Kingdom of Cambodia
Nation Religion King

Non-Banking Financial Services Authority (NBFSA)
Accounting and Auditing Regulator

No. 009 ACAR.SNN

Phnom Penh, 6 July 2021

Instruction on Formalities and Procedures for Submitting Audited Annual Financial Statements for Enterprises via Online System to the Accounting and Auditing Regulator (ACAR)

In accordance with Royal Kram No. NS/RKM/0416/006 dated April 11, 2016 promulgating the Law on Accounting and Auditing, Sub-Decree No. 79 ANKr.BK dated June 1, 2020 on Provisional Fines for Violations of the Law on Accounting and Auditing, Prakas No. 563 MEF.BrK dated July 10, 2020 on the Obligation to Submit Financial Statements for Independent Audit, and Prakas No. 936 MEF.BrK dated August 25, 2014 on the Provision of Public Services by the National Accounting Council (currently NAC), enterprises are required to submit audited annual financial statements to the **Accounting and Auditing Regulator of the Non-Bank Financial Services Authority.**

To facilitate the submission of these financial statements, the Accounting and Auditing Regulator hereby provides the following instructions:

1. The submission of audited financial statements, starting from the financial statements for the year 2020, shall be done through the online system (E-Filing system) of the Accounting and Auditing Regulator.
2. The reports to be submitted to the Accounting and Auditing Regulator include:
   a. Complete set of financial statements in accordance with applicable accounting standards
   b. Independent Auditor's Report, and
   c. Report of the Management.
3. To be able to smoothly submit the audited annual financial statements through the online system, enterprises shall follow the procedures for each stage as follows:

Stage 1: Creation of an account to access the system

Enterprises shall visit the website of the Accounting and Auditing Regulator (www.acar.gov.kh) to create an account in advance. Enterprises shall follow the additional explanatory instructions for registration and fill in the online information as provided in Section 4.1 of the Annex to this Instruction.

Stage 2: Request for a Financial Statement Identification Number

After creating an account, enterprises shall request a Financial Statement Identification Number by following the additional explanatory instructions for filling in the information to apply for a Financial Statement Identification Number from the Accounting and Auditing Regulator, as provided in Section 4.2 of the Annex to this Instruction.

Stage 3: Submission of Financial Statements

This stage is divided into three steps as follows:

Step 1: Filling in financial information

After obtaining the Financial Statement Identification Number, enterprises shall fill in the financial information in each box provided on the system (E-Filing System) by following the additional explanatory instructions for submitting financial statements as provided in Section 4.3 of the Annex to this Instruction.

Step 2: Uploading the set of financial statements into the system

After completing the financial information, enterprises shall upload the set of financial statements into the system by following the additional explanatory instructions for submitting financial statements as provided in Section 4.3 of the Annex to this Instruction.

Step 3: Payment of service fee for storage of financial statements

This is the final step in submitting the audited financial statements. Enterprises shall pay a service fee of 300,000 (three hundred thousand) Riels through the electronic payment system (E-Payment) available on the online financial statement submission system (E-Filing System) by following the additional explanatory instructions provided in Section 4.3 of the Annex to this Instruction. After payment, the system will automatically generate a payment receipt for the enterprise and update the status of the enterprise's financial statement submission.

4. Failure to comply with the obligation or delay in submitting audited financial statements to the Accounting and Auditing Regulator shall be subject to penalties as specified in Sub-Decree No. 79 ANKr.BK dated June 1, 2020 on Provisional Fines for Violations of the Law on Accounting and Auditing.
5. The Accounting and Auditing Regulator strongly expects that obligated enterprises will pay attention to effectively implement the contents of this Instruction from the date of signature onwards.

Director General

Bou Tharin