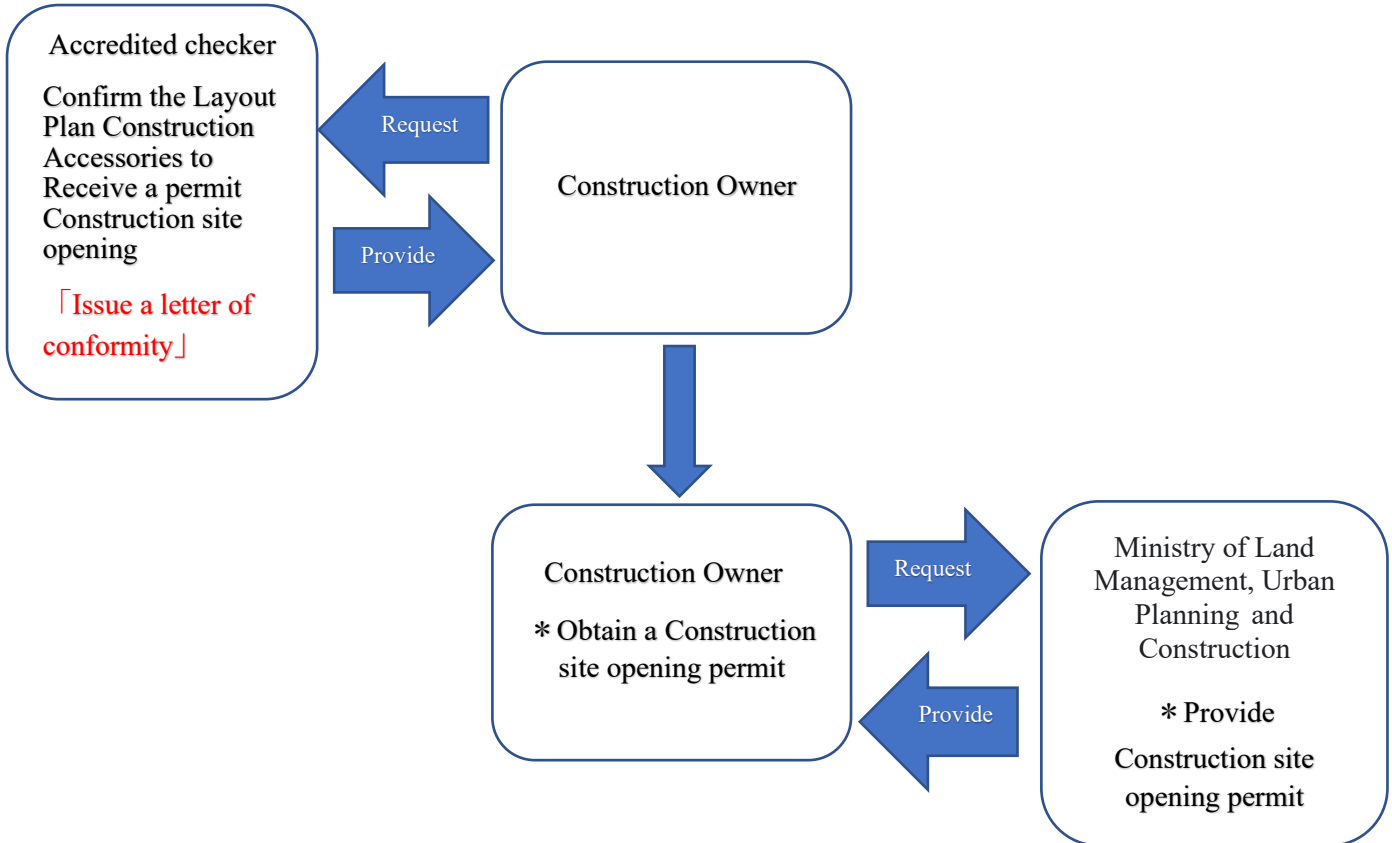


**2**

**Standard processing to obtain Construction site opening permit**

**After Receiving the Construction Permit**



**Work content Confirm the construction component design plan Construction Supervision and Certification :**

1. Check and verify that the construction material design Project be studied in accordance with the Architectural Design Approval by the competent authority.
2. Supervise and Use Technical Regulations, Construction, Technical Standards, and Guidelines Relates Techniques in studying the design project Construction component layout.
3. Supervise and Use Cambodian Standard Construction, Technical Regulations, Technical Norms, and Guideline Techniques for Construction materials and construction products in studying the design project Construction Accessories
4. Understand the assumptions Limitations And calculation rules of computer software used for modeling Analysis and calculation of construction components.

5. Create Component templates Analysis And independently calculated to determine adequacy and durability of all components Construction Accessories Including bottom components and upper Components.
6. Verify the calculation settings and select the load.
7. Verify methods and results of construction component analysis.
8. Verify the conditions and calculate the Compositions of Construction Components.
9. Verify Defection, Sway, Settlement, torsion, vibration and crack of construction components within the limits of Construction technical regulation technical norms and related technical guidelines.
10. Verify that the detailed layout of Construction Components included all aspects of Components Calculation.
11. Verify that the foundation plan follows the Technical Norms, Technical Guidelines, and experimentation related to geological techniques Land Survey Experiments on the sustainability of pillars. Test the quality of the pillars.
12. Verify that the stability of the construction component complies with technical regulations Cambodian standard construction technical standards and relevant technical guidelines.
13. For high-end components need to check the necessity of Dynamic analysis for the load included in the calculation Air load Earthquake load In case of if any.
14. Supervise the design and technical guidance in system installation Ground retaining wall for the construction of the lower components.
15. Inspect the composition of Temporary Construction Accessories And permanent that built to ensure that is does not affect neighboring buildings.

\* Refer to Article 16 of Prakas No. 109

※ In principle, our company will accept work as a package ① ~ ② ~ ③ for each project to improve the quality of certification work. We do not accept from point ② Therefore, please kindly understand.

## ② Certification service of structural design for apply construction site opening permit

Pre-Meeting

Please Check 「Basics of the process to receive a Construction Permit」

※ The Document to for the Construction owner to submit as below:

O-1 Letter of Receipt Customer (Information of Construction Owner /Designer /Type of

Certification/Project Name/Address /Area/ Usage area / Building use /construction area/ Type of component) and please attach the documents

- Architectural layout Master Plan, layout Plan, View & Section Plan
- Component layout Floor Plan, Section Plan, Design Loads Standard and Design Code

1Set

O-3 Letter of request for service

1Set

O-4 Letter of Appointment (Please use this letter when you want to make an appointment with the company. )

1Set

O-5 Handover letter of technical documents

2Set

- |     |                      |      |
|-----|----------------------|------|
| O-6 | Authorization Letter | 1Set |
| O-7 | Contract             | 2Set |
| O-8 | Technical Document   |      |
- 1) Construction permits 1 Hard Copy 1Set and PDF
  - 2) Architectural Layout Approved by The Ministry of Land Management, Urban Planning and Construction
    - Overview layout (Master Plan) 1 Hard Copy 1Set and PDF all floor plan, elevation plan, & Section plan - 1 original Hard Copy 1Set and PDF
  - 3) Inspection Report and Specify the Architectural Design 1 original hard copy 1 set and PDF
  - 4) Certification of Compliance of Architectural Design 1 original hard copy 1 set and PDF
  - 5) 3D Views or Perspective View - 1 original hard copy 1set and PDF
  - 6) Structural drawing Signed by the owner and Designer 6 original hard copies and AutoCAD & PDF and Electronic Document.
  - 7) Instructions or Technical norms (Technical Specification or General Notes) Signed by the Owner and Designer 1 original hard copy 1set and PDF
  - 8) Construction's load and Component Study Code (Design Loads Standard and Design Code) Signed by the owner and Designer 1 original hard copy 1 set and PDF
  - 9) Report on Land Survey (Geotechnical or Soil Investigation) Signed by the owner and Designer 1 original hard copy 1 set and PDF
  - 10) Report on Calculation (Calculation Note) Signed by the owner and Designer 1 original hard copy 1set and PDF
  - 11) Component Sample Installation Document (Structural Modeling File) Signed by the owner and Designer 1 original hard copy 1 set and an Electronic Document
  - 12) The Layout and Technical Guidance In the installation of retaining wall system Temporary (Temporary Retaining Wall drawing and Method Statement) Signed by the owner and Designer 6 original hard copy and AutoCAD & PDF and Electronic Document
  - 13) Temporary Retaining Wall load and Calculation Report (Temporary Retaining Wall Plan and Calculation Note) Signed by the owner and Designer 1 original hard copy 1set and PDF
  - 14) Temporary component of construction and permanent components signed by the owner and Designer 6 original hard copy AutoCAD & PDF and Electronic Document
  - 15) Wind Tunnel Testing Report Signed by the owner and Designer 1 original hard copy 1set and PDF

① Reception **(We Only Receive Via Telegram)**

In case of requesting service from our company, please complete the document (downloaded from the Google Drive link) and sign and send it to our company via telegram.

We will receive the documents submitted below:

- O-1 Letter of Receipt Customer (Information of Construction Owner /Designer /Type of Certification/Project Name/Address /Area/ Usage area / Building use /construction area/ Type of component) and please attach the documents
- Architectural layout Master Plan, layout Plan, View & Section Plan
  - Component layout Floor Plan, Section Plan, Design Loads Standard, and Design Code

O-6 Authorization Letter 1Set

② We will notify you. [Letter of Response to Service Provision] Via Telegram. (Take 5 working days to respond)

③ In case of requesting service, please submit [**service request letter**] to us via telegram within 5 working days after receiving the notification [service response letter] from the company. (In case the application for service is not submitted within 5 working days, the receipt will expire)

④ After submitting the application for service, please check the list of documents needed in the certification work.  
When you have prepared the documents, please make an appointment with the company to bring the required documents to our company.

\* List of documents to submit

Please submit the documents as below.

O-5	Handover Letter of Technical Document Original (Annex )	2set Signed by the owner
O-6	Original Authorization Letter	1set Signed by the owner
O-7	Original contract	2set Signed by the owner
O-8	Technical Document (1~15)	
O-3	Letter of request for service (Original)	1set Signed by the owner/Designer

⑤ When arrives the company We will issue an invoice for payment and letter of receive the document O-8.

- Please pay the fee within 4 working days.
- After checking the payment, we will issue an invoice and will Inform you of the refund via telegram.

⑥ After receiving the fee, we will start the contract.

⑦ After we review the contract we will Inform you via telegram to receive the contract from the company in the next 3 working days.

⑧ Start of contract/start of work Confirmation

- The start date of the work is from the date of signing the contract (the date of receipt of fee).

⑨ After the design work is completed, we will inform you below.

- Letter of termination
- Payment request bill

\* Please make payment within 4 working days after receiving the above documents.

⑩ After checking that the money has been paid, we will inform you via telegram about receiving the report documents. Therefore, please come to receive the documents from the company in the next 3 working days after inform.

#### Notes

\* For coming to the company other than point ⑦ · ⑩ Please make an appointment and set a date in advance. If there is no prior appointment, we will not accept the appointment.

#### Notes

\* The request is made by the Construction owner or the person authorized by the Construction owner. Besides that, it is not possible to apply.

\* We do not accept direct payment at the office.

\* In the cases below [suspension/termination] Will be implemented and the payment will not be refunded.

- ① In case the contract is canceled due to the reasons of the construction owner, The first payment after signing the contract, will not be refunded.
- ② In case the second payment period exceeds 7 working days (the contract will be canceled).
- ③ In case the documents and Layout project for the certification submitted are false (The contract will be canceled)
- ④ In case of non-compliance, we will issue a [Notice of Defects].
- ⑤ In case there is no adjustment according to the time set after the release date [Letter of shortage] We will issue [Non-compliance letter].

- ⑥ In case of no adjustment according to the time specified after the release date [Letter of shortage] [Letter of compliance] Will be certified as a non-compliance letter. In case of non-compliance, the remaining fee is required to be paid.
- ⑦ During the corrective work of the customer does not include the time to carry out the work, inspection and certification of construction.

### **In case the customer comes to our company to discuss and ask questions**

To save time, we have set up an appointment system and procedure to make the reception smooth as well. Please make an appointment according to the instructions below.

#### **We do not accept telephone inquiries.**

① After filling in the required information in the appointment letter, please send it to us via telegram.

② We will send you an appointment letter via telegram.

※ Because we need to arrange for the staff to meet with you according to the content of the discussion, so please write the content of the appointment clearly.

※ Since we have appointments with other clients, the discussion can only last for 50 minutes.

※ In the event that we are unable to make an appointment or fulfill your request, please request another appointment on another day.

※ For appointments to discuss or ask questions, please make an appointment with us 5 business days in advance.