

Japan International Cooperation Agency (JICA)  
Kingdom of Cambodia

**THE PROJECT FOR IMPROVEMENT  
OF PUBLIC BUS OPERATION  
IN PHNOM PENH**

**TECHNICAL PRODUCT 4**

**DRAFT SUB DECREE OF ESTABLISHMENT OF  
CITY BUS COMPANY**

SEPTEMBER 2022



Kingdom of Cambodia  
Nation Religion King

Royal Government of Cambodia  
No. XX ANKr.BK

(Draft) Sub-Decree  
on  
The Establishment of the City Bus Authority

The Royal Government

- According Sub-Decree 30 អនក្រឹត្យ បក , Issued on date April 12, 1999 by Government on the financial administration and proceeding of authority provinces/city.
- Reference Letter No. 358 សុំផល្គ អក Issued on dated March 24, 2011 by Office of the Council of Ministers.
- Reference Letter No. 57 លស្រកម្ម អក Issued on dated April 10, 2014 by Phnom Penh City Hall.
- Reference Letter No. 744 សុំផល្គ អក Issued on dated April 21, 2014 by Office of the Council of Ministers.
- Reference Letter No. 1673 សុំផល្គ អក Issued on dated August 12, 2014 by Ministry of Interior
- Reference Letter No. 3591 សុំផល្គ អក Issued on dated May 25, 2015 by Ministry of Economic and Finian.
- Reference Letter No. 04 អក. អវិ.ក្របក Issued on dated September 22, 2015 of Phnom Penh City Hall.

## **HEREBY DECIDES**

### **CHAPTER 1**

#### **General Provisions**

##### **Article 1**

Institution of Public Administration, which shall be established with the mission of serving public services in transportation, called “City Bus Authority (CBA)”. The CBA is technically under the Ministry of Public Works and Transport and under the Ministry of Economy and Finance.

The CBA has its central office in Phnom Penh. Logo of CBA is circle with Khmer language letter “អង្គការស្នូលយ៉ែតដឹកជញ្ជូនសាធារណៈវេយ្យាករណ៍ រ.ដ.ស(City Bus)” with logo Wat Phnom and the Bus is in the middle.

##### **Article 2**

The CBA is a public, legal and financially autonomous entity. The CBA shall be subject to the provisions of this sub-decree and act in accordance with the provisions of the law on social security schemes for persons defined by the provisions of the labour law.

##### **Article 3**

CBA shall perform activities to increase social welfare in the region through contributions as following:

1. Providing the public transportation with city bus and others public transportation in Phnom Penh City and neighboring cities and towns.
2. Enhancing Safety and comfortable for the citizen.
3. Reducing traffic congestion, accident, and pollution of environment
4. Reducing personal transportation, save money, impact welfare of the citizen.
5. Increasing civilization to attract tourism.
6. Enhancing environmental protection

**Chapter 2**  
**Leading and Management**  
**Part 1**  
**Governing Body**

**Article 4**

CBA shall be led by board of director (BOD) with comprehensive rights in managing all stated regulations of this sub-degree and internal regulation of CBA. The BOD has the mission to orient the practice and monitor the working action of the institution in accordance with the objective of the CBA.

**Article 5**

The CBA shall be run by a Governing Body, called Board of Directors (BOD), authorized to manage the organization in accordance with the provisions of this sub-decree and its internal regulations. The BOD consists of:

- |  |                  |
|--|------------------|
| - Representative of the Ministry of Public Works and Transport | Chairman         |
| - Representative of the Ministry of Economy and Finance        | Member           |
| - Representative of the Office of the Phnom Penh City Hall     | Member           |
| - Representative of the Office of the Kandal City Hall         | Member           |
| - The Director of CBA  | Automatic Member |

※The number of members from each organization can vary according to the future discussion .

**Article 6**

The Chairman and BOD members shall be selected among high ranking officials with five years working experience and qualification in transportation or urban development policy, economics or law, who have never been convicted of misdemeanor or criminal charges.

The Chairman and BOD members of the CBA who are not the automatic members shall be appointed by this sub-decree for a 3-year mandate made by the Ministry of Public Works and Transportation, Ministry of Economy and Finance and City Halls as a request from the Ministries and City Halls. The mandate shall be terminated or renewed according to the request from the Ministries and City Hall they represent.

**Article 7**

The BOD has a mission to guide and monitor the implementation of the CBA. The BOD shall have the duties as follows:

- Check and Approve development policy of CBA for short term and long term
- Check and Approve budget plan and annual acquisition plan of CBA
- Check and Approve management report of CBA, financial report, annual property, management report, and public acquisition report.
- Set structure and general duty of CBA unit.
- Drive the process of committee and commission which created by Sub-Decree of the establishment of CBA and the creation of all committee and commission.
- Set the staff 's requirement procedure, tertiary upgrade or providing remuneration and another bonus that stated in related laws and regulations.
- Evaluate final result for term, semester, and year and the rule of practice.

### **Article 8**

The providing of the remuneration, bonus and allowance for the chief and the member of BOD and the providing of the remuneration, bonus, and allowance of all kind of staff in CBA shall be decided by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) and minister of the Ministry of Economy and Finance with the request of BOD.

The providing of the remuneration, bonus and allowance can be paused by the Ministry of Public Works and Transport (Or Phnom Penh City Hall) that has the representative member in case this representative does not respect he/she mandate such as:

- The respect of professional code of conduct and professional conscience
- The respect of State law and Institution Law (Internal Law)
- The fulfil of the roles and duties in BOD
- The obligation of reporting the individual working to guardian's ministry, institution.

### **Article 9**

The BOD has a formal regime for semester and year and can be had informal meeting based on the initiative of the chief of Board of Director, based on the request of 2/3 of BOD member or based on the director in necessary case.

The BOD shall be facilitated the agenda that its set. The agenda shall be informed at least 10 days to the member of BOD and another majority member.

### **Article 10**

The meeting of BOD can be process when it has more than 50% of the total members. The absence's member should not appoint the representative of himself/herself.

In case, the first meeting cannot obtain 50% of the total member to participate. The chief of BOD can be called for the second meeting in 15 days after the first meeting ended. The second meeting

does not require to fulfil the quorum and discuss only on the agenda that cannot achieve in the first meeting.

#### **Article 11**

All the members that participated in the meeting shall be signed in attendance list.

The decision of the BOD shall be approved by majority voice of the present members. In case, the voice is equal. The chief of BOD has a potential voice.

The decision of the BOD shall be done through written document and shall be keep at Enterprise with a signature of the Chief.

The BOD meeting shall be noted in the log. The log shall be reflected the real situation of discussion during the meeting.

The Secretary of the BOD meeting shall be prepared and sent the draft document to the BOD's member in two days after every meeting. The BOD's member has 5 days of working day from the dated of the meeting to make a clarification or recommendation on the log.

10 days after the dated of the meeting, the chief of BOD shall be signed in order to make an approval on the log.

All the log and decision that mentioned above shall be transfered to all the BOD's members and participate member no more than 15 days.

## **Part 2**

### **Executive Unit of the CBA**

#### **Article 12**

Director leads and manages the executive entity of the CBA.

The CBA's Director shall be appointed and finished by the Sub-decree as a request from the Ministry of Public Works and Transport (Or Phnom Penh City Hall).

The CBA's Director shall have the duties to organize and manage the daily works of the CBA.

#### **Article 13**

Director is the representative of the enterprise in relation with the third party.

The function of Director has duties as mentioned below:

- Preparing the meeting of BOD
- Practice the decision, policy, strategy, and action plan that set by BOD
- Preparing development plan for BOD to check and approve
- Preparing annual financial budget for BOD to check and approve
- Preparing annual acquisition plan for BOD to check and approve
- Preparing enterprise management documents, financial documents, annual property management documents and public acquisition documents for BOD to check and approve
- Preparing all state's fiscal list which under the control and use of CBA for BOD to check and approve
- Submit all state's fiscal list that approved by the BOD to Ministry of Economy and Finance in order to keep and monitor
- Do some clarification on the duty of Enterprise unit
- Rising a request to prepare the structure and the number of staff in order to get an approval from the BOD
- Managing and Practicing the acquisition process
- Do administrative work and another management that assigned by the BOD



### **Part 3**

#### **Staff**

##### **Article 14**

14.1 Permanent staffs of CBA are including of those from the Ministry of Public Works and Transport (Or Phnom Penh City Hall). Salary and other incentives of this officers will be maintained the same as their ex-institutions which was defined by secretariat of public function.

14.2 CBA may recruit contractual staffs, assistants, and non-contractual staffs. Those staffs shall be governed under the internal regulations and the decision of BOD in line with the labor law.

14.3 CBA's staff has to under the control of internal law of BOD's decision.

The permanent staffs shall be under the control of the law on the statue of civil servant and another laws and regulations.

### **Part 4**

#### **Service Provision**

##### **Article 15**

The CBA shall provide transportation-related services to improve social welfare according to the registration book.

**Chapter 3**  
**The Property and The Financial management**

**Part 1**

**The Property management**

**Article 16**

CBA shall be responded for property management according with the statue of law and regulation related to State's property management. CBA has its own property which is received form the service.

**Part 2**

**Accounting Work**

**Article 17**

Director has an authority to transfer the financial right of CBA. This right is given by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The right includes:

- Order and Clear income
- Clear expenditure, Clear the list, and issue the mandate of money

Director can transfer the right to an officer appointed as a financial management officer of CBA if Director gets an approval from the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The appointment shall be gotten a decision from the BOD. The characteristic of financial management officer includes:

- Has a bachelor degree of economic major or financial major
- Has experience of economic and financial work at least 3 years
- Has participated in a training course of public financial management with a certification from Ministry of Economy and Finance.

The establishment of income and/or payment shall be accordance with the announcement of inter-ministries which are the Ministry of Economy and Finance and the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) after the request of Enterprise's Director and the approval of the BOD.

**Article 18**

The financial operation and the occupation of accounting shall be based on relevance law and regulation and it is under the responsibility of accountant. Accountant shall be had a specific skill on his/her field. Accountant shall be fulfilled the condition that set in the law and regulation. Accountant shall be participated in the BOD's meeting with the consultant position.

The duty of Accountant includes:

- Manage income collection
- Clear expenditure
- Keep and Manage the fund and valuable property
- Keep and Manage legal documents and Control accounting list
- Participate in preparing of state's financial statements of CBA

Accountant can have some assistants.

### **Part 3**

#### **Capital Resources**

#### **Article 19**

The capital of CBA includes:

- Initial budget that state provides in order to establish CBA
- Transferring as public intervene planned in the state budget such as sponsorship for processing and capital subsidies
- Grant that CBA accepted
- Service fee that CBA collected from service operation
- Service fee that CBA collected from renting or selling the CBA's property.

### **Part 4**

#### **Budgeting**

#### **Article 20**

The budget shall be balanced between the income and expenditure. The budget of CBA shall be planned in annual budget plan of enterprise. The income of CBA includes state subsidize, direct income and another income. The income and expenditure of CBA shall be respected the structure and the management like state's budget. CBA cannot establish the condition that make a shortage of annual budget operation, except the case that accepted by Ministry of Economy and Finance.

#### **Article 21**

The budget plan shall be managed by director in order to give to the BOD to check and approve. After that the plan shall be summited to ministry, institution of technical guardian to check and decide.

### **Part 5**

#### **Accounting**

## **Article 22**

CBA 's account includes:

- General account that respected the principle of bilateral and it reflects the budget operation, cash transaction, and operation with third party
- Accounting immovable, accounting asset, and accounting cost
- Accounting analyst in necessary case

Accounting list of CBA shall be prepared through general rule and accounting plan that stated in the decision of the minister of Ministry of Economy and Finance. Accountant shall prepare the annual financial report for director. Director shall submit this report and the management report to the BOD in order to check and approve at least 3 months after closing date of accounting.

## **Article 23**

The budget of CBA is a state fund which shall be put in national treasury's account, except for the exception that set by minister of Ministry of Economy and Finance.

## **Article 24**

The surplus of CBA shall be approved by the BOD. The surplus shall be confirmed by ministry, institution of technical guardian and financial guardian. The surplus shall be used for enterprise benefit, the development of CBA or the objective of payment of the national treasury. The administered of surplus shall be gotten an agreement from both technical and financial guardians.

## **Chapter4**

### **Guardian**

#### **Part 1**

#### **General Principle**

## **Article 25**

The duty of guardian includes:

- Set policy and strategy of CBA
- Check and Decide the development plan of CBA
- Check and Decide the draft of annual budget plan of CBA
- Check and Decide the managing offer, the using of state's property and the clearing of fiscal list
- Check and Evaluate the result of the technical operation of the CBA
- Publish the mechanism to improve technical operation of CBA
- Checked and Decide the structure of CBA

- Request appointment for Director of CBA
- Appoint government official who work in CBA

## **Part 2**

### **Technical Guardian**

#### **Article 26**

According to the regulation, the technical guardian shall be sent all the written documents to financial guardian and the BOD which related to financial management and state's property in order to check and decide such as:

- The development plan of CBA
- Annual financial plan of CBA
- Annual financial report
- Decision on remuneration, bonus and allowance

Another decision that can be affected in financial section

#### **Article 27**

The technical guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and The Suspended shall be done through technical guardian's decision with a concentered reason. The technical guardian shall be notified of decision to CBA's Director. The Director shall be transferred this information to BOD.

#### **Article 28**

In case that BOD or Director do not practice the rule that stated in law, regulation, and internal law of enterprise. Technical guardian has working management or decision-making and using essential methods after recommendation or warning with a written letter.

## **Part 3**

### **Financial Guardian**

#### **Article 29**

The duty of financial guardian includes:

- Check and Agreed on the development plan of CBA
- Check and Decide of annual budget plan of CBA
- Check and Approve the acquisition plan of CBA
- Check and Decide on the management, the using of state's property and the clearing fiscal list
- Check and Agree on the annual financial report
- Check and Decide on decision of providing remuneration, bonus, and allowance
- Check, Agree or Approve on the other documents base on the request of technical guardian
- Prepare and Publish the rule and procedure of income, expenditure, income's regulation, expenditure's regulation and another regulation that related to financial of CBA.

### **Article 30**

The decision of Director, BOD and Technical guardian that related to financial work which is mentioned in article 29 of this Sub-Decree does not have a power in case of disagreement of financial guardian. In case that financial guardian disagrees on the decision, the financial guardian shall be sent to BOD and Director of the disagreement with a concreted reason. The Director, BOD, and Technical guardian shall solve this problem in timely manner.

### **Article 31**

The financial guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and the suspended shall be provided a concreted reason. The technical guardian shall be notified decision to technical guardian and CBA's Director in the shortest time.

## **Chapter5**

### **Monitor and Audit**

### **Article 32**

CBA shall be had internal audit entity that established, appointed, modified, and ended the task by technical guardian with the request of BOD.

**Article 33**

CBA is under the monitor, audit, check of technical guardian, financial guardian, and national auditor. In necessary case, CBA can be under the control of independent auditor.

**Chapter 6**

**Final Provisions**

**Article 34**

All the provisions contrary to this Sub-decree shall be null and void.

**Article 35**

Minister of the office of the Council of Ministers, Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall), Minister of Economy and Finance, Minister, secretary of state of all ministries and relevant institutions have the duty to implement this sub-decree from the signed date.

Phnom Penh, Month Day, 2022

Prime Minister

**Hun Sen**





**Annex 1**

**Kingdom of Cambodia**

**Nation Religion King**

**Ministry of Public Work and Transport**

**Department of Land Transport**

No: ..... សក ដីផ្លូវ

**Business Operation Manual  
For Public Bus Transportation  
On Route Line 1A to 13**

**Company: City Bus Public Company**

“.....”

**[Company Logo]**

**Year 2022**

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**Business Operation Manual**  
**For Public Bus Transportation**  
**On Route Line 1A to 13**

**City Bus Public Company**

Company..... cut “.....” have legal form as below:

- Certificate of registration commerce No.....issued date.....month.....year.....of Ministry of Commerce.
- Registration license for public transportation business by bus No..... Issued date..... month..... year.....of MPWT.

This business operation manual set mission, operating rules, obligation and responsible of the company “.....” that agree from general department of land transport.

**Chapter 1**

**Mission and Operation scope of the company**

**Part 1 mission**

1. Ministry of public work and transport provide “City Bus Public Company” mission as below:

-Public bus transportation is served to the citizen such as:

- \* Provide easily for transportation
- \* Safety
- \* Save time
- \* Save money
- \* Reduce own transportation
- \* Reduce traffic congestion
- \* Reduce traffic accident
- \* Reduce use of waste energy
- \* Reduce environment pollution
- \* Reduce impact welfare of the citizen
- \* Creating civilization to attract tourism

-Manage the bus and bus route

-Arrange fare policy and bus schedule

- Arrange bus depot, bus terminal and bus stop

2. The City Bus Public Company will follow the law and provision to make sure that company operation is smooth and provide good service to the citizen on time and efficiency.

## **Part 2 Operation scope**

3. The City Bus Public Company is authorized to do business and manage the public bus on the designated route line. Placement layout, Bus route map, Depot layout, Terminal layout and bus type that allowed to operate is set and attached in this business operation manual.

## **Chapter 2**

### **Business Management**

#### **Part 1 Obligation of the company**

4. City Bus Public Company will ensure sustainability of the transport, service quality, fix scheduling and especially provide priority to the passenger who is children, pregnancy women, handicap and elderly.

5. The City Bus Public Company will obey the law, other legal letter and advice of MPWT and relevant institution, especially strengthen inspection in operation to make sure that it's not impact to the passenger.

6. City Bus Public Company will obey all condition that set-in business operation manual such as:

- When starting business, company will arrange bus depot and bus terminal which does not affect to traffic flow on the road.
- Company will cooperate with MPWT and expert department with related to bus route map, terminal, bus stop or public place.
- At each bus terminal and bus stop, company will arrange ticket counters, bus shelter, security, order and hygiene and not impact to the environment around there.
- Company will arrange the signal to provide the information about ticket fare, departure time, arrival time along the road to make the citizen easily.
- Company will arrange departure schedule and arrival schedule at the bus stop according to actual situation.
- Company will training law on road traffic to the driver.
- Company will give advice regularly, especially provide uniform and ID to the driver
- The ticket fare will follow business operation manual. In case the company want to change fare should be informed to MPWT first and wait for decision.
- Company will inform to the passenger such as: all the ticket or cash after pay doesn't return back.

- Company will show information in the bus
  - \* Bus fare table
  - \* Name and photo of driver
  - \* Name and photo of staff who service on the bus
  - \* Other important information that the passenger must know
- Organize the procedures for reporting or complain of passenger that affected by the negative action of the driver or staff who service on the bus.
- Company will responsible all damage property of the passengers or public property
- All advertisement on the bus or bus stop, company will inspect and agree with the meaning or picture of the advertise
- In case the company revise new condition above, company will request to MPWT. MPWT have the right to decision.

## **Part 2 Management bus, driver, staff and passenger**

7. City Bus Public Company will use all type of bus to transportation and will follow some condition as below:

### **A. Bus condition**

- left steering
- Passenger cars
- Vehicle have term condition used less than 20 years from manufactured year
- Seat and load follow actual situation
- Machine technical standard type starts from EURO II
- Air conditioner and other equipment is safety and comfortable
- Have priority seat or space for: Pregnancy women, handicap and elderly
- Have bus signal, color, numbering and contact number.

### **B. Application form**

- Vehicle has registration card, plate number, vehicle inspection technical specification certificate
- Authorize latter for transport business and another article follow law on road traffic
- Vehicle has insurance

- Vehicle has another authorize letter that issued by authorities.

### **C. Bus logo and extra equipment**

- Bus logo, contact number and numbering
- Bus logo display at the top of the bus.

**8.** City Bus Public Company will arrange regulation and condition for the driver as below:

+ Driver must:

- Driving license (valid) follow the type of vehicle issued by MPWT
  - Healthy
  - Check alcohol and drug before and after driving
  - Polite and friendly to passenger
  - Wear uniform/shoes and ID during working hour
  - Obey the time and regulation of the company and state law
  - Keep all loss of passenger and send to head office for waiting owner
  - Obey and follow the regulation which stated in law on land traffic and other regulation.
  - Must sign in present list, in and out of working hours.
  - Must ask permission at least 1 day before personal affair need.
  - Must inform by letter one month before resign.
  - Must perform duties with honesty, responsible, and confidentiality to the Company
  - Have to appropriate behavior and good relationship with other staffs.
  - Must joint meeting following invitation of director.
- The contents in regulation of the Company can modify if necessary.

+ Driver must not do:

- Storage cargo and passenger over load
- Overcharge that stated in business operation manual
- Drink alcohol and drug during/before driving
- Transport the dangerous goods, weapons, explosive and other unless you have such duties
- Provocative and bad action that effect to passenger or public property
- Do not abandon the task or evade from work cause damage to the benefit of the Company
- Do not take property of the Company for serving individual benefit.
- Do Not destroy or modify others announcements of the Company.

+ Driver have the right to:

- Advice to passenger to keep order in the bus
- Prohibit the passenger who not follow the advice
- Prohibit the passenger who not obey the regulation and condition
- The passenger who not allow to use bus:
  - \*No cloth or uncomfortable cloth
  - \*Kid under 5 years (no guardian)
  - \*Drunk or crazy people (no one take care)
  - \*Bring all kind of pets or no packing raw meat
  - \*Ride the bus without ticket or electronic card.

9. City Bus Public Company will arrange the regulation and condition for the staff as below:

+ The service provider

- Adults
  - Healthy, no infection and annual check up
  - Polite and friendly to passenger
  - Wear uniform and ID during working hour
  - Keep order and hygiene in the bus
  - Advice to passenger who can risk to another passenger
  - High responsible, coordinate and solve the problem
  - Keep all loss of passenger and send to head office for waiting owner
  - Obey the time and regulation of the company
    - Must sign in present list, in and out of working hours.
    - Must ask permission at least 1 day before personal affair need.
    - Must inform by letter one month before resign.
    - Must perform duties with honesty, responsible, and confidentiality to the Company
    - Have to appropriate behavior and good relationship with other staffs.
    - Must joint meeting following invitation of director.
- The contents in regulation of the Company can modify if necessary.

+ Service provider must not:

- Drink alcohol during working hour

- Any bad action that effect to the passenger and property of passenger
- Transport the dangerous goods, weapons, explosive and other
- Overcharge that stated in business operation manual
- Other action that stated by law.
- Do not abandon the task or evade from work cause damage to the benefit of the Company
- Do not take property of the Company for serving individual benefit.
- Do Not destroy or modify others announcements of the Company.

+ Staff have the right to:

- Advice to passenger to keep order in the bus
- Prohibit the passenger who not follow the advice
- Prohibit the passenger who not obey the regulation and condition
- The passenger who not allow to use bus:
  - \*No cloth or uncomfortable cloth
  - \*Kid under 5 years (no guardian)
  - \*Drunk or crazy people (no one take care)
  - \*Bring all kind of pets or no packing raw meat
  - \*Ride the bus without ticket or electronic card.

**10.** City Bus Public Company will arrange the regulation and condition to manage the passenger as below:

+ Passenger must:

- Stand in line at the bus stop before get on the bus
- Keep in order and morality when get on or get off the bus
- Give priority to each other especially pregnancy women, handicap and elderly.
- Listen the introduction of the driver or service provider
- Listen the introduction at bus stop
- Show the ticket or cash to the driver or service provider on the bus or electronic card
- Show ID card or other document that related to ride the bus free
- Obey the introduction of driver, in case to transfer the bus or other necessary situation



- Get off the bus at the last terminal
- Repay all broken which cause by themselves to other passenger or equipment in the bus
- Obey and practice all the principle that stated in the regulation.

+ Passenger must not:

- Causing chaos all the time when get on and get off the bus
- noisy and argument every get on and get off the bus
- Destroy equipment on the bus
- Drink alcohol during trip
- Fouls, throw garbage in and out the bus during trip
- Take weapon, explosive, flammable objects, toxic and other dangerous equipment without packing or effect to another passenger
- Cheat the letter or document such as bus ticket. Passenger have to responsible in front of law for all cheat action or use someone card.

+ Passenger have the right to:

- Report to head office or terminal manager about bad action of driver or service provider or official staff
- Sue to police or authority if the passenger not accept the decision of the company.

## **Part 3 Operation Schedule**

### **11. Operation schedule**

The City Bus Public Company will arrange bus operation schedule as below:

- 7 days/week (Monday-Sunday including holiday and national holiday)
- Company will separate operation hour by service type/shift according to demand of passenger
- Waiting hour (Trunk Lines where no. of passenger exceed 10 pax per bus):

\*Peak time: (10 mn/bus)

Start            06:00am-08:00am

17:00pm-19:00pm

\*Normal time: (15 mn/bus)

Other than peak hours stated above

-Waiting hour (Feeder Lines where no. of passenger is around 5-10 pax per bus):

**\*Peak time:** (15 mn/bus)

Start 06:00am-08:00am

17:00pm-19:00pm

**\*Normal time:** (20 mn/bus)

Other than peak hours stated above

-Waiting hour (Reginal lines and others where no. of passenger is less than 5 pax per bus):

**\*Peak time:** (30 mn/bus)

Start 06:00am-08:00am

17:00pm-19:00pm

**\*Normal time:** (30-60 mn/bus)

Other than peak hours stated above

Operation schedule can change depend on actual situation and notification of the company.

## **Part 4 Bus route and Terminal**

### **12. Bus route**

The City Bus Public Company will cooperate with General department of land transport to arrange the bus route as below:

No.	Bus route	Origin	Route line	Destination	Length	No. of bus
1A	Line 1A	New Depot	Monivong Blvd	Boeng Chhouk	25.1	20
1B	Line 1B	Chbar Ampov	NR-1	Kien Svay Hospital	24.1	4
2	Line 2	Old Stadium R/A	Norodom Blvd	Takhmao	15.0	17

3	Line 3	New Freedom Park	Russian Blvd	Borey Santepheap 2	22.0	29
4A	Line 4A	New Freedom Park	Monyreth Blvd	Borey Santepheap 2	19.6	10
4B	Line 4B	New Freedom Park	Monyreth Blvd	Borey Santepheap 2	27.6	22
4C	Line 4C	Olympic Stadium	Monyreth Blvd	Dei Krahom Roundabout	24.8	10
5	Line 5	New Depot		AEON Mall	24.2	4
6	Line 6	Old Stadium R/A		New Depot	25.8	8
7	Line 7	Kilometer 9		Chbar Ampov	21.6	6
8	Line 8	Old Stadium R/A		Century Plaza	23.3	8
9	Line 9	PPSEZ		Borey Santepheap 2	23.1	4
10	Line 10	Century Plaza		Chbar Ampov	26.1	6
11	Line 11	Olympic Stadium		Wat Sleng	14.2	6
12	Line 12	Olympic Stadium		Olympic Stadium	16.6	4
13	Line 13	Old Stadium R/A		Old Stadium R/A	10.6	4
Bus in operation						167

Substitute bus			14
Total of bus			181

This route line can expand or decrease depend on the specific requirements of the company's request and after the approval of the General Department of Land Transport.

### 13. Parking

The City Bus Public Company will be cooperation to arrangement the bus stop as below:

#### -Bus Stop

- No of bus stops: Stand type XXXX, Shelter type XXXX
- Bus stops placed at approximate every 300m to 500 m interval in the densed (populated) area (population density of over 10 people/hectare) and as necessary in the non-densed (unpopulated) area (population density of less than 10 people/hectare)
- Sheltered bus stop at approximate size from 10m<sup>2</sup> to 12m<sup>2</sup> (2 meter wide \* 5-6 meter length) or following actual situation
- Shelter and Suitable seating
- Installation light, logo, sign light, and others schedule information
- Bus stop marking at the approximate size of 30m<sup>2</sup> (i.e., 11.5 meter \* 3.3 meter)
- Located more than 30m away from Intersection, Crosswalk, Bridge, Tunnel.
- Located more than 30m away between each direction
- Preferably place bus bay where the traffic is heavy
- Bus stops preferred to be located at market, school, public hospital, as well as office/factory where the potential passenger generates.

#### -Bus Terminal

- No of bus terminals: XXX

No.	Terminal	Size (ha)	Bus route	Facilities				No. of bus parking
				Admin office	Toilet	Ticket booth	Others	
1	Freedom Park		Line XX, XX, XX	No	No	No	???	


- Shelter and seating
- Installation light, logo, sign light, and others schedule information

-Depot

- No of Depot: One

No.	Depot	Size (ha)	Bus route	Facilities				No. of bus parking
				Admin office	Work- shop	Operation Control room	Others	
1	New City Bus Depot		Line XX, XX, XX	Yes	Yes	Yes		

## Part 5 Policy and Fare ticket

### 14. Type of Ticket

The City Bus Public Company will prepare the bus ticket as following type below:

- The small ticket as book (cute one side to each passenger)
- Monthly Pass Card
- Prepaid card or Electronic

### 15. Policy of Fare Ticket

The City Bus Public Company will prepare the policy of bus ticket as below:

- The normal ticket for passenger for 1 time, 1 month or 3 months...
- Monk, Student, handicap
- Elderly over 70 years old

-Children are less than 1 meter tall

-Condition for using the ticket:

- Ticket sold are not returnable
- One Ticket can use one time
- The ticket should not break or scratched
- Banned for cheat ticket

## 16. Ticket Fare

The City Bus Public Company prepared price list of transport services to passenger as follows:

No.	Description	Ticket Price	Remark
		Riel	
1	<b>Normal Ticket</b>		
	Bus		
2	<b>The small ticket as book (cut one side to each passenger)</b>		
	Bus		
3	<b>Monthly Card</b>		
	Bus		
4	<b>Prepaid Card</b>		
	Bus		
5	<b>Special service</b>		
	Bus	Based on quotation	
6	<b>Company/school shuttle service</b>		
	Bus		
7	<b>Airport shuttle service</b>		
	Bus		

-The company has prepared price list of transport services to make easy for passenger and strictly prohibit the cost of overcharging from the transaction price list

-In case the agency of company or the driver or staff that operation the bus who overcharging from passenger must be Receive the penalties as stated in the company's internal rules and responsible the applicable law.

17. The City Bus Public Company will cooperation the program for education, broadcast and information in public to know the service for bus public transportation, by all means such radio, TV, newspaper, magazine, that which is recognized by the legal authorities.

## 18. Repairing and Maintenance

The City Bus Public Company will prepare the regular schedule for follow up and repairs, maintenance of property as below:

- Repair, maintenance the vehicles
- Repair, maintenance the garages
- Repair, maintenance logo
- Repair, maintenance all bus terminal and other equipment

## **Chapter 3**

### **Inspection and Management**

#### **Part 1 General Provisions**

**19.** The City Bus Public Company will report the condition of management to the department of land transport on

Business as the following information below:

- Passenger statistics
  - Daily number of passenger (paid/unpaid)
  - If possible, free passenger category (such as elderly, students, etc)
  - If possible, passengers origin and destination station
- Effectiveness of service
  - Average operational speed by routes
  - Average waiting time and maximum and minimum waiting time by routes
  - Revenue and expenses by category
  -
- Effectiveness of operation
  - Number of staff by job classification
  - Number of bus lines and bus fleets
  - Operation ratio (Actual operation/planned operation)
  - Reasons of missed trip
  - Occupancy ratio (Bus in operation&breakdown/total number of bus)
  - Reasons of breakdown
  - Maintenance records
  - Accident records (by accident type/ driver or third party mistake)
  - 
  -
- Reports of the problem caused by passengers and other events that are incurred by the company's services.
- Suggestions and offers
- Other disputes and resolutions

## **Part 2 Responsible of the Company**

**20.** The City Bus Public Company will responsible for damage that occur in the mission operations. Damage or any impaction on the mission operation as below:

- The impact on sustainable public, strongly affects the passenger or public property
- Not obey the obligation in Operational Manual
- Not provide the service, late service or incomplete
- Poor service
- Stealing, cheating on the business

### **Chapter 4**

#### **Resolution disputes**

**21.** In case as disputes between company and passenger or passenger and passenger that must be carry out by mechanism as below:

- 1/ By Coordinate at the company headquarters
- 2/ By Coordinate from layer at company headquarters
- 3/ By Participate from the competent authorities
- 4/ Complain to the legal court of the Kingdom of Cambodia

### **Chapter 5**

#### **Final provisions**

**22.** The regulation of the business operation has sign by the owner of company or legal representative, With the approval of the General Department of land Transport.

**23.** The regulation of the business operation valid until the adoption of a new regulation business operation.

**24.** In case of dissolution or termination of business operations, the Company shall promptly report to the General Department of land transport.

This regulation of the business operation has contained 05 in Khmer language and keep at:

- |  |        |
|--|--------|
| 1-General Department of Land Transport.      | 1 Copy |
| 2-Phnom Penh Capital Administration/province | 1 Copy |
| 3-DPWT (City/province)                       | 1 Copy |
| 4-Company                                    | 1 Copy |
| 5-Chronology                                 | 1 Copy |



**Phnom Penh, Date.....**

**Seen and Checking**

Phnom Penh, Date \_\_\_\_\_

**Department of Public Transport**

No. \_\_\_\_\_

**Seen and Agreed**

Phnom Penh, Date \_\_\_\_\_

**General Department of Land Transport**

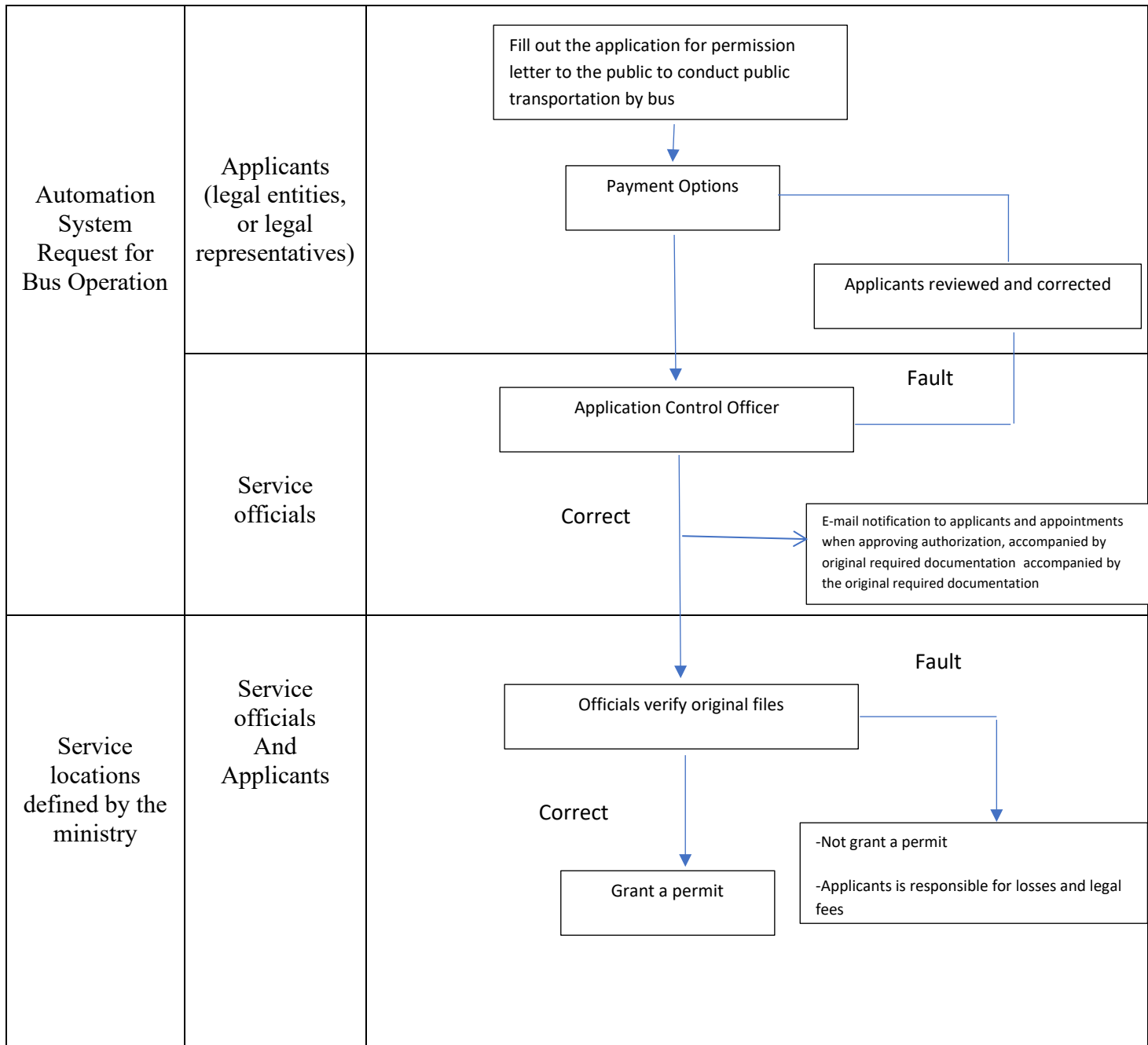
## Annex 2

Highlights of the licensing process for a company that operates public transportation by bus

Reference Prakas No. .... Issued on  
date.....month.....year.....

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation by bus

\*\*\*\*\*



Note: Automation System Request for Bus Operation are website [transportlicense.mpwt.gov.kh](http://transportlicense.mpwt.gov.kh)

**Annex 3**

**Application Form of Public bus operation service**

**Reference Prakas No. .... dated.....  
month..... year**

**On the Condition and Procedures for issuing a permit to legal entities  
conducting public transportation service by bus**

\*\*\*

**KINGDOM OF CAMBODIA**

**NATION RELIGION KING**

\*\*\*

**Application for Certificates of Registration for a Public Bus Operation  
Company**

Name and Surname..... Sex.....Nationality.....

ID Card Cambodian, Family book, Residentially book or  
passport.....

Name of Company.....

Address recently -house no..... St. no..... Village.....  
Sangkat.....Khan/District/Ci.....city/province  
..... phone no.....

Email.....subject for business .....

date.... month..... year...

**Signature Company Stamp**

**Attachment:**

-ID Card of legal entities:

- Cambodian ID Card, Family book, Residential book (in case the owner is Khmer Nationality)
- Passport (In Case the owner is Foreign nationality)

-Regulation License of business

-Condition of Company

-Patent

-Certificate of location of depot

-Vehicle statistical chart (attach license letter into the vehicle for transportation of passengers)

## Annex 4

### Application Form of Public bus operation service

Reference Prakas No. .... dated..... month..... year

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation service by bus

\*\*\*

**KINGDOM OF CAMBODIA**

**NATIJON RELIGION KING**

\*\*\*

### **Application for Certificates of Registration for a Public Bus Operation Company**

Name and Surname..... Sex..... Nationality.....

ID Card Cambodian, Family book, Residentially book or passport.....

Name of Company.....

Address recently -house no..... St. no..... Village..... Sangkat.....

Khan/District/City.....city/province.....phone no.....

Email.....subject for business .....

Route line.....

.... date..... month..... year.....

**Signature Company Stamp**

#### **Attachment:**

-ID Card of legal entities:

- Cambodian ID Card, Family book, Residential book (in case the owner is Khmer Nationality)

- Passport (In Case the owner is Foreign nationality)

-Regulation License of business

-Condition of Company

-Patent

-Certificate of location of depot

MINISTRY OF PUBLIC WORK AND TRANSPORT

KINGDOM OF CAMBODIA

NATION RELIGION KING

No.....

\*\*\*\*\*

LICENSE OF PUBLIC BUS OPERATION SERVICES

Company Name:.....

REGISTERED Number..... date.....

Address.....

This Signature is not required in this License



Note: License of Public Bus Operation Service is A4 size

KINGDOM OF CAMBODIA

MINISTRY OF PUBLIC WORK AND TRANSPORT

NATION RELIGION KING

No.....

\*\*\*\*\*

PERMIT OF PUBLIC BUS OPERATION SERVICES

Company Name.....

REGISTERED Number..... date.....

Business Objective..... On Line.....

Address.....

Date of Issue..... Date of Expiry.....

This Signature is not required in this License



Note: Permit of Public Bus Operation Service by bus is A4 size

**Annex 5**

**Report Form on the output of transport**

Prakas No.: .....  
issue.....month.....year.....

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation service by bus

To be printing from an automated bus business transportation with automated data

\*\*\*\*\*

**KINGDOM OF CAMBODIA**

**NATION RELIGION KING**

\*\*\*

Company.....

Register Number for  
business.....

**Report on the output on the transportation by bus**

No.	Number of Vehicle (A)	Number of Seat (Person) (B)	Total of passenger (Person) (clearly) (c)=(A) x (B)	Directions	Other clarifications
1					
2					
3					





Kingdom of Cambodia  
Nation Religion King

Royal Government of Cambodia  
No. XX ANKr.BK

(Draft) Sub-Decree  
on  
The Establishment of the City Bus Authority

The Royal Government

- According Sub-Decree 30 អនក្រឹត្យ បក , Issued on date April 12, 1999 by Government on the financial administration and proceeding of authority provinces/city.
- Reference Letter No. 358 សុំផល្គ អក Issued on dated March 24, 2011 by Office of the Council of Ministers.
- Reference Letter No. 57 លស្រកម្ម អក Issued on dated April 10, 2014 by Phnom Penh City Hall.
- Reference Letter No. 744 សុំផល្គ អក Issued on dated April 21, 2014 by Office of the Council of Ministers.
- Reference Letter No. 1673 សុំផល្គ អក Issued on dated August 12, 2014 by Ministry of Interior
- Reference Letter No. 3591 សុំផល្គ អក Issued on dated May 25, 2015 by Ministry of Economic and Finian.
- Reference Letter No. 04 អក. អវិ.ក្របក Issued on dated September 22, 2015 of Phnom Penh City Hall.

## **HEREBY DECIDES**

### **CHAPTER 1**

#### **General Provisions**

##### **Article 1**

Institution of Public Administration, which shall be established with the mission of serving public services in transportation, called “City Bus Authority (CBA)”. The CBA is technically under the Ministry of Public Works and Transport and under the Ministry of Economy and Finance.

The CBA has its central office in Phnom Penh. Logo of CBA is circle with Khmer language letter “អង្គការស្នូលយ៉ែតដឹកជញ្ជូនសាធារណៈវេយ្យាករណ៍ រ.ដ.ស(City Bus)” with logo Wat Phnom and the Bus is in the middle.

##### **Article 2**

The CBA is a public, legal and financially autonomous entity. The CBA shall be subject to the provisions of this sub-decree and act in accordance with the provisions of the law on social security schemes for persons defined by the provisions of the labour law.

##### **Article 3**

CBA shall perform activities to increase social welfare in the region through contributions as following:

1. Providing the public transportation with city bus and others public transportation in Phnom Penh City and neighboring cities and towns.
2. Enhancing Safety and comfortable for the citizen.
3. Reducing traffic congestion, accident, and pollution of environment
4. Reducing personal transportation, save money, impact welfare of the citizen.
5. Increasing civilization to attract tourism.
6. Enhancing environmental protection

**Chapter 2**  
**Leading and Management**  
**Part 1**  
**Governing Body**

**Article 4**

CBA shall be led by board of director (BOD) with comprehensive rights in managing all stated regulations of this sub-degree and internal regulation of CBA. The BOD has the mission to orient the practice and monitor the working action of the institution in accordance with the objective of the CBA.

**Article 5**

The CBA shall be run by a Governing Body, called Board of Directors (BOD), authorized to manage the organization in accordance with the provisions of this sub-decree and its internal regulations. The BOD consists of:

- |  |                  |
|--|------------------|
| - Representative of the Ministry of Public Works and Transport | Chairman         |
| - Representative of the Ministry of Economy and Finance        | Member           |
| - Representative of the Office of the Phnom Penh City Hall     | Member           |
| - Representative of the Office of the Kandal City Hall         | Member           |
| - The Director of CBA  | Automatic Member |

※The number of members from each organization can vary according to the future discussion .

**Article 6**

The Chairman and BOD members shall be selected among high ranking officials with five years working experience and qualification in transportation or urban development policy, economics or law, who have never been convicted of misdemeanor or criminal charges.

The Chairman and BOD members of the CBA who are not the automatic members shall be appointed by this sub-decree for a 3-year mandate made by the Ministry of Public Works and Transportation, Ministry of Economy and Finance and City Halls as a request from the Ministries and City Halls. The mandate shall be terminated or renewed according to the request from the Ministries and City Hall they represent.

**Article 7**

The BOD has a mission to guide and monitor the implementation of the CBA. The BOD shall have the duties as follows:

- Check and Approve development policy of CBA for short term and long term
- Check and Approve budget plan and annual acquisition plan of CBA
- Check and Approve management report of CBA, financial report, annual property, management report, and public acquisition report.
- Set structure and general duty of CBA unit.
- Drive the process of committee and commission which created by Sub-Decree of the establishment of CBA and the creation of all committee and commission.
- Set the staff 's requirement procedure, tertiary upgrade or providing remuneration and another bonus that stated in related laws and regulations.
- Evaluate final result for term, semester, and year and the rule of practice.

### **Article 8**

The providing of the remuneration, bonus and allowance for the chief and the member of BOD and the providing of the remuneration, bonus, and allowance of all kind of staff in CBA shall be decided by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) and minister of the Ministry of Economy and Finance with the request of BOD.

The providing of the remuneration, bonus and allowance can be paused by the Ministry of Public Works and Transport (Or Phnom Penh City Hall) that has the representative member in case this representative does not respect he/she mandate such as:

- The respect of professional code of conduct and professional conscience
- The respect of State law and Institution Law (Internal Law)
- The fulfil of the roles and duties in BOD
- The obligation of reporting the individual working to guardian's ministry, institution.

### **Article 9**

The BOD has a formal regime for semester and year and can be had informal meeting based on the initiative of the chief of Board of Director, based on the request of 2/3 of BOD member or based on the director in necessary case.

The BOD shall be facilitated the agenda that its set. The agenda shall be informed at least 10 days to the member of BOD and another majority member.

### **Article 10**

The meeting of BOD can be process when it has more than 50% of the total members. The absence's member should not appoint the representative of himself/herself.

In case, the first meeting cannot obtain 50% of the total member to participate. The chief of BOD can be called for the second meeting in 15 days after the first meeting ended. The second meeting

does not require to fulfil the quorum and discuss only on the agenda that cannot achieve in the first meeting.

#### **Article 11**

All the members that participated in the meeting shall be signed in attendance list.

The decision of the BOD shall be approved by majority voice of the present members. In case, the voice is equal. The chief of BOD has a potential voice.

The decision of the BOD shall be done through written document and shall be keep at Enterprise with a signature of the Chief.

The BOD meeting shall be noted in the log. The log shall be reflected the real situation of discussion during the meeting.

The Secretary of the BOD meeting shall be prepared and sent the draft document to the BOD's member in two days after every meeting. The BOD's member has 5 days of working day from the dated of the meeting to make a clarification or recommendation on the log.

10 days after the dated of the meeting, the chief of BOD shall be signed in order to make an approval on the log.

All the log and decision that mentioned above shall be transfered to all the BOD's members and participate member no more than 15 days.

## **Part 2**

### **Executive Unit of the CBA**

#### **Article 12**

Director leads and manages the executive entity of the CBA.

The CBA's Director shall be appointed and finished by the Sub-decree as a request from the Ministry of Public Works and Transport (Or Phnom Penh City Hall).

The CBA's Director shall have the duties to organize and manage the daily works of the CBA.

#### **Article 13**

Director is the representative of the enterprise in relation with the third party.

The function of Director has duties as mentioned below:

- Preparing the meeting of BOD
- Practice the decision, policy, strategy, and action plan that set by BOD
- Preparing development plan for BOD to check and approve
- Preparing annual financial budget for BOD to check and approve
- Preparing annual acquisition plan for BOD to check and approve
- Preparing enterprise management documents, financial documents, annual property management documents and public acquisition documents for BOD to check and approve
- Preparing all state's fiscal list which under the control and use of CBA for BOD to check and approve
- Submit all state's fiscal list that approved by the BOD to Ministry of Economy and Finance in order to keep and monitor
- Do some clarification on the duty of Enterprise unit
- Rising a request to prepare the structure and the number of staff in order to get an approval from the BOD
- Managing and Practicing the acquisition process
- Do administrative work and another management that assigned by the BOD

### **Part 3**

#### **Staff**

##### **Article 14**

14.1 Permanent staffs of CBA are including of those from the Ministry of Public Works and Transport (Or Phnom Penh City Hall). Salary and other incentives of this officers will be maintained the same as their ex-institutions which was defined by secretariat of public function.

14.2 CBA may recruit contractual staffs, assistants, and non-contractual staffs. Those staffs shall be governed under the internal regulations and the decision of BOD in line with the labor law.

14.3 CBA's staff has to under the control of internal law of BOD's decision.

The permanent staffs shall be under the control of the law on the statue of civil servant and another laws and regulations.

### **Part 4**

#### **Service Provision**

##### **Article 15**

The CBA shall provide transportation-related services to improve social welfare according to the registration book.



**Chapter 3**  
**The Property and The Financial management**

**Part 1**

**The Property management**

**Article 16**

CBA shall be responded for property management according with the statue of law and regulation related to State's property management. CBA has its own property which is received form the service.

**Part 2**

**Accounting Work**

**Article 17**

Director has an authority to transfer the financial right of CBA. This right is given by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The right includes:

- Order and Clear income
- Clear expenditure, Clear the list, and issue the mandate of money

Director can transfer the right to an officer appointed as a financial management officer of CBA if Director gets an approval from the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The appointment shall be gotten a decision from the BOD. The characteristic of financial management officer includes:

- Has a bachelor degree of economic major or financial major
- Has experience of economic and financial work at least 3 years
- Has participated in a training course of public financial management with a certification from Ministry of Economy and Finance.

The establishment of income and/or payment shall be accordance with the announcement of inter-ministries which are the Ministry of Economy and Finance and the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) after the request of Enterprise's Director and the approval of the BOD.

**Article 18**

The financial operation and the occupation of accounting shall be based on relevance law and regulation and it is under the responsibility of accountant. Accountant shall be had a specific skill on his/her field. Accountant shall be fulfilled the condition that set in the law and regulation. Accountant shall be participated in the BOD's meeting with the consultant position.

The duty of Accountant includes:

- Manage income collection
- Clear expenditure
- Keep and Manage the fund and valuable property
- Keep and Manage legal documents and Control accounting list
- Participate in preparing of state's financial statements of CBA

Accountant can have some assistants.

### **Part 3**

#### **Capital Resources**

#### **Article 19**

The capital of CBA includes:

- Initial budget that state provides in order to establish CBA
- Transferring as public intervene planned in the state budget such as sponsorship for processing and capital subsidies
- Grant that CBA accepted
- Service fee that CBA collected from service operation
- Service fee that CBA collected from renting or selling the CBA's property.

### **Part 4**

#### **Budgeting**

#### **Article 20**

The budget shall be balanced between the income and expenditure. The budget of CBA shall be planned in annual budget plan of enterprise. The income of CBA includes state subsidize, direct income and another income. The income and expenditure of CBA shall be respected the structure and the management like state's budget. CBA cannot establish the condition that make a shortage of annual budget operation, except the case that accepted by Ministry of Economy and Finance.

#### **Article 21**

The budget plan shall be managed by director in order to give to the BOD to check and approve. After that the plan shall be summited to ministry, institution of technical guardian to check and decide.

### **Part 5**

#### **Accounting**

## **Article 22**

CBA 's account includes:

- General account that respected the principle of bilateral and it reflects the budget operation, cash transaction, and operation with third party
- Accounting immovable, accounting asset, and accounting cost
- Accounting analyst in necessary case

Accounting list of CBA shall be prepared through general rule and accounting plan that stated in the decision of the minister of Ministry of Economy and Finance. Accountant shall prepare the annual financial report for director. Director shall submit this report and the management report to the BOD in order to check and approve at least 3 months after closing date of accounting.

## **Article 23**

The budget of CBA is a state fund which shall be put in national treasury's account, except for the exception that set by minister of Ministry of Economy and Finance.

## **Article 24**

The surplus of CBA shall be approved by the BOD. The surplus shall be confirmed by ministry, institution of technical guardian and financial guardian. The surplus shall be used for enterprise benefit, the development of CBA or the objective of payment of the national treasury. The administered of surplus shall be gotten an agreement from both technical and financial guardians.

## **Chapter4**

### **Guardian**

#### **Part 1**

#### **General Principle**

## **Article 25**

The duty of guardian includes:

- Set policy and strategy of CBA
- Check and Decide the development plan of CBA
- Check and Decide the draft of annual budget plan of CBA
- Check and Decide the managing offer, the using of state's property and the clearing of fiscal list
- Check and Evaluate the result of the technical operation of the CBA
- Publish the mechanism to improve technical operation of CBA
- Checked and Decide the structure of CBA

- Request appointment for Director of CBA
- Appoint government official who work in CBA

## **Part 2**

### **Technical Guardian**

#### **Article 26**

According to the regulation, the technical guardian shall be sent all the written documents to financial guardian and the BOD which related to financial management and state's property in order to check and decide such as:

- The development plan of CBA
- Annual financial plan of CBA
- Annual financial report
- Decision on remuneration, bonus and allowance

Another decision that can be affected in financial section

#### **Article 27**

The technical guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and The Suspended shall be done through technical guardian's decision with a concentered reason. The technical guardian shall be notified of decision to CBA's Director. The Director shall be transferred this information to BOD.

#### **Article 28**

In case that BOD or Director do not practice the rule that stated in law, regulation, and internal law of enterprise. Technical guardian has working management or decision-making and using essential methods after recommendation or warning with a written letter.

## **Part 3**

### **Financial Guardian**

#### **Article 29**

The duty of financial guardian includes:

- Check and Agreed on the development plan of CBA
- Check and Decide of annual budget plan of CBA
- Check and Approve the acquisition plan of CBA
- Check and Decide on the management, the using of state's property and the clearing fiscal list
- Check and Agree on the annual financial report
- Check and Decide on decision of providing remuneration, bonus, and allowance
- Check, Agree or Approve on the other documents base on the request of technical guardian
- Prepare and Publish the rule and procedure of income, expenditure, income's regulation, expenditure's regulation and another regulation that related to financial of CBA.

### **Article 30**

The decision of Director, BOD and Technical guardian that related to financial work which is mentioned in article 29 of this Sub-Decree does not have a power in case of disagreement of financial guardian. In case that financial guardian disagrees on the decision, the financial guardian shall be sent to BOD and Director of the disagreement with a concreted reason. The Director, BOD, and Technical guardian shall solve this problem in timely manner.

### **Article 31**

The financial guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and the suspended shall be provided a concreted reason. The technical guardian shall be notified decision to technical guardian and CBA's Director in the shortest time.

## **Chapter5**

### **Monitor and Audit**

### **Article 32**

CBA shall be had internal audit entity that established, appointed, modified, and ended the task by technical guardian with the request of BOD.

**Article 33**

CBA is under the monitor, audit, check of technical guardian, financial guardian, and national auditor. In necessary case, CBA can be under the control of independent auditor.

**Chapter 6**

**Final Provisions**

**Article 34**

All the provisions contrary to this Sub-decree shall be null and void.

**Article 35**

Minister of the office of the Council of Ministers, Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall), Minister of Economy and Finance, Minister, secretary of state of all ministries and relevant institutions have the duty to implement this sub-decree from the signed date.

Phnom Penh, Month Day, 2022

Prime Minister

**Hun Sen**

**Annex 1**

**Kingdom of Cambodia**  
**Nation Religion King**

**Ministry of Public Work and Transport**

**Department of Land Transport**

No: ..... សក ដីផ្លូវ

**Business Operation Manual**  
**For Public Bus Transportation**  
**On Route Line 1A to 13**

**Company: City Bus Public Company**

“.....”

**[Company Logo]**

**Year 2022**

# **Content**

## **Chapter 1 Mission and operation scope of the company**

- Part 1 Mission
- Part 2 Operation scope

## **Chapter 2 Business Management**

- Part 1 General obligation of the company
- Part 2 Vehicle management, Driver, Staff and passenger
- Part 3 Operation schedule
- Part 4 Bus route and terminal
- Part 5 Policy and ticket fare
- Part 6 Repair, maintain property and equipment

## **Chapter 3 Inspection and Management**

- Part 1 General provisions
- Part 2 Responsible of the company

## **Chapter 4 Dispute Resolution**

## **Chapter 5 Final Provision**



# **Business Operation Manual**

## **For Public Bus Transportation**

### **On Route Line 1A to 13**

#### **City Bus Public Company**

Company..... cut “.....” have legal form as below:

- Certificate of registration commerce No.....issued date.....month.....year.....of Ministry of Commerce.
- Registration license for public transportation business by bus No..... Issued date..... month..... year.....of MPWT.

This business operation manual set mission, operating rules, obligation and responsible of the company “.....” that agree from general department of land transport.

#### **Chapter 1**

#### **Mission and Operation scope of the company**

##### **Part 1 mission**

1. Ministry of public work and transport provide “City Bus Public Company” mission as below:

-Public bus transportation is served to the citizen such as:

- \* Provide easily for transportation
- \* Safety
- \* Save time
- \* Save money
- \* Reduce own transportation
- \* Reduce traffic congestion
- \* Reduce traffic accident
- \* Reduce use of waste energy
- \* Reduce environment pollution
- \* Reduce impact welfare of the citizen
- \* Creating civilization to attract tourism

-Manage the bus and bus route

-Arrange fare policy and bus schedule

- Arrange bus depot, bus terminal and bus stop

2. The City Bus Public Company will follow the law and provision to make sure that company operation is smooth and provide good service to the citizen on time and efficiency.

## **Part 2 Operation scope**

3. The City Bus Public Company is authorized to do business and manage the public bus on the designated route line. Placement layout, Bus route map, Depot layout, Terminal layout and bus type that allowed to operate is set and attached in this business operation manual.

## **Chapter 2**

### **Business Management**

#### **Part 1 Obligation of the company**

4. City Bus Public Company will ensure sustainability of the transport, service quality, fix scheduling and especially provide priority to the passenger who is children, pregnancy women, handicap and elderly.

5. The City Bus Public Company will obey the law, other legal letter and advice of MPWT and relevant institution, especially strengthen inspection in operation to make sure that it's not impact to the passenger.

6. City Bus Public Company will obey all condition that set-in business operation manual such as:

- When starting business, company will arrange bus depot and bus terminal which does not affect to traffic flow on the road.
- Company will cooperate with MPWT and expert department with related to bus route map, terminal, bus stop or public place.
- At each bus terminal and bus stop, company will arrange ticket counters, bus shelter, security, order and hygiene and not impact to the environment around there.
- Company will arrange the signal to provide the information about ticket fare, departure time, arrival time along the road to make the citizen easily.
- Company will arrange departure schedule and arrival schedule at the bus stop according to actual situation.
- Company will training law on road traffic to the driver.
- Company will give advice regularly, especially provide uniform and ID to the driver
- The ticket fare will follow business operation manual. In case the company want to change fare should be informed to MPWT first and wait for decision.
- Company will inform to the passenger such as: all the ticket or cash after pay doesn't return back.

- Company will show information in the bus
  - \* Bus fare table
  - \* Name and photo of driver
  - \* Name and photo of staff who service on the bus
  - \* Other important information that the passenger must know
- Organize the procedures for reporting or complain of passenger that affected by the negative action of the driver or staff who service on the bus.
- Company will responsible all damage property of the passengers or public property
- All advertisement on the bus or bus stop, company will inspect and agree with the meaning or picture of the advertise
- In case the company revise new condition above, company will request to MPWT. MPWT have the right to decision.

## **Part 2 Management bus, driver, staff and passenger**

7. City Bus Public Company will use all type of bus to transportation and will follow some condition as below:

### **A. Bus condition**

- left steering
- Passenger cars
- Vehicle have term condition used less than 20 years from manufactured year
- Seat and load follow actual situation
- Machine technical standard type starts from EURO II
- Air conditioner and other equipment is safety and comfortable
- Have priority seat or space for: Pregnancy women, handicap and elderly
- Have bus signal, color, numbering and contact number.

### **B. Application form**

- Vehicle has registration card, plate number, vehicle inspection technical specification certificate
- Authorize latter for transport business and another article follow law on road traffic
- Vehicle has insurance

- Vehicle has another authorize letter that issued by authorities.

### **C. Bus logo and extra equipment**

- Bus logo, contact number and numbering
- Bus logo display at the top of the bus.

**8.** City Bus Public Company will arrange regulation and condition for the driver as below:

+ Driver must:

- Driving license (valid) follow the type of vehicle issued by MPWT
  - Healthy
  - Check alcohol and drug before and after driving
  - Polite and friendly to passenger
  - Wear uniform/shoes and ID during working hour
  - Obey the time and regulation of the company and state law
  - Keep all loss of passenger and send to head office for waiting owner
  - Obey and follow the regulation which stated in law on land traffic and other regulation.
  - Must sign in present list, in and out of working hours.
  - Must ask permission at least 1 day before personal affair need.
  - Must inform by letter one month before resign.
  - Must perform duties with honesty, responsible, and confidentiality to the Company
  - Have to appropriate behavior and good relationship with other staffs.
  - Must joint meeting following invitation of director.
- The contents in regulation of the Company can modify if necessary.

+ Driver must not do:

- Storage cargo and passenger over load
- Overcharge that stated in business operation manual
- Drink alcohol and drug during/before driving
- Transport the dangerous goods, weapons, explosive and other unless you have such duties
- Provocative and bad action that effect to passenger or public property
- Do not abandon the task or evade from work cause damage to the benefit of the Company
- Do not take property of the Company for serving individual benefit.
- Do Not destroy or modify others announcements of the Company.

+ Driver have the right to:

- Advice to passenger to keep order in the bus
- Prohibit the passenger who not follow the advice
- Prohibit the passenger who not obey the regulation and condition
- The passenger who not allow to use bus:
  - \*No cloth or uncomfortable cloth
  - \*Kid under 5 years (no guardian)
  - \*Drunk or crazy people (no one take care)
  - \*Bring all kind of pets or no packing raw meat
  - \*Ride the bus without ticket or electronic card.

9. City Bus Public Company will arrange the regulation and condition for the staff as below:

+ The service provider

- Adults
  - Healthy, no infection and annual check up
  - Polite and friendly to passenger
  - Wear uniform and ID during working hour
  - Keep order and hygiene in the bus
  - Advice to passenger who can risk to another passenger
  - High responsible, coordinate and solve the problem
  - Keep all loss of passenger and send to head office for waiting owner
  - Obey the time and regulation of the company
    - Must sign in present list, in and out of working hours.
    - Must ask permission at least 1 day before personal affair need.
    - Must inform by letter one month before resign.
    - Must perform duties with honesty, responsible, and confidentiality to the Company
    - Have to appropriate behavior and good relationship with other staffs.
    - Must joint meeting following invitation of director.
- The contents in regulation of the Company can modify if necessary.

+ Service provider must not:

- Drink alcohol during working hour

- Any bad action that effect to the passenger and property of passenger
- Transport the dangerous goods, weapons, explosive and other
- Overcharge that stated in business operation manual
- Other action that stated by law.
- Do not abandon the task or evade from work cause damage to the benefit of the Company
- Do not take property of the Company for serving individual benefit.
- Do Not destroy or modify others announcements of the Company.

+ Staff have the right to:

- Advice to passenger to keep order in the bus
- Prohibit the passenger who not follow the advice
- Prohibit the passenger who not obey the regulation and condition
- The passenger who not allow to use bus:
  - \*No cloth or uncomfortable cloth
  - \*Kid under 5 years (no guardian)
  - \*Drunk or crazy people (no one take care)
  - \*Bring all kind of pets or no packing raw meat
  - \*Ride the bus without ticket or electronic card.

**10.** City Bus Public Company will arrange the regulation and condition to manage the passenger as below:

+ Passenger must:

- Stand in line at the bus stop before get on the bus
- Keep in order and morality when get on or get off the bus
- Give priority to each other especially pregnancy women, handicap and elderly.
- Listen the introduction of the driver or service provider
- Listen the introduction at bus stop
- Show the ticket or cash to the driver or service provider on the bus or electronic card
- Show ID card or other document that related to ride the bus free
- Obey the introduction of driver, in case to transfer the bus or other necessary situation

- Get off the bus at the last terminal
- Repay all broken which cause by themselves to other passenger or equipment in the bus
- Obey and practice all the principle that stated in the regulation.

+ Passenger must not:

- Causing chaos all the time when get on and get off the bus
- noisy and argument every get on and get off the bus
- Destroy equipment on the bus
- Drink alcohol during trip
- Fouls, throw garbage in and out the bus during trip
- Take weapon, explosive, flammable objects, toxic and other dangerous equipment without packing or effect to another passenger
- Cheat the letter or document such as bus ticket. Passenger have to responsible in front of law for all cheat action or use someone card.

+ Passenger have the right to:

- Report to head office or terminal manager about bad action of driver or service provider or official staff
- Sue to police or authority if the passenger not accept the decision of the company.

## **Part 3 Operation Schedule**

### **11. Operation schedule**

The City Bus Public Company will arrange bus operation schedule as below:

- 7 days/week (Monday-Sunday including holiday and national holiday)
- Company will separate operation hour by service type/shift according to demand of passenger
- Waiting hour (Trunk Lines where no. of passenger exceed 10 pax per bus):

\*Peak time: (10 mn/bus)

Start            06:00am-08:00am

17:00pm-19:00pm

\*Normal time: (15 mn/bus)

Other than peak hours stated above

-Waiting hour (Feeder Lines where no. of passenger is around 5-10 pax per bus):

\*Peak time: (15 mn/bus)

Start 06:00am-08:00am

17:00pm-19:00pm

\*Normal time: (20 mn/bus)

Other than peak hours stated above

-Waiting hour (Reginal lines and others where no. of passenger is less than 5 pax per bus):

\*Peak time: (30 mn/bus)

Start 06:00am-08:00am

17:00pm-19:00pm

\*Normal time: (30-60 mn/bus)

Other than peak hours stated above

Operation schedule can change depend on actual situation and notification of the company.

## Part 4 Bus route and Terminal

### 12. Bus route

The City Bus Public Company will cooperate with General department of land transport to arrange the bus route as below:

No.	Bus route	Origin	Route line	Destination	Length	No. of bus
1A	Line 1A	New Depot	Monivong Blvd	Boeng Chhouk	25.1	20
1B	Line 1B	Chbar Ampov	NR-1	Kien Svay Hospital	24.1	4
2	Line 2	Old Stadium R/A	Norodom Blvd	Takhmao	15.0	17



3	Line 3	New Freedom Park	Russian Blvd	Borey Santepheap 2	22.0	29
4A	Line 4A	New Freedom Park	Monyreth Blvd	Borey Santepheap 2	19.6	10
4B	Line 4B	New Freedom Park	Monyreth Blvd	Borey Santepheap 2	27.6	22
4C	Line 4C	Olympic Stadium	Monyreth Blvd	Dei Krahom Roundabout	24.8	10
5	Line 5	New Depot		AEON Mall	24.2	4
6	Line 6	Old Stadium R/A		New Depot	25.8	8
7	Line 7	Kilometer 9		Chbar Ampov	21.6	6
8	Line 8	Old Stadium R/A		Century Plaza	23.3	8
9	Line 9	PPSEZ		Borey Santepheap 2	23.1	4
10	Line 10	Century Plaza		Chbar Ampov	26.1	6
11	Line 11	Olympic Stadium		Wat Sleng	14.2	6
12	Line 12	Olympic Stadium		Olympic Stadium	16.6	4
13	Line 13	Old Stadium R/A		Old Stadium R/A	10.6	4
Bus in operation						167

Substitute bus			14
Total of bus			181

This route line can expand or decrease depend on the specific requirements of the company's request and after the approval of the General Department of Land Transport.

### 13. Parking

The City Bus Public Company will be cooperation to arrangement the bus stop as below:

#### -Bus Stop

- No of bus stops: Stand type XXXX, Shelter type XXXX
- Bus stops placed at approximate every 300m to 500 m interval in the densed (populated) area (population density of over 10 people/hectare) and as necessary in the non-densed (unpopulated) area (population density of less than 10 people/hectare)
- Sheltered bus stop at approximate size from 10m<sup>2</sup> to 12m<sup>2</sup> (2 meter wide \* 5-6 meter length) or following actual situation
- Shelter and Suitable seating
- Installation light, logo, sign light, and others schedule information
- Bus stop marking at the approximate size of 30m<sup>2</sup> (i.e., 11.5 meter \* 3.3 meter)
- Located more than 30m away from Intersection, Crosswalk, Bridge, Tunnel.
- Located more than 30m away between each direction
- Preferably place bus bay where the traffic is heavy
- Bus stops preferred to be located at market, school, public hospital, as well as office/factory where the potential passenger generates.

#### -Bus Terminal

- No of bus terminals: XXX

No.	Terminal	Size (ha)	Bus route	Facilities				No. of bus parking
				Admin office	Toilet	Ticket booth	Others	
1	Freedom Park		Line XX, XX, XX	No	No	No	???	


- Shelter and seating
- Installation light, logo, sign light, and others schedule information

-Depot

- No of Depot: One

No.	Depot	Size (ha)	Bus route	Facilities				No. of bus parking
				Admin office	Work- shop	Operation Control room	Others	
1	New City Bus Depot		Line XX, XX, XX	Yes	Yes	Yes		

## Part 5 Policy and Fare ticket

### 14. Type of Ticket

The City Bus Public Company will prepare the bus ticket as following type below:

- The small ticket as book (cute one side to each passenger)
- Monthly Pass Card
- Prepaid card or Electronic

### 15. Policy of Fare Ticket

The City Bus Public Company will prepare the policy of bus ticket as below:

- The normal ticket for passenger for 1 time, 1 month or 3 months...
- Monk, Student, handicap
- Elderly over 70 years old

-Children are less than 1 meter tall

-Condition for using the ticket:

- Ticket sold are not returnable
- One Ticket can use one time
- The ticket should not break or scratched
- Banned for cheat ticket

## 16. Ticket Fare

The City Bus Public Company prepared price list of transport services to passenger as follows:

No.	Description	Ticket Price	Remark
		Riel	
1	<b>Normal Ticket</b>		
	Bus		
2	<b>The small ticket as book</b> (cut one side to each passenger)		
	Bus		
3	<b>Monthly Card</b>		
	Bus		
4	<b>Prepaid Card</b>		
	Bus		
5	<b>Special service</b>		
	Bus	Based on quotation	
6	<b>Company/school shuttle service</b>		
	Bus		
7	<b>Airport shuttle service</b>		
	Bus		

-The company has prepared price list of transport services to make easy for passenger and strictly prohibit the cost of overcharging from the transaction price list

-In case the agency of company or the driver or staff that operation the bus who overcharging from passenger must be Receive the penalties as stated in the company's internal rules and responsible the applicable law.

17. The City Bus Public Company will cooperation the program for education, broadcast and information in public to know the service for bus public transportation, by all means such radio, TV, newspaper, magazine, that which is recognized by the legal authorities.

## 18. Repairing and Maintenance

The City Bus Public Company will prepare the regular schedule for follow up and repairs, maintenance of property as below:

- Repair, maintenance the vehicles
- Repair, maintenance the garages
- Repair, maintenance logo
- Repair, maintenance all bus terminal and other equipment

## **Chapter 3**

### **Inspection and Management**

#### **Part 1 General Provisions**

**19.** The City Bus Public Company will report the condition of management to the department of land transport on

Business as the following information below:

- Passenger statistics
  - Daily number of passenger (paid/unpaid)
  - If possible, free passenger category (such as elderly, students, etc)
  - If possible, passengers origin and destination station
- Effectiveness of service
  - Average operational speed by routes
  - Average waiting time and maximum and minimum waiting time by routes
  - Revenue and expenses by category
  -
- Effectiveness of operation
  - Number of staff by job classification
  - Number of bus lines and bus fleets
  - Operation ratio (Actual operation/planned operation)
  - Reasons of missed trip
  - Occupancy ratio (Bus in operation&breakdown/total number of bus)
  - Reasons of breakdown
  - Maintenance records
  - Accident records (by accident type/ driver or third party mistake)
  - 
  -
- Reports of the problem caused by passengers and other events that are incurred by the company's services.
- Suggestions and offers
- Other disputes and resolutions

## **Part 2 Responsible of the Company**

**20.** The City Bus Public Company will responsible for damage that occur in the mission operations. Damage or any impaction on the mission operation as below:

- The impact on sustainable public, strongly affects the passenger or public property
- Not obey the obligation in Operational Manual
- Not provide the service, late service or incomplete
- Poor service
- Stealing, cheating on the business

### **Chapter 4**

#### **Resolution disputes**

**21.** In case as disputes between company and passenger or passenger and passenger that must be carry out by mechanism as below:

- 1/ By Coordinate at the company headquarters
- 2/ By Coordinate from layer at company headquarters
- 3/ By Participate from the competent authorities
- 4/ Complain to the legal court of the Kingdom of Cambodia

### **Chapter 5**

#### **Final provisions**

**22.** The regulation of the business operation has sign by the owner of company or legal representative, With the approval of the General Department of land Transport.

**23.** The regulation of the business operation valid until the adoption of a new regulation business operation.

**24.** In case of dissolution or termination of business operations, the Company shall promptly report to the General Department of land transport.

This regulation of the business operation has contained 05 in Khmer language and keep at:

- |  |        |
|--|--------|
| 1-General Department of Land Transport.      | 1 Copy |
| 2-Phnom Penh Capital Administration/province | 1 Copy |
| 3-DPWT (City/province)                       | 1 Copy |
| 4-Company                                    | 1 Copy |
| 5-Chronology                                 | 1 Copy |

**Phnom Penh, Date.....**

**Seen and Checking**

Phnom Penh, Date \_\_\_\_\_

**Department of Public Transport**

No. \_\_\_\_\_

**Seen and Agreed**

Phnom Penh, Date \_\_\_\_\_

**General Department of Land Transport**

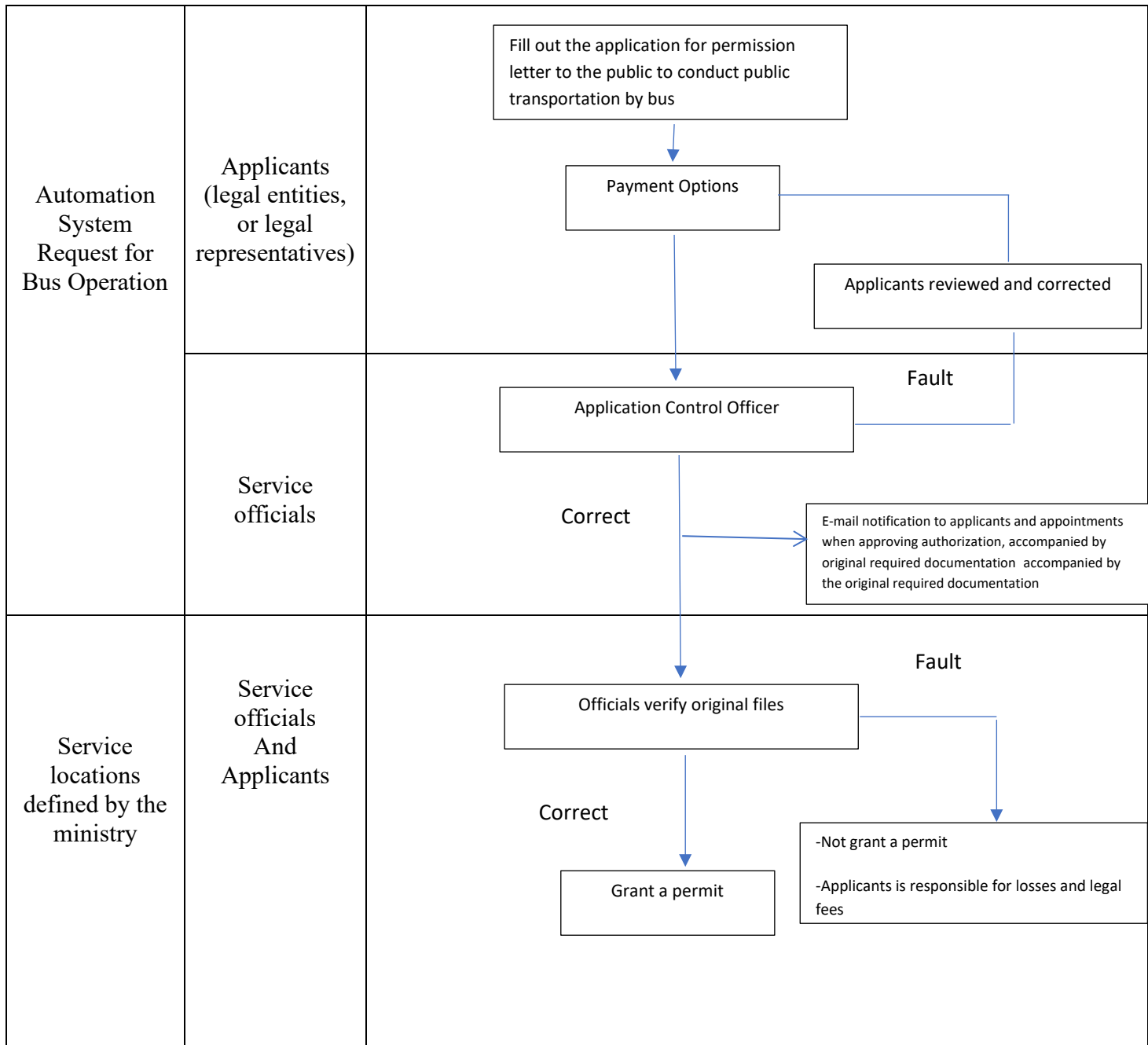
## Annex 2

Highlights of the licensing process for a company that operates public transportation by bus

Reference Prakas No. .... Issued on  
date.....month.....year.....

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation by bus

\*\*\*\*\*



Note: Automation System Request for Bus Operation are website [transportlicense.mpwt.gov.kh](http://transportlicense.mpwt.gov.kh)



**Annex 3**

**Application Form of Public bus operation service**

**Reference Prakas No. .... dated.....  
month..... year**

**On the Condition and Procedures for issuing a permit to legal entities  
conducting public transportation service by bus**

\*\*\*

**KINGDOM OF CAMBODIA**

**NATION RELIGION KING**

\*\*\*

**Application for Certificates of Registration for a Public Bus Operation  
Company**

Name and Surname..... Sex.....Nationality.....

ID Card Cambodian, Family book, Residentially book or  
passport.....

Name of Company.....

Address recently -house no..... St. no..... Village.....  
Sangkat.....Khan/District/Ci.....city/province  
..... phone no.....

Email.....subject for business .....

date.... month..... year...

**Signature Company Stamp**

**Attachment:**

-ID Card of legal entities:

- Cambodian ID Card, Family book, Residential book (in case the owner is Khmer Nationality)
- Passport (In Case the owner is Foreign nationality)

-Regulation License of business

-Condition of Company

-Patent

-Certificate of location of depot

-Vehicle statistical chart (attach license letter into the vehicle for transportation of passengers)

**Annex 4**

Application Form of Public bus operation service

Reference Prakas No. .... dated..... month..... year

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation service by bus

\*\*\*

**KINGDOM OF CAMBODIA**

**NATIJON RELIGION KING**

\*\*\*

**Application for Certificates of Registration for a Public Bus Operation Company**

Name and Surname..... Sex..... Nationality.....

ID Card Cambodian, Family book, Residentially book or passport.....

Name of Company.....

Address recently -house no..... St. no..... Village..... Sangkat.....

Khan/District/City.....city/province.....phone no.....

Email.....subject for business .....

Route line.....

.... date..... month..... year.....

**Signature Company Stamp**

**Attachment:**

-ID Card of legal entities:

●Cambodian ID Card, Family book, Residential book (in case the owner is Khmer Nationality)

●Passport (In Case the owner is Foreign nationality)

-Regulation License of business

-Condition of Company

-Patent

-Certificate of location of depot

MINISTRY OF PUBLIC WORK AND TRANSPORT

KINGDOM OF CAMBODIA

NATION RELIGION KING

No.....

\*\*\*\*\*

LICENSE OF PUBLIC BUS OPERATION SERVICES

Company Name:.....

REGISTERED Number..... date.....

Address.....

This Signature is not required in this License



Note: License of Public Bus Operation Service is A4 size

KINGDOM OF CAMBODIA

MINISTRY OF PUBLIC WORK AND TRANSPORT

NATION RELIGION KING

No.....

\*\*\*\*\*

PERMIT OF PUBLIC BUS OPERATION SERVICES

Company Name.....

REGISTERED Number..... date.....

Business Objective..... On Line.....

Address.....

Date of Issue..... Date of Expiry.....

This Signature is not required in this License



Note: Permit of Public Bus Operation Service by bus is A4 size

**Annex 5**

**Report Form on the output of transport**

Prakas No.: .....  
issue.....month.....year.....

On the Condition and Procedures for issuing a permit to legal entities conducting public transportation service by bus

To be printing from an automated bus business transportation with automated data

\*\*\*\*\*

**KINGDOM OF CAMBODIA**

**NATION RELIGION KING**

\*\*\*

Company.....

Register Number for  
business.....

**Report on the output on the transportation by bus**

No.	Number of Vehicle (A)	Number of Seat (Person) (B)	Total of passenger (Person) (clearly) (c)=(A) x (B)	Directions	Other clarifications
1					
2					
3					



Kingdom of Cambodia  
Nation Religion King

Royal Government of Cambodia  
No. XX ANKr.BK

(Draft) Sub-Decree  
on  
The Establishment of the City Bus Authority

The Royal Government

- According Sub-Decree 30 អនក្រឹត្យ បក , Issued on date April 12, 1999 by Government on the financial administration and proceeding of authority provinces/city.
- Reference Letter No. 358 សុំផល្គ អក Issued on dated March 24, 2011 by Office of the Council of Ministers.
- Reference Letter No. 57 លស្រកម្ម អក Issued on dated April 10, 2014 by Phnom Penh City Hall.
- Reference Letter No. 744 សុំផល្គ អក Issued on dated April 21, 2014 by Office of the Council of Ministers.
- Reference Letter No. 1673 សុំផល្គ អក Issued on dated August 12, 2014 by Ministry of Interior
- Reference Letter No. 3591 សុំផល្គ អក Issued on dated May 25, 2015 by Ministry of Economic and Finian.
- Reference Letter No. 04 អក. អវិ.ក្របក Issued on dated September 22, 2015 of Phnom Penh City Hall.



## **HEREBY DECIDES**

### **CHAPTER 1**

#### **General Provisions**

##### **Article 1**

Institution of Public Administration, which shall be established with the mission of serving public services in transportation, called “City Bus Authority (CBA)”. The CBA is technically under the Ministry of Public Works and Transport and under the Ministry of Economy and Finance.

The CBA has its central office in Phnom Penh. Logo of CBA is circle with Khmer language letter “អង្គការស្នូលយ៉ែតដឹកជញ្ជូនសាធារណៈវេយ្យាករណ៍ រ.ដ.ស(City Bus)” with logo Wat Phnom and the Bus is in the middle.

##### **Article 2**

The CBA is a public, legal and financially autonomous entity. The CBA shall be subject to the provisions of this sub-decree and act in accordance with the provisions of the law on social security schemes for persons defined by the provisions of the labour law.

##### **Article 3**

CBA shall perform activities to increase social welfare in the region through contributions as following:

1. Providing the public transportation with city bus and others public transportation in Phnom Penh City and neighboring cities and towns.
2. Enhancing Safety and comfortable for the citizen.
3. Reducing traffic congestion, accident, and pollution of environment
4. Reducing personal transportation, save money, impact welfare of the citizen.
5. Increasing civilization to attract tourism.
6. Enhancing environmental protection

**Chapter 2**  
**Leading and Management**  
**Part 1**  
**Governing Body**

**Article 4**

CBA shall be led by board of director (BOD) with comprehensive rights in managing all stated regulations of this sub-degree and internal regulation of CBA. The BOD has the mission to orient the practice and monitor the working action of the institution in accordance with the objective of the CBA.

**Article 5**

The CBA shall be run by a Governing Body, called Board of Directors (BOD), authorized to manage the organization in accordance with the provisions of this sub-decree and its internal regulations. The BOD consists of:

- |  |                  |
|--|------------------|
| - Representative of the Ministry of Public Works and Transport | Chairman         |
| - Representative of the Ministry of Economy and Finance        | Member           |
| - Representative of the Office of the Phnom Penh City Hall     | Member           |
| - Representative of the Office of the Kandal City Hall         | Member           |
| - The Director of CBA  | Automatic Member |

※The number of members from each organization can vary according to the future discussion .

**Article 6**

The Chairman and BOD members shall be selected among high ranking officials with five years working experience and qualification in transportation or urban development policy, economics or law, who have never been convicted of misdemeanor or criminal charges.

The Chairman and BOD members of the CBA who are not the automatic members shall be appointed by this sub-decree for a 3-year mandate made by the Ministry of Public Works and Transportation, Ministry of Economy and Finance and City Halls as a request from the Ministries and City Halls. The mandate shall be terminated or renewed according to the request from the Ministries and City Hall they represent.

**Article 7**

The BOD has a mission to guide and monitor the implementation of the CBA. The BOD shall have the duties as follows:

- Check and Approve development policy of CBA for short term and long term
- Check and Approve budget plan and annual acquisition plan of CBA
- Check and Approve management report of CBA, financial report, annual property, management report, and public acquisition report.
- Set structure and general duty of CBA unit.
- Drive the process of committee and commission which created by Sub-Decree of the establishment of CBA and the creation of all committee and commission.
- Set the staff 's requirement procedure, tertiary upgrade or providing remuneration and another bonus that stated in related laws and regulations.
- Evaluate final result for term, semester, and year and the rule of practice.

### **Article 8**

The providing of the remuneration, bonus and allowance for the chief and the member of BOD and the providing of the remuneration, bonus, and allowance of all kind of staff in CBA shall be decided by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) and minister of the Ministry of Economy and Finance with the request of BOD.

The providing of the remuneration, bonus and allowance can be paused by the Ministry of Public Works and Transport (Or Phnom Penh City Hall) that has the representative member in case this representative does not respect he/she mandate such as:

- The respect of professional code of conduct and professional conscience
- The respect of State law and Institution Law (Internal Law)
- The fulfil of the roles and duties in BOD
- The obligation of reporting the individual working to guardian's ministry, institution.

### **Article 9**

The BOD has a formal regime for semester and year and can be had informal meeting based on the initiative of the chief of Board of Director, based on the request of 2/3 of BOD member or based on the director in necessary case.

The BOD shall be facilitated the agenda that its set. The agenda shall be informed at least 10 days to the member of BOD and another majority member.

### **Article 10**

The meeting of BOD can be process when it has more than 50% of the total members. The absence's member should not appoint the representative of himself/herself.

In case, the first meeting cannot obtain 50% of the total member to participate. The chief of BOD can be called for the second meeting in 15 days after the first meeting ended. The second meeting

does not require to fulfil the quorum and discuss only on the agenda that cannot achieve in the first meeting.

#### **Article 11**

All the members that participated in the meeting shall be signed in attendance list.

The decision of the BOD shall be approved by majority voice of the present members. In case, the voice is equal. The chief of BOD has a potential voice.

The decision of the BOD shall be done through written document and shall be keep at Enterprise with a signature of the Chief.

The BOD meeting shall be noted in the log. The log shall be reflected the real situation of discussion during the meeting.

The Secretary of the BOD meeting shall be prepared and sent the draft document to the BOD's member in two days after every meeting. The BOD's member has 5 days of working day from the dated of the meeting to make a clarification or recommendation on the log.

10 days after the dated of the meeting, the chief of BOD shall be signed in order to make an approval on the log.

All the log and decision that mentioned above shall be transfered to all the BOD's members and participate member no more than 15 days.

## **Part 2**

### **Executive Unit of the CBA**

#### **Article 12**

Director leads and manages the executive entity of the CBA.

The CBA's Director shall be appointed and finished by the Sub-decree as a request from the Ministry of Public Works and Transport (Or Phnom Penh City Hall).

The CBA's Director shall have the duties to organize and manage the daily works of the CBA.

#### **Article 13**

Director is the representative of the enterprise in relation with the third party.

The function of Director has duties as mentioned below:

- Preparing the meeting of BOD
- Practice the decision, policy, strategy, and action plan that set by BOD
- Preparing development plan for BOD to check and approve
- Preparing annual financial budget for BOD to check and approve
- Preparing annual acquisition plan for BOD to check and approve
- Preparing enterprise management documents, financial documents, annual property management documents and public acquisition documents for BOD to check and approve
- Preparing all state's fiscal list which under the control and use of CBA for BOD to check and approve
- Submit all state's fiscal list that approved by the BOD to Ministry of Economy and Finance in order to keep and monitor
- Do some clarification on the duty of Enterprise unit
- Rising a request to prepare the structure and the number of staff in order to get an approval from the BOD
- Managing and Practicing the acquisition process
- Do administrative work and another management that assigned by the BOD

### **Part 3**

#### **Staff**

##### **Article 14**

14.1 Permanent staffs of CBA are including of those from the Ministry of Public Works and Transport (Or Phnom Penh City Hall). Salary and other incentives of this officers will be maintained the same as their ex-institutions which was defined by secretariat of public function.

14.2 CBA may recruit contractual staffs, assistants, and non-contractual staffs. Those staffs shall be governed under the internal regulations and the decision of BOD in line with the labor law.

14.3 CBA's staff has to under the control of internal law of BOD's decision.

The permanent staffs shall be under the control of the law on the statue of civil servant and another laws and regulations.

### **Part 4**

#### **Service Provision**

##### **Article 15**

The CBA shall provide transportation-related services to improve social welfare according to the registration book.

**Chapter 3**  
**The Property and The Financial management**

**Part 1**

**The Property management**

**Article 16**

CBA shall be responded for property management according with the statue of law and regulation related to State's property management. CBA has its own property which is received form the service.

**Part 2**

**Accounting Work**

**Article 17**

Director has an authority to transfer the financial right of CBA. This right is given by the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The right includes:

- Order and Clear income
- Clear expenditure, Clear the list, and issue the mandate of money

Director can transfer the right to an officer appointed as a financial management officer of CBA if Director gets an approval from the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall). The appointment shall be gotten a decision from the BOD. The characteristic of financial management officer includes:

- Has a bachelor degree of economic major or financial major
- Has experience of economic and financial work at least 3 years
- Has participated in a training course of public financial management with a certification from Ministry of Economy and Finance.

The establishment of income and/or payment shall be accordance with the announcement of inter-ministries which are the Ministry of Economy and Finance and the Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall) after the request of Enterprise's Director and the approval of the BOD.

**Article 18**

The financial operation and the occupation of accounting shall be based on relevance law and regulation and it is under the responsibility of accountant. Accountant shall be had a specific skill on his/her field. Accountant shall be fulfilled the condition that set in the law and regulation. Accountant shall be participated in the BOD's meeting with the consultant position.

The duty of Accountant includes:

- Manage income collection
- Clear expenditure
- Keep and Manage the fund and valuable property
- Keep and Manage legal documents and Control accounting list
- Participate in preparing of state's financial statements of CBA

Accountant can have some assistants.

### **Part 3**

#### **Capital Resources**

#### **Article 19**

The capital of CBA includes:

- Initial budget that state provides in order to establish CBA
- Transferring as public intervene planned in the state budget such as sponsorship for processing and capital subsidies
- Grant that CBA accepted
- Service fee that CBA collected from service operation
- Service fee that CBA collected from renting or selling the CBA's property.

### **Part 4**

#### **Budgeting**

#### **Article 20**

The budget shall be balanced between the income and expenditure. The budget of CBA shall be planned in annual budget plan of enterprise. The income of CBA includes state subsidize, direct income and another income. The income and expenditure of CBA shall be respected the structure and the management like state's budget. CBA cannot establish the condition that make a shortage of annual budget operation, except the case that accepted by Ministry of Economy and Finance.

#### **Article 21**

The budget plan shall be managed by director in order to give to the BOD to check and approve. After that the plan shall be summited to ministry, institution of technical guardian to check and decide.

### **Part 5**

#### **Accounting**



## **Article 22**

CBA 's account includes:

- General account that respected the principle of bilateral and it reflects the budget operation, cash transaction, and operation with third party
- Accounting immovable, accounting asset, and accounting cost
- Accounting analyst in necessary case

Accounting list of CBA shall be prepared through general rule and accounting plan that stated in the decision of the minister of Ministry of Economy and Finance. Accountant shall prepare the annual financial report for director. Director shall submit this report and the management report to the BOD in order to check and approve at least 3 months after closing date of accounting.

## **Article 23**

The budget of CBA is a state fund which shall be put in national treasury's account, except for the exception that set by minister of Ministry of Economy and Finance.

## **Article 24**

The surplus of CBA shall be approved by the BOD. The surplus shall be confirmed by ministry, institution of technical guardian and financial guardian. The surplus shall be used for enterprise benefit, the development of CBA or the objective of payment of the national treasury. The administered of surplus shall be gotten an agreement from both technical and financial guardians.

## **Chapter4**

### **Guardian**

#### **Part 1**

### **General Principle**

## **Article 25**

The duty of guardian includes:

- Set policy and strategy of CBA
- Check and Decide the development plan of CBA
- Check and Decide the draft of annual budget plan of CBA
- Check and Decide the managing offer, the using of state's property and the clearing of fiscal list
- Check and Evaluate the result of the technical operation of the CBA
- Publish the mechanism to improve technical operation of CBA
- Checked and Decide the structure of CBA

- Request appointment for Director of CBA
- Appoint government official who work in CBA

## **Part 2**

### **Technical Guardian**

#### **Article 26**

According to the regulation, the technical guardian shall be sent all the written documents to financial guardian and the BOD which related to financial management and state's property in order to check and decide such as:

- The development plan of CBA
- Annual financial plan of CBA
- Annual financial report
- Decision on remuneration, bonus and allowance

Another decision that can be affected in financial section

#### **Article 27**

The technical guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and The Suspended shall be done through technical guardian's decision with a concentered reason. The technical guardian shall be notified of decision to CBA's Director. The Director shall be transferred this information to BOD.

#### **Article 28**

In case that BOD or Director do not practice the rule that stated in law, regulation, and internal law of enterprise. Technical guardian has working management or decision-making and using essential methods after recommendation or warning with a written letter.

## **Part 3**

### **Financial Guardian**

#### **Article 29**

The duty of financial guardian includes:

- Check and Agreed on the development plan of CBA
- Check and Decide of annual budget plan of CBA
- Check and Approve the acquisition plan of CBA
- Check and Decide on the management, the using of state's property and the clearing fiscal list
- Check and Agree on the annual financial report
- Check and Decide on decision of providing remuneration, bonus, and allowance
- Check, Agree or Approve on the other documents base on the request of technical guardian
- Prepare and Publish the rule and procedure of income, expenditure, income's regulation, expenditure's regulation and another regulation that related to financial of CBA.

### **Article 30**

The decision of Director, BOD and Technical guardian that related to financial work which is mentioned in article 29 of this Sub-Decree does not have a power in case of disagreement of financial guardian. In case that financial guardian disagrees on the decision, the financial guardian shall be sent to BOD and Director of the disagreement with a concreted reason. The Director, BOD, and Technical guardian shall solve this problem in timely manner.

### **Article 31**

The financial guardian has the right to cancel or suspend the implementation of related decision of CBA in case of:

- The BOD and Directors 'decision contrasted with the government policy or the strategic of the technical guardian
- The BOD and Directors 'decision contrasted with law and regulation
- The decision that established by the non-authority ministry, institution of decision that established by wrong procedure of BOD meeting.

The Cancellation and the suspended shall be provided a concreted reason. The technical guardian shall be notified decision to technical guardian and CBA's Director in the shortest time.

## **Chapter5**

### **Monitor and Audit**

### **Article 32**

CBA shall be had internal audit entity that established, appointed, modified, and ended the task by technical guardian with the request of BOD.

**Article 33**

CBA is under the monitor, audit, check of technical guardian, financial guardian, and national auditor. In necessary case, CBA can be under the control of independent auditor.

**Chapter 6**

**Final Provisions**

**Article 34**

All the provisions contrary to this Sub-decree shall be null and void.

**Article 35**

Minister of the office of the Council of Ministers, Minister of the Ministry of Public Works and Transport (Or Mayor of Phnom Penh City Hall), Minister of Economy and Finance, Minister, secretary of state of all ministries and relevant institutions have the duty to implement this sub-decree from the signed date.

Phnom Penh, Month Day, 2022

Prime Minister

**Hun Sen**