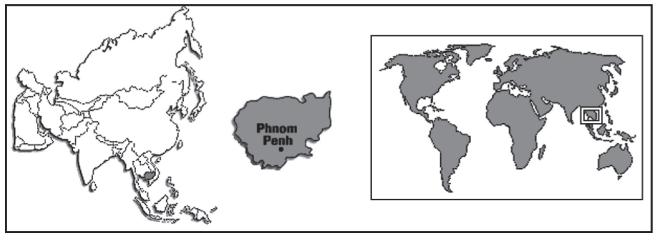
Cambodia (KH)
Amounts shown are expressed in United States Dollar (USD)



0. General Information

- IATA Area : 3
- Capital : Phnom Penh (PNH)
- Local Time : GMT + 7
- Daylight Saving Time : Cambodia does not observe DST.
- ☎ Country Code : + 855
- Local Currency : Riel (KHR)
- Bank Information : Out of 23 banks 21 are closed on Saturday, closed on Sunday.
- Public Holidays :

Date
01 Jan 2015
07 Jan 2015
04 Feb 2015
08 Mar 2015
09 Mar 2015
14 Apr 2015
15 Apr 2015
16 Apr 2015
01 May 2015
03 May 2015
04 May 2015
07 May 2015
13 May 2015
14 May 2015
15 May 2015
01 Jun 2015
18 Jun 2015
24 Sep 2015
28 Sep 2015
29 Oct 2015
31 Oct 2015
09 Nov 2015
25 Nov 2015
10 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

1. Airport Information

1.1. Customs Airports

- **Phnom Penh (Pochentong) - PNH**

1. Contact Information
   Phnom Penh Cargo Terminal
   Phnom Penh International Airport
   National Road Nº 4, Dangkor District, Phnom Penh, Kingdom of Cambodia
   Tel.: +855 23 890 520 (Ext. 5401, 5402)
   Fax: +855 23 890 254
   H-P +855 81 222 037
   SITA: PNHFFXH@sca.avinetmail.net
   E-mail: chhun-khim.tan@cambodia-airports.aero
   Website: www.cambodia-airports.aero
2. Working Hours (operation and administration):
   Operation Hours:
   From 06:00 am to 24:00 pm, 7 days a week
   (Operation hours will be flexible according to real operation and flight schedule)
   Administration Hours:
   From 08:00 am to 05:00 pm, Monday to Friday* (* Excluding public holidays)

1.2. Airport Facilities

1.2.1. Loading/Unloading Equipment

Phnom Penh Cargo Terminal has two main operations: Export Cargo & Import Cargo

1. **Export Cargo: Is Divided Into Three Sections:**
   a. **Export Acceptance:**
   Receives export cargo at the loading dock, weight export cargo and applies X-ray requirements.
   - Shippers/agents can deliver export cargo at the Terminal Cargo warehouse under the following conditions:
     1. After operation hours (after 05:00 pm) it will be required to inform the cargo warehouse in advance.
     2. Export cargo must be completed and must meet the proper packaging requirements, handling labels and shipping marks.. etc.
     3. Shipper/Agent will be required to provide documentation for the transportation by air (MAWB/ HAWB).
     4. Shipper/Agent will be required to fill-out the shipper check-list (available at the export acceptance office).
   - All Cargo must applies X-ray screening (100% for all airlines). The shipper / agent does not have to pay for the X-ray check that applies at the warehouse. The shipper / agent will be required to pay only the handling charge.

   b. **Export Document Counter:**
   Issues export cargo manifests for Airlines, issues export cargo forms and telex message correspondence. etc.
   - Once the shipper has completed the counting report from export acceptance and presents a valid Customs declaration form for export cargo, the shipper can pay for the cargo storage charge.

   c. **Export Storage and Preparation for Departing flights:**
   Moves export cargo into export storage, preparation for departure flight, palletizing build-up. etc.
   - The export cargo can be moved into export storage once:
     1. Shipper/agent has already paid the cargo storage charge.
     2. Customs have approved for export.
     3. X-ray check has been completed.
2. **Import Cargo: is divided into three section:**
   a. **Import Receiving and Storage:**
   Receives import cargo from aircraft for storage.
   - Strong room/safe for valuable goods is not available
   - The following special cargo handling services can be provided for:
     1. Dangerous Goods
     2. Perishables which require storage only (2°c to 8°c)
     3. Goods requiring cold storage (2°c to 8°c)
     4. Goods requiring storage below 25°c
     5. Heavy cargo
     6. Live animal (clear upon arrival, due to no animal hostel)

     Note:
     Due to limited space, please send prior notice of special cargo handling requirements and our cold room only room temperature (2° c to 8° c).
     No animal hostel available for live animal, so must clear out of our cargo warehouse upon arrival.

     The Cargo Terminal provides service of arrival notification for the consignee.

     Note:
     The Cargo Terminal does not accept responsibility for late notification of arrival information or incorrect notification.

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b. Import Document Counter:
For document processing, data entry into cargo database systems, informs consignee of arrival notifications, releases documents to consignee and issues import cargo form. etc.
- The required documentation at pick-up:
  1. An authorization letter from company or organisation (not applicable for personal effects when owner present him/her self at the Cargo Terminal).
  2. Original ID or passport.
- The following documents are required for the issuance of Import Cargo Forms:
  1. Authorisation letter from company or organisation (not applicable for personal effects when owner present him/her self at the Cargo Terminal).
  2. Original ID or passport.
  3. Valid customer declaration for import cargo (not applicable for diplomatic mail/pouch.
  4. Original MAWB / HAWB required
  5. Completed consignee check-list, available at the import document counter.

c. Import Releasing:
For releasing import cargo to consignee.
- The cargo can be moved from import storage and released to the consignee once:
  1. Cargo handling charges have been paid.
  2. Customs open the import releasing gate
  3. Customs in charge of releasing the goods approves the release from the warehouse.
- Cargo Terminal authorities do not provide services for releasing import cargo.
- Outside office hours approval will be required for the release of the goods from chief of Customs or his/her deputy at the cargo terminal.

1.2.2. Storage
Time limit: two (2) months and fifteen (15) days after arrival, thereafter goods will be confiscated by Customs Authority. Cold storage: Available. Strong room: Not available.

1.2.3. Clearance
At the airport by consignee.

1.2.4. Customs hours
Monday through Friday 07.00 am. to 17.30 pm., Saturday 07.00 am to 12.00 pm. Clearance outside Customs hours possible after prior arrangement by shipper or consignee.

2. Import

2.1. General

2.1.4. Language on Documents
French or English.

2.1.5. Other Requirements

a. Importation of commercial consignments may be registered through State Enterprise.

b. SGS Pre-inspection will be required under a Comprehensive Import Supervision Scheme (CISS).
A physical inspection of goods will be conducted in the country origin, prior to import into Cambodia. SGS in Cambodia will issue based on this information a Clean Report of Findings (CRF). The CRF will be used for valuation and classification of the goods.
Following items are exempted from CISS:
- FOB value of less than USD 4000.00
- Precious stones
- Objects of arts
- Explosives and pyrotechnic products
- Ammunition, weapons, implements of war
- Live animals
- Newspapers and periodicals
- Household and personal effects
- Parcel post and commercial samples
- Gifts and supplies to diplomatic and consular missions and to agencies
- Depending from the United Nations organizations, imported for their own needs
- Grants in kind
- Goods imported for Government use under Government order
- Scrap metals
- Cigarettes
- Temporary admitted goods (temporary import for inward processing for export)

2.2. Documentary Requirements

2.2.1. Commercial Consignments
- Commercial Invoice visaed by Chamber of Commerce.
- Import Licence issued by Board of Foreign Trade.
- All amounts must be shown in USD.

2.3. Restrictions

2.3.8. Medicines and Vaccines
Import Permit from Ministry of Health.

2.3.15. Others
Cargo Service Priority:

1st: Live Animals
2nd: Diplomatic mail/pouch, perishable goods, urgent documents and express cargo
3rd General Cargo

2.4. Prohibitions
Narcotics, drugs and opium.

2.5. Charges

2.5.6. Storage
General cargo:
For the first 6 days, from date of arrival including
Government holidays, per kg 0.08
For additional days, per kg 0.04
Fractions of 50 kg. will be charged as 50 kg.

Surcharges:
100% surcharge is applied on the following items:
- Cold storage
- Live animals
- Dangerous goods

Notes:
- Sundays and national holidays are included in the computation of storage charges.
- Payment in an equivalent amount in Riels is allowed.
- The storage charges shall be paid by the consignee.
- VAT: 10%

4. Export

4.1. General

4.1.5. Other Requirements
Time limited for shipper to get shipment ready for export.

Cargo Type	No	Ready for export	Remarks
Special Cargo: Live animals Express Cargo Diplomatic mails	01	2 hours before ETD*	Pax-flight
General cargo for bulk load	02	3 hours before ETD*	Pax-flight
General cargo for palletizing	03	5 hours before ETD*	Pax-flight
Cargo for freighter	04	5 hours before ETD*	Bulk Load
Cargo for freighter	05	24 hours before ETD*	Palletizing Build up
* Estimate Time for Departure			

4.5. Charges

4.5.6. Storage
General cargo
For the first 3 days, from date of arrival including
Government holidays, per kg 0.04
For additional days, per kg 0.04
Fractions of 50 kg. will be charged as 50 kg.

Surcharges:
100% surcharge is applied on the following items:
- Cold storage
- Live animals
- Dangerous goods

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