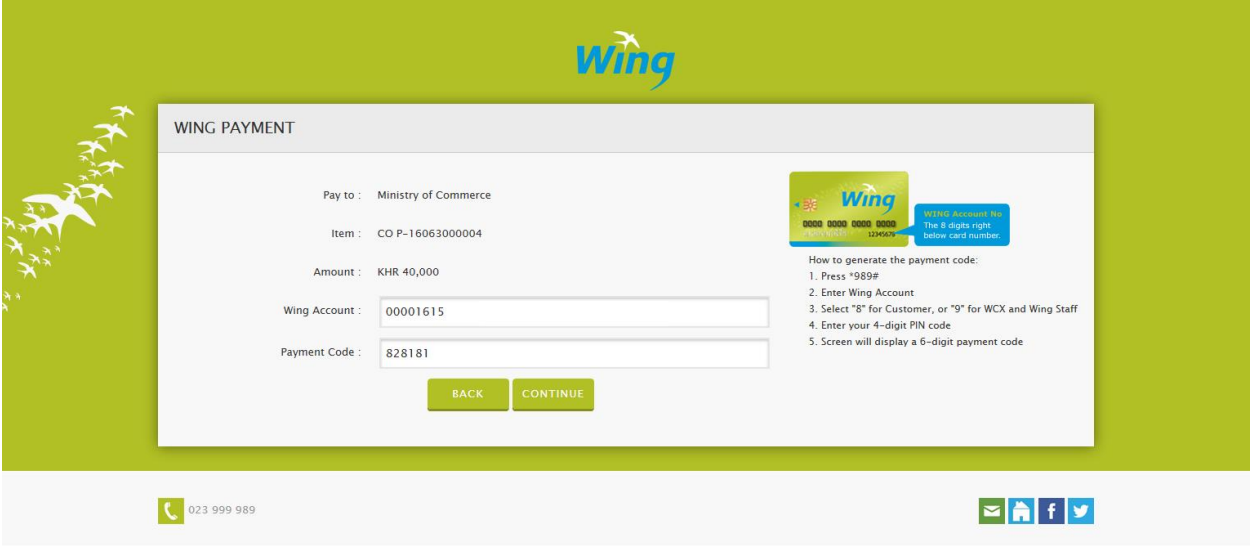


Figure 13.14: Wing Payment portal page

Upon clicking “Continue”, you will be brought to the Wing Payment Confirmation page. See Figure 13.15.

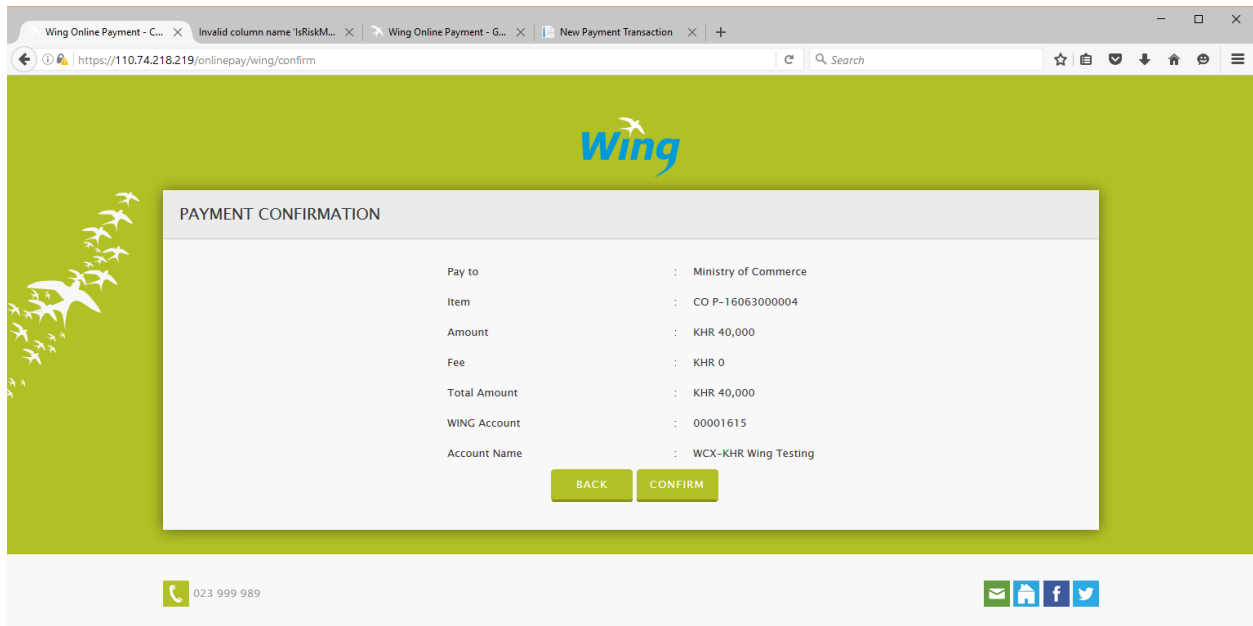


Figure 13.15: Wing Payment Confirmation page

## New Wing Payment Transaction

Home • New Wing Payment Transaction

### Payment Successful

You have made a successful payment to Wing.  
The payment advice and CO status will be updated in approximately 5 to 10 minutes.

[Return to Outstanding Payments](#)

Figure 13.16: Wing Payment Transaction Success page

## 13.4 Manual Payment

At the Payment Advice page, click on the “Pay Manually” button to make manual payment for the group of payments. You will then be redirected to the Manual Payment Page. See Figure 13.17.

### Manual Payment

Home • Payment • Manual Payment

#### Manual Payment

Notes

Please fill in the details of your manual payment below.  
Fields marked \* are required.

<b>Currency</b>	KHR
<b>Amount</b>	1,600
<b>Payment No(s)</b>	16040500011, 16040500012
<b>Description</b>	CO P-16040500014

<b>Bank *</b>	<input type="text" value="FTB Bank"/>
<b>Bank Transaction No. *</b>	<input type="text" value="FTB-77777-55555"/>
<b>Upload Bank Receipt</b>	<input type="text" value="Bank Receipt.docx"/> <input type="button" value="Change"/> <input type="button" value="Remove"/>
Acceptable file formats: DOC, PDF, GIF, JPG, PNG	
<b>Date Paid *</b>	<input type="text" value="03-03-2016"/> <input type="button" value="📅"/>
<b>Remarks</b>	<input type="text" value="Payment made through &lt;u&gt;FTB&lt;/u&gt; Bank"/>

Figure 13.17: Manual Payment page

Key in the applicable manual payment fields and click “Submit”. Once a manual payment is submitted, you will be redirected to the “Payment Successful” page (see Figure 13.18). Click “Return to Outstanding Payments”.

## Manual Payment

Home • Payment • Manual Payment

### Payment Successful

You have submitted the details of your manual payment successfully.  
Your payment will be reviewed by the CO Automation Team.

[Return to Outstanding Payments](#)

Figure 13.18: Payment Successful page

## CO Inbox

Home • CO Inbox

Exporter Company

Show  entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHUS1604000025	JEM TRADING PTE LTD	AMY STARK	United States	INV-9777771	Paid Manually	05-Apr-2016 15:11
2		A	KHUS1604000024	JEM TRADING PTE LTD	OSWALD STARK	United States	INV-9777770	Paid Manually	05-Apr-2016 15:11
3		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3812938	Paid	05-Apr-2016 15:06
4		A	KHKN1604000023	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-1231233	Paid	05-Apr-2016 14:43
5		A	KHKN1604000008	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-177	Paid	05-Apr-2016 14:06

Figure 13.19: CO Inbox page with CO status updated to “Paid Manually”

At your CO Inbox, the status of the paid for COs have been updated to “Paid Manually”. See Figure 13.20. **Once the manual payment has been verified by MOC Finance, the status will be updated to “Paid”.**

## 13.5 Rejected Manual Payment

In the event that MOC Finance rejects the Manual Payment transaction, the status of the affected COs will revert to “Verified” (see Figure 13.20). A new payment transaction has to be performed – either online or manually.

### CO Inbox

Home • CO Inbox

Exporter Company:

Show  entries Filter

No.	★	Form	Reference No.	Exporter Name	Consignee Name	Country	Invoice No.	Status	Last Updated
1		A	KHUS1604000024	JEM TRADING PTE LTD	OSWALD STARK	United States	INV-9777770	Verified	05-Apr-2016 15:13
2		A	KHUS1604000025	JEM TRADING PTE LTD	AMY STARK	United States	INV-9777771	Verified	05-Apr-2016 15:13
3		A	KHKN1604000021	ECCLESIA EXPORTS CO PTE LTD	PHILLIP KOH	Saint Kitts and Nevis	INV-1928391-3812938	Paid	05-Apr-2016 15:06
4		A	KHKN1604000023	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-1231233	Paid	05-Apr-2016 14:43
5		A	KHKN1604000008	ECCLESIA EXPORTS CO PTE LTD	ADAM LOH	Saint Kitts and Nevis	INV-177	Paid	05-Apr-2016 14:06

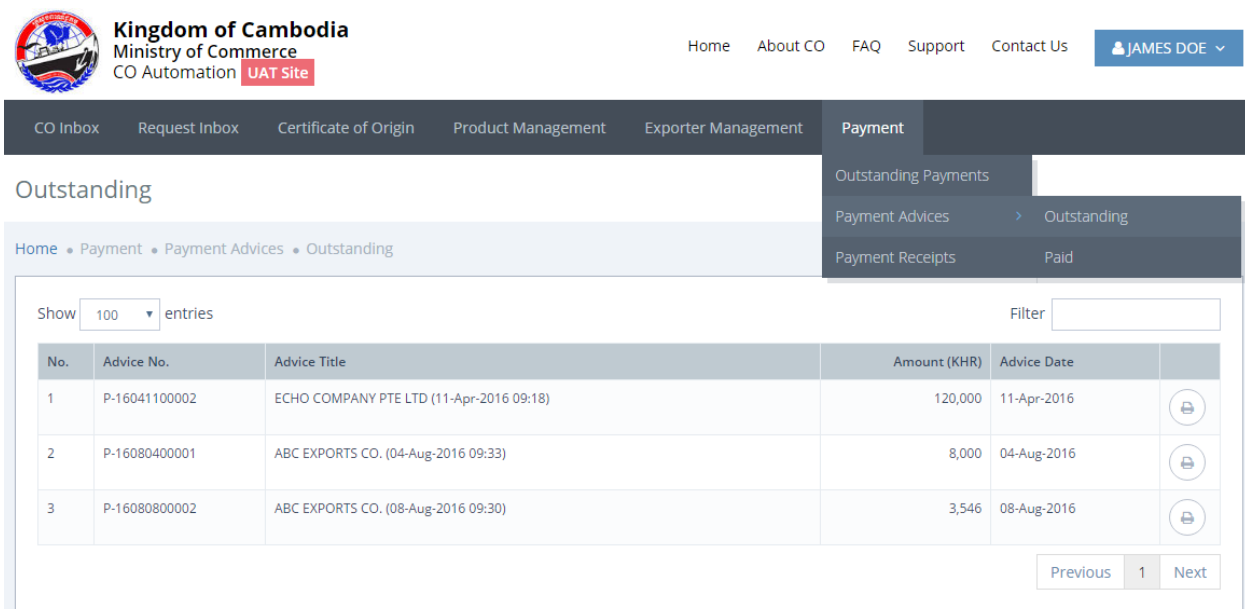
Figure 13.20: CO status revert to “Verified” upon manual payment rejection

## 14 Payment Advices




Payment Advices form a single or a group of payments for which a payment transaction – online or outstanding, is made against. Payment Advices can be saved for a payment to be transacted or finalized at a later time.

### 14.1 Outstanding Payment Advices

All saved outstanding payment advices can be accessed via the Payment > Payment Advices > Outstanding menu.



The screenshot shows the user interface for the Kingdom of Cambodia Ministry of Commerce CO Automation UAT Site. The user is logged in as JAMES DOE. The navigation menu includes Home, About CO, FAQ, Support, Contact Us, and a user profile dropdown. The main navigation bar highlights the Payment section, with sub-menus for Outstanding Payments, Payment Advices (selected), and Payment Receipts. The Payment Advices sub-menu is further divided into Outstanding and Paid. The main content area shows the 'Outstanding' page with a breadcrumb trail: Home > Payment > Payment Advices > Outstanding. A table displays the following data:

No.	Advice No.	Advice Title	Amount (KHR)	Advice Date	
1	P-16041100002	ECHO COMPANY PTE LTD (11-Apr-2016 09:18)	120,000	11-Apr-2016	
2	P-16080400001	ABC EXPORTS CO. (04-Aug-2016 09:33)	8,000	04-Aug-2016	
3	P-16080800002	ABC EXPORTS CO. (08-Aug-2016 09:30)	3,546	08-Aug-2016	

At the bottom of the table, there are navigation controls: 'Previous', '1', and 'Next'. Above the table, there is a 'Show 100 entries' dropdown and a 'Filter' input field.

Figure 14.1: Outstanding Payment Advices Page

Figure 14.1 displays outstanding payment advices. Click on an individual payment advice to view details of the individual payment advice. See Figure 14.2.

## Payment Advice

Home • Payment • Payment Advice

Payment Advice No. **P-16063000004**

NEW COMPANY (30-Jun-2016 10:49)



### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:

**Total Amount Payable: KHR 40,000**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16063000003	CR	30-Jun-2016	KHR	40,000	Submission of Request CR-16063000003

### Payment Mode

Please select your mode of payment below:

#### Online Payment

You can make online payment with Aceda Bank:

[Pay Online with Aceda Bank](#)

**You need to complete your transaction within 5 minutes after you click on Pay Now.**

#### Online Payment

You can make online payment with Wing:

[Pay Online with Wing](#)

**You need to complete your transaction within 5 minutes after you click on Pay Now.**

#### Manual Payment

If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

[Pay Manually](#)

Figure 14.2: Payment Advice Page

## 14.2 Paid Payment Advices

All paid payment advices can be accessed via the Payment > Payment Advices > Paid menu.

The screenshot displays the 'Paid' section of the 'Payment Advices' menu. The page header includes the Kingdom of Cambodia Ministry of Commerce logo and navigation links. The main content area shows a table of 10 paid payment advices. Each row contains a serial number, an advice number, the advice title (all for ECCLESIA EXPORTS CO PTE LTD), the amount in KHR, the advice date, and the status 'Paid'. A printer icon is visible in the last column of each row. The table is paginated, showing page 1 of 4.

No.	Advice No.	Advice Title	Amount (KHR)	Advice Date	Status	
1	P-16022500030	ECCLESIA EXPORTS CO PTE LTD (25-Feb-2016 15:25)	-1,223,111	25-Feb-2016	Paid	
2	P-16022500033	ECCLESIA EXPORTS CO PTE LTD (25-Feb-2016 16:14)	1,840,248	25-Feb-2016	Paid	
3	P-16022500036	ECCLESIA EXPORTS CO PTE LTD (25-Feb-2016 16:36)	145,500	25-Feb-2016	Paid	
4	P-16030100003	ECCLESIA EXPORTS CO PTE LTD (01-Mar-2016 09:36)	28,344	01-Mar-2016	Paid	
5	P-16030300024	ECCLESIA EXPORTS CO PTE LTD (03-Mar-2016 13:08)	79,004	03-Mar-2016	Paid	
6	P-16030700007	ECCLESIA EXPORTS CO PTE LTD (07-Mar-2016 13:19)	2,298	07-Mar-2016	Paid	
7	P-16030700010	ECCLESIA EXPORTS CO PTE LTD (07-Mar-2016 14:09)	14,721	07-Mar-2016	Paid	
8	P-16030700013	ECCLESIA EXPORTS CO PTE LTD (07-Mar-2016 14:24)	251,098	07-Mar-2016	Paid	
9	P-16030700016	ECCLESIA EXPORTS CO PTE LTD (07-Mar-2016 15:00)	45,635	07-Mar-2016	Paid	
10	P-16030700019	ECCLESIA EXPORTS CO PTE LTD (07-Mar-2016 15:15)	297,687	07-Mar-2016	Paid	

Figure 14.3: Paid Payment Advices Page

Figure 14.3 displays outstanding payment advices. Click on an individual payment advice to view details of the individual payment advice.

## 14.3 Print Payment Advice

To print a payment advice (see Figure 14.4), click on the printer icon either at the top right-hand corner of the window within each Payment Advice record or the printer icon at the last column of the Outstanding or Paid pages.



## PAYMENT ADVICE

Payment Advice No. P-16040400020  
 Date 04-Apr-2016

ECCLESIA EXPORTS CO PTE LTD  
 LENTOR AVE DRIVE 20123

No.	Invoice No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16040400018	Submission of Request CR-16040400010	1	50,000	50,000
<b>GRAND TOTAL (KHR)</b>					<b>50,000</b>

*Figure 14.4: Print Preview of Payment Advice*

### 14.4 CO Expiration

**COs that are Verified and are pending payment will automatically expire after 15 days.** To view COs that have expired, navigate to Application Enquiry under Certificate Of Origin. Select Expired under Status and click on 'Search' to view the Expired Cos. Refer to Figure 14.5. Click on the application to view the CO's details. Refer to Figure 14.6.

#### Application Enquiry

Home • Certificate of Origin • Application Enquiry

**Reference / Invoice No.**

**Exporter / Consignee**

**Form**

**Country**

**Status**
 Draft
  Submitted
  Escalate To Office Chief
  Escalate To Director
  Reviewed
  Verified
  Paid Manually
  Paid
  Approved
  Rejected
  Returned
  Cancelled
  Aborted
  Replaced
  **Expired**

---

Show  entries Filter

No.	★	Form	Reference No.	Invoice No.	Exporter Name	Consignee Name	Country	Status	Last Updated
1		A	KHAM1605000028	2	SUG EXPORTS D	POPEYE	Armenia	Expired	25-Jul-2016 08:13

*Figure 14.5: Expired COs under Application Enquiry*

## Certificate of Origin (Form A)

Home » Certificate of Origin (Form A)

KHAM1605000028 is **Expired** Copy CO

[CO Form](#) [Fees & Payment](#) [Signatory & Submission](#) [History](#)

### Application Priority

<b>Priority</b>	Standard
-----------------	----------

### Exporter Details

Goods consigned from (exporter's business name, address, country)

<b>Exporter Name</b>	SUG EXPORTS D
<b>Exporter Address</b>	ASD TEL: 123
<b>Place of Submission</b>	PHNOM PENH
<b>Signatory</b>	PUBLIC USER

Figure 14.6: Expired CO's details

## 15 Payment Receipts

To view Payment Receipts, navigate to the Payment > Payment Receipts menu. See Figure 15.1. Click on the printer icon on the far right column to print an individual Payment Receipt. A new window will open with the print dialog displayed (see Figure 15.2).

The screenshot shows the 'Payment Receipts' page in the Kingdom of Cambodia Ministry of Commerce CO Automation UAT Site. The page header includes the logo and name of the Ministry, along with navigation links for Home, About CO, FAQ, Support, and Contact Us. A user profile for JAMES DOE is visible in the top right. The main navigation bar includes options like CO Inbox, Request Inbox, Certificate of Origin, Product Management, Exporter Management, and Payment. The 'Payment' menu is expanded, showing 'Outstanding Payments', 'Payment Advices', and 'Payment Receipts'. The 'Payment Receipts' section shows a list of 10 entries, each with a printer icon for printing the receipt.

No.	Transaction ID	Bank	Mode	Amount (KHR)	Date Paid	
1	Wing_01	Wing	Manual	200,000	25-Jul-2016	
2	zxc	FTB Bank	Manual	8,000	18-May-2016	
3	zxc	FTB Bank	Manual	8,000	18-May-2016	
4	ACE123	Aceda Bank	Manual	8,000	15-Apr-2016	
5	16041500026 CO P-16041500027	Aceda Bank	Manual	8,000	15-Apr-2016	
6	16041500023 CO P-16041500025	Aceda Bank	Manual	8,000	15-Apr-2016	
7	ACE123	Aceda Bank	Manual	8,000	15-Apr-2016	
8	ACE123	Aceda Bank	Manual	8,000	15-Apr-2016	
9	ACE12345	Aceda Bank	Manual	456	14-Apr-2016	
10	ACE123	Aceda Bank	Manual	40,000	14-Apr-2016	

Navigation: Previous 1 2 3 4 5 Next

Figure 15.1: Payment Receipts page



ក្រសួងពាណិជ្ជកម្ម  
Ministry of Commerce

**បង្កាន់ដៃបង់ប្រាក់**  
**RECEIPT**

កាលបរិច្ឆេទបង់ប្រាក់ (Payment Date): 04-Apr-2016  
 លេខលំអាប់ (Order No.): P-16040400020  
 លេខសម្រួលប្រតិបត្តិការ (Transaction ID): ACI9102931  
 វិធីសាស្ត្របង់ប្រាក់ (Payment Method): Acleda Bank (Manual)  
 ឈ្មោះអតិថិជន (Customer Name): JOHN DOE  
 អង្គការ (Organization): ECCLESIA EXPORTS CO PTE LTD  
 អាសយដ្ឋាន (Address): LENTOR AVE DRIVE 20123

No.	Payment No.	Description	Quantity	Unit Price (KHR)	Sub-Total (KHR)
1	16040400018	Submission of Request CR-16040400010	1	50,000	50,000
				<b>Total (KHR)</b>	<b>50,000</b>

This receipt generated by the Certificate Origin System of the Ministry of Commerce  
 បង្កាន់ដៃបង់ប្រាក់នេះត្រូវបានបង្កើតឡើងដោយប្រព័ន្ធសម្របប្រែប្រួលប្រាក់ដើម្បីធានាបាននូវភាពត្រឹមត្រូវនៃការបង់ប្រាក់។

Figure 15.2: Payment Receipt printer-friendly page

## 16 Print Approved Certificate Of Origin

To print an Approved CO Form, navigate to the Certificate of Origin > Application Enquiry menu. See Figure 16.1.

The screenshot shows the 'Application Enquiry' page. At the top, there is a navigation bar with 'Home', 'About CO', 'FAQ', 'Support', and 'Contact Us'. A user profile 'JAMES DOE' is visible. Below the navigation bar, there are tabs for 'CO Inbox', 'Request Inbox', 'Certificate of Origin', 'Product Management', 'Exporter Management', and 'Payment'. The 'Certificate of Origin' tab is active, and a dropdown menu shows 'New Application' and 'Application Enquiry'. The 'Application Enquiry' page has a breadcrumb trail: 'Home > Certificate of Origin > Application Enquiry'. The main content area contains search filters: 'Reference / Invoice No.' (text input), 'Exporter / Consignee' (text input), 'Form' (dropdown menu set to 'All'), and 'Status' (checkboxes for Draft, Submitted, Escalate To Office Chief, Escalate To Director, Reviewed, Verified, Paid Manually, Paid, **Approved**, Rejected, Returned, Cancelled, Aborted). A 'Search' button is below the filters. Below the filters, there is a 'Show 100 entries' and a 'Filter' input field. A table displays the search results:

No.	★	Form	Reference No.	Invoice No.	Exporter Name	Consignee Name	Status	Last Updated
1		A	KHEC1602000027	I-111-111-999-111	ECCLESIA EXPORTS CO PTE LTD	BRUCE WAYNE	Approved	10-Feb-2016 12:53
2		A	KHJP1602000043	INV-11111-11111	ECCLESIA EXPORTS CO PTE LTD	YORK HOMEY	Approved	10-Feb-2016 13:43
3		A	KHAU1603000074	INV-ZZZ-ZZZ	ECCLESIA EXPORTS CO PTE LTD	KALTEN ANG	Approved	03-Mar-2016 13:11
4		A	KHAT1602000130	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	KELTON LIM	Approved	07-Mar-2016 13:08
5		A	KHAT1602000131	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	MELTON LIM	Approved	07-Mar-2016 13:09
6		A	KHAT1602000134	INV-000-000-000-000-000-000	ECCLESIA EXPORTS CO PTE LTD	COVERT	Approved	07-Mar-2016 13:09

Figure 16.1: Application Enquiry Page

Enter the appropriate information into the CO Form Reference No. and/or Exporter/Consignee fields, click on the Approved status button and finally, click on the Search button to search for the desired Approved CO Form.

Click on the individual CO Form that you would like to print and it will bring you to the CO Form details page. See Figure 16.2.

Click on the Print CO button to print the CO on pre-printed forms. A PDF file will be generated with just the CO Form contents. This PDF file is suitable to be printed on pre-printed CO Forms.

### 16.1 CO Form Print History

Every CO Form print is recorded and tracked together with other CO Form activity. Click on the History tab to view CO Form activity. See Figure 16.4.

#### Certificate of Origin (Form A)

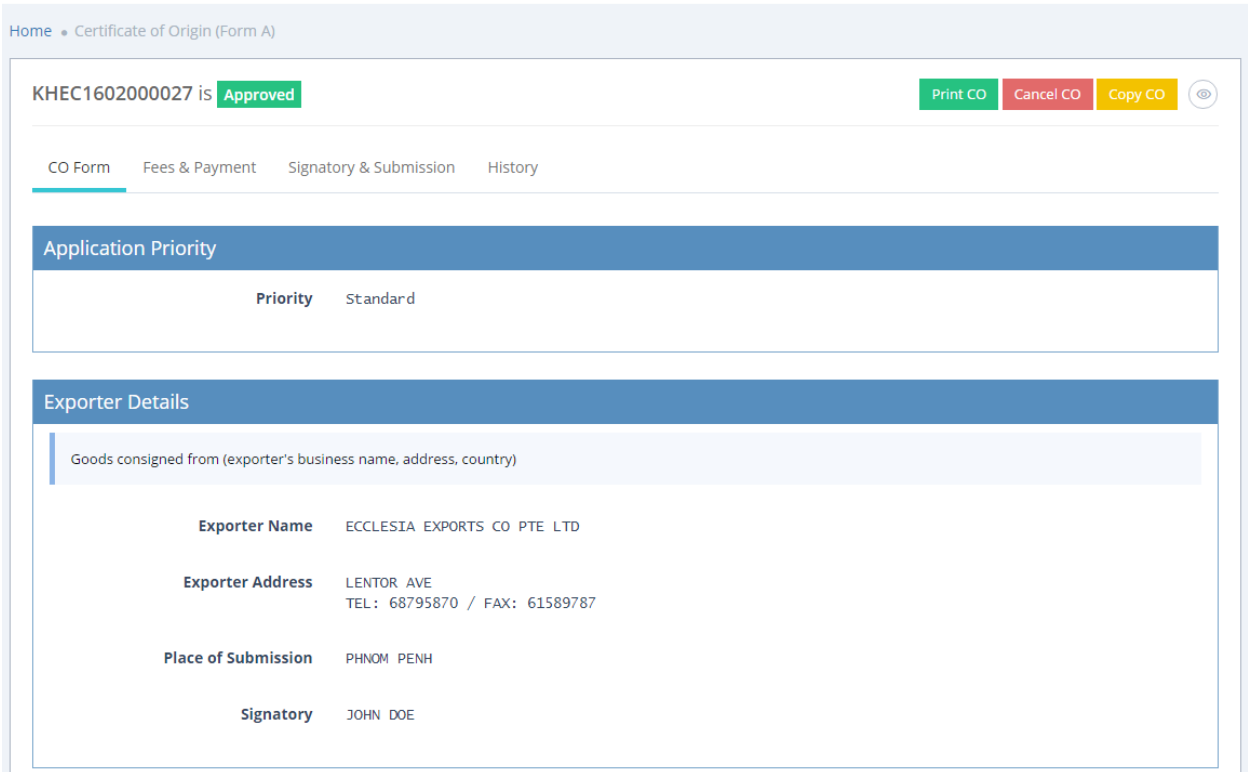


Figure 16.2: Approved CO Form details page with Print CO button

KHNZ1603000094

JEM TRADING PTE LTD  
1 OLDHAM LANE

ISLA FISHER  
JOTHAM DRIVE

BY AIR

700 CARTONS

ORS  
213.00

1 124 CARTONS SHIPPED BY AIR WITH CARE  
TWO HUNDRED THIRTEEN

"w"21.11

213.00

TI16LQ  
7101-03q  
01-Mar-2016

F. MINISTER OF COMMERCE  
SECRETARY OF STATE

NEW ZEALAND

PHNOM PENH

07-Mar-2016

PHNOM PENH

JOHN DOE  
07-Mar-2016

Figure 16.3: Printed CO Form

## Certificate of Origin (Form A)

Home » Certificate of Origin (Form A)

KHNZ1603000094 is Approved [Print CO](#) [Cancel CO](#) [Copy CO](#)

[CO Form](#) [Fees & Payment](#) [Signatory & Submission](#) [History](#)

No.	Date	Status	Action By	Remarks
1	08-Mar-2016 08:17	Print	JOHN DOE	Exporter (CAMBODIAECOTESTUSER@GMAIL.COM) Printed CO from IP Address [108.162.225.91]
2	07-Mar-2016 13:10	Approved	MANAGER 1	(EMF: KHR 142, Service Fee: KHR 500)
3	07-Mar-2016 10:02	Paid	FINANCE	Payment Verified
4	07-Mar-2016 10:02	Paid Manually	JOHN DOE	Manual payment for payment #16030700003
5	07-Mar-2016 09:57	Verified	FINANCE	Payment Rejected
6	07-Mar-2016 09:51	Paid Manually	JOHN DOE	Manual payment for payment #16030700003
7	07-Mar-2016 09:39	Verified	VERIFIER 1	(EMF: KHR 142, Service Fee: KHR 500)
8	07-Mar-2016 09:38	Reviewed	TECHNICAL OFFICER 1	(EMF: KHR 142, Service Fee: KHR 500)
9	07-Mar-2016 09:38	Submitted	JOHN DOE	New CO Application (EMF: KHR 142)

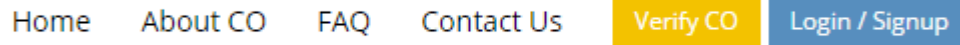
*Figure 16.4: CO Form History*

The user and IP address of every CO Form print out will be recorded in the CO History. See Figure 16.4.



## 17 Verify CO

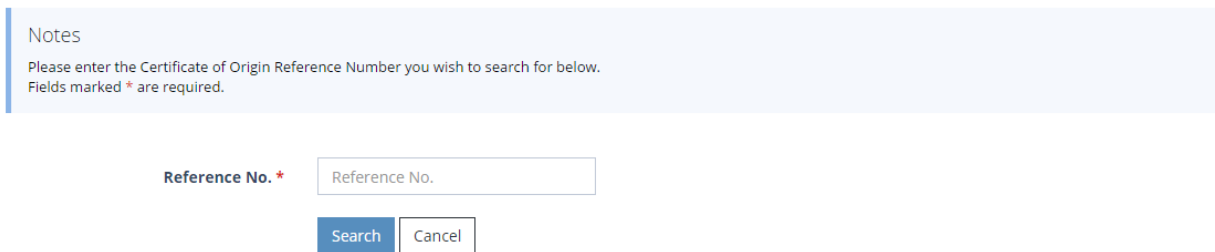
To verify the current status of an existing Certificate of Origin, click on the Verify CO button on the main page, next to the Login/Signup button.



*Figure 17.1: Top Navigation bar for Internet site*

When a user clicks on the Verify CO button as shown in Figure 17.1, he/she will be brought to the Verify CO page with the Verify CO form. See Figure 17.2.

### Verify CO

The image shows a web form titled 'Verify CO'. At the top, there is a light blue box with the heading 'Notes' and the text: 'Please enter the Certificate of Origin Reference Number you wish to search for below. Fields marked \* are required.' Below this is a form field labeled 'Reference No. \*' with a text input box containing 'Reference No.'. Underneath the input box are two buttons: a blue 'Search' button and a white 'Cancel' button with a grey border.

*Figure 17.2: Verify CO Form*

In the Verify CO function, only three types of CO statuses will be returned in the Verify CO function:

1. Approved
2. Cancelled
3. Rejected (displayed as Cancelled)

In the event that the Verify CO search yields a result, the Reference Number, Status, Signatory, Means of Transport and Issued Date fields will be displayed. See Figure 17.3.

# Verify CO

Notes  
Please enter the Certificate of Origin Reference Number you wish to search for below.  
Fields marked \* are required.

Reference No. \*

Reference No.	KHAF1602000017
Status	<b>Approved</b>
Signatory	JOHN DOE
Means of Transport	SEA VESSEL 12-3161
Issued Date	03-Feb-2016

Figure 17.3: Verify CO for CO with Approved Status

# 18 Request Inbox

The Request Inbox displays the status of all requests.

**Kingdom of Cambodia**  
Ministry of Commerce  
CO Automation [UAT Site](#)

Home About CO FAQ Support Contact Us **JOHN DOE**

CO Inbox Request Inbox Certificate of Origin Exporter Management Payment

## Request Inbox

Home • Request Inbox

**តើមានអ្វីថ្មី** What's New  
10 Apr 2016

**Notes**  
Companies marked \* are pending approval for registration.

Exporter Company: All

Show 100 entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16041100002	JOHN DOE	EAGLES EXPORT CORPORATION	ADD USER	Approved	N.A.	11-Apr-2016 10:49
2	CR-16041100001	JOHN DOE	EAGLES EXPORT CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	11-Apr-2016 10:05
3	CR-16040800015	JOHN DOE	EAGLES EXPORT CORPORATION	AUTHORIZE EXISTING COMPANY	Approved	Paid	11-Apr-2016 08:52
4	CR-16040800008	JOHN DOE	MARVEL EXPORTS CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	08-Apr-2016 16:39
5	CR-16040800007	BRUCE WAYNE	JEM TRADING PTE LTD	ADD USER	Approved	N.A.	08-Apr-2016 15:29
6	CR-16040100077	JOHN DOE	JEM TRADING PTE LTD	ADD USER	Approved	Paid	04-Apr-2016 15:52
7	CR-16040100080	JOHN DOE	JEM TRADING PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:47
8	CR-16040100068	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
9	CR-16040100069	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
10	CR-16040100058	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 16:47
11	CR-16040100057	JOHN DOE	ECHO COMPANY PTE LTD	UPDATE COMPANY DETAILS	Approved	Paid	01-Apr-2016 16:30
12	CR-16040100055	JOHN DOE	ECHO COMPANY PTE LTD	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	01-Apr-2016 16:23

Previous 1 Next

Figure 18.1: Request Inbox page

The Request Inbox (Figure 18.1) displays all requests made, and their respective status. Above the table is a drop-down list to filter out all requests by exporter company (Figure 18.2).

# Request Inbox

Home • Request Inbox

## តើមានអ្វីថ្មី? What's New

10 Apr 2016

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

All

- All
- EAGLES EXPORT CORPORATION
- ECHO COMPANY PTE LTD
- JEM TRADING PTE LTD
- MARVEL EXPORTS CORPORATION

Show 10 entries

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16041100002	JOHN DOE	EAGLES EXPORT CORPORATION	ADD USER	Approved	N.A.	11-Apr-2016 10:49
2	CR-16041100001	JOHN DOE	EAGLES EXPORT CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	11-Apr-2016 10:05
3	CR-16040800015	JOHN DOE	EAGLES EXPORT CORPORATION	AUTHORIZE EXISTING COMPANY	Approved	Paid	11-Apr-2016 08:52
4	CR-16040800008	JOHN DOE	MARVEL EXPORTS CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	08-Apr-2016 16:39
5	CR-16040800007	BRUCE WAYNE	JEM TRADING PTE LTD	ADD USER	Approved	N.A.	08-Apr-2016 15:29
6	CR-16040100077	JOHN DOE	JEM TRADING PTE LTD	ADD USER	Approved	Paid	04-Apr-2016 15:52
7	CR-16040100080	JOHN DOE	JEM TRADING PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:47
8	CR-16040100068	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
9	CR-16040100069	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
10	CR-16040100058	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 16:47

Previous 1 2 Next

Figure 18.2: Request Inbox page with Exporter Company drop-down list

## 18.1 Sort by Columns

To sort the table by specific columns, click on the particular column header for the column to be sorted. By default, the table is sorted by the last updated column.

### Request Inbox

Home • Request Inbox

**តើមានអ្វីថ្មី** What's New

10 Apr 2016 +

**Notes**  
Companies marked \* are pending approval for registration.

Exporter Company: All

Show 10 entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16041100002	JOHN DOE	EAGLES EXPORT CORPORATION	ADD USER	Approved	N.A.	11-Apr-2016 10:49
2	CR-16041100001	JOHN DOE	EAGLES EXPORT CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	11-Apr-2016 10:05
3	CR-16040800015	JOHN DOE	EAGLES EXPORT CORPORATION	AUTHORIZE EXISTING COMPANY	Approved	Paid	11-Apr-2016 08:52
4	CR-16040100068	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
5	CR-16040100069	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 17:02
6	CR-16040100058	JOHN DOE	ECHO COMPANY PTE LTD	ADD USER	Approved	Paid	01-Apr-2016 16:47
7	CR-16040100057	JOHN DOE	ECHO COMPANY PTE LTD	UPDATE COMPANY DETAILS	Approved	Paid	01-Apr-2016 16:30
8	CR-16040100055	JOHN DOE	ECHO COMPANY PTE LTD	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	01-Apr-2016 16:23
9	CR-16040800007	BRUCE WAYNE	JEM TRADING PTE LTD	ADD USER	Approved	N.A.	08-Apr-2016 15:29
10	CR-16040100077	JOHN DOE	JEM TRADING PTE LTD	ADD USER	Approved	Paid	04-Apr-2016 15:52

Previous 1 2 Next

Figure 18.3: Request Inbox page sorted by Company Name

In Figure 18.3, the Request Inbox table is sorted in Ascending Order by the Company Name column.

## 18.2 Filter Requests

The Filter feature allows requests to be filtered based on the following criteria:

1. Request No.
2. Applicant Name
3. Company Name
4. Request Details

To search for a request based on the criteria listed above, enter the search keyword in the Filter text field and the search result will display all requests with the keyword present. See Figure 18.4.

### Request Inbox

Home • Request Inbox

**តើមានអ្វីថ្មី** What's New

10 Apr 2016 +

**Notes**

Companies marked \* are pending approval for registration.

Exporter Company: All

Show 10 entries Filter: UPDATE COMPANY

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16041100001	JOHN DOE	EAGLES EXPORT CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	11-Apr-2016 10:05
2	CR-16040100057	JOHN DOE	ECHO COMPANY PTE LTD	UPDATE COMPANY DETAILS	Approved	Paid	01-Apr-2016 16:30

Previous 1 Next

Figure 18.4: Request Inbox search using Filter by the Request Details column

# 19 Exporter Management – Register an Exporter Company

## 19.1 Register a new Exporter Company or Associate with an existing Exporter Company

To register for a new exporter company or associate with an existing exporter company, navigate to Exporter Management > Register Exporter Company. See Figure 19.1. Performing this action will trigger a request.

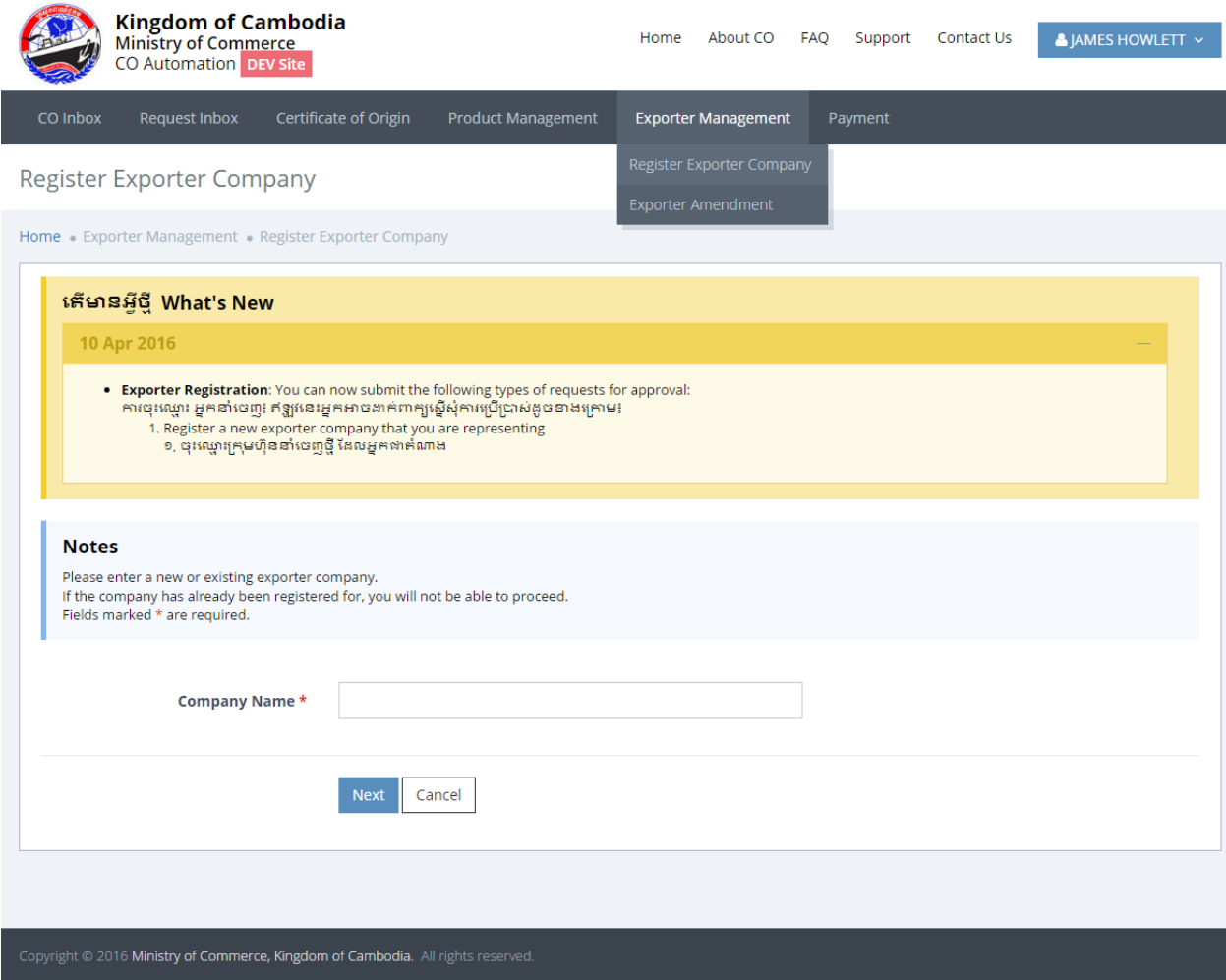


Figure 19.1: Register An Exporter Company page

## Register Exporter Company

Home • Exporter Management • Register Exporter Company

**តើមានអ្វីថ្មី What's New**

10 Apr 2016

- Exporter Registration:** You can now submit the following types of requests for approval:  
ការចុះឈ្មោះ អ្នកនាំចេញ ក្នុងនាមអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ដូចខាងក្រោម៖  
1. Register a new exporter company that you are representing  
១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មី នៃអ្នកតំណាង

**Notes**

Please enter a new or existing exporter company.  
If the company has already been registered for, you will not be able to proceed.  
Fields marked \* are required.

Company Name \*

Figure 19.2: Keying in a new Exporter Company name for registration

Enter the company name and click “Next”. A pop-up confirming the Company Name will be displayed. See Figure 19.3.

### New Exporter Company Registration

Would you like to register  
**TITANIUM EXPORTER CORPORATION**  
as a new exporter company?

Figure 19.3: New Exporter Company Registration pop-up

Click on the “Yes” button to proceed to the Register Exporter Company page. See Figure 19.5.

If you are associating your account with an existing exporter company, the following pop-up will be displayed instead (see Figure 19.4):



## Existing Exporter Company Registration

---

Would you like to register  
**EAGLES EXPORT CORPORATION**  
as an existing company?

Yes

No

*Figure 19.4: Existing Exporter Company Registration pop-up*

Click on the “Yes” button to proceed to the Register Exporter Company page. See Figure 19.5.

## Register Exporter Company

Home • Exporter Management • Register Exporter Company

### Register Exporter Company

#### Notes

Please enter the details of the Company below.  
Fields marked \* are required.

**Company Name** TITANIUM EXPORTER CORPORATION

**Expiry Date**

**Business Registration No. \***

**Email Address**

**Company Address \***

**Province \***

**Postal Code**

**Telephone Number \***

**Fax Number**

**Mobile Number**

**Supporting Documents \*** [Upload Supporting Document\(s\)](#)

You must upload **at least one** supporting document.

No.	File Description	File Format	Action
There are currently no documents.			

Figure 19.5: Register Exporter Company details page for a new company

Fill in all mandatory fields and click “Submit”.

## Register Exporter Company Request

Do you wish to submit a request to register an exporter company?

Yes

No

*Figure 19.6: Register Exporter Company Request pop-up*

Click “Yes” to confirm submission.

## Register Exporter Company

Home • Exporter Management • Register Exporter Company

### Register Exporter Company

Thank You!

You have successfully submitted a request for **TITANIUM EXPORTER CORPORATION**.  
Please note down the following Request No: **CR-16081800002**

You can check the status of your Request via the [Request Inbox](#).

*Figure 19.7: Register Exporter Company request submission success page*

Navigate to the Request Inbox to check the status of the request. See Figure 19.8.

# Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី? What's New

**10 Apr 2016**

- **Exporter Registration & Amendment:** You can now submit the following types of requests for approval:  
**ការចុះឈ្មោះ:** គឺជា ការប្រើប្រាស់កម្មវិធីដើម្បីសុំការអនុម័តដើម្បីចុះឈ្មោះក្រុមហ៊ុននាំចេញ។
  1. Register a new exporter company that you are representing
  2. Update the details of the exporter company
  3. Add an authorized user to the exporter company
- **Request Inbox:** This inbox displays all the requests that you have submitted to MOC.  
**Request Inbox:** ប្រអប់នេះសម្រាប់បង្ហាញលម្អិតអំពីសុំការអនុម័តដើម្បីចុះឈ្មោះក្រុមហ៊ុននាំចេញ។

### Notes

Companies marked \* are pending approval for registration.

Exporter Company All

Show 100 entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	New	Pending Payment	18-Aug-2016 16:23
2	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	New	Paid	18-Aug-2016 16:18
3	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	New	N.A.	10-Aug-2016 12:46
4	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	New	N.A.	26-Jul-2016 08:25
5	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
6	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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*Figure 19.8: Request Inbox showing the status and payment status of the Register New Exporter Company Request*

If the request is subject to fees, the request status will be displayed as “Pending Payment”. For “Pending Payment” requests, navigate to the Outstanding Payments page to make payment.



## Outstanding Payments

Home • Payment • Outstanding Payments

**តើមានអ្វីថ្មី What's New**

6 Mar 2016

1. ត្រូវសរសេរក្រុមហ៊ុនជាចេញ ដើម្បីត្រួតពិនិត្យសេវាដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចត្រូវសរសេរក្រុមហ៊ុនទូទាត់កម្រៃសេវាទាំងអស់សម្រាប់ក្រុមហ៊ុនជាចេញដើម្បី ឬ ទូទាត់កម្រៃ មួយមួយ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកកម្រៃសេវាដែលត្រូវបង់ ជាគ្រឹះស្ថានទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកបានជោគជ័យ អ្នកអាចចេញប្រតិបត្តិការទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

**Notes**

Companies marked \* are pending approval for registration.

**Exporter Company**

- Select an Exporter Company
- ARIOS EXPORTER COMPANY
- EXPORTER COMPANY 1
- \*TITANIUM EXPORTER CORPORATION

Show  entries Filter

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
There are currently no outstanding payments.						

Figure 19.9: Outstanding Payments page

Select the Exporter Company that you just registered for.

**\*Note: Companies marked with an asterisk (\*) are not yet activated and are MOC approval.**

## Outstanding Payments

Home • Payment • Outstanding Payments

### តើមានអ្វីថ្មី What's New

6 Mar 2016

1. ជ្រើសរើសក្រុមហ៊ុនដាំចេញ ដើម្បីត្រួតពិនិត្យសេវាដែលត្រូវទូទាត់។  
Select an exporter company to check for any outstanding payments.
2. អ្នកអាចជ្រើសរើសក្នុងការទូទាត់កម្រៃសេវាទាំងអស់សម្រាប់ក្រុមហ៊ុនដាំចេញទីមួយ ឬ ទូទាត់កម្រៃ មួយៗ។  
You can choose to pay all outstanding payments for each exporter company or make a single payment.
3. រក្សាទុកកម្រៃសេវាដែលត្រូវទូទាត់ ជាមួយការបញ្ជូនទូទាត់ក្នុង Payment Advice មុននឹងអ្នកធ្វើការទូទាត់។  
Save the outstanding payments as a Payment Advice before you can make payment.
4. នៅពេលដែលការទូទាត់របស់អ្នកជោគជ័យ អ្នកអាចចេញម្តាយប្រាក់ទូទាត់។  
Once your payment is successful, you can print out the Payment Receipt.

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

[Pay KHR 400,000 in Total](#)

Show  entries Filter

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16081800003	CR	18-Aug-2016	KHR	400,000	Submission of Request CR-16081800002

[Previous](#) [1](#) [Next](#)

Figure 19.10: Outstanding Payments page with payment selected

After selecting the company, and click on the “Pay KHR <Amount> in Total” button to proceed to the payment advice page. See Figure 19.11.

**\*Note: As of this writing, the fee to register a new Exporter Company or associating an account with an existing company is KHR 400,000.**

## Payment Advice

Home • Payment • Payment Advice

### Unsaved Payment Advice

Save Payment Advice

**NOTE**  
Please save the Payment Advice first if you wish to make payment now or later.

#### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:  
**Total Amount Payable: KHR 400,000**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16081800003	CR	18-Aug-2016	KHR	400,000	Submission of Request CR-16081800002

*Figure 19.11: Unsaved Payment Advice for registering a new Exporter Company request*

Click on the “Save Payment Advice” button.

## Payment Advice

Home • Payment • Payment Advice

Payment Advice No. **P-16081800004**

TITANIUM EXPORTER CORPORATION (18-Aug-2016 16:26)



### Selected Payment(s) in Payment Advice

You have selected to pay for the following payment(s) in this payment advice:

**Total Amount Payable: KHR 400,000**

No.	Payment No.	Payment Type	Payment Date	Currency	Amount	Payment Description
1	16081800003	CR	18-Aug-2016	KHR	400,000	Submission of Request CR-16081800002

### Payment Mode

Please select your mode of payment below:

#### Online Payment

You can make online payment with Acleda Bank:

[Pay Online with Acleda Bank](#)

You need to complete your transaction within 5 minutes after you click on Pay Now.

#### Online Payment

You can make online payment with Wing:

[Pay Online with Wing](#)

You need to complete your transaction within 5 minutes after you click on Pay Now.

#### Manual Payment

If you have made payment via EFT (Electronic Fund Transfer), select this option to submit your payment details.

[Pay Manually](#)

Figure 19.12: Payment Advice page for registering a new Exporter Company request

Payment can be made online with Acleda Bank, Wing or manually.

Refer to sections:

- 10 – Pay For An Individual CO Application Online via Acleda Bank
- 11 – Pay For An Individual CO Application Online via Wing Payment
- 12 – Pay for An Individual CO Application Manually





## Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកដាំចេញ:** ឥឡូវនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ដូចខាងក្រោម៖
    1. Register a new exporter company that you are representing  
 ១. ចុះឈ្មោះក្រុមហ៊ុនដាំចេញថ្មីនៃអ្នកតំណាង
    2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានរៀងរាល់ក្រុមហ៊ុនដាំចេញ
    3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិគ្រប់គ្រងការផ្ញើសុំ CO ដល់គណនីអ្នកដាំចេញណាមួយ ទៅលើក្រុមហ៊ុនដាំចេញនីមួយៗ
  - Request Inbox:** This inbox displays all the requests that you have submitted to MOC.
    - Request inbox:** ប្រអប់នេះសំរាប់បង្ហាញរាល់សំណើទាំងអស់នៃអ្នកដាំចេញដាក់ពាក្យស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

All

Show 100 entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
2	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
3	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	New	Paid	18-Aug-2016 16:29
4	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
5	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
6	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 19.13: Request Inbox showing the Authorize and Create New Company request after payment

Navigate to the Request Inbox and select the Exporter Company that you submitted the request for. Note that the Payment Status is “Paid”. Once MOC approves or rejects the request, the status will be updated accordingly (see Figure 19.14).



## Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកនាំចេញ:** កញ្ញវេនអ្នកអាចនាំចេញស្នើសុំការប្រើប្រាស់ថ្មីដូចខាងក្រោម៖
    1. Register a new exporter company that you are representing  
 ១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មីនៃអ្នកតំណាង
    2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានរៀងរាល់ក្រុមហ៊ុននាំចេញ
    3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិក្នុងការផ្ញើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - Request Inbox:** This inbox displays all the requests that you have submitted to MOC.
    - Request Inbox:** ប្រអប់នេះសំរាប់បង្ហាញរាល់ស្នើសុំទាំងអស់នៃអ្នកនាំចេញស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

All

Show 100 entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:34
2	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
3	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
4	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
5	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
6	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 19.14: Request Inbox showing the Authorize and Create New Company request after approval



CO Inbox Request Inbox Certificate of Origin Product Management **Exporter Management** Payment

Register Exporter Company  
Exporter Amendment

## Exporter Amendment

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### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:
  - ការកែប្រែព័ត៌មានអ្នកនាំចេញ: កញ្ញវនេរដ្ឋកអាចខាតពាក្យស្នើសុំការប្រើប្រាស់ប្លង់ចាងគ្រោង:
    - Update the details of the exporter company
      - កែប្រែព័ត៌មានឈ្មោះរបស់ក្រុមហ៊ុននាំចេញ
    - Add an authorized user to the exporter company
      - ផ្តល់សិទ្ធិក្នុងការស្នើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - As the Admin for an exporter company, you can perform the following operations:
    - ក្នុងឆ្នោតអ្នកគ្រប់គ្រងនៃក្រុមហ៊ុននាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម:
      - Update the role of an authorized user
        - កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
      - Remove an authorized user from an exporter company
        - លុបគណនីអ្នកនាំចេញ ចេញពីក្រុមហ៊ុននាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company

[Update Company Details](#) [Renew Exporter Company Registration](#)

[Add Authorized User](#)

Show  entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	

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JserMant

Figure 19.15: Exporter Amendment page for registering a new company

Navigate to Exporter Management > Exporter Amendment. Select the Exporter Company that was just registered. Note your role is an Admin for the just registered company (see Figure 19.15).

## 20 Exporter Management – Exporter Company Amendment

### 20.1 Update company details

Public Users with Admin roles for an Exporter Company can update the company’s details. Navigate to Exporter Management > Exporter Amendment. See Figure 20.1. Performing this action will trigger a request.

**Kingdom of Cambodia**  
Ministry of Commerce  
CO Automation **DEV Site**

Home About CO FAQ Support Contact Us JAMES HOWLETT

CO Inbox Request Inbox Certificate of Origin Product Management Exporter Management Payment

### Exporter Amendment

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#### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:  
ការកែប្រែព័ត៌មានអ្នកនាំចេញ: កិច្ចសុំអនុញ្ញាតដោយភ្នាក់ងារស្រុកនាំចេញសម្រាប់ការកែប្រែព័ត៌មានអ្នកនាំចេញ:
  - Update the details of the exporter company  
១. កែប្រែព័ត៌មានអ្នកនាំចេញសម្រាប់អ្នកនាំចេញ
  - Add an authorized user to the exporter company  
២. ផ្តល់សិទ្ធិអនុញ្ញាតដល់ CO ដល់អ្នកនាំចេញណាមួយ ទៅលើស្រុកនាំចេញស្រុក
- As the Admin for an exporter company, you can perform the following operations:  
ក្នុងនាមអ្នកគ្រប់គ្រងស្រុកនាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម:
  - Update the role of an authorized user  
៣. កែប្រែទៅលើការតែងតាំងអ្នកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
  - Remove an authorized user from an exporter company  
៤. លុបអ្នកនាំចេញ ចេញពីស្រុកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company: TITANIUM EXPORTER CORPORATION

Update Company Details Renew Exporter Company Registration

#### Add Authorized User

Show 100 entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	

Previous 1 Next

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Figure 20.1: Exporter Amendment page

Select the Exporter Company from the drop-down list and click on “Update Company Details” button.

## Update Company Details

Home • Exporter Management • Update Company Details

### Update Company Details

#### Notes

Please enter the details of the Company below.  
Fields marked \* are required.

**Company Name** TITANIUM EXPORTER CORPORATION

**Expiry Date** 19-08-2017

**Business Registration No. \***

**Email Address**

**Company Address \***

**Province \***

**Postal Code**

**Telephone Number \***

**Fax Number**

**Mobile Number**

**Supporting Documents \***

You must upload **at least one** supporting document.

No.	File Description	File Format	Action
1	BUSINESS REGISTRATION CERTIFICATE	PDF	

Figure 20.2: Update Company Details page before updating fields

The page will display existing company details. Update the fields accordingly and click “Submit” See Figure 20.3.

**\*Note: Existing supporting documents for a company cannot be deleted once submitted.**

## Update Company Details Request

Do you wish to submit a request to update the company details?

Yes

No

*Figure 20.3: Update Company Details Request pop-up*

Click “Yes” on the Update Company Details Request confirmation pop-up. You will be directed to the Update Company Details success page. Refer to Figure 20.4.

## Update Company Details

Home • Exporter Management • Update Company Details

### Update Company Details

Thank You!

You have successfully submitted a request to update the details of TITANIUM EXPORTER CORPORATION.  
Please note down the following Request No: CR-16081800003

You can check the status of your Request via the [Request Inbox](#).

*Figure 20.4: Update Company Details Success Screen*

Click on the “Request Inbox” link to see the status of your request. Refer to Figure 20.5.



## Request Inbox

Home » Request Inbox

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ករណីណាមួយ គាត់ត្រូវប្រើប្រាស់ម៉ូឌុលដូចខាងក្រោម៖**
    - Register a new exporter company that you are representing
      - ចុះបញ្ជីក្រុមហ៊ុនដាំចេញថ្មី ដែលអ្នកតំណាង
      - Update the details of the exporter company
        - កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុនដាំចេញ
        - Add an authorized user to the exporter company
          - ផ្តល់សិទ្ធិឱ្យអ្នកដទៃ CO ដល់ករណីអ្នកដាំចេញណាមួយ ទៅលើក្រុមហ៊ុនដាំចេញនីមួយៗ
  - Request Inbox:** This inbox displays all the requests that you have submitted to MOC.
 

**Request Inbox:** ប្រអប់នេះសំរាប់បង្ហាញរាល់សំណើទាំងអស់ ដែលអ្នកបានដាក់ពាក្យផ្ញើសុំដល់ក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

Show 100 entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800003	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	UPDATE COMPANY DETAILS	New	N.A.	18-Aug-2016 16:42
2	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:34
3	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
4	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
5	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
6	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
7	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 20.5: Request Inbox page for updating a company's details



## Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី? What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកនាំចេញ:** ឥឡូវនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ដូចខាងក្រោម៖
    1. Register a new exporter company that you are representing  
 ១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មី ដែលអ្នកតំណាង
    2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានរង្វង់របស់ក្រុមហ៊ុននាំចេញ
    3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិក្នុងការស្នើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - Request inbox:** This inbox displays all the requests that you have submitted to MOC.  
**Request inbox:** ប្រសប់នេះសំរាប់បង្ហាញរាល់សំណើទាំងអស់ ដែលអ្នកបានដាក់ពាក្យស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

All

Show 100 entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800003	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	18-Aug-2016 16:43
2	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:34
3	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
4	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
5	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
6	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
7	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 20.6: Request Inbox for an update of company's details that is approved

Once your request is approved, the updates take effect.



## 20.2 Add an authorized user

Public Users with Admin roles for an Exporter Company are able to add authorized users to the company. Navigate to Exporter Management > Exporter Amendment. See Figure 20.7. Performing this action will trigger a request.

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### Exporter Amendment

Home • Exporter Management • Exporter Amendment

#### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:  
ការកែប្រែព័ត៌មានអ្នកនាំចេញ: កិច្ចសន្យាអនុញ្ញាតនាំចេញស្នើសុំការប្រើប្រាស់ធុនចាស់ប្រកាស:
  - Update the details of the exporter company  
១. កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុននាំចេញ
  - Add an authorized user to the exporter company  
២. ផ្តល់សិទ្ធិក្នុងការផ្តល់សុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
- As the Admin for an exporter company, you can perform the following operations:  
ក្នុងនាមអ្នកគ្រប់គ្រងនៃក្រុមហ៊ុននាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម:
  - Update the role of an authorized user  
៣. កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
  - Remove an authorized user from an exporter company  
៤. លុបគណនីអ្នកនាំចេញ ចេញពីក្រុមហ៊ុននាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company: TITANIUM EXPORTER CORPORATION

Update Company Details Renew Exporter Company Registration

Add Authorized User

Show 100 entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	

Previous 1 Next

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Figure 20.7: Exporter Amendment page for adding an authorized user.

Select the company from the Exporter Company drop-down list and click on the “Add Authorized User” button. The Add Authorized User pop-up will be shown. See Figure 20.8.

## Add Authorized User

**Company Name**

TITANIUM EXPORTER CORPORATION

**Email Address \***

simyeekeng@crimsonlogic.com

**Designation/Position in Company \***

Operations Manager

**Select a role \***

Admin

Ordinary

Submit

Cancel

*Figure 20.8: Add Authorized User pop-up*

Enter the email address of the public user you wish to authorize, his/her designation/position in the company, and then select the role: Admin or Ordinary.

Click on the “Submit” button once the form is filled. You will be directed to the Add Authorized User success page (see Figure 20.9).

## Add Authorized User

Home • Exporter Management • Add Authorized User

### Add Authorized User

**Thank You!**

You have successfully submitted a request to add an authorized user.  
Please note down the following Request No: **CR-16081800004**

You can check the status of your Request via the [Request Inbox](#).

*Figure 20.9: Add Authorized User success page*

Click on the “Request Inbox” link. You will be directed to the page in Figure 20.10.



## Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកនាំចេញ:** ឥឡូវនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ប្រព័ន្ធនេះបានក្រោម៖
    1. Register a new exporter company that you are representing  
 ១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មីនៃអ្នកតំណាង
    2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុននាំចេញ
    3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិឱ្យអ្នកប្រើប្រាស់ CO ដល់អ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - Request Inbox:** This inbox displays all the requests that you have submitted to MOC.  
**Request Inbox:** ប្រអប់នេះសំរាប់បង្ហាញរាល់សំណើទាំងអស់ នៃអ្នកនាំចេញដាក់ពាក្យស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

Show  entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800004	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	ADD AUTHORIZED USER	New	N.A.	18-Aug-2016 16:50
2	CR-16081800003	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	18-Aug-2016 16:43
3	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:34
4	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
5	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
6	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
7	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
8	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 20.10: Request Inbox for adding a new user



## Request Inbox

Home • Request Inbox

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ការចុះឈ្មោះ និង ការកែប្រែព័ត៌មានអ្នកនាំចេញ។ កិច្ចការនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ប្រព័ន្ធនាំចេញបាន។
  - 1. Register a new exporter company that you are representing
    - ១. ចុះឈ្មោះក្រុមហ៊ុននាំចេញថ្មី ដែលអ្នកតំណាង
  - 2. Update the details of the exporter company
    - ២. កែប្រែព័ត៌មានផ្សេងរបស់ក្រុមហ៊ុននាំចេញ
  - 3. Add an authorized user to the exporter company
    - ៣. ផ្តល់សិទ្ធិឱ្យអ្នកប្រើប្រាស់ CO ដល់អ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
- Request Inbox:** This inbox displays all the requests that you have submitted to MOC.
  - Request Inbox:** ប្រអប់នេះសំរាប់បង្ហាញរាល់លើទាំងអស់ ដែលអ្នកបានដាក់ពាក្យស្នើសុំមកក្រសួងពាណិជ្ជកម្ម

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

Show  entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16081800004	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	ADD AUTHORIZED USER	Approved	N.A.	18-Aug-2016 16:52
2	CR-16081800003	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	UPDATE COMPANY DETAILS	Approved	N.A.	18-Aug-2016 16:43
3	CR-16081800002	JAMES HOWLETT	TITANIUM EXPORTER CORPORATION	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:34
4	CR-16072600001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	18-Aug-2016 16:30
5	CR-16081000001	JAMES HOWLETT	EXPORTER COMPANY 1	UPDATE USER PROFILE	Rejected	N.A.	18-Aug-2016 16:29
6	CR-16081800001	JAMES HOWLETT	ARIOS EXPORTER COMPANY	AUTHORIZE AND CREATE NEW COMPANY	Approved	Paid	18-Aug-2016 16:25
7	CR-16072500002	JAMES HOWLETT	EXPORTER COMPANY 1	RE-EXPORT EXISTING STOCK	Rejected	N.A.	26-Jul-2016 08:24
8	CR-16072500001	JAMES HOWLETT	EXPORTER COMPANY 1	IMPORT NEW STOCK	Approved	N.A.	25-Jul-2016 10:03

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Figure 20.11: Request Inbox for the adding of a new user after approval

Once your request is approved, the changes in your request will take effect. See Figure 20.13.



## Exporter Amendment

Home > Exporter Management > Exporter Amendment

### តើមានអ្វីថ្មី What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:
  - ការកែប្រែព័ត៌មានអ្នកដាំចេញ: កន្លែងនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ឬចាត់ចែងស្រោម។
    - Update the details of the exporter company
      - កែប្រែព័ត៌មានច្បាប់របស់ក្រុមហ៊ុនដាំចេញ
    - Add an authorized user to the exporter company
      - ផ្តល់សិទ្ធិក្នុងការធ្វើសុំ CO ដល់គណនីអ្នកដាំចេញណាមួយ ទៅលើក្រុមហ៊ុនដាំចេញនីមួយៗ
  - As the Admin for an exporter company, you can perform the following operations:
    - ក្នុងនាមអ្នកគ្រប់គ្រងនៃក្រុមហ៊ុនដាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម:
      - Update the role of an authorized user
        - កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកដាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
      - Remove an authorized user from an exporter company
        - លុបគណនីអ្នកដាំចេញ ចេញពីក្រុមហ៊ុនដាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company

TITANIUM EXPORTER CORPORATION

Update Company Details Renew Exporter Company Registration

### Add Authorized User

Show 100 entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	
2	YEEKENG	SIMYEEKENG@CRIMSONLOGIC.COM	Ordinary	OPERATIONS MANAGER	Active	

Previous 1 Next

Figure 20.12: A new user has been authorized

Navigate to Exporter Management > Exporter Amendment to view the newly added authorized user.

## 20.3 Change an authorized user's role

Exporter Company Admins can change the roles of other authorized users. Navigate to Exporter Management > Exporter Amendment. See Figure 20.13.

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### Exporter Amendment

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**តើមានអ្វីថ្មី What's New**

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:
  - ការកែប្រែព័ត៌មានអ្នកនាំចេញ៖ កន្លះនេះអ្នកអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ដូចខាងក្រោម៖
    - Update the details of the exporter company
      - កែប្រែព័ត៌មានឈ្មោះរបស់ក្រុមហ៊ុននាំចេញ
    - Add an authorized user to the exporter company
      - ផ្តល់សិទ្ធិក្នុងការស្នើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - As the Admin for an exporter company, you can perform the following operations:
    - ក្នុងនាមជាអ្នកគ្រប់គ្រងនៃក្រុមហ៊ុននាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម៖
      - Update the role of an authorized user
        - កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
      - Remove an authorized user from an exporter company
        - លុបគណនីអ្នកនាំចេញ ចេញពីក្រុមហ៊ុននាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company: TITANIUM EXPORTER CORPORATION

Update Company Details Renew Exporter Company Registration

Add Authorized User

Show 100 entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	
2	YEEKENG	SIMYEEKENG@CRIMSONLOGIC.COM	Ordinary	OPERATIONS MANAGER	Active	

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Figure 20.13: Exporter Amendment page for editing an Authorized User

Select the company name from the Exporter Company drop-down list. Click on the user to change his/her designation/position in company or role (see Figure 20.14). **\*Note: You cannot make changes to your own account.**

## Edit Authorized User

---

**Company Name**

TITANIUM EXPORTER CORPORATION

**Full Name**

YEEKENG

**Email Address**

SIMYEEKENG@CRIMSONLOGIC.COM

**Designation/Position in Company \***

OPERATIONS MANAGER

**Select a Role \***

Admin

Ordinary

---

Submit

Cancel

*Figure 20.14: Edit Authorized User (before changes)*

Switch the user's role and click on the "Submit" button. Changes will take effect immediately.

## 20.4 Remove an authorized user

Exporter Company Admins can remove authorized users from the company. Navigate to Exporter Management > Exporter Amendment. See Figure 20.15.

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### Exporter Amendment

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#### តើមានអ្វីថ្មី! What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:  
ការកែប្រែព័ត៌មានអ្នកដាំចេញ: កិច្ចសុំអនុញ្ញាតដាំចេញអាចដាក់ពាក្យស្នើសុំការប្រើប្រាស់ប្រព័ន្ធចងាយស្រួល។
  - Update the details of the exporter company  
១. កែប្រែព័ត៌មានរៀងរាល់ស្រុកដាំចេញ
  - Add an authorized user to the exporter company  
២. ផ្តល់សិទ្ធិអនុញ្ញាតដាំចេញ CO ដល់គណនីអ្នកដាំចេញណាមួយ ទៅលើស្រុកដាំចេញដីមួយ
- As the Admin for an exporter company, you can perform the following operations:  
ក្នុងនាមអ្នកគ្រប់គ្រងស្រុកដាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម:
  - Update the role of an authorized user  
៣. កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកដាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
  - Remove an authorized user from an exporter company  
៤. លុបគណនីអ្នកដាំចេញ ចេញពីស្រុកដាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company: TITANIUM EXPORTER CORPORATION

[Update Company Details](#) [Renew Exporter Company Registration](#)

#### Add Authorized User

Show  entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES HOWLETT	CAMBODIAECOTESTER@GMAIL.COM	Admin		Active	
2	YE EKENG	SIMYEKENG@CRIMSONLOGIC.COM	Admin	CHIEF OPERATIONS MANAGER	Active	

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Figure 20.15: Exporter Amendment page

Click on the “X” button to remove an authorized user. A pop-up confirmation will be displayed. See Figure 20.16.



## Remove Authorized User

---

Do you wish to remove Authorized User, **YEEKENG**, from **TITANIUM EXPORTER CORPORATION**?

**YEEKENG** will be removed immediately.

Yes

No

*Figure 20.16: Remove an authorized user pop-up*

A pop-up confirming that you wish to remove the authorized user from the company will appear. Click on the “Yes” button and the user will be removed from the company immediately.

## 20.5 Renew exporter company registration

Exporter company registrations are to be renewed annually. Users will be notified when it is time to renew an exporter company registration within a month of expiry.

Public Users with Admin roles for an Exporter Company can renew the company's registration. Navigate to Exporter Management > Exporter Amendment. Performing this action will trigger a request.

The Company expiry date is now set to 1 year from the approval date of registration. Expired exporter companies are now locked automatically.

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### Exporter Amendment

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#### តើមានអ្វីថ្មី? What's New

10 Apr 2016

- Exporter Amendment:** You can now submit the following types of requests for approval:  
ការកែប្រែព័ត៌មានអ្នកនាំចេញ កិច្ចការអនុញ្ញាតដាក់ពាក្យស្នើសុំការប្រើប្រាស់ប្រព័ន្ធចងាយស្រួល៖
  - Update the details of the exporter company  
១. កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុននាំចេញ
  - Add an authorized user to the exporter company  
២. ផ្តល់សិទ្ធិក្នុងការស្នើសុំ CO ដល់គណនីអ្នកនាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
- As the Admin for an exporter company, you can perform the following operations:  
ក្នុងនាមអ្នកគ្រប់គ្រងនៃក្រុមហ៊ុននាំចេញ អ្នកអាចអនុវត្តប្រតិបត្តិការដូចខាងក្រោម៖
  - Update the role of an authorized user  
៣. កែប្រែទៅលើការកំណត់មុខងាររបស់គណនីអ្នកនាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ
  - Remove an authorized user from an exporter company  
៤. លុបគណនីអ្នកនាំចេញ ចេញពីក្រុមហ៊ុននាំចេញណាមួយ ដែលអ្នកបានផ្តល់សិទ្ធិ

Exporter Company: ABC EXPORTS CO.

Update Company Details Renew Exporter Company Registration

Add Authorized User

Show 100 entries

No.	Full Name	Email Address	Role	Designation/Position in Company	Status	Action
1	JAMES DOE	CAMBODIAECOTESTUSER@GMAIL.COM	Admin		Active	

Previous 1 Next

Figure 20.17: Exporter Amendment page

Select the Exporter Company from the drop-down list and click on “Renew Exporter Company Registration” button.



## Renew Exporter Company Registration

Home • Exporter Management • Renew Exporter Company Registration

### Renew Exporter Company Registration

**Company Name** ABC EXPORTS CO.  
**Business Registration No.** AAA1234567890  
**Current Expiry Date** 31-Dec-2016  
**New Expiry Date** 01-Jan-2018

**Supporting Documents \***

Upload Supporting Document(s)

You must upload **at least one** supporting document.

No.	File Description	File Format	Action
1	SUPPORTING DOCUMENT	PNG	

Submit Cancel

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Figure 20.18: Update Company Details page before updating fields

The page will display the company's details and the current and new expiry dates. Upload the supporting documents as necessary and click "Submit". See Figure 20.19.

**\*Note: Existing supporting documents for a company cannot be deleted once submitted.**

### Renew Exporter Company Registration Request

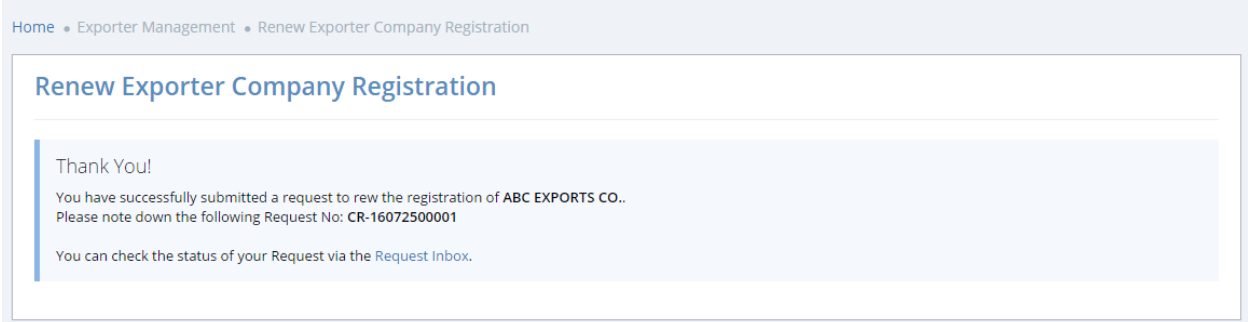
Do you wish to submit a request to renew the exporter company registration?

Yes No

Figure 20.19: Renew Exporter Company Registration Request pop-up

Click “Yes” on the Renew Exporter Company Registration Request confirmation pop-up. Refer to Figure 20.19. You will be directed to the Renew Exporter Company Registration success page. Refer to Figure 20.20.

### Renew Exporter Company Registration



*Figure 20.20: Renew Exporter Company Registration Success Screen*

Click on the “Request Inbox” link to see the status of your request. Refer to Figure 20.21.



## Request Inbox

Home • Request Inbox

**តើមានអ្វីថ្មី? What's New**

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ក. ចុះបញ្ជីក្រុមហ៊ុននាំចេញថ្មី ឬក្រុមហ៊ុននាំចេញដែលកំណត់រួចរាល់
  - ខ. ប្រែប្រួលព័ត៌មានក្រុមហ៊ុននាំចេញថ្មី ដែលកំណត់រួចរាល់
  - គ. ប្រែប្រួលព័ត៌មានអ្នកប្រើប្រាស់ក្រុមហ៊ុននាំចេញថ្មី
  - ឃ. ប្រែប្រួលព័ត៌មានអ្នកប្រើប្រាស់ក្រុមហ៊ុននាំចេញដែលកំណត់រួចរាល់
- Request Inbox:** This inbox displays all the requests that you have submitted to MOC.

**Notes**

Companies marked \* are pending approval for registration.

Exporter Company

Show  entries Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16072500002	JAMES DOE	ABC EXPORTS CO.	RENEW EXPORTER COMPANY REGISTRATION	New	Pending Payment	25-Jul-2016 13:31
2	CR-16053000001	JAMES DOE	ABC EXPORTS CO.	UPDATE USER PROFILE	New	Pending Payment	30-May-2016 16:55
3	CR-16051800004	JAMES DOE	ABC EXPORTS CO.	UPDATE USER PROFILE	Approved	Paid	18-May-2016 13:37

Figure 20.21: Request Inbox page for renew exporter company registration

If the request is subject to fees, the request status will be displayed as “Pending Payment”. For “Pending Payment” requests, navigate to the Outstanding Payments page to make the payment. Upon making the payment, MOC will be able to approve or reject the request.



## Request Inbox

Home » Request Inbox

### តើមានអ្វីថ្មី? What's New

10 Apr 2016

- Exporter Registration & Amendment:** You can now submit the following types of requests for approval:
  - ករណីនេះមាន៖** និង ការប្រើប្រាស់កម្មវិធីនេះដើម្បីសុំការអនុញ្ញាតដោយស្របច្បាប់៖
    1. Register a new exporter company that you are representing  
 ១. ចុះបញ្ជីក្រុមហ៊ុននាំចេញថ្មីនៃក្រុមហ៊ុននាំចេញ
    2. Update the details of the exporter company  
 ២. កែប្រែព័ត៌មានផ្សេងៗរបស់ក្រុមហ៊ុននាំចេញ
    3. Add an authorized user to the exporter company  
 ៣. ផ្តល់សិទ្ធិក្នុងការប្រើប្រាស់ CO ដល់គណនីក្រុមហ៊ុននាំចេញណាមួយ ទៅលើក្រុមហ៊ុននាំចេញនីមួយៗ
  - Request Inbox:** This inbox displays all the requests that you have submitted to MOC.  
**Request Inbox:** ប្រអប់នេះសំរាប់បង្ហាញព័ត៌មានអំពីទាំងអស់នៃសុំការអនុញ្ញាតដោយស្របច្បាប់ដែលបានបញ្ជូនទៅក្រុមហ៊ុននាំចេញ

### Notes

Companies marked \* are pending approval for registration.

Exporter Company

Show 100 entries

Filter

No.	Request No.	Applicant Name	Company Name	Request Details	Status	Payment Status	Last Updated
1	CR-16072500002	JAMES DOE	ABC EXPORTS CO.	RENEW EXPORTER COMPANY REGISTRATION	Approved	Paid	25-Jul-2016 13:45
2	CR-16053000001	JAMES DOE	ABC EXPORTS CO.	UPDATE USER PROFILE	New	Pending Payment	30-May-2016 16:55
3	CR-16051800004	JAMES DOE	ABC EXPORTS CO.	UPDATE USER PROFILE	Approved	Paid	18-May-2016 13:37

Figure 20.22: Request Inbox for renew exporter company registration that is approved

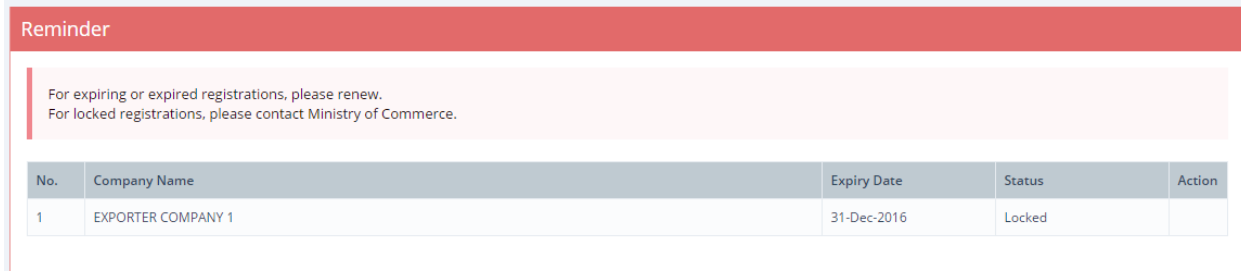
Once your request is approved, the registration will be renewed.

## 20.6 Reminder

Reminders are shown for companies that are:

1. Expiring
2. Expired
3. Locked

In the event you see a reminder window (See Figure 20.23), you will have to renew the exporter company. Refer to section 20.5. If it is a locked registration, please contact Ministry of Commerce.



The screenshot shows a 'Reminder' window with a red header. Below the header, there is a light pink box containing the text: 'For expiring or expired registrations, please renew. For locked registrations, please contact Ministry of Commerce.' Below this text is a table with five columns: 'No.', 'Company Name', 'Expiry Date', 'Status', and 'Action'. The table contains one row with the following data: '1', 'EXPORTER COMPANY 1', '31-Dec-2016', 'Locked', and an empty 'Action' cell.

No.	Company Name	Expiry Date	Status	Action
1	EXPORTER COMPANY 1	31-Dec-2016	Locked	

*Figure 20.23: Reminder for locked company*

## 21 Product Management

Products and product fees have to be registered before they can be selected in CO forms.

### 21.1 Register a Product

To register a product, navigate to Product Management > Products > Register Product. You will be directed to the Register Product page. (See Figure 22.1).

On the register product page, fill in all mandatory fields and click on “Submit” to register the product.



# Register Product

Home • Product Management • Register Product

## Register Product

### តើមានអ្វីថ្មី What's New

19 June 2016

- **Associate Raw Materials:** You can now associate Raw Materials with your registered Products.  
ភ្ជាប់វត្ថុធាតុដើម: ឥឡូវនេះអ្នកអាចភ្ជាប់វត្ថុធាតុដើមជាមួយការចុះបញ្ជីផលិតផលរបស់អ្នក។
  1. Register your Raw Materials first via Product Management > Raw Materials > Register Raw Material.
  2. Associate the Raw Materials with the Product by selecting Add Raw Material.
- **Raw Material Quantity:** Whenever a CO is submitted, the Raw Materials stock level will be deducted accordingly based on the quantity of the Products specified in the CO. Please ensure that you have sufficient stock of the raw materials before applying for CO.  
បរិមាណវត្ថុធាតុដើម: ពេលណាដាក់ស្នើ CO គ្រឹះស្ថានវត្ថុធាតុដើមនឹងត្រូវបានកាត់ ទៅតាមបរិមាណផលិតផលដែលបានបញ្ជាក់នៅក្នុង CO។ សូមពិនិត្យមើលច្បាប់កម្ពុជា ឬអ្នកអាចទៅសម្រេចវត្ថុធាតុដើមត្រូវបានដកចេញពីកម្រិត CO។

17 May 2016

### Notes

Please enter the details of the Product below.  
Fields marked \* are required.

### Product Details

**Exporter Company \***

**HS Code \***

**Product Name \***

**Product Item Description \***

**Unit of Measure \***

**Is Wholly Obtained**

**Remarks**

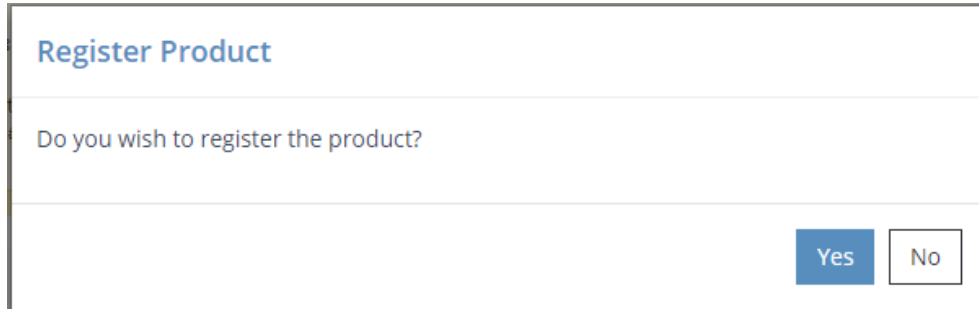
### Bill of Material Details

[Add Raw Material](#)

No.	Raw Material Name	Unit of Measure	Quantity	Action
There are currently no materials.				

Figure 22.1: Register product page

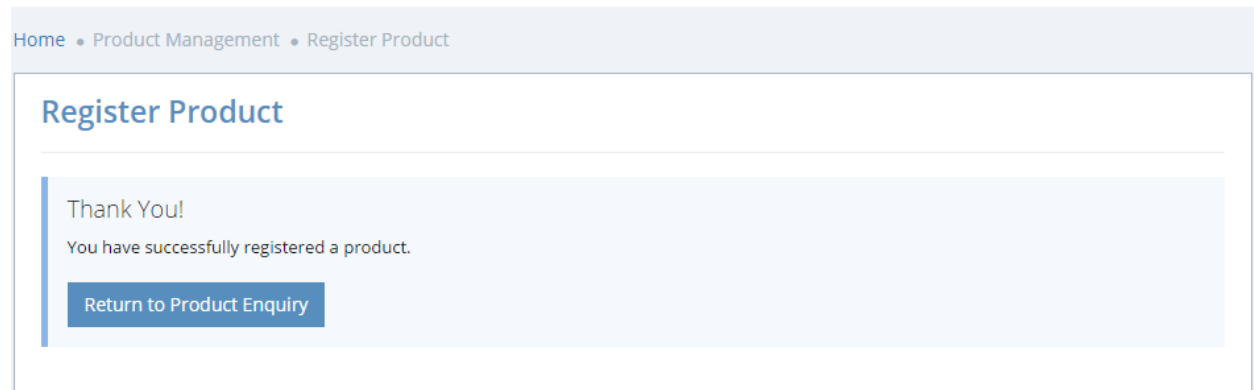
Click “Yes” to confirm the registration in the dialog that appears.



The dialog box is titled "Register Product" in blue text. Below the title, it asks "Do you wish to register the product?". At the bottom right, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

Figure 22.2: Register product confirmation dialog

## Register Product

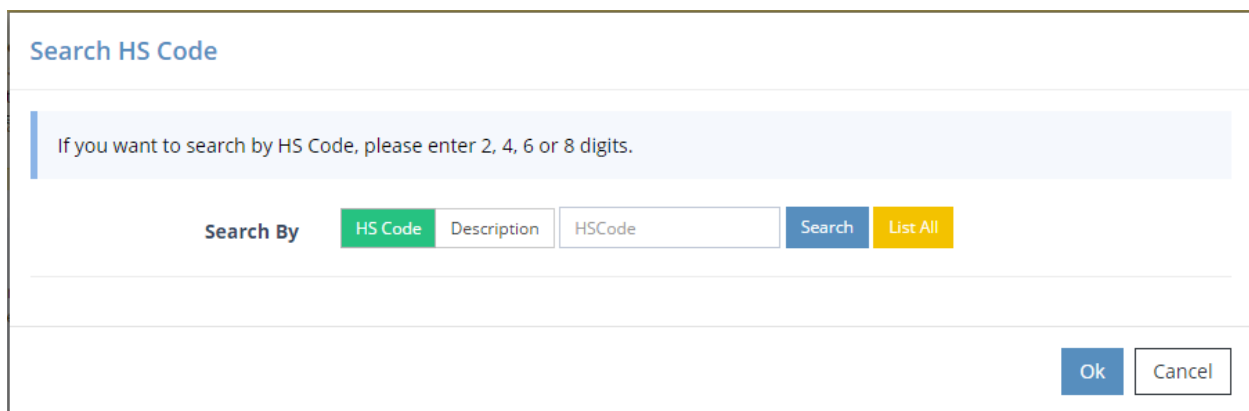


The page has a breadcrumb trail: "Home • Product Management • Register Product". The main heading is "Register Product". A light blue box contains the text "Thank You! You have successfully registered a product." Below this is a blue button labeled "Return to Product Enquiry".

Figure 22.3: Register product success page

### 21.1.1 Search HS Code by HS Code

To select a HS Code, click on “Search” and the Search HS Code dialog will pop up. Refer to Figure 22.4.



The dialog is titled "Search HS Code". It contains a light blue box with the text "If you want to search by HS Code, please enter 2, 4, 6 or 8 digits." Below this is a "Search By" section with three options: "HS Code" (highlighted in green), "Description", and "HSCode" (with a text input field). To the right are "Search" and "List All" buttons. At the bottom right are "Ok" and "Cancel" buttons.

Figure 22.4: Search HS Code dialog click “Submit” to register the product.

To search by HS Code, enter 2, 4, 6 or 8 digits and click on “Search”. From the result tree, expand the folders as required by clicking on the “+” and, select the applicable 6- or 8-digit HS Code for the product and click on “Ok”. Refer to Figure 22.5.

**Search HS Code**

If you want to search by HS Code, please enter 2, 4, 6 or 8 digits.

**Search By** HS Code Description  Search List All

Select the 6 or 8 digits HS Code that you need.

- 12 Chapter 12 Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial and medicinal plants; straw and fodder
  - 1201 Soya beans, whether or not broken.
    - 120110 - Seed**
      - 12011000 - Seed
    - 120190 - Other
  - 1202 Ground-nuts, not roasted or otherwise cooked, whether or not shelled or broken.
  - 1203 Copra.
  - 1204 Linseed, whether or not broken.
  - 1205 Rape or colza seeds, whether or not broken.
  - 1206 Sunflower seeds, whether or not broken.
  - 1207 Other oil seeds and oleaginous fruits, whether or not broken.
  - 1208 Flours and meals of oil seeds or oleaginous fruits, other than those of mustard.
  - 1209 Seeds, fruit and spores, of a kind used for sowing.

Ok Cancel

Figure 22.5: Search HS Code dialog (Search By HS Code)

### 21.1.2 Search HS Code by Description

To search by Description, switch the “Search By” field in Figure 22.5 to Description. Enter the description, and click on “Search”. (See Figure 22.6).

From the result list, select the applicable HS Code to view the HS Code tree. Expand the folders as required by clicking on the “+” and, select the 6 or 8 digits HS Code for the product and click “Ok”. (See Figure 22.7).

### Search HS Code

If you want to search by HS Code, please enter 2, 4, 6 or 8 digits.

Search By HS Code Description  Search List All

HS Code	Description
1201	Soya beans, whether or not broken.
120810	- Of soya beans
12081000	- Of soya beans
1507	Soya-bean oil and its fractions, whether or not refined, but not chemically modified.
15079010	-- Fractions of unrefined soya-bean oil
15162011	-- Re-esterified fats and oils and their fractions: -- Of soya beans
15162021	-- Hydrogenated fats in flakes: --- Of ground-nuts, soya beans, fruit of the oil palm, palm kernels or coconuts
15162094	-- Other: --- Of soya beans
15179067	-- Other mixtures or preparations of vegetable fats or oils or of their fractions: --- Liquid mixtures or preparations: ---- In which soya-

Ok Cancel

Figure 22.6: Search HS Code dialog (Search By Description)

### Search HS Code

If you want to search by HS Code, please enter 2, 4, 6 or 8 digits.

Search By HS Code Description  Search List All

Select the 6 or 8 digits HS Code that you need.

- [-] 12 Chapter 12 Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial and medicinal plants; straw and fodder
  - [-] 1201 Soya beans, whether or not broken.
    - [+] 120110 - Seed
    - [+] 120190 - Other

Ok Cancel

Figure 22.7: Search HS Code dialog (Search By Description)

### 21.1.3 Search HS Code by List All

To search by listing all the HS Codes, click on “List All” to display the HS Code tree/directory. From the result tree, expand the folders as required by clicking on the “+” and, select the applicable 6- or 8-digit HS Code for the product and click “OK”. (See Figure 22.8).

**Search HS Code**

If you want to search by HS Code, please enter 2, 4, 6 or 8 digits.

Search By **HS Code** Description HSCode Search List All

Select the 6 or 8 digits HS Code that you need.

- 01 Chapter 1 Live Animals
- 02 Chapter 2 Meat and edible meat offal
- 03 Chapter 3 Fish and crustaceans, molluscs and other aquatic invertebrates
- 04 Chapter 4 Dairy produce; birds' eggs; natural honey; edible products of animal origin, not elsewhere specified or included
  - 0401 Milk and cream, not concentrated nor containing added sugar or other sweetening matter.
    - 040110 - Of a fat content, by weight, not exceeding 1%:
    - 040120 - Of a fat content, by weight, exceeding 1% but not exceeding 6%:**
    - 040140 - Of a fat content, by weight, exceeding 6% but not exceeding 10 %:
    - 040150 - Of a fat content, by weight, exceeding 10 %:
- 05 Chapter 5 Products of animal origin, not elsewhere specified or included
- 06 Chapter 6 Live trees and other plants; bulbs, roots and the like; cut flowers and ornamental foliage
- 07 Chapter 7 Edible vegetables and certain roots and tubers
- 08 Chapter 8 Edible fruit and nuts; peel of citrus fruit or melons

Ok Cancel

Figure 22.8: Search HS Code dialog (Search By List All)

### 21.1.4 Add Raw Material

To add a Raw Material, click on “Add Raw Material” and the Bill of Material Details dialog will pop up. Refer to Figure 22.9. Select a Raw Material Name, enter the Quantity required to make up a unit of the product being registered, and click on “Submit” to add the raw material. Add additional raw materials as applicable to make up the product.

**\*Note that products with HS Codes beginning from 01 to 24 are exempted from raw materials association.**

**Bill of Material Details**

**Raw Material Name**  
Select a Raw Material

**Unit of Measure**  
-

**Quantity**

Submit Cancel

*Figure 22.9: Add Raw Material dialog*

#### 21.1.5 Edit Raw Material

To edit a raw material, click on the blue pencil button on the action column on the far right to open the Bill of Material Details with the raw materials details filled in. (See Figure 22.10). Edit the Quantity field and click on “Save” to save the details.

**Bill of Material Details**

**Raw Material Name**  
TYRES

**Unit of Measure**  
BOX

**Quantity**

Save Cancel

*Figure 22.10: Edit Raw Material dialog*

### 21.1.6 Delete Raw Material

To delete a raw material, click on the red X button on the action column on the far right and “Yes” in the Delete Bill of Material confirmation dialog. (See Figure 22.11).

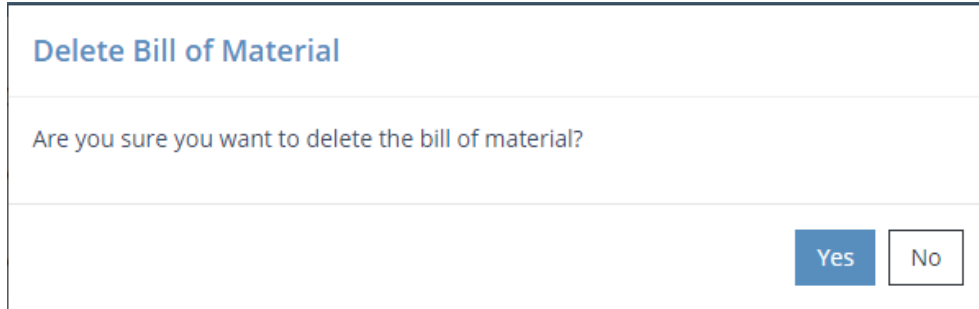


Figure 22.11: Delete Raw Material confirmation dialog

### 21.2 Product Enquiry

To view all registered products, navigate to Product Management > Products > Product Enquiry. Select the Exporter Company and the products registered under that company will be displayed. Refer to Figure 22.13.

#### Product Enquiry

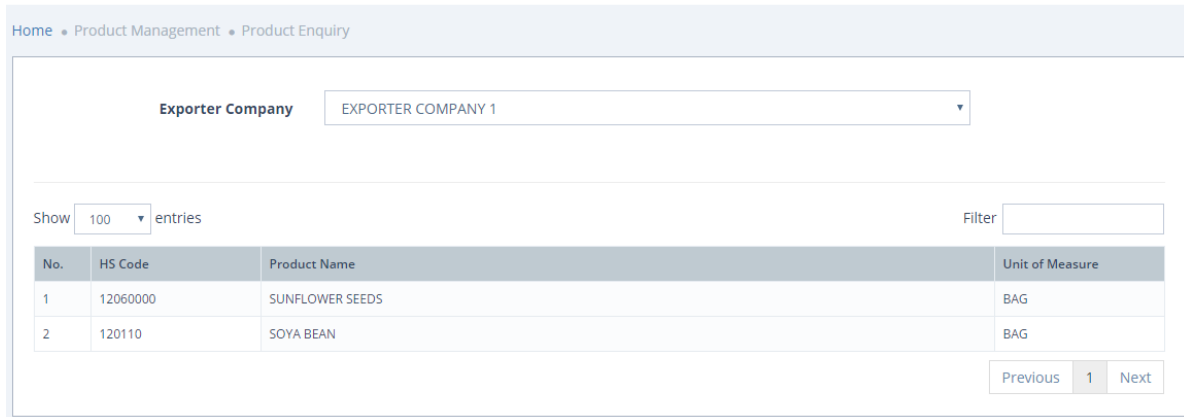


Figure 22.12: Product enquiry page

### 21.3 Update a Product

To update a product, navigate to Product Management > Products > Product Enquiry and select the product you wish to update. You will then be redirected to the Update Product page with the selected product's details filled in. (See Figure 22.13).

Update the product's details as required and click on 'Save' to update the product's details.



## Update Product

Home • Product Management • Update Product

### Update Product

#### Notes

Please update the details of the Product below.  
Fields marked \* are required.

#### Product Details

Exporter Company EXPORTER COMPANY 1

HS Code 85198130

Product Name \* COMPACT DISCS

Product Item Description \* Compact Disc Players for Music

Unit of Measure PKG

Is Wholly Obtained Yes No

Remarks Remarks

#### Bill of Material Details

No.	Raw Material Name	Unit of Measure	Quantity	Action
1	COMPACT DISC PLAYER	PKG	10	

Save Delete Cancel

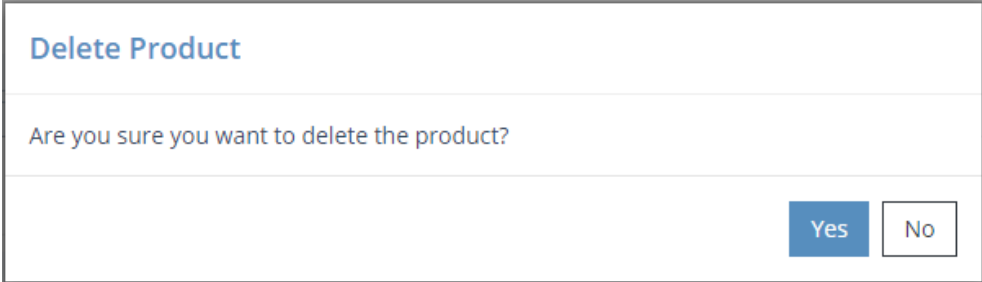
Figure 22.13: Update product page

## 21.4 Delete a Product

To delete a product, navigate to Product Management > Products > Product Enquiry and select the product you wish to delete. You will then be redirected to the Update Product page. (See Figure 22.13).



Click on 'Delete' on the bottom of the page to delete the product. Click on "Yes" in the confirmation dialog that appears to confirm the deletion.



The image shows a confirmation dialog box with a white background and a thin grey border. At the top left, the text "Delete Product" is displayed in a blue font. Below this, a horizontal line separates the title from the main content. The main content area contains the question "Are you sure you want to delete the product?" in a grey font. At the bottom right of the dialog, there are two buttons: a blue button with the text "Yes" and a white button with a grey border and the text "No".

Figure 22.14: Delete product confirmation dialog

## 22 Product Fee Management

Product EMF fees are to be registered before they can be selected in the CO forms. To register a product, refer to Section 21 (Product Management).

### 22.1 Register a Product Fee

To register product fee, navigate to Product Management > Product Fee > Register Product Fee. Refer to Figure 23.1. In the register product fee page, fill in all mandatory fields and click on “Submit” to register the product.

If a product has no fee, the registered EMF Rate should be KHR 0 (zero).

#### Register Product Fee

Home • Product Management • Register Product Fee

### Register Product Fee

**តើមានអ្វីថ្មី? What's New**  
17 May 2016

- Product Fee Registration:** You can now register the EMF Rate for your registered products.  
ចុះផ្តល់សេវាថែទាំផលិតផល: អនុវត្តនេះម្តងម្កាត់: EMF Rate ដែលផលិតផលរបស់អ្នក។  
The EMF Rate is required in order to calculate the total EMF for your CO Forms.  
EMF Rate គឺត្រូវការដើម្បីគណនា EMF របស់អ្នកប្រាប់ទម្រង់ CO របស់អ្នក។

**Notes**  
Please enter the details of the Product Fee below.  
Fields marked \* are required.

<b>Exporter Company *</b>	Select a Company
<b>Product Name *</b>	Select a Product
<b>Importing Country *</b>	All
<b>CO Form *</b>	All
<b>EMF Rate *</b>	KHR <input type="text"/>




Figure 23.1: Register product fee page

Click "Yes" to confirm the registration in the dialog that appears.

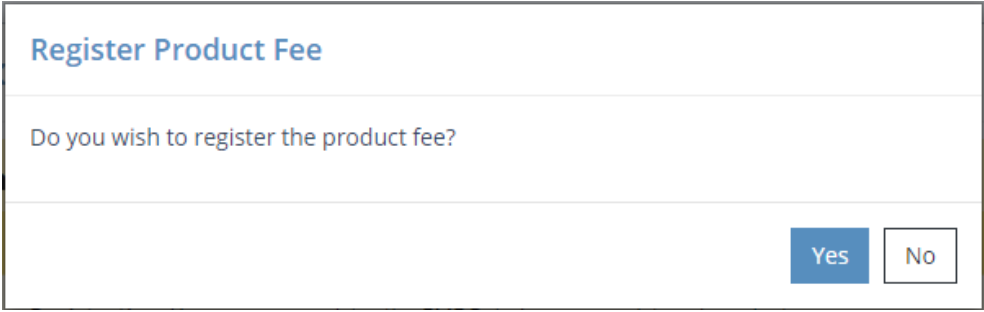


Figure 23.2: Register product fee confirmation dialog

### Register Product Fee

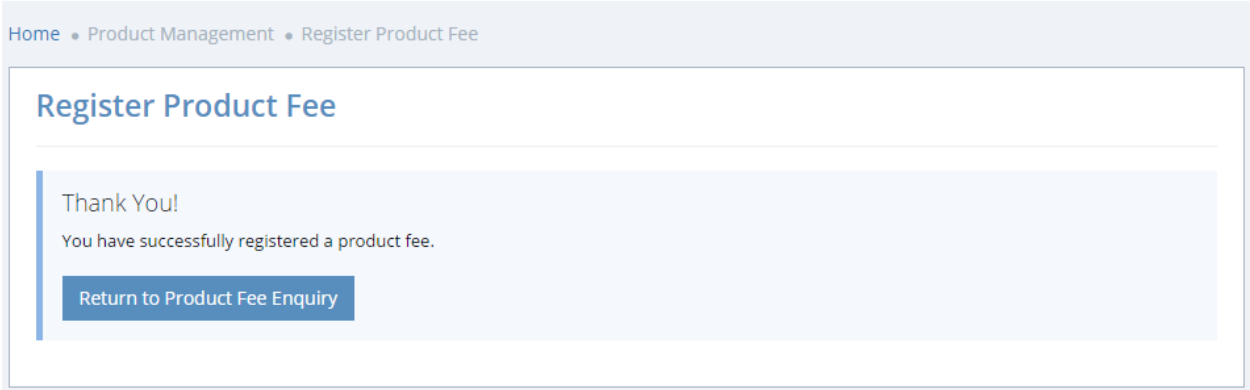


Figure 23.3: Register product fee success page

## 22.2 Product Fee Enquiry

To view all registered product fees, navigate to Product Management > Product Fee > Product Fee Enquiry. Refer to Figure 23.2. To view products in a specific exporter company, select an Exporter Company from the drop-down list.

### Product Fee Enquiry

Home • Product Management • Product Fee Enquiry

Exporter Company: All

Show 100 entries Filter

No.	Company Name	Product Name	Country	CO Form	EMF Rate (KHR)
1	EXPORTER COMPANY 1	SOYA BEAN	Asia/Pacific Region	D	100
2	EXPORTER COMPANY 1	SUNFLOWER SEEDS	All	All	150

Previous 1 Next

Figure 23.2: Product fee enquiry page

## 22.3 Update a Product Fee

To edit a product fee, navigate to Product Management > Product Fee > Product Fee Enquiry and select the product's fee you wish to update. You will then be redirected to the Update Product Fee page. Refer to Figure 23.3. Edit the product fee details as required and click on 'Save' to save the details.

If a product has no fee, the registered EMF Rate should be KHR 0 (zero).

## Update Product Fee

Home • Product Management • Update Product Fee

### Update Product Fee

**Notes**  
Please update the details of the Product Fee below.  
Fields marked \* are required.

**Product Name** SOYA BEAN

**Country** Asia/Pacific Region

**CO Form** D

**EMF Rate \***   / BAG

Figure 23.3: Update product fee page

### 22.4 Delete a Product Fee

To delete a product fee, navigate to Product Management > Product Fee > Product Fee Enquiry and select the product's fee you wish to delete. You will then be redirected to the Update Product Fee page. (See Figure 23.3).

Click on 'Delete' on the bottom of the page to delete the product fee. Click on "Yes" in the confirmation dialog that appears to confirm the deletion.

### Delete Product Fee

Are you sure you want to delete the product fee?

Figure 23.4: Delete product fee confirmation dialog

## 23 Resources

All resources and relevant documents submitted on page <https://co.moc.gov.kh/Resource>



Resource

Home • Resource

**OCP and HS Code Information**

Operation Certification Procedures AHKCFTA

តារាង PSR GSP ទម្រង់ A ជប៉ុន

ឯកសារពាក់ព័ន្ធនឹងទម្រង់ E ថ្មី

តារាងវិធានសម្រាប់ផលិតផលដាក់លាក់ HS 2017 ក្រោម ATIGA (Form D)

តារាងវិធានសម្រាប់ផលិតផលដាក់លាក់ HS 2017 ក្រោម AANZFTA (Form AANZ)

WTO | Tariff Download Facility.

ASEAN Tariff Finder

តារាងពន្ធគយកម្ពុជា ២០១៧

**Resource**

Sample Cost Breakdown by Forms

គំរូតារាងបែងចែកតម្លៃសេវាសាធារណៈរបស់ក្រសួងពាណិជ្ជកម្ម និង តារាងផ្ទៃដើម

United Nations Code for Trade and Transport Locations (UN/LOCODE)

កម្រងតម្លៃសេវាសាធារណៈរបស់ក្រសួងពាណិជ្ជកម្ម No. 315

លេខគណនីធនាគាររបស់ MOC (Bank Account No)

របៀបទូទាត់ប្រាក់ Manually ករណី ទូទាត់ Online Error (CO Automation Payment Guide)

Prakas No 3198, Procedures of CO Application

24 FAQ

For Frequently Asked Questions submitted on <https://co.moc.gov.kh/FAQ>

There are two type of Certificate of Origin:

- Non-Preferential
- Preferential

**How to apply for CO?**

The exporters need to apply for C/O at the Export-Import Department, Ministry of Commerce. The procedures of the application for Certificate of Origin could be found in Prakas No 3198 on Certificate of Origin Issuance Procedures for all forms.

**ជំហានទី១ បង្កើតគណនីប្រើប្រាស់ប្រព័ន្ធថ្មី (Create New User Account)**

**ជំហានទី២ ចុះបញ្ជីក្រុមហ៊ុនថ្មី (Register Exporter Company)**

## 25 Contact Us

Address and Focal Point submitted on <https://co.moc.gov.kh/ContactUs>

**Contact Us**

### Ministry of Commerce

Lot 19-61, Russian Boulevard, Phum Teuk Thla,  
Sangkat Teuk Thla, Khan Sen Sok, Phnom Penh, Kingdom of Cambodia

**Ministry of Commerce**  
HV57+GMX, No. 19-61, មហាវិថី  
សម្រាប់ធុរ្យៈ (110), មហាវិថី  
សម្រាប់ធុរ្យៈ (99 D), Phnom Penh  
12102, Cambodia  
4.3 ★★★★★ 36 reviews  
[View larger map](#)

Attwood Business Center (PhnomPenh, Cambodia) Tuek Thla Pagoda  
Ratana Plaza Royal Penh I  
TG Sports Center Condo  
Community Mail

Keyboard shortcuts Map data ©2022 Terms of Use

Officials in-charge of registration for CO and registration for REX System

Contact Person	Position / Department	Mobile	Email
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