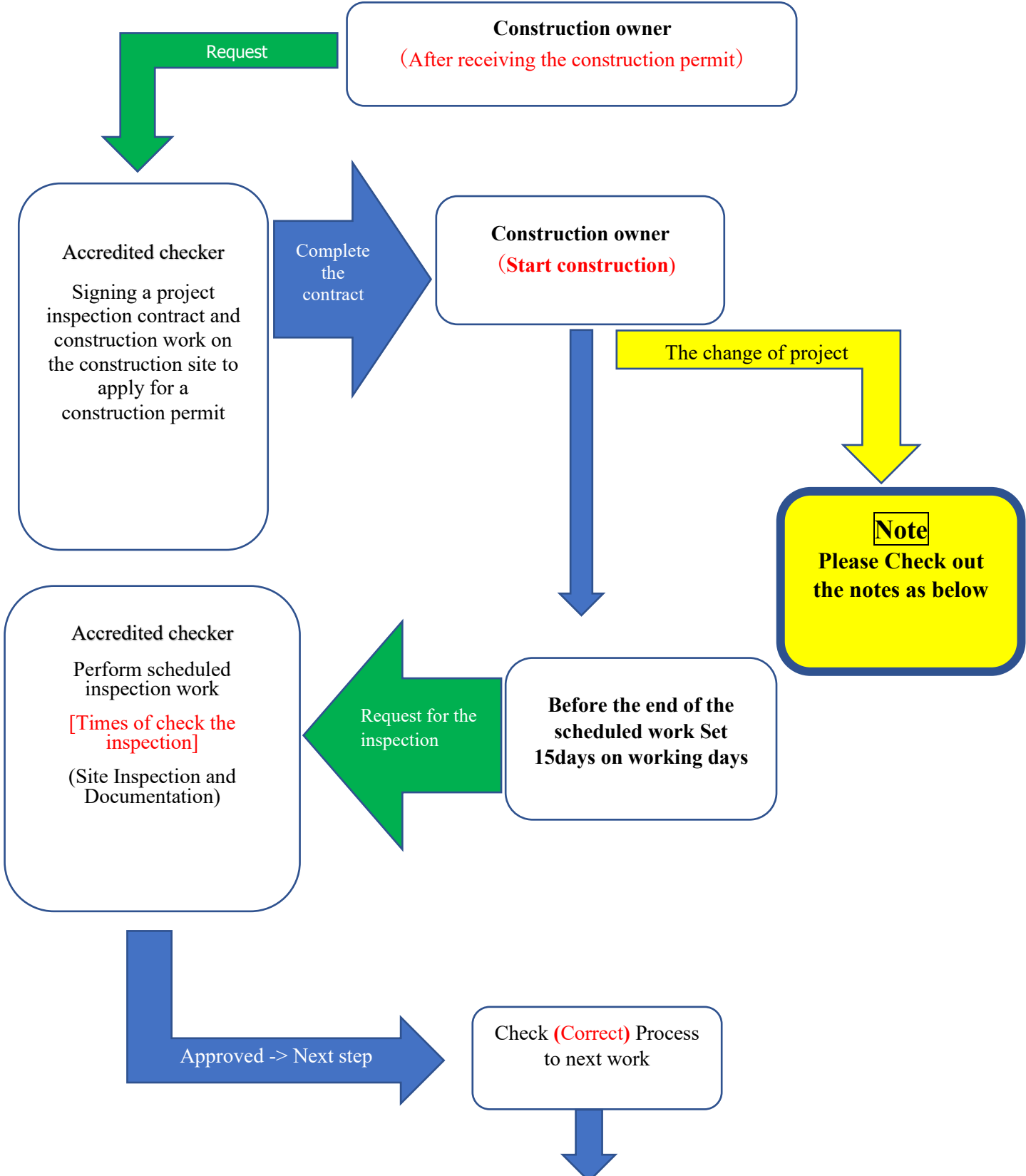
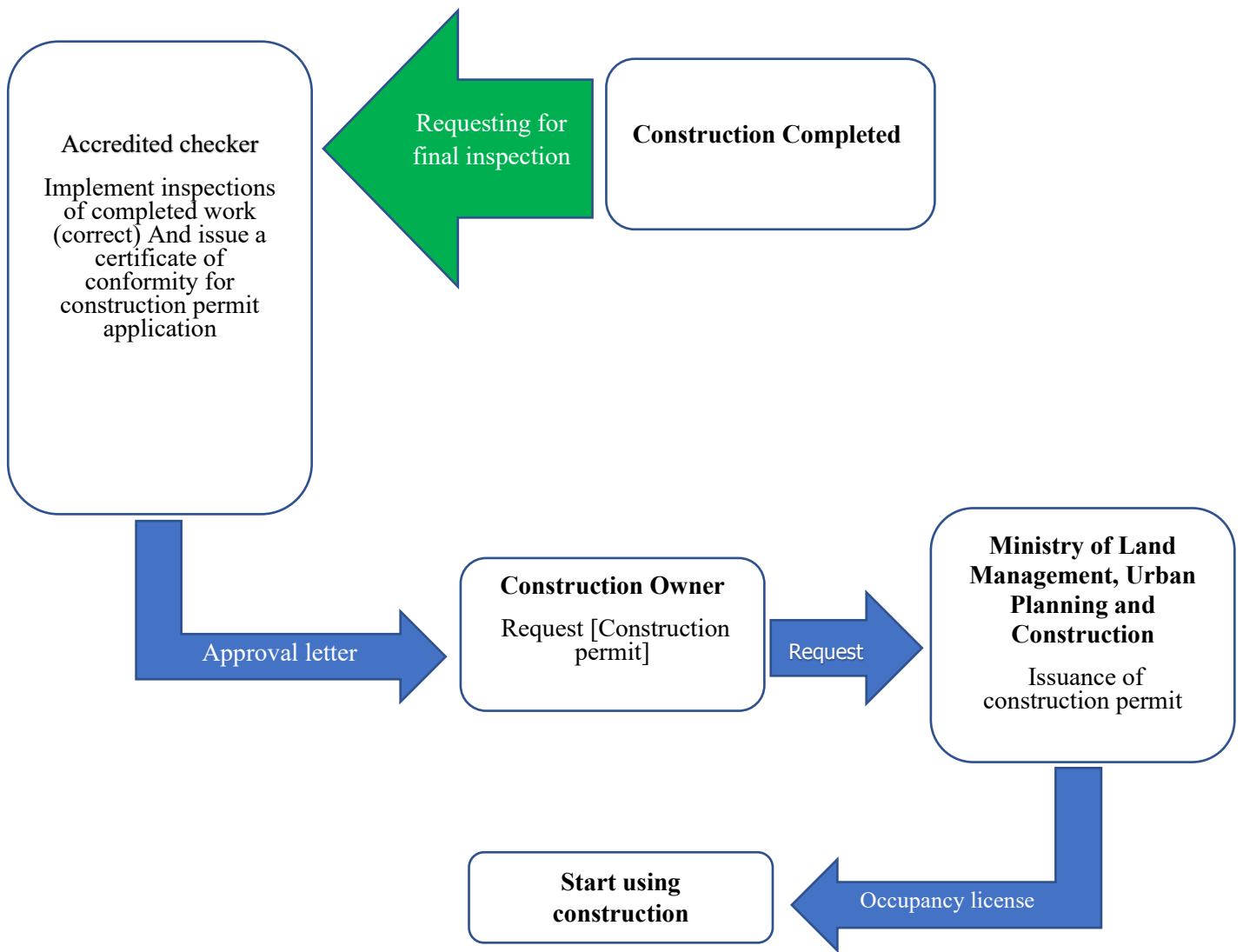


3

**Standard Process to Obtaining Building Occupancy Certification**





**Accredited checker work:**

1. Supervise the construction work per the architectural and structural design approved by the competent officials through the permit.
2. Inspection of construction work to comply with construction technical regulations Cambodian standards and other applicable regulations.
3. Inspect the construction site in accordance with the letter of legal norms and guidelines related to safety, environment, hygiene, safety, and order at the site.
4. Confirm that the construction is quality and safe to use.

**\* Refer to Article 17 of Prakas No. 126**

### **Content of construction inspection work :**

1. Construction work in urban planning Gap Construction height Land use index the ratio of construction area to land area, public space, and green surface Outdoor car parking
2. Construction of components bottom section Foundation work, footing, retaining wall, retaining wall work, ground beam, stump column, superstructure, beam, slab, shear wall, roof, formwork, support, and reinforcement work.
3. Architectural construction work roof Door, Window, Stairs, Height, Exit, Air space, the light, Indoor car parking, infrastructure for the disabled, the function of construction components, aviation lighting, and lighting protection material.
4. Construction works Wastewater, Rainwater System Division, drainage system, rainwater system, Septic tank Wastewater treatment tank gutter, Rainwater Reservoir Wastewater treatment plant.
5. Construction material, construction equipment, and construction products.

\* Refer to Article 18 of Prakas No. 126

### **Note**

\* After receiving the construction permit and Site opening permit, if there are changes in design or construction plan during construction, please request a modification in advance. To obtain a modification permit and a letter of opening the construction site before starting the renovation work in case of corrective work before obtaining permission Our company will stop the inspection work.

\* When a project is modified, please contact us for information.

\*In the case of Borey development, please attach the land development letter. The number of inspections will be flexible depending on the project.

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

### **③ Accreditation for occupancy license**

(For projects that have not been inspected And confirm the layout plan With our company before that we do not accept inspection services and do not confirm the construction work. So please kindly understand.

\* After receiving the construction permit and permission letter site opening if have [Modification of the project] during the construction process Is required to request Modifications to obtain a construction permit and reopening permit Before starting construction work. In case of performing construction work before getting permission, our company will stop performing certification work.

\* In case of project modification Please inform us in advance.

## Pre-Meeting

Check out 「**Basics of the Process to get an occupancy license**」

The inspection was required 4 times during the construction and 1 final time when it finished. In case all inspections are accurate Our company will release:

- ① **Accredited report on structural work.**
- ② **Accredited report on architectural work.**
- ③ **Accredited report on structural and architectural work.**

※ The documents required by the construction owner are as bellow.

※ For the document required for inspection please checked [ 1 Document].

U-1	Project Information Letter (Owner's information/Designer/type of accreditation)	1 Set
	* Attachments and drawing	1 Set
	① Working schedule of construction	
	② Construction Permit	
	③ Accreditation letter of architectural design	
	④ Accreditation report of architecture	
	⑤ Site opening license	
	⑥ Structural design accredited letter	
	⑦ Structural design accredited report	
	⑧ Overview layout Master Plan	
	⑨ Layout Plan (Every floor)	
	⑩ View and Section Plan	
	⑪ Structure Floor Plan and Section Plan	
	⑫ Design Loads Standard and Design code	
U-3	Application for request the service Original	1 Set
U-4	Appointment letter ( Please use this letter when you want to make an appointment at the company. )	1 Set
U-5	Handover letter of technical documents Original	2Set
U-6	Authorized letter	1 Set
U-7	The contract (Original)	2 Set
U-8	Technical Document must be provided in advance	
	1) Schedule of construction Signed by the owner and designer (Original hard copy and PDF)	1 Set
	2) Construction permit (Hard copy and PDF)	1 Set
	3) Architectural layout (Overview layout Master Plan, Layout Plan, View and Section Plan) Authorization from ministry of Land Management Urban Planning and Construction (Hard copy and electronic documents Auto CAD & PDF)	1Set
	4) Accredited letter of architecture (Hard Copy and PDF)	1 Set
	5) Inspection report and confirm the architectural design project (Hard Copy and PDF)	1 Set
	6) Construction permit (Hard Copy and PDF)	1 Set
	7) Structural drawing that got an approval from MLMUPC (Hard copies, CAD file, PDF)	1 Set
	8) Accredited letter of structural design (Hard Copy PDF)	1 Set
	9) Accredited report of structural design (Hard Copy and PDF)	1 Set
	10) Sewage and drainage system Layout and schematic) that got an approval from MLMUPC (Hard Copy and electronic documents Auto CAD & PDF)	1 Set
	11) Septic Layout or Stool Reservoir Layout (Septic Layout and Detail Plan)	

that got an approval from MLMUPC (Hard Copy and electronic documents Auto CAD & PDF)

1 Set

12) Wastewater Treatment Plant Layout (Sewage Treatment Plan) With the permission of the Ministry of Land Management, Urban Planning and Construction. ( Hard Copy and electronic documents Auto CAD & PDF )

1 Set

13) Liquid Wastewater Treatment Plant Layout (Wastewater discharge treatment-Process and drawing plan) With the Permission of the Ministry of Land Management, Urban Planning and Construction (Hard Copy and Electronic Document Auto CAD& PDF)

1 Set

14) Rainwater reservoir layout (Rainwater reservoir plan) With the permission of the Ministry of Land Management, Urban Planning and Construction (Hard Copy and Electronic Document Auto CAD & PDF)

1 Set

15) Evacuation map (Evacuation map) (Hard Copy and Electronic Document Auto CAD & PDF)

1 Set

16) Security port layout and rescue ladder (Evacuation Plan) With the permission of the Ministry of Land Management, Urban Planning and Construction (Hard Copy and Electric Document Auto CAD & PDF)

1 Set

17) Lightning protection device layout (Lightning Protection system) with the permission of the Ministry of Land Management, urban Planning and Construction (Hard Copy and Electronic Document Auto CAD & PDF)

1 Set

18) Roof Traffic Sign Layout (Lighting of obstacle for aviation plan) With the permission of the Ministry of Land Management, Urban Planning and Construction (Hard Copy and Electronic Document Auto CAD & PDF)

1 Set

19) Certification letter of any special conditions Issued by the relevant institution (Hard Copy and PDF)

1 Set

20) Letter of Manager Appointment Construction Project Signed by the owner and Designer (Hard Copy & PDF)

2 Set

21) Letter of Manager Appointment Construction Project Signed by the owner and Designer (Hard Copy & PDF)

2 Set

U-9 Building construction plan or Steel work construction plan Signed by the owner Project Scholar Builder (Original)

1 Set

U-10 Temporary work construction method plan Signed by the owner and design project scholars

1 Set

U-11 Pile work construction method plan Signed by the owner and design project scholars

1Set

U-12 Retaining wall work construction method plan Signed by the owner and design project scholars

1 Set

U-13 Soil excavation work construction method Signed by the owner and design project scholars

1 Set

U-14 Concrete work construction method plan Signed by the owner and design project scholars

1 Set

U-15 Rebar work construction method plan Signed by the owner and design project scholars

1 Set

U-16 Steel work construction method plan Signed by the owner and design project scholars

1 Set

U-17 post-tension slab work construction method plan Signed by the owner and design project scholars

1 Set

U-18 Special construction method plan Signed by the owner and design project scholars

1 Set

\* For file number U-10 and U-12 Can be provided as a submitted file When applying for a construction permit and Construction permit can also be used.

\* For file number U-8 (3,7,10~18) Please provide a hard copy and Electronic Document Auto CAD and PDF

\* For file number U-8 (2~6,8,9,19) and U-10~U-18 For file number and PDF

\* For file number U-8 (1,20,21) Please provide the original document

\* For point file U-8 (20,21) and U-9 If not yet achieved and cannot provide Please provide these documents [20 days before construction start on working day] In order for us to check. Please note that inspection work will be stopped if construction begins Without providing documents and not yet confirmed.

① To Receive ( Via telegram only )

In cash of requesting service from our company Please complete the document (Downloaded from the link) And sign then send to our company via telegram by [Construction Owner or Authorized Person].

We will receive the documents submitted below.

U-1 Letter of project information (Construction Owner Information / Designer / Types of certifications)

1 Set

\* Attachments And layout

1 Set

- ① Schedule of construction
- ② Construction Permit
- ③ Certificate of Conformity of Architectural Design Project
- ④ Architectural Design Review and Confirmation Report
- ⑤ Construction site opening
- ⑥ Accredited letter for structural drawing
- ⑦ Accredited report for structural drawing
- ⑧ Overview layout Master Plan
- ⑨ Layout Plan each floor
- ⑩ View and Section Plan
- ⑪ Structure Floor Plan and Section Plan
- ⑫ Design Loads Standard and Design code

U-6 Authorized letter

1 Set

- ② We will notify to you. [Response letter about certification work] Via telegram (It may take up to 5 business days to respond)

In the [Job Confirmation Letter] Inspection service fee will be confirmed number of inspections and the documents needed in there as well.

- ③ In case of requesting Service please submit [Letter of request for service] come to us via telegram within 5 days of working days after receiving notification from [Job Confirmation Letter] From the company side. (If the application for services is not submitted within 5 days Acceptance will expire)

- ④ After submitting the application letter

Already provided the service Please check the list of documents required in the certification work. Once you have prepared the documents Please make an appointment with the company to bring the required documents to our company.

\* How to make an appointment Please check in [In case of coming to the company for discussion And ask questions]

\* List of technical documents to be provide is written in [Response letter about certification work].

Please provide the following documents.

U-3 Letter of request for service (Original

1 Set Signed by the construction owner

And design project scholars

U-5 Letter of handing over and receiving technical documents

2 Set Signed by the construction owner

U-6 Authorized letter

1 Set Signed by the construction owner

U-7 The contract Original (The price and duration of the work have been confirmed.)

2 Set Signed by the construction owner

U-8~U-18 Technical document (Requirements document written in [Response letter about certification work])

\* When preparing to fulfill a contract Please check [Response letter about certification work] of our company.

Please write service fee and the duration of the work specified in the contract.

- ⑤ Upon arrival at the company We will issue a bill requesting payment. (Deposit 10% of the contract amount) and Letter of receive document for U-8, U-9, U-18.

- Please make payment within 4 working days.

- ⑥ After checking that the service fee has been received We will issue an invoice. Then we prepare a contract and check.

Documents provided. (The contract start from the date of receipt payment.)

- We will review the documents and issue [Inspection results of the document] then inform you via telegram. If not required no correction you can start the construction. In case of correction please make adjustments and provide us with the documents again. Please remember the Construction work could not begin if the adjustment is not completed.

⑦ After we prepare the contract already we will inform you via telegram to receive the contract from the company in the next 3days on working days.

⑧ Relate to inspections during construction (4 time and can vary according to each project write in [Response letter about certification work].

< Basics of the inspection phase >

1st time: Foundation work (Test pile)

2nd time: Before casting 1F slab

3rd time: During the MEP work and architecture work

4th time: Final concrete casting for structure (During MEP and architecture work)

<Relate appointment for inspections >

**\* After receiving the construction permit and sited opening If available [Modification of the project] during the construction Is required to request Modifications to obtain construction permit and reopening permit Before starting construction work.**

1. Request for inspection date please set a specific date and submit a letter [Request for inspection] 15day of working day before the scheduled of inspection.
2. When the inspection date has been set, we will send you a bill requesting payment and please make payment within 5days of working day.
3. For modifications or cancel the inspection date please make a letter [Request for modifications or cancel the inspection date] and send to us via telegram before the inspection 3day on working day.
4. In case the inspection request is canceled please set an inspection date and request again.

**\* In case of payment is not on time the inspection has been canceled.**

⑨ On the day of inspection during construction

**[On the day of inspection involve the participation of those in charge Layout Project Section and those in charge of construction]**

**\* For those in charge Layout Project Section and those in charge of construction be the same person as the document U-8 (21,22).**

Please prepare the documentation introduced in (Attached File 1).

- After checking that is correct, we will issue a letter [Temporary Notification of Accuracy] Delivered at the construction site and be able to continue the construction work.
- **The next day We will prepare to issue an official letter [inform the accreditation of your project during your construction]**
- **Offer within 3day on working days Therefore, please come and receive from our company.**
- In case of inaccuracy, we will issue a letter [Notification of adjustments]. Please correct any inaccuracies submit to our company.

**\* For minor adjustments Can be reported and sent as a photo. But if that adjustment requires a review, please make a request (⑧inspection date appointment) one more time. Please also inform that if you have continued the construction process to the next before the adjustment work is completed, we will issue [Accredited letter that shown the non-compliant on structural or architectural] and the inspection work contract will be terminated immediately. Therefore, please be careful.**

**\* On the day of inspection If the inspector finds that the construction process is not yet complete, Construction phase determined in the inspection schedule the inspection will be repeated in the case, we will charge a separate inspection service therefore, please be careful.**

⑩ Related to the inspection the construction works complete

**\* After receiving the construction permit and sited opening if available [Modification of the project] during the construction requires the correction for drawing in order to get construction permission and site opening licenses**

Request for inspection date please set a specific date and submit a letter [Request for inspection of complete work] 15days on working days before the scheduled inspection date.

1. When the inspection date has been set, we will send you a bill requesting payment and please make payment within 5 days on working days.
  2. For modifications or cancel the inspection date please make a letter [Request to modify or cancel inspection date] and Send to us via telegram 3 days on working day before the inspection.
  3. In case the inspection request is canceled please set an inspection date and request again.
- \* In case the payment is not on time the inspection has been canceled.

⑪ On the day of inspection the construction work has completed  
 [On the day of inspection Please participate from Designer and builders]

Please prepare the documentation introduced in (Attached file 0).

- After checking that it is correct, we will issue a letter [Temporary Notification of Accuracy] Delivered at the construction site.

\* **The next day we will prepare to issue an official letter [Certificate of Conformity] provide like this, please come and receive from our company.**

- In case of adjustment, we will issue a letter [Notification of adjustments]. Please correct to the wrong point send to our company.

\* For minor adjustment can be report and sent as a photo. If available

That correction requires a review. Please make a request (⑧ Inspection date appointment)  
 Again.

\* On the day of inspection If the inspector finds that the construction work is not yet completed accordingly.

Our inspection work regarding to the schedule of construction, in case of wrong schedule that led to additional work, we will charge more. So please be cautious.

## Note

\* For coming to the company other than point ⑦ · ⑨ · ⑪ Please make an appointment and set a date in advance. In case there is no previous appointment we do not accept that appointment.

\* To request is made by the construction owner or those who have to receive permission from the construction owner. For other it is not possible to make a request.

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

\* In case as below [Termination of contract/Issuance of non-compliance letter] will be implemented.

- ① In case the contract is canceled due to the reason of the construction owner for payment already paid will not be refunded.
- ② In case the next construction process is started before the accredited report release, we will issue a certificate of non-compliance.
- ③ In case of construction before getting permission from the Ministry of Land Management and Urban Land and construction on project modification work. Please note our company will carry out the issuance of non-compliance certificates. Therefore, please be careful.
- ④ In case of fraud the document or the project plan provided the cancellation of the contract will be carried out.

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

To reduce the waiting time on arrival at the company to a shorter period of 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 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.

## **Attachment 1 list of documents required during the inspection**

\* The announcement of appointed the site/project manager

(If the he/she is not appointed yet, please provide the information 20 working days before the construction)

1. Result report of construction work (Reinforcement concrete structure)

- Concrete trial mix report (Common)
- Concrete delivered receiving inspection photo (Common)
- Rebar mill sheet list (Common)
- Construction site delivered of rebar receiving inspection photo (Common)
- Designer inspection of each place rebar arrangement result record and inspection photo (Common)
- Each place rebar arrangement photo (Common)
- Photo of before each place important finishing work done (Common)
- MEP construction work photo (Common)
- Hidden place of MEP part construction work photo (Common)

2. Result report of steel construction work (Steel structure)

- Steel material mill sheet list
- Bolt mill sheet list
- Construction site delivered of steel material receiving inspection list
- Construction site delivered of steel material receiving inspection photo
- Construction site delivered of bolt receiving inspection list
- Construction site delivered of bolt receiving inspection photo
- Steel construction work photo
- Designer inspection of each place steel construction work result record

\* (Common) mean to do the same for Steel structure

\* All documents must be certified by Manager (Signature and Stamp).