

ANNEX

TABLE OF PROVISION OF SERVICES BY THE APSARA AUTHORITY SERVICE CENTER

No.	Types of services	Service users	Documents required for receipt of services	Duration of service provision
1	Access to Angkor resort free of charge for official State delegations	For the official delegation of the ministry/institution paying an official State visit	<ul style="list-style-type: none"> - Letter of request from the governmental ministry/institution - Clear specification of the date of visit - Roster of the delegation - Contact telephone numbers 	5 days (working days)
2	Access to Angkor resort free of charge for researchers	For researchers from institutions/organizations involved in cultural research and temple repairs	<ul style="list-style-type: none"> - Letter of request from the governmental ministry/institution and organization - Roster of the researchers - Date of research study - Two photos of the researchers - Passport (photocopy) - Entering into a contract with Apsara Authority for long-term research - Contact telephone numbers 	10 days (working days)
3	Access to Angkor resort free of charge for passers-by	Only for those who transit Angkor resort to various other locations	<ul style="list-style-type: none"> - Letter of request from the ministry/institution or national and international organizations - Specification of the purpose and location to be transited and destination - Clear specification of the number of days for transit - Two photos of the passers-by - Passport (photocopy) - Contact telephone numbers 	7 days (working days)
4	Photography	For natural persons and legal	<ul style="list-style-type: none"> - Letter of request from natural persons or legal 	10 days (working

		entities	<p>entities</p> <ul style="list-style-type: none"> - Clear specification of the date and location requested for photography - Clear specification of purpose of photography (What is the purpose of photography?) - Roster of the photographers (specifying their positions) - ID card or passport (photocopy) of the responsible person of the camera crew - Address of the company or unit requesting to take photographs - List of photographic equipment - Entering into a contract with the Apsara Authority - Contact telephone numbers 	days)
5	Video recording		<ul style="list-style-type: none"> - Letter of request from natural person or legal entity - Description of the story (scenario) - Letter of authorization from the Ministry of Culture and Fine Arts - If it is a report for broadcast, there must be a letter of authorization from the Ministry of Information - Clear specification of the date and location requested for video recording - Clear specification of purpose of video recording (What is the purpose of video recording? Where will it be broadcast or disseminated? By what means?) - Roster of the video recording crew (specifying their positions) 	20 days (working days)

			<ul style="list-style-type: none"> - ID card or passport (photocopy) of the responsible person of the video recording crew - Address of the company or unit requesting video recording - List of video recording equipment - Entering into a contract with the Apsara Authority - Contact telephone numbers 	
6	Filming	For natural persons or legal entities	<ul style="list-style-type: none"> - Letter of request from natural person or legal entity - Description of the story (scenario) - If making a movie, there must be a letter of authorization from the Ministry of Culture and Fine Arts - If it is a report for general broadcast, there must be a letter of authorization from the Ministry of Information - Clear specification of the date and location requested for filming - Clear specification of the purpose of filming (What is the purpose of filming? Where will it be broadcast or disseminated? By what means?) - Roster of the film crew (specifying their positions) - ID card or passport (photocopy) of the responsible person of the film crew - Address of the company or unit requesting to film - List of film equipment - Entering into a contract with Apsara Authority 	30 days (working days)

			- Contact telephone numbers	
7	Organization of arts performance and dining in area of Angkor resort for tourists	Tour companies, hotels and restaurants	<ul style="list-style-type: none"> - Letter of request - Clear specification of the date and location requested for the event - Clear specification of the number of tourists participating in the event - Name and address of the person responsible for the organization of the event - Entering into a contract with Apsara Authority - Contact telephone numbers 	10 days (working days)
8	Small (sales) business in temple compounds in Angkor resort	Local residents with clear addresses	<ul style="list-style-type: none"> - Letter of request (specifying business objective) - ID card - Family record book or residence certificate - Drawn plan showing the requested location - Entering into a contract with the Apsara Authority - Contact telephone numbers 	15 days (working days)
9	Construction or repair of residential construction of the residents	Residents who have been living in old houses for a long time and have their addresses in Angkor park	<ul style="list-style-type: none"> - Application for construction permit - Certificate of land occupancy (documents in respect of the occupancy and use of land) - ID card - Residence record in the family - Plan showing the location of the lot requested for construction - Architectural drawings of the building requested for construction - Contact telephone numbers - The construction applicant must be present at the location requested for construction when 	30 days (working days)

			<p>the working group of Apsara Authority conducts an inspection of the location</p> <ul style="list-style-type: none"> - Contact telephone numbers 	
10	Construction of buildings and infrastructure in private sector	Khmer citizens and legal entities of Khmer nationality	<ul style="list-style-type: none"> - Application for construction permit - Certificate of land occupancy (documents in respect of the occupancy and use of land) - Documents of the investment project - ID card - Residence record in the family - Plan showing the location of the lot requested for construction - Architectural drawings of the building requested for construction - Contact telephone numbers - The construction applicant must be present at the location requested for construction when the working group of the Apsara Authority conducts an inspection of the location - Contact telephone numbers 	30 days (working days)
11	Construction of buildings and infrastructure in public sector	The units concerned that are the owners of the buildings (Governmental ministries, institutions, local authorities etc.)	<ul style="list-style-type: none"> - Application for construction permit - Certificate of land occupancy (documents in respect of the occupancy and use of land) - Documents of the investment project - ID card - Residence record in the family - Plan showing the location of the lot requested for construction - Architectural drawings of the building requested for construction - Contact telephone numbers - The construction applicant must be present at 	30 days (working days)

			the location requested for construction when the working group of Apsara Authority conducts an inspection of the location - Contact telephone numbers	
12	Construction of buildings and infrastructure in religious sector	Layman, priest, pagoda commission, religious representative or local authority	- Application for construction permit - Certificate of land occupancy (documents in respect of the occupancy and use of land) - Documents of the investment project - Documents pertaining to the establishment and authorization to establish a pagoda or religious organization issued by the competent ministry of the Royal Government - A copy of monk's ID card or ID card - A copy of the plan showing the location of the lot requested for construction - A copy of the architectural drawings of the building requested for construction - Contact telephone numbers	30 days (working days)
13	Music performances for repaying prayers in Angkor resort	Khmer citizens	- Letter of request - Clear specification of the plan showing the location for the organization of the event - ID card or family record book (photocopy) - Contact telephone numbers	3 days (working days)
14	Organization of traditional wedding or events in Angkor resort	Khmer citizens or foreigners	- Letter of request - Clear specification of the plan showing the location for the organization of the event - ID card or family record book (photocopy) - Contact telephone numbers	3 days (working days)
15	The provision of an official map on the determination of the protected zone of Angkor Park and other areas under the	Khmer citizens or foreigners, institutions, companies and organizations	- Letter of request - Contact telephone numbers	14 days (working days)

	management of the Apsara Authority			
16	Internship or study tour conducted in Angkor Park and other areas under the management of the Apsara Authority	Khmer or foreign students	<ul style="list-style-type: none"> - Letter of request for internship - Letter from the school or educational establishment - Contact telephone numbers 	<p>14 days (working days) for researchers</p> <p>7 days (working days) for study tour</p>
17	Removing specimens of antiques and other objects in the area of Angkor resort and other areas under the management of Apsara Authority with the aim of scientific research in the framework of cooperation project with Apsara Authority	Partners in cooperation with Apsara Authority	<ul style="list-style-type: none"> - Letter of request - Specification of dates for import and export - By what means and which check-point - Photo of the antique specimen to be taken for experiment - Name of the person taking the specimen - Contact telephone numbers 	14 days (working days)
18	Excavation and transportation of sandstone in the areas under the management of Apsara Authority	Residents or communities, legal entities, non-governmental organizations	<ul style="list-style-type: none"> - Letter of request - Drawing plan showing the location to be excavated - Location and time for transportation - Contact telephone numbers 	14 days (working days)
19	Organization of various events in Angkor resort and other areas under the management of the Apsara Authority	Residents or communities, ministries, institutions, companies, organizations	<ul style="list-style-type: none"> - Letter of request - Clear specification of the location and time for the organization of the event - ID card or family record book (photocopy) - Contact telephone numbers 	7 days (working days)