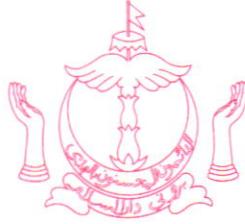


Tel. : 2383006
Fax : 2383244



جَبَاتِن بُوْرُوْلا
مَكْنِيْتِن حَالِ الْخَوَالِكِ الْمَرْكَبِي

DEPARTMENT OF LABOUR
MINISTRY OF HOME AFFAIRS
BANDAR SERI BEGAWAN BB3910
BRUNEI DARUSSALAM

Rujukan Kami :

Our Reference : PJB/7300/3

27 Muharram 1442

15 September 2020

To,
Employer / Owner / Manager
**Business Entities, Private Institutions,
Cooperatives, Associations, Clubs and
Statutory Bodies**
Brunei Darussalam

Dear Sir / Madam,

**Re: CENSUS OF EMPLOYERS / EMPLOYEES, SALARIES, INCOME AND EMPLOYMENT
HOURS FOR THE YEAR 2020 - BUSINESS REPORTING SYSTEM [BRS]**

Kindly referring the above matter, the **Annual Census of Employers / Employees 2020**, is now being conducted via the **BUSINESS REPORTING SYSTEM [BRS]**.

2. Submission of census information will be via online at website www.business.gov.bn/SitePages/OBR.aspx, using the employer's/owner's/manager's username, obtainable through online registration at *E-Darussalam*.
3. Therefore, as required in the *Business Reporting System*, the Department would like to seek your kind cooperation to update the information of all employees/staff (local and foreign), employed under your **Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies** **until/or 30th October 2020**, including your information as an employer/ owner/ manager.
4. Completed Census information can ONLY be accepted via the *Business Reporting System* **effective 31st October 2020**. Last day of submission is on **30th November 2020**. Those employing local workers only (no foreign workers) are also required to register and complete the information in the *Business Reporting System*. Whilst *Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies* yet to operate/not operating are also required to update the information in the system.
5. The Department would also like to advise and request your kind cooperation as employer/owner/manager to complete the census information by your kind selves. This is to avoid the misuse of your confidential census information by a third party that you have entrusted to complete the census information on your behalf.

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6. An email notification of issuance of Census receipt will be sent to the email address registered in the system, once the required census information has been completed and verified. A notification for incomplete Census Information will also be forwarded to the email, should any matter regarding Census information arises. The guidelines on how to access *Business Reporting System* can be downloaded through the website at www.business.gov.bn/SitePages/OBR.aspx or www.labour.gov.bn.
7. For your kind information, **Census of Employer/Employee 2019 Receipt** issued for **Census of Employer/Employees 2019** will **expire and void** effective **31 October 2020**.
8. For further information, please contact the Department's Survey and Statistics Division Counter, Lobby Area Ground Floor, Department of Labour Headquarters, Jalan Dewan Majlis, or via telephone 2383006 ext: **1104/4503/4504 [during counter hours only]**. The service counter operates on the following times: -

Day:-	Morning:-	Afternoon:-
Monday - Thursday & Saturday	8.30 a.m. - 11.00 a.m.	2.00 p.m. - 3.30 p.m.

9. Please be duly informed, that the Annual Census of Employers/Employees, Salary Rate and Working Hours is implemented under the provisions of the Employment Information Act 1974, Caps. 99 under Section 3 (1). Under Section 8 (1) of the Act, **any employer, a) wilfully refuses or neglects to furnish the particulars or information required within the time allowed for furnishing the same, or to furnish the same in the form specified or prescribed, or to authenticate the same at the place or in the manner specified or prescribed or delivery thereof; or, b) wilfully furnishes or causes to be furnished any false particulars of information in respect of any matter specified in the notice requiring particulars of information to be furnished; or refuses to answer, or, c) wilfully gives a false answer to any question necessary for obtaining any information or particulars required to be furnished under this Act is committing an offense and liable to a fine of Two Thousand Five Hundred Dollars (\$ 2,500.00) and imprisonment of six (6) months, and if continuously, a further fine of Fifty Dollar (\$50.00) a day will be charged.**

Your kind cooperation is highly appreciated. Thank you.

"Perkhidmatan Berasaskan Kesabaran dan Keyakinan"
"Sentiasa Berkhidmat Dengan Petunjuk Allah"

Yours Sincerely,



[MUHAMMAD SAUFI BIN AWANG HAJI IBRAHIM]

Acting Commissioner of Labour
Brunei Darussalam