Business Reporting (BR) Portal
Introduction

What is Business Reporting?

• It is an online portal developed in collaboration with JPKE, EGNC, DARE and Ministry of Energy & Industry to streamline and centralise business data collection from various government agencies and business owners.

• Accessible to appointed focal points in Government agencies for research and development of entrepreneurs and growth of other sectors in the economy.

Benefits to companies:

• Reporting of business data to one portal only.

• Access and Update company’s business data any time.

• Enable government agencies to monitor growth of company and provide business related assistance to company.
Access the BusinessBN website:  
www.business.gov.bn

Click the Business Reporting icon

Search for Company name and ROCBN No

Company name and ROCBN Number DOES NOT APPEAR

Company name and ROCBN Number APPEAR

Fill in the eForm under Business Reporting Registration

Proceed to Business Reporting

Login using eDarussalam Account

Fill in Section 1-7

Note:
Approval process will take five (5) working days.
Accessing Business Reporting Portal
How to access BR Portal?

Website: www.business.gov.bn

Click this icon to proceed to Business Reporting Portal
Accessing the BR Portal

1. Search Company / Business Name

Enter Company / Business Name:

Search

2. If company name appear, please click “Proceed to Business Reporting”

3. If company name does not appear, register by clicking on “For Companies / Business Registered under ROCBN”
• The approval process will take a maximum of 5 working days.
• Applicants will receive an email notification which includes the correct ROCBN number.
• Business owners will be able to access their business’ Business Reporting Portal.

If more than one owner, add details of owner(s) before submitting.
2. Type of Company | Old ROC number (as per in Certificate of Registration) | New ROCBN Number (8 Digit)
--- | --- | ---
Sole Proprietor / Partnership | P/12,341/2011 | P00012341
Private Limited Company | RC/567/2012 | RC00000567
Foreign Registered Companies | AGO/RFC/890 | RFC00000890

3. Company Name as per in Certificate of Registration.

4. Date of Incorporation is date of companies / business names registered in ROCBN.
For Sendirian Berhad
Certificate of Incorporation of Private Company

ROC Number
RCxxxxxxxxxx

Date of Incorporation
For Sole Proprietor/Partnership
Certificate of Registration (Section 17)

COMPANY NAME

ROBN Number
Pxxxxxxxxx

Date of Incorporation

OWNER’S NAME

NB: This certificate does not mean that you can carry out your business. You may be required to apply for the necessary written approval or licence from the relevant authority.

MOHAMAD SAIFUL HOUD BIN HJ EDIN

Registrar
For Foreign Registered Companies
Certificate of Incorporation

RFC Number
RFCxxxxxxxxx

Date of Incorporation
27 September 1979

COMPANY NAME

Pendatang Syarikat-Syarikat Registrar of Companies Negara Brunei Darussalam
BR Registration eForm

1. Please specify your type of company
   - Sole Proprietor
   - Partnership
   - Private Limited Company
   - Foreign

2. Old ROC number (as per in Certificate of Registration) | New ROCBN Number (8 Digit)
   - Sole Proprietor / Partnership: P/12,341/2011 | P00012341
   - Private Limited Company: RC/567/2012 | RC00000567
   - Foreign Registered Companies: AGO/RFC/890 | RFC00000890

3. Company Name as per in Certificate of Registration.

4. Date of Incorporation is date of companies / business names registered in ROCBN.
BR Registration eForm

8. Online Business Reporting Owner Registration Form

Enter all details, and click Submit to close the form.

7. Owner Registration Form

If more than one owner, add details of owner(s) before submitting.

Note:
Please submit all owner’s details by clicking on the “add owner details”.
Sample of email notification to access Business Reporting Portal

Upon receiving email notification, businesses can only access **BR Portal** to report their data by the next working day.
Welcome to the Business Reporting

The Business Reporting is an initiative to streamline all business data collection from various government systems. This initiative is a collaboration between the Energy and Industry Department, Prime Minister Office (EIDPMO) with the Department of Economic Planning and Development, E-Government National Centre and Darussalam Enterprise (DARE) with the support from the other Government agencies.

Through this initiative, all companies’ information from various government systems will be channeled/linked into the Business Reporting and all companies in Brunei Darussalam will only be required to send their business data & performance report through the Business Reporting portal.

The portal can be accessible to companies 24hrs a day, 7 days a week.

Enter Company / Business Name:

Search

Business Reporting Registration

Click the button below if your Company Registration number is not available:

IMPORTANT NOTE:
1. The approval process for BR Registration will take a maximum of five (5) working days.
2. Applicants will receive an email notification which includes the correct ROCBN to access their account in the Business Reporting portal.
3. Please ensure that owner/authorized personnel have an active e-Darussalam account to access the Business Reporting portal.
4. Please take note Labour Census Receipt will be issued within 5 working days after companies has completed their business report.

Proceed to Business Reporting

Click this button
Enter IC number of owner / director / authorised personnel of companies / businesses / organisations as registered with ROCBN

Enter the eDarussalam password of the user.

Click Submit.
Owners or Directors without E-Darussalam

If the owner/shareholder have not registered to eDarussalam, they will need to register by clicking on this link.

The account will now require verification before it can be activated.
Where to **activate** your e-Darussalam account?

- Land Transport Department Headquarters, Beribi
- Public Service Commission, 1st Floor
- Jobcentre Brunei, KM8 Jalan Perindustrian (Bekas Bangunan BINA) Unit Perancangan dan Dasar Tenaga Manusia, Energy and Industry (EIDPMO)
- Business Support Centre, Darussalam Enterprise (DARe).
- Business Facilitation Center, Ministry of Primary Resources and Tourism
- Department of Electrical Services Counters
What should I bring during e-Darussalam account confirmation?

You (Owners) are only required to bring and present your Identity Card to account activation operators at authorized counters.

Will I be provided with username and password automatically once I’m registered in e-Darussalam?

• E-Darussalam username is your Identity Card number.
• Password will be sent to your email, upon activation.
E-Darussalam Account – Reset Password

1. Click ‘I forgot my password’ to reset your E-Darussalam Account Password.

2. Call Darussalam Hotline at 123
Navigating the Sections
Once signed in, Users will see a list of available ROC numbers linked to their ICs

<table>
<thead>
<tr>
<th>ROCBN</th>
<th>COMPANY_NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC12345678</td>
<td>JABATAN TENAGA DAN PERINDUSTRIAN</td>
</tr>
</tbody>
</table>

Select the ROCBN number linked to your company or business names to start reporting
Navigating the Sections

Click these tabs to access different sections.

Online Business Reporting  Section 1 - Company Details  Section 2 - Business Information  Section 3 - Business Status  Section 4 - Employment

Section 5 - Expenditure  Section 6 - Revenue  Section 7 - FDI

A. Company / Business Details

1. Company Registration Number: RC12345678
2. Company Name: JABATAN TENAGA DAN
3. Date of Registration: 14 Dec 2016
4. Date of Start of Business: 24 May 2006
5. Address: JABATAN PERDANA MENTERI

Last Updated on: 31 Jan 2018
Section 1
Section 1 – Business Details

Data is retrieved from ROCBN’s system.

To amend, please update your details at ROCBN, Ministry of Finance.

Note:
For any discrepancies in this section, kindly screenshot and email it to br@jpm.gov.bn
Section 1 – Business Details

### A. Company / Business Details

1. Company Registration Number: RC12345678
2. Company Name: JABATAN TENAGA DAN
3. Date of Registration: 14 Dec 2016
4. Date of Start of Business: 24 May 2006
5. Address: JABATAN PERDANA MENTERI

6. Postcode:

### B. Owner/Principal Investors Details

<table>
<thead>
<tr>
<th>Country</th>
<th>Name</th>
<th>Nationality</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRUNEI DARUSSALAM</td>
<td>Muhammad</td>
<td>BRUNEI DARUSSALAM</td>
<td>11000</td>
</tr>
<tr>
<td>MALAYSIA</td>
<td>Siti</td>
<td>MALAYSIA</td>
<td>3000</td>
</tr>
</tbody>
</table>

### C. Director Details

<table>
<thead>
<tr>
<th>Name</th>
<th>IC Number</th>
<th>Nationality</th>
<th>Appointed Date</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdul</td>
<td>000123456</td>
<td>BRUNEI DARUSSALAM</td>
<td>26 May 2016</td>
<td><a href="mailto:lbd@energy.gov.bn">lbd@energy.gov.bn</a></td>
</tr>
<tr>
<td>Mustafa</td>
<td>0028956000</td>
<td>BRUNEI DARUSSALAM</td>
<td>14 Dec 2016</td>
<td></td>
</tr>
<tr>
<td>Pauline Chan</td>
<td>00543210</td>
<td>BRUNEI DARUSSALAM</td>
<td>28 May 2016</td>
<td></td>
</tr>
<tr>
<td>Siti</td>
<td>01041390</td>
<td>KOREA, DEMOCRATIC PEOPLE’S REPUBLIC OF</td>
<td>01 Nov 2017</td>
<td></td>
</tr>
</tbody>
</table>

Additional users can be assigned here to access the Business Reporting Portal, using their e-Darussalam.
Click “Assign” to save the new authorised personnel access to BR

Click “Add User” to add new authorised personnel

**Adding Additional Users**

**HR** – User can access all sections

**Admin** – User can access all sections, except section 4 (Employment)

Note: Do not assign a user both HR and Admin simultaneously as it will deny the HR access to the user.
Section 2
Section 2 – Business Information

Select organisation type from drop down list as appropriate.
Section 2 – Principal Business Activities

Enter **BDSIC code** for Principal Business Activity (Highest Revenue).
Section 2 – Brunei Darussalam Standard Industrial Classification (BDSIC) Code

### List of BDSIC

<table>
<thead>
<tr>
<th>Industry ID</th>
<th>Industry Description</th>
<th>Activity ID 1</th>
<th>Activity Description 1</th>
<th>Activity ID 2</th>
<th>Activity Description 2</th>
<th>Activity ID 3</th>
<th>Activity Description 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>464</td>
<td>Wholesale of household goods</td>
<td>4649</td>
<td>Wholesale of other household goods</td>
</tr>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>465</td>
<td>Wholesale of machinery, equipment and supplies</td>
<td>4651</td>
<td>Wholesale of computers, computer peripheral equipment and software</td>
</tr>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>465</td>
<td>Wholesale of machinery, equipment and supplies</td>
<td>4652</td>
<td>Wholesale of electronic and telecommunications equipment and parts</td>
</tr>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>465</td>
<td>Wholesale of machinery, equipment and supplies</td>
<td>4653</td>
<td>Wholesale of agricultural machinery, equipment and supplies</td>
</tr>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>465</td>
<td>Wholesale of machinery, equipment and supplies</td>
<td>4659</td>
<td>Wholesale of other machinery and equipment</td>
</tr>
<tr>
<td>G</td>
<td>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLE AND MOTORCYCLES</td>
<td>46</td>
<td>WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES</td>
<td>466</td>
<td>Other specialized wholesale</td>
<td>4661</td>
<td>Wholesale of solid, liquid and gaseous fuels and related products</td>
</tr>
</tbody>
</table>

Please use the **4 digit BDSIC code** which corresponds to the company’s activity.
In 50 words or less, provide a summary of business activities.

**A. Type Of Business**

1. Type of Organisation*
   - Private Limited Company

2. Type of business activity:
   - a) Principal business activity*
     - Wholesale of electronic and telecommunications equipment and parts
     - Service description*
       - Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

   Percentage Contribution to Revenue: * 100 %
Section 2 – Other Business Activities

1. Type of Organisation*  
   Private Limited Company

2. Type of business activity:
   a) Principal business activity*
      4652  Validate
      Wholesale of electronic and telecommunications equipment and parts
      Percentage Contribution to Revenue: 80%
      Service description*
      Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

   b) Other business activity 1
      4220  Validate
      Construction of utility projects
      Percentage Contribution to Revenue: 20%
      Service description
      Project Management, construction services, etc.

Enter BDSIC code for any other Business Activity

Click this button to refer to BDSIC codes

The percentage contribution to revenue from the sector.
Section 2 – Branches

If there are branches, click the button.

Kindly enter branches information in this pop-up form.
If there are subsidiaries, click the button.

Kindly fill in company subsidiaries in this pop up form.

Section 2 – Subsidiaries

5. Company subsidiaries

<table>
<thead>
<tr>
<th>Registration No</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AX1234567</td>
<td>ABC</td>
</tr>
</tbody>
</table>

6. Investment Abroad
Does this company/business invest abroad?

7. Foreign Direct Investment

8. Franchise Activities
Does this company/business involve in any franchise activities?

9. International Services
Does this company provide/receive services to/from Brunei Darussalam?

10. Certifications attained

<table>
<thead>
<tr>
<th>Title</th>
<th>Reference Number</th>
<th>Issue Date</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISO9001</td>
<td>AZ0123</td>
<td>07 Dec 2011</td>
<td>01 Dec 2017</td>
</tr>
</tbody>
</table>
If there are subsidiaries, click the button.

Kindly fill in company subsidiaries in this pop up form.
Section 2 – Other Information

Select Yes or No as appropriate

6. Investment Abroad*  
*Does this company/business invest abroad?

7. Foreign Direct Investment*  
*Does this company/business invest abroad?

8. Franchise Activities*  
*Does this company/business involve in any franchise activities?

9. International Services*  
*Does this company provide/receive services to/from Brunei Darussalam?
Section 2 – Certificates

Enter details of certificates that the company has e.g. ISO, Halal etc

Include all certificates that company has
Section 2 – Contact Person

B. Contact Person

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Office Number</th>
<th>Mobile Number</th>
<th>Fax Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohamad Hafiz</td>
<td>8864219</td>
<td>173730160</td>
<td>8811885</td>
<td><a href="mailto:silverline.muara@gmail.com">silverline.muara@gmail.com</a></td>
</tr>
</tbody>
</table>

Note:
- Kindly fill in all fields.
- Do not leave any fields empty / blank.
- For non-relevant fields, kindly put “0”.
- Only one telephone number is allowed in each field.

* Field is mandatory
Section 2 – Business Information

Fill in the sections if company is involved in the above sectors.
Section 3
Section 3 – Business Status

Different fields will appear when choosing the different options in the dropdown list.
Section 3 – Completed Project
(Companies registered in MOD)

Status: Completed Project

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Subcon</th>
<th>Values</th>
<th>Construction</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Delete</td>
<td>123456</td>
<td>Main Contractor</td>
<td>Government</td>
<td>1000000</td>
<td>Building</td>
</tr>
<tr>
<td>Edit</td>
<td>Delete</td>
<td>ABC123</td>
<td>Main Contractor</td>
<td>Individual</td>
<td>150000</td>
<td>Building</td>
</tr>
</tbody>
</table>
Section 3 – Completed Projects (Contractor)

<table>
<thead>
<tr>
<th>Completed Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
</tr>
<tr>
<td>1. No. / Contract Reference</td>
</tr>
<tr>
<td>2. Project Title</td>
</tr>
<tr>
<td>2.1. Type of Contractor</td>
</tr>
<tr>
<td>2.2. Type of Projects</td>
</tr>
<tr>
<td>3. Client</td>
</tr>
<tr>
<td>4. Project Value ($)</td>
</tr>
<tr>
<td>5. Project Commencement Date</td>
</tr>
<tr>
<td>6. Project Completion Date</td>
</tr>
<tr>
<td>7. Total No. of Days</td>
</tr>
<tr>
<td>8. No. of Workers</td>
</tr>
<tr>
<td>9. No. of Working Hours per day</td>
</tr>
</tbody>
</table>
### Section 3 – Completed Projects (Contractor)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10. Project Input</strong></td>
<td></td>
</tr>
<tr>
<td><strong>11. Project Output</strong></td>
<td>m²</td>
</tr>
<tr>
<td><strong>12. Productivity Index</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- **Project Input:** $\text{Total No. of Days} \times \text{No. of Workers} \times \text{No. of Working Hours Per Day}$
- **Project Output:** is the size of project e.g. floor area of building (m²), area of roads, length of waterpipes (km), etc.
- **Productivity Index:** $\frac{\text{Project Output}}{\text{Project Input}}$
Section 4
SECTION 4 will only be accessible to authorized personnel assigned as ‘HR’
## Section 4 – Employment Data

<table>
<thead>
<tr>
<th></th>
<th>Local Payroll*</th>
<th>Non Local Payroll*</th>
<th>Total Employment Spending</th>
<th>Total Employment Spending in Brunei</th>
<th>Total Employment Spending outside Brunei</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BND$ 10000</td>
<td>BND$ 10000</td>
<td>BND$ 20000</td>
<td>BND$ 15000</td>
<td>BND$ 5000</td>
</tr>
</tbody>
</table>

Calculation:

- **Total Employment Spending**
  
  
  \[
  \text{Total Employment Spending} = \text{Local Payroll} + \text{Non Local Payroll}
  \]

- **Total Employment Spending in Brunei**

  \[
  \text{Total Employment Spending in Brunei} = \text{Local Payroll} + (\text{Non Local Payroll} \times 50\%)
  \]

- **Total Employment Spending Outside Brunei**

  \[
  \text{Total Employment Spending outside Brunei} = \text{Non Local Payroll} \times 50\%
  \]
## Section 4 – Employment Data

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Payroll*</td>
<td>BND$ 10,000</td>
</tr>
<tr>
<td>Non Local Payroll*</td>
<td>BND$ 10,000</td>
</tr>
<tr>
<td><strong>Total Employment Spending</strong></td>
<td>BND$ 20,000 $10,000+$10,000 = $20,000</td>
</tr>
<tr>
<td><strong>Total Employment Spending in Brunei</strong></td>
<td>BND$ 15,000 $10,000+($10,000 x 50%) = $15,000</td>
</tr>
<tr>
<td><strong>Total Employment Spending outside Brunei</strong></td>
<td>BND$ 5,000 $10,000 x 50% = $5,000</td>
</tr>
</tbody>
</table>

**Note:**
1. Calculation Includes TAP and SCP.
2. Manpower services cost is not reflected as employment spending.
3. Local employment context including yellow IC and Red IC.
### Foreign Staff

Foreign Staff refers to expats working in the office.

<table>
<thead>
<tr>
<th></th>
<th>Approved Male</th>
<th>Approved Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Staff * (In Office)</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

### Foreign Workers

Foreign Workers refers to expats working outside (labour work).

<table>
<thead>
<tr>
<th></th>
<th>Approved Male</th>
<th>Approved Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Workers * (Outside Office)</td>
<td>6</td>
<td>4</td>
</tr>
</tbody>
</table>
### Section 4 – Employment Data

#### 2. Monthly information on Employment:

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Employment</th>
<th>Payment to Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>3</td>
<td>BNDS 1500</td>
</tr>
<tr>
<td>February</td>
<td>5</td>
<td>BNDS 1900</td>
</tr>
<tr>
<td>March</td>
<td>5</td>
<td>BNDS 1900</td>
</tr>
<tr>
<td>April</td>
<td>6</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>July</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>August</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>September</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>October</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>November</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
<td>BNDS 0</td>
</tr>
</tbody>
</table>

State the total number employed, and the monthly employment spending (payment) until the current month.
State the number of local and foreign employees and the total employment expenditure.
Section 4 – Employee Information

Please click here to add data of additional employee

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee IC</th>
<th>Citizen</th>
<th>Position</th>
<th>Date of Commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azizi</td>
<td>00654321</td>
<td>Permanent Resident</td>
<td>Personnel/Human resource manager</td>
<td>05 Dec 2016</td>
</tr>
<tr>
<td>Pakcik Lee</td>
<td>00006389</td>
<td>Brunei Citizen</td>
<td>Training manager</td>
<td>11 May 1993</td>
</tr>
<tr>
<td>Mazri</td>
<td>00288999</td>
<td>Brunei Citizen</td>
<td>Training manager</td>
<td>05 Jan 1999</td>
</tr>
<tr>
<td>Mei Hua</td>
<td>51025963</td>
<td>Foreign Resident</td>
<td>Training manager</td>
<td>26 Jan 2014</td>
</tr>
<tr>
<td>Asdiana</td>
<td>12345789</td>
<td>Brunei Citizen</td>
<td>Training manager</td>
<td>10 Jan 2000</td>
</tr>
<tr>
<td>Azizi</td>
<td>00123456</td>
<td>Brunei Citizen</td>
<td>Training manager</td>
<td>06 Feb 2017</td>
</tr>
<tr>
<td>Masnani</td>
<td>02033333</td>
<td>Brunei Citizen</td>
<td>Bank manager</td>
<td>25 Oct 2017</td>
</tr>
<tr>
<td>Masnona</td>
<td>01123456</td>
<td>Brunei Citizen</td>
<td>Legislator</td>
<td>02 Oct 2017</td>
</tr>
<tr>
<td>gg</td>
<td>01078599</td>
<td>Brunei Citizen</td>
<td>Legislator</td>
<td>05 Dec 2016</td>
</tr>
<tr>
<td>Aisah</td>
<td>00567235</td>
<td>Brunei Citizen</td>
<td>Legislator</td>
<td>01 May 2017</td>
</tr>
<tr>
<td>matusin</td>
<td>0008946</td>
<td>Brunei Citizen</td>
<td>Director</td>
<td>01 Sep 2000</td>
</tr>
<tr>
<td>Matusin</td>
<td>00085965</td>
<td>Brunei Citizen</td>
<td>Director</td>
<td>01 Sep 2000</td>
</tr>
</tbody>
</table>
Section 4 – Employee Information

A. Employee Details
1. Employee Name*  
2. Date of Birth*  
3. Citizenship*  
4. Employee IC*  
(Please enter number only e.g. 001234567)  
5. Gender*  
6. Race*  
7. Religion*  
8. Qualification*  
9. Area of Studies  
10. Position:  
Enter the position code*  
11. Job Position:*  
12. Job Description*  

B. Salaries & Benefits
1. Service Type:  
Monthly/Daily/Hourly rate:  

2. Annual Monetary Benefits:  
i) Bonus:  
BNDS  
ii) TAP:  
BNDS  
iii) SCP:  
BNDS  
iv) Other Additional Pension Benefits:  
v) Director Fee:  
BNDS  

3. Paid Leave Entitlement:  
**Working Days  

4. Annual Other Benefits:  
Housing  
BNDS  
Medical  
BNDS  
Transportation  
BNDS  
Apparels  
BNDS  

* Field is mandatory  

- Please fill in every field.  
- Benefit values should be annual.  
- If an employee resigns, please update Section 4 immediately.  
- All currency should be in Bruneian Dollars.
**Section 4 – Employee Information**

### A. Employee Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employee Name*</td>
<td></td>
</tr>
<tr>
<td>2. Date of Birth*</td>
<td></td>
</tr>
<tr>
<td>3. Citizenship*</td>
<td>Choose the appropriate citizenship category (Choosing Foreign Resident will open an additional field.)</td>
</tr>
<tr>
<td>4. Country of Origin*</td>
<td></td>
</tr>
<tr>
<td>5. Employee IC</td>
<td><em>(Please enter number only e.g. 00123456)</em></td>
</tr>
<tr>
<td>6. Gender*</td>
<td></td>
</tr>
<tr>
<td>7. Race*</td>
<td></td>
</tr>
<tr>
<td>8. Religion*</td>
<td></td>
</tr>
</tbody>
</table>
Section 4 – Employee Information

9. Qualification*

Refers to the field which the employee has been trained in.
For Primary / Secondary level, you can just type in either “Primary” or “Secondary”

10. Area of Studies

Choose the appropriate qualification or the equivalent.
Section 4 – Employee Information

11. Position:
   Enter the position code* 
   Director 
   112.03
   Validate

12. Job Position:* 
   Actual Job Position in the Company

13. Job Description* 
   In less than 50 characters, describe their job scope

Enter correct BDSOC code obtained from “List of BDSOC” and click ‘Validate’
<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>PROFESSIONALS</td>
</tr>
<tr>
<td>21</td>
<td>SCIENCE AND ENGINEERING PROFESSIONALS</td>
</tr>
<tr>
<td>211</td>
<td>PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS</td>
</tr>
<tr>
<td>211.1</td>
<td>Physicists and Astronomers</td>
</tr>
<tr>
<td>211.11</td>
<td>Physicist (General)</td>
</tr>
<tr>
<td>211.12</td>
<td>Petro physicist</td>
</tr>
<tr>
<td>211.13</td>
<td>Astronomer</td>
</tr>
<tr>
<td>211.19</td>
<td>Other physicists (Mechanics, heat, light, sound, electricity, electronics)</td>
</tr>
</tbody>
</table>

**BDSOC (5-digit) code to be entered for Position Code field**
### Section 4 – Employee Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| 14. Type of Business Activity the Employee Involved in* | Wholesale of electronic and telecommunications equipment and parts  
Construction of utility projects  
Extraction of natural gas |
| 15. Date of Commencement* |  |
| 16. Employment Type* | Full-time  
Part-time  
Unpaid Family Worker |
| 17. Work Pass Expiry Date  
(If Employee is a foreign Resident) |  |
| 18. Working Days*  
(Maximum working days is 7 days) | 5 Per Week |
| 19. Working Hours per week:  
a) Normal* | 40 |
| b) Actual (Normal + Overtime)* | 40 |
Section 4 – Employee Information

B. Salaries & Benefits

1. Service Type:
   a) Monthly/Daily/Hourly rate
      - Monthly Pay
      - Daily Pay
      - Hourly Pay

2. Annual Monetary Benefits:
   a) Bonus
      - BND$
   b) TAP
      - BND$
   c) SCP
      - BND$
   d) Other Additional Pension Benefits
      - BND$
   e) Director Fee
      - BND$

3. Paid Leave Entitlement:
   "Working Days"
   Days

Please align the information with how the employees are paid according to their contracts.
Section 4 – Employee Information

4. Annual Other Benefits:
   a) Housing
   BND$
   
   b) Medical
   BND$
   
   c) Transportation
   BND$
   
   d) Apparels
   BND$

* Field is mandatory

After the form is complete, please click Add, which closes and save the form.
Section 5
**Section 5 – Goods and Services Spending 2018**

Companies are advisable to fill expenditure details for the year 2016, 2017 & 2018.

**A. Goods & Services Spending**

1. Total expenses
   - BND$ 5050

2. Total goods & services spending in Brunei
   - BND$ 50

3. Total goods & services spending outside Brunei
   - BND$ 5000

**Goods and Services Expenditure in Brunei:**

Spending on any services re/purchases of materials/equipment in Brunei or monies paid to Sub-Contractors or suppliers in Brunei.

**Goods and Services Expenditure outside Brunei.**
Example on Calculation of Goods and Services Spending

For companies under Oil & Gas Sector

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Company Based</th>
<th>Ownership</th>
<th>% of Local Shareholder</th>
<th>Spend in Brunei</th>
<th>Spend out of Brunei</th>
<th>TOTAL SPENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nautical Personnel Services Sdn. Bhd.</td>
<td>Manpower Services</td>
<td>Brunei</td>
<td>Bumiputra</td>
<td>100%</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Silver Leaf Catering Sdn Bhd</td>
<td>Catering Services</td>
<td>Brunei</td>
<td>Local</td>
<td>100%</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>NayVee Sdn. Bhd.</td>
<td>Rental of Facilities</td>
<td>Brunei</td>
<td>Joint Venture</td>
<td>70%</td>
<td>$700,000</td>
<td>$300,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>UO Mee S.A.R.L</td>
<td>Licensing of Proprietary Software</td>
<td>Brunei</td>
<td>International</td>
<td>0%</td>
<td>$0</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Service My Ship Pte Ltd</td>
<td>Servicing and Repairs</td>
<td>Labuan</td>
<td>International</td>
<td>0%</td>
<td>$0</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,700,000</td>
<td>$2,300,000</td>
<td>$5,000,000</td>
</tr>
</tbody>
</table>

* If JV percentage is unknown, assume 50% Local Ownership
State the total monthly operational expenditure for the current year in Bruneian dollars.
**Section 5 – Expenditure for 2016**

<table>
<thead>
<tr>
<th>Brunei Dollar (BND)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Payment to employees*</td>
<td>BN$ 5000</td>
</tr>
<tr>
<td>2. Business Operation Expenditure*</td>
<td>BN$ 5000</td>
</tr>
<tr>
<td>3. Capital / fixed assets expenditure*</td>
<td>BN$ 50002</td>
</tr>
</tbody>
</table>

Last Updated on: 26 Dec 2017
Section 5 – Expenditure for 2017

D. Spending 2017

1. Total expenses
2. Total goods & services spending in Brunei
3. Total goods & services spending outside Brunei

SAVE
Section 6
Section 6 - Revenue Information

Revenue is Total Sales made within the year.

**Total Company’s Revenue (From all Sector’s Activity)**

- **Oil and Gas Revenue**

Please report the revenue according to the sectors declared in Section 2.

For 2018

**Revenue**

<table>
<thead>
<tr>
<th>Sector</th>
<th>Revenue Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Revenue</td>
<td>BNDS 38000</td>
</tr>
<tr>
<td>2. Oil &amp; Gas Revenue Field</td>
<td>BNDS 0</td>
</tr>
<tr>
<td>3. Revenue According to Sectors:</td>
<td></td>
</tr>
<tr>
<td>a) Principal Activity</td>
<td></td>
</tr>
<tr>
<td>Wholesale of electronic and telecommunications equipment and parts</td>
<td>BNDS 30400</td>
</tr>
<tr>
<td>20 %</td>
<td></td>
</tr>
<tr>
<td>b) Other Business Activities</td>
<td></td>
</tr>
<tr>
<td>Construction of utility projects</td>
<td>BNDS 7600</td>
</tr>
<tr>
<td>20 %</td>
<td></td>
</tr>
</tbody>
</table>

Companies are advisable to fill revenue details for the year 2016, 2017 & 2018 as well as Overseas Revenue (if applicable).
Section 6 - Revenue Information

4. Export revenue (estimated):

a) Total

| BND$ | 20000 |

b) Percentage from total overall revenue

| 29 | % |

Total and % of Overseas Revenue. How much of total company revenue coming from overseas.
For the current year, state the total monthly revenue in Bruneian dollars.
## Section 6 – Revenue from Past Activities (2016 Data)

### D. Revenue from business activities 2016

1. Revenue from business activities
   - BNDS

2. Value (and % share) exported, if any
   - BNDS
   - %

[SAVE]
## E. Revenue 2017

1. **Total Revenue**

2. **Oil & Gas Revenue Field**

3. **Revenue According to Sectors:**
   a) **Principal Activity**
      - Wholesale of electronic and telecommunications equipment and parts

   b) **Other Business Activities**
      - Construction of utility projects
4. Export revenue (estimated):

a) Total

b) Percentage from total overall revenue

SAVE
Section 6 – Oversea Revenue Information

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Oversea Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue From Past Activities</td>
<td></td>
</tr>
</tbody>
</table>

### B. Oversea Revenue: BND$

<table>
<thead>
<tr>
<th>Source Revenue (Country)</th>
<th>Revenue (BND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALAYSIA</td>
<td>BND$ 1000</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
<tr>
<td></td>
<td>BND$</td>
</tr>
</tbody>
</table>

Only fill in revenue generated from Oversea.
Section 7
**Section 7 – For Foreign Direct Investment Recipients**

Only fill in Section 7 if the company has Foreign Direct Investment

<table>
<thead>
<tr>
<th>2. Statement of Changes in Equity / Head Office Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issued And Paid-up Capital / Head Office Account</strong></td>
</tr>
<tr>
<td><strong>Retained Earnings</strong></td>
</tr>
<tr>
<td><strong>Other Reserves</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>a) Balance As At 2015</td>
</tr>
<tr>
<td>b) Addition to Capital / Transfers From Head Office</td>
</tr>
<tr>
<td>c) Net Operating Profit (Loss) After Taxation</td>
</tr>
<tr>
<td>d) Dividends / Profits Remitted</td>
</tr>
</tbody>
</table>
CONTACTS

1) DARe (Darussalam Enterprise) : +673 8363442
2) Industry Commercial & Data Energy and Industry Department : +673 2384488 ext. 3434/1437
   Department
3) Labour Department, Ministry of Home Affairs : +673 2383006 Ext. 1004/4501-4505
   (For Labour Census related matters)
4) Local Business Development (LBD) Energy and Industry Department : +673 7299111
   (For Oil and Gas Industry)
   Department
5) Autoriti Kawalan Bangunan dan Industri Pembinaan (ABCi) : +673 2380429
   (For companies under Construction Industry)
6) Global Halal Industry Division (GHID) Energy and Industry Department : +673 2384488 Ext 1631
   (For companies under Global Halal Industry)
   Department
7) Digital Strategy Division Energy and Industry Department : +673 222 0745 Ext. 1271 / 1251
   (For companies under ICT industry)
8) Cooperatives Division Energy and Industry Department : +673 2444124 Ext. 442/416
   (For Cooperatives)

Email: BR@jpm.gov.bn