

Tutorial on Submitting the Annual Employer and Employee Census in the Business Reporting System (OBR)

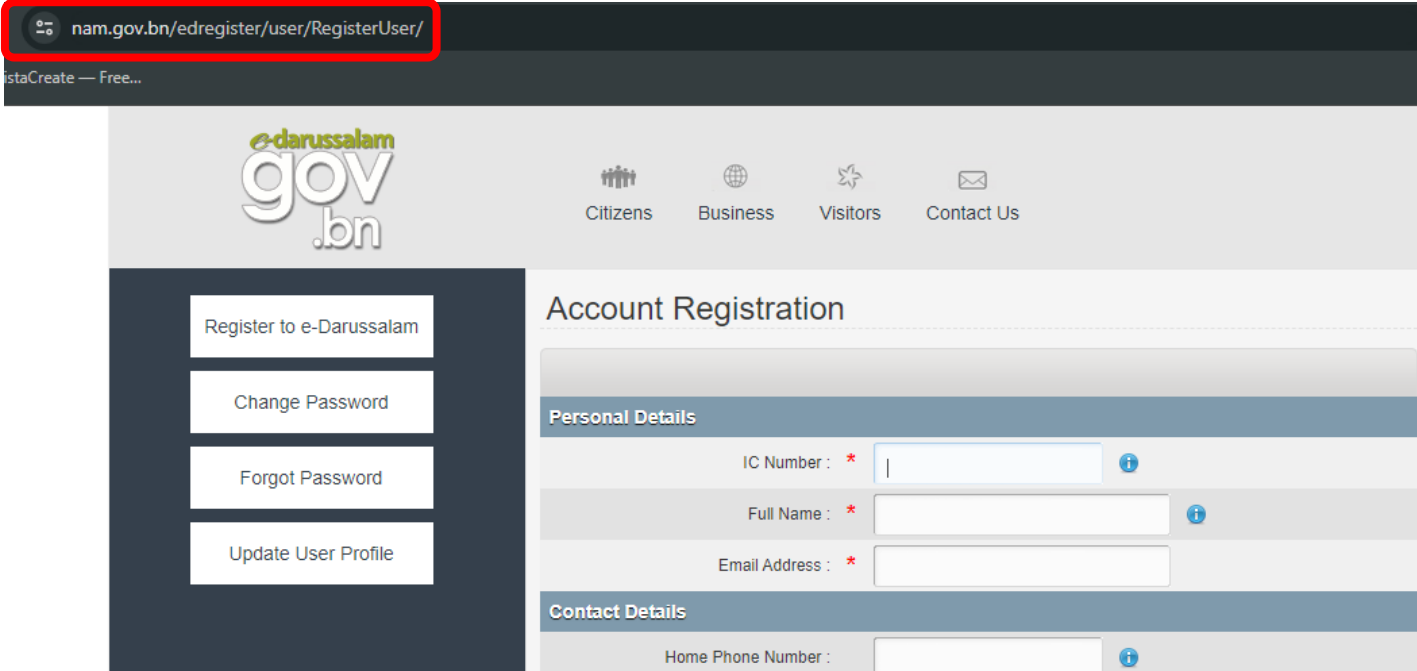
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1. Accessing the OBR Portal: Prerequisites and Instructions

- The employer/user must have an **e-darussalam account**.
- If you do not have one, please register at:

<https://nam.gov.bn/edregister/user/RegisterUser/>



nam.gov.bn/edregister/user/RegisterUser/

istaCreate — Free...

e-darussalam
gov
.bn

Citizens Business Visitors Contact Us

Register to e-Darussalam

Change Password

Forgot Password

Update User Profile

Account Registration

Personal Details

IC Number : * ⓘ

Full Name : * ⓘ

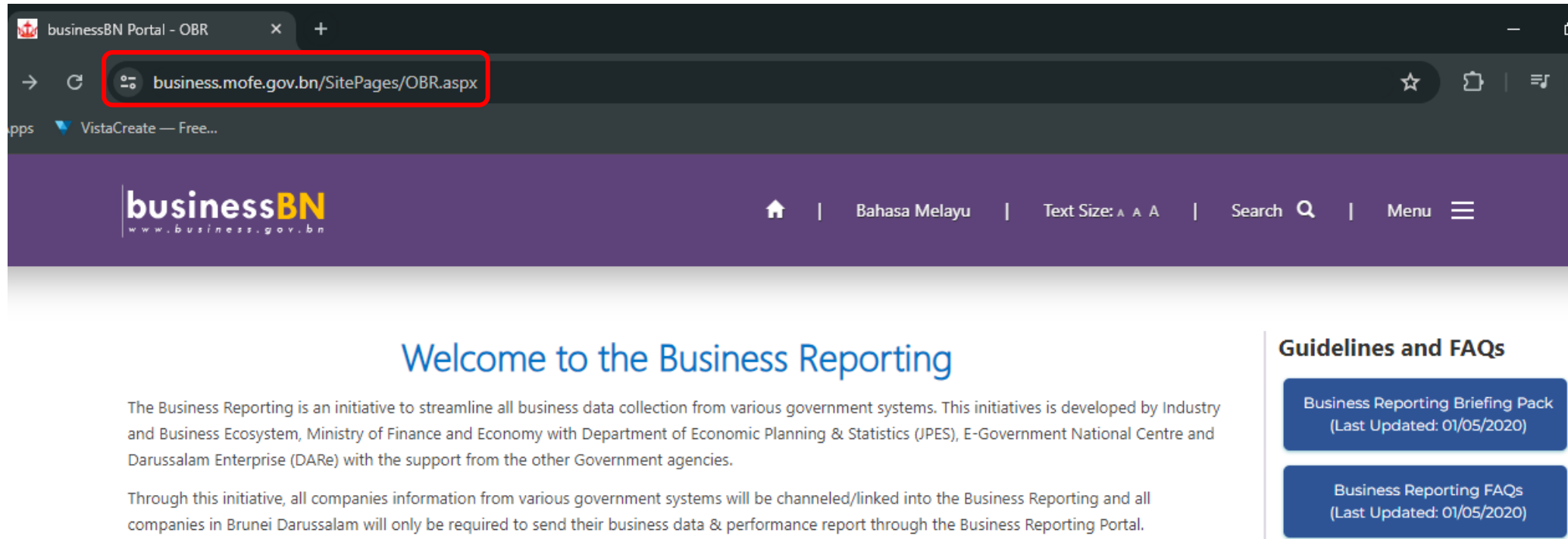
Email Address : *

Contact Details

Home Phone Number : ⓘ

2. Accessing the OBR Portal via Internet Browser

- Open any internet browser (Google Chrome is recommended) and go to the OBR Portal by typing: <https://business.mofe.gov.bn/SitePages/OBR.aspx>



businessBN Portal - OBR

business.mofe.gov.bn/SitePages/OBR.aspx

businessBN
www.business.gov.bn

Bahasa Melayu | Text Size: A A A | Search | Menu

Welcome to the Business Reporting

The Business Reporting is an initiative to streamline all business data collection from various government systems. This initiatives is developed by Industry and Business Ecosystem, Ministry of Finance and Economy with Department of Economic Planning & Statistics (JPES), 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.

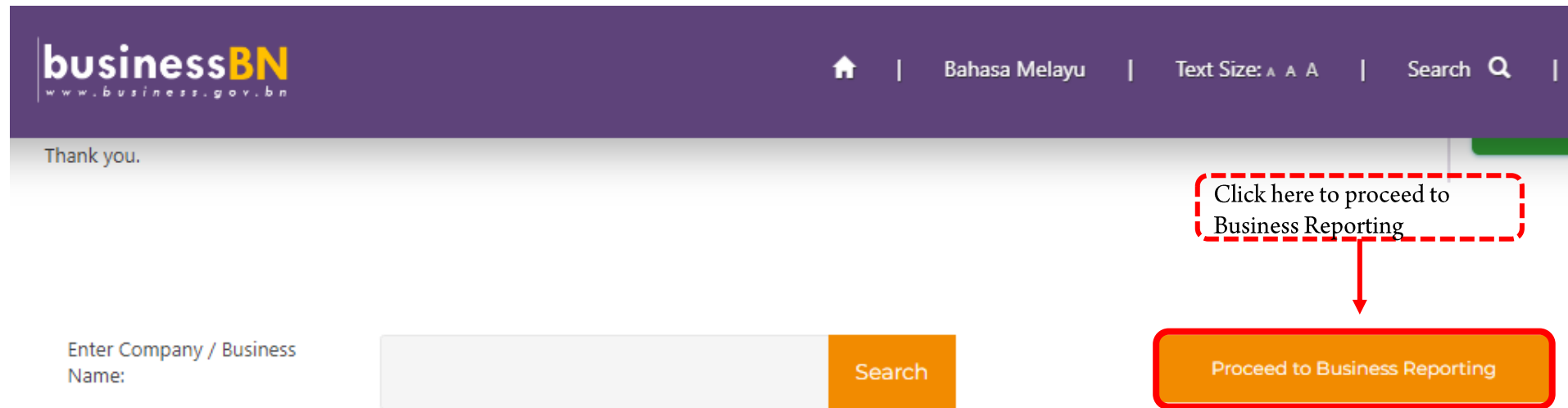
Guidelines and FAQs

Business Reporting Briefing Pack
(Last Updated: 01/05/2020)

Business Reporting FAQs
(Last Updated: 01/05/2020)

3. Navigating to the Business Reporting Section

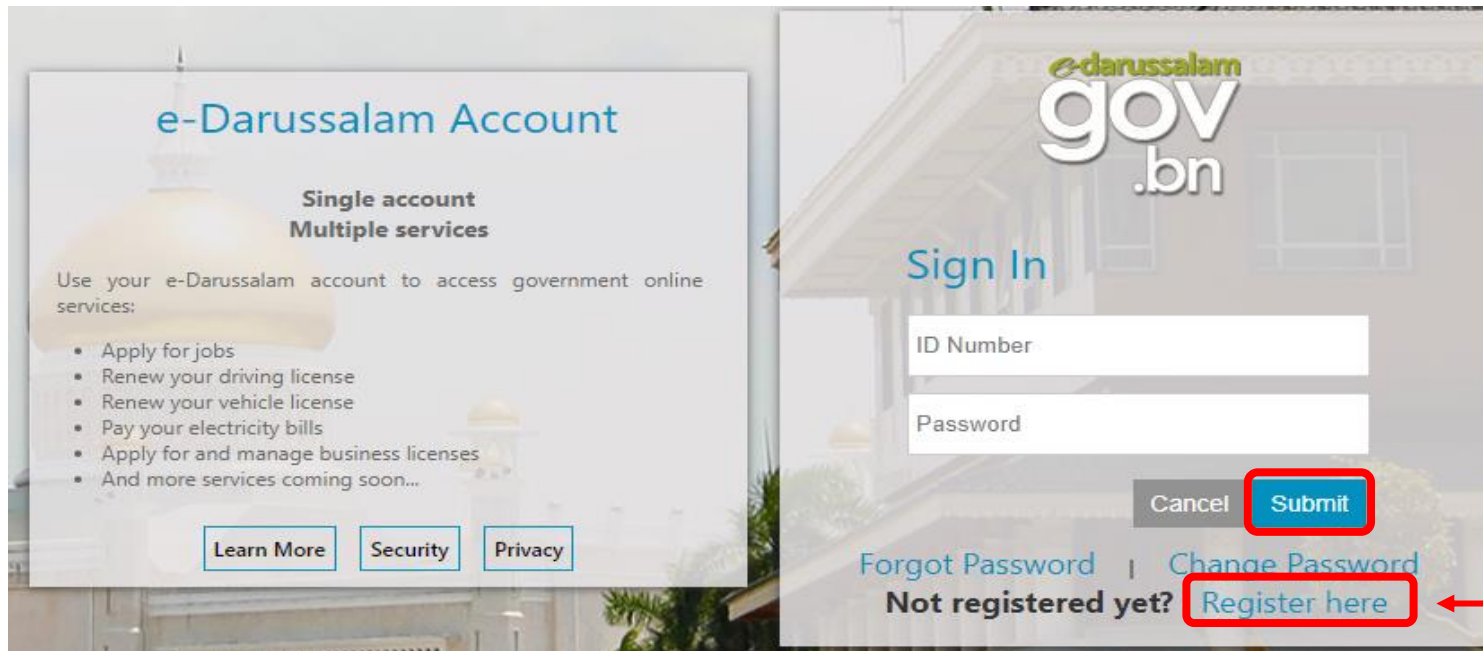
- Next, select and click the “Proceed to Business Reporting” icon.



Click the button below if your Company/ Business Name & Registration number does not appear once you click the 'Search' button above.

4. Signing in to e-darussalam

- Next, sign in to e-darussalam by entering your “ID Number” (Smart Card or Identity Card number) and “Password,” then click the “Submit” icon



e-Darussalam Account

Single account
Multiple services

Use your e-Darussalam account to access government online services:

- Apply for jobs
- Renew your driving license
- Renew your vehicle license
- Pay your electricity bills
- Apply for and manage business licenses
- And more services coming soon...

[Learn More](#) [Security](#) [Privacy](#)

e-darussalam
gov
.bn

Sign In

ID Number

Password

Cancel **Submit**

[Forgot Password](#) | [Change Password](#)
Not registered yet? [Register here](#)

Register here if you are not yet registered with e-darussalam

A) For Existing User

1. Click “Business Reporting” to review, update, or correct the details as required.

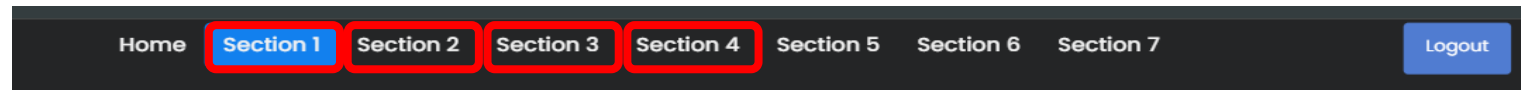
ONLINE BUSINESS REPORTING

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census

Click here

A) For **Existing User** (cont..)

3. Please **review and update** the following sections:



NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to br@mofe.gov.bn.

Section 1 : Company Detail

Section 2 : A) Type of business and B) Contact Person.

Section 3 : Business Status

Section 4 : Employee Detail

Please ensure you click the “SAVE” icon after any updates.

Section 1 : Company Details

- Review and check the company/business details, as these are uneditable and linked with ROCBN.
- Please contact the BR admin if you find that your company details are incorrect.

Home **Section 1** Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Logout

NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to br@mofe.gov.bn.

A. Company / Business Details

1. Company Registration Number:	RC123456789
2. Company Name:	JABATAN BURUH
3. Date of Registration:	01/01/1900
4. Date of Start of Business:	09/12/2017
5. Address:	
6. Postcode:	

D. Assign Authorized Personnel for Reporting

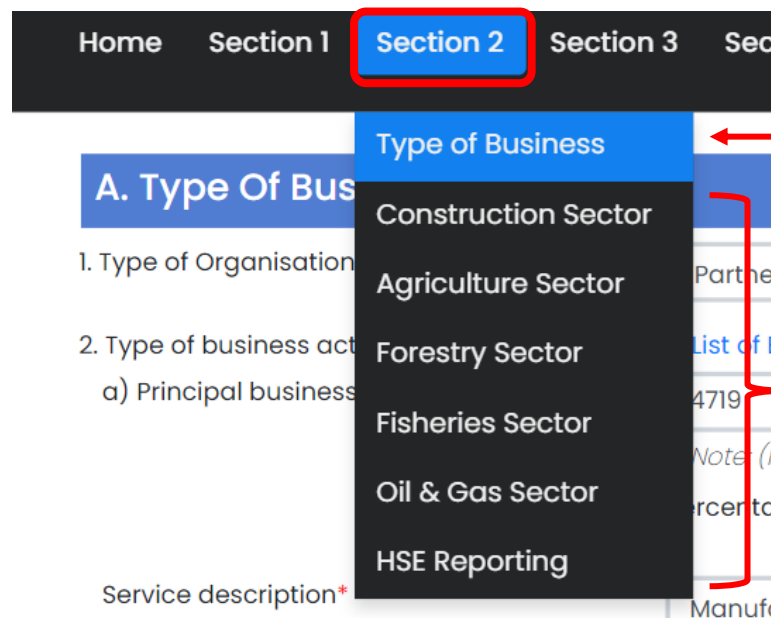
Assign Authorized Personnel for Reporting

This part cannot be edited as it is automatically linked from ROCBN information.

The company owner can assign roles for Admin and HR by clicking the “Assign Authorized Personnel for Reporting”. However, **admins cannot edit employee details in Section 4**; only those assigned as **HR** can make edits.

Section 2 : Type of Business

- Please review all the details under "Type of Business" and update them accordingly.



Home Section 1 **Section 2** Section 3 Sec

A. Type Of Bus

1. Type of Organisation

2. Type of business act

a) Principal business

Service description*

Type of Business

Construction Sector

Agriculture Sector

Forestry Sector

Fisheries Sector

Oil & Gas Sector

HSE Reporting

For Section 2, you are only required to complete the **Type of Business** information, which includes:

- A. Type of Business
- B. Contact Person

These are not required to be completed

Section 2 : Type of Business (cont..)

[Home](#)
[Section 1](#)
[Section 2](#)
[Section 3](#)
[Section 4](#)
[Section 5](#)
[Section 6](#)
[Section 7](#)
[Logout](#)

A. Type Of Business

1. Type of Organisation*

2. Type of business activity:

a) Principal business activity* [Validate](#)

Note: (Please enter 4 digit BDSIC Code: xxx) below a) Principal business activity

Percentage Contribution to Revenue:* %

Service description*

Please review and update all the details in [Section 2A: Type of Business](#), and ensure that all information is entered correctly.

B. Contact Person

[Add Contact Person](#)

Click here to add contact person

Contact Person	Office Number	Mobile Number	Fax Number	Email	Website		
PERSON NAME	1234567	7654321	0	TEST@DUMMY.COM	658	Edit	Delete
nurul	8962403	8962403	0	nurulasim86@gmail.com	44397	Edit	Delete

Click here to edit

Click here to remove information

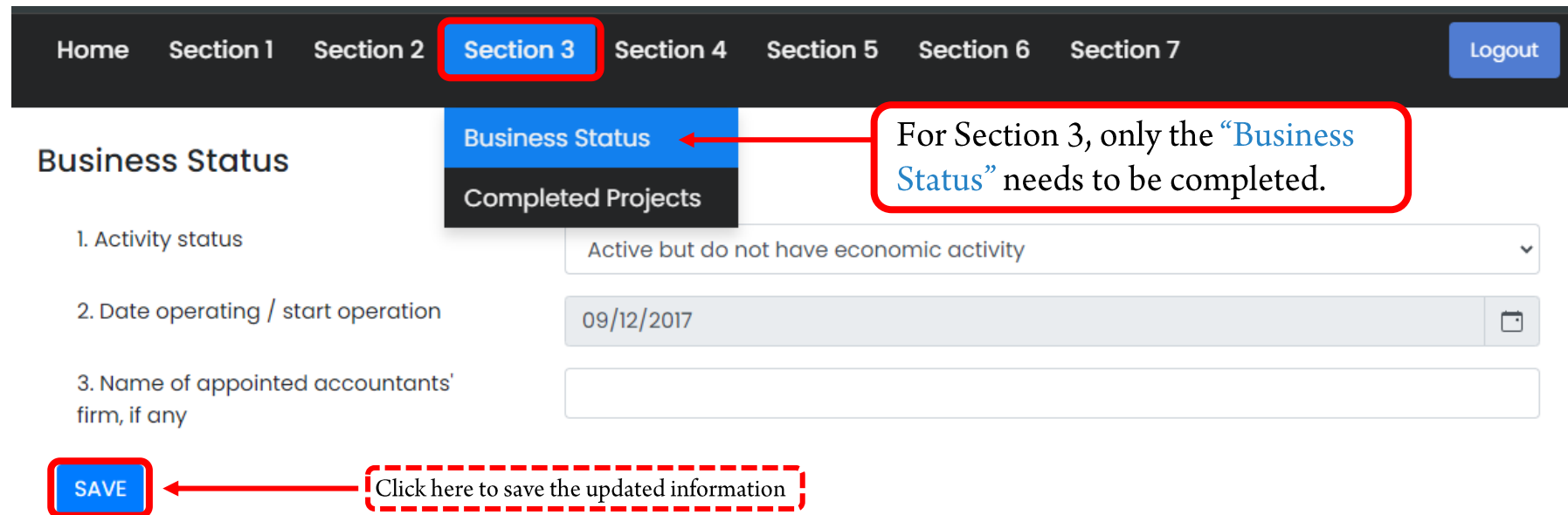
[SAVE](#)

Click here to save the updated information

Please also review and update all the details in [Section 2B: Contact Person](#), and ensure that all information is entered correctly.

Section 3 : Business Status

- Please review all the details under “Business Status” and update them accordingly.



Home Section 1 Section 2 **Section 3** Section 4 Section 5 Section 6 Section 7 Logout

Business Status

Business Status ← For Section 3, only the “Business Status” needs to be completed.

Completed Projects

1. Activity status

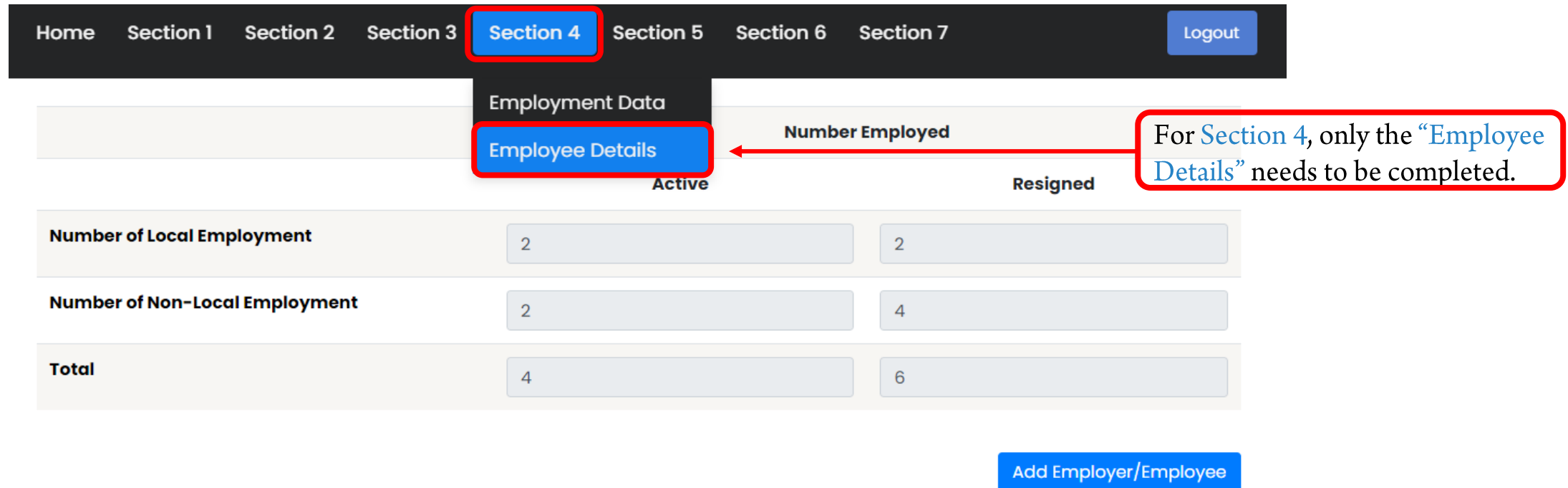
2. Date operating / start operation

3. Name of appointed accountants' firm, if any

SAVE ← Click here to save the updated information

Section 4 : Employee Details

- Please review all the details under “Employee Details” and update them accordingly.



Home Section 1 Section 2 Section 3 **Section 4** Section 5 Section 6 Section 7 Logout

Employment Data
Employee Details ← For Section 4, only the “Employee Details” needs to be completed.

	Active	Resigned
Number of Local Employment	<input type="text" value="2"/>	<input type="text" value="2"/>
Number of Non-Local Employment	<input type="text" value="2"/>	<input type="text" value="4"/>
Total	<input type="text" value="4"/>	<input type="text" value="6"/>

Add Employer/Employee

Note: Only those assigned as HR role can make edits.

Section 4 : Employee Details (cont..)

- Please review all the details under “**Employee Details**” and update them accordingly.
- You may add or delete information where necessary..

Add Employer/Employee
Click here to add an employer or employee.

Show entries Search:

Name	Employee IC	Citizen	Position	Date of Commencement	Edit	Delete
test	01123456	Brunei Citizen	Other business services and administration manager	09/01/2023	Edit	Delete
test1	51123456	Foreign Resident	Other business services and administration manager	06/08/2023	Edit	Delete
test2023	00301222	Brunei Citizen	Director	01/01/2022	Edit	Delete
test3	51123456	Foreign Resident	Other business services and administration manager	01/04/2024	Edit	Delete

The list shows employers/ employees from your previous update. You may update it by editing or deleting the information as needed.

Note: The above list is just an example

Click here to edit

Click here to delete

Section 4 : Employee Details (cont..)

Once you have reviewed and updated the employee details, they will appear on the dashboard as shown for verification. If errors are found, click the “[Edit](#)” icon to update and rectify the errors. Remember to click “[Save](#)” for each update made.

		Number Employed	
		Active	Resigned
Number of Local Employment	<input type="text" value="2"/>	<input type="text" value="2"/>	
Number of Non-Local Employment	<input type="text" value="2"/>		<input type="text" value="4"/>
Total	<input type="text" value="4"/>		<input type="text" value="6"/>

[Add Employer/Employee](#)

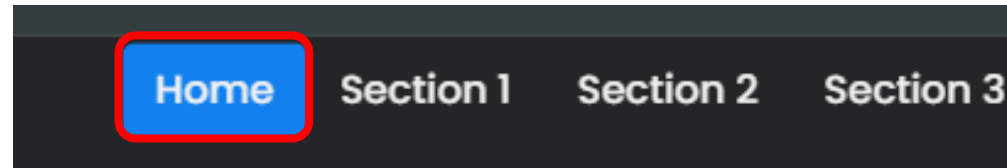
Show entries Search:

Name	Employee IC	Citizen	Position	Date of Commencement	
test	01123456	Brunei Citizen	Other business services and administration managers n.e.c.	09/01/2023	Edit Delete
test1	51123456	Foreign Resident	Other business services and administration manager	06/08/2023	Edit Delete
test2023	00301222	Brunei Citizen	Director	01/01/2022	Edit Delete
test3	51123456	Foreign Resident	Other business services and administration manager	01/04/2024	Edit Delete

Showing 1 to 4 of 4 entries Previous Next

Final Review and Submission

- Once you have completed reviewing, updating or rectifying the information, click “Home” at the top left of the page.



- Click the “Labour Census”, for submission of Census information.

ONLINE BUSINESS REPORTING

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census ← Click here

Final Review and Submission (cont..)

- Re-check and ensure that all Census information is complete and correct. Once verified, confirm and submit by clicking the “Submit” icon.

Untuk mengemaskini Maklumat Banci tidak lengkap atau tidak betul
To edit incomplete or incorrect Census Information

EDIT

Click here to confirm, then click submit → Dengan ini, saya, **MENGESAHKAN** bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam borang banci, seperti dinyatakan, adalah **LENGKAP DAN BETUL**
I, hereby, CERTIFY to the best of my knowledge that the information given and submitted in the Census form as stated, is COMPLETE AND ACCURATE.

→ SUBMITTED

Once you click “SUBMIT” the icon will change to “SUBMITTED”

- After submitting, please wait five (5) working days for an email notification. The email will inform you whether the Census information is:
 - Verified and the Census receipt is ready for collection, or
 - Incomplete and require update
- The notification will be sent to the email address registered in the Business Reporting System. Please read the email carefully.

B) For **NEW** User

1. Click “**Business Reporting**” and fill in the information in the sections required with complete, up-to-date, and correct details.

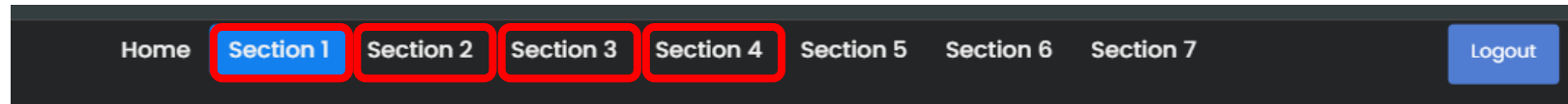
ONLINE BUSINESS REPORTING

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census

Click here

B) For **NEW** User (cont..)

2. Please complete and ensure that all information is entered correctly for the following sections:



NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to br@mofe.gov.bn.

Section 1 : Company Details

Section 2 : A) Type of business and B) Contact Person.

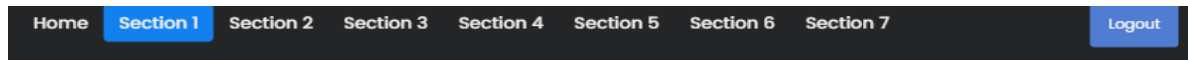
Section 3 : Business Status

Section 4 : Employee Details

Please ensure you click the "SAVE" icon after any updates.

Section 1 : Company Details

- Review and check the company/business details, as these are uneditable and linked with ROCBN.
- Please contact the BR admin if you find that your company details are incorrect.



NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to br@mofe.gov.bn.

A. Company / Business Details

1. Company Registration Number:	RC123456789
2. Company Name:	JABATAN BURUH
3. Date of Registration:	01/01/1900
4. Date of Start of Business:	09/12/2017
5. Address:	
6. Postcode:	

This part cannot be edited as it is automatically linked from ROCBN information.

D. Assign Authorized Personnel for Reporting

Assign Authorized Personnel for Reporting

The company owner to assign roles for Admin and HR by clicking the “Assign Authorized Personnel for Reporting”. However, **admins cannot edit employee details in Section 4;** only those assigned as **HR can make edits.**

Section 2 : Type of Business

- Please complete all the details under "Type of Business" and ensure that all information is entered correctly.

Home Section 1 **Section 2** Section 3 Sec

A. Type Of Business

1. Type of Organisation

2. Type of business activity

a) Principal business

Service description*

Type of Business

Construction Sector

Agriculture Sector

Forestry Sector

Fisheries Sector

Oil & Gas Sector

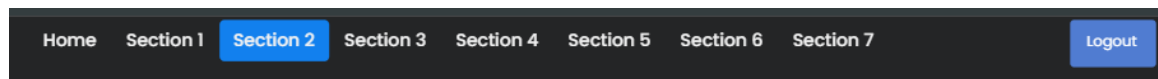
HSE Reporting

For Section 2, the assigned HR is only required to complete the **Type of Business** information, which includes:

- A. Type of Business
- B. Contact Person

These are not required to be completed.

Section 2 : Type of Business (cont..)



A. Type Of Business

1. Type of Organisation*

2. Type of business activity:
a) Principal business activity*
Note: (Please enter 4 digit BDSIC Code: xxx) below a) Principal business activity

Percentage Contribution to Revenue:* %

Service description*

Please complete all the details in [Section 2A: Type of Business](#), and ensure that all information is entered correctly .

B. Contact Person

1. Contact Person:*

2. Telephone Number:*
a) Office Number:*
b) Mobile Number:*
c) Fax Number:

3. Email:*

4. Website:

Please also complete all the details in [Section 2B: Contact Person](#), and ensure that all information is entered correctly .

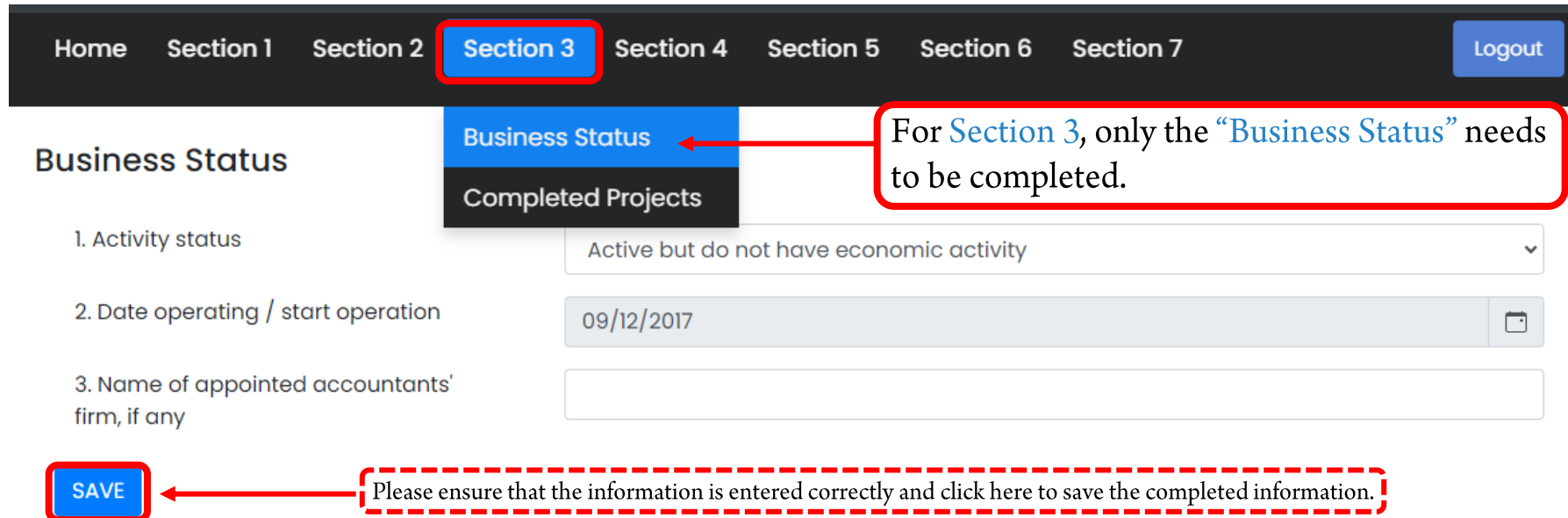
Note:
This person will be responsible for receiving notifications from Business Reporting regarding any updates.

Click add "Contact Person" icon and fill in the required fields.



Section 3 : Business Status

- Please complete all the details under “Business Status” and ensure that all information is entered correctly.



Home Section 1 Section 2 **Section 3** Section 4 Section 5 Section 6 Section 7 Logout

Business Status Completed Projects

1. Activity status Active but do not have economic activity

2. Date operating / start operation 09/12/2017

3. Name of appointed accountants' firm, if any

SAVE Please ensure that the information is entered correctly and click here to save the completed information.

Section 4 : Employee Details

Home Section 1 Section 2 Section 3 **Section 4** Section 5 Section 6 Section 7 Logout

Employment Data

Employee Details ← Number Employed

Active Resigned

Number of Local Employment	<input type="text" value="2"/>	<input type="text" value="2"/>
Number of Non-Local Employment	<input type="text" value="2"/>	<input type="text" value="4"/>
Total	<input type="text" value="4"/>	<input type="text" value="6"/>

For Section 4, only the “Employee Details” needs to be completed.

Click “Add Employer/Employee” and fill in:

- A. Employee Details
- B. Salaries & Benefits

Please ensure all the details are entered correctly and click “SAVE” when done.



Add Employer/Employee

Note: Only those assigned as HR role can make edits.

Section 4 : Employee Details (cont..)

Here are some example screenshots of the employee details that need to be filled in:

A. Employer / Employee Details

1. Employer/Employee Name*	<input type="text"/>
2. Date of Birth*	<input type="text" value="dd/mm/yyyy"/>
3. Citizenship*	<input type="text"/>
4. Country of Origin*	<input type="text"/>
5. Employer / Employee IC* <small>(Please enter number only e.g. 00123456)</small>	<input type="text"/>
6. Gender*	<input type="text"/>
7. Race*	<input type="text"/>
8. Religion*	<input type="text"/>
9. Qualification* 	<input type="text"/>
10. Area of Studies 	<input type="text"/>

B. Salaries & Benefits

1. Service Type:	<input type="text"/>
a) Monthly/Daily/Hourly rate	BND\$ <input type="text"/>
2. Annual Monetary Benefits:	
a) Bonus	BND\$ <input type="text"/>
b) TAP	BND\$ <input type="text"/>
c) SCP	BND\$ <input type="text"/>
d) Skim Persaraan Kebangsaan (SPK)	BND\$ <input type="text"/>
e) Other Arbitrational Benefits	<input type="text"/>
b) Medical	BND\$ <input type="text"/>
c) Transportation	BND\$ <input type="text"/>
d) Apparels	BND\$ <input type="text"/>

SAVE

Please ensure all the details are entered correctly and click "SAVE" when done.

Section 4 : Employee Details (cont..)

Once you have completed the employee details, they will appear on the dashboard as shown for verification. If errors are found, click the “[Edit](#)” icon to update and rectify the errors. Remember to click “[Save](#)” for each update made.

		Number Employed	
		Active	Resigned
Number of Local Employment	<input type="text" value="2"/>	<input type="text" value="2"/>	
Number of Non-Local Employment	<input type="text" value="2"/>	<input type="text" value="4"/>	
Total	<input type="text" value="4"/>	<input type="text" value="6"/>	

[Add Employer/Employee](#)

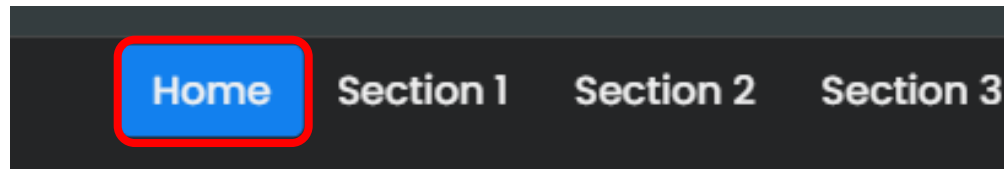
Show entries Search:

Name	Employee IC	Citizen	Position	Date of Commencement	
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test1	51123456	Foreign Resident	Other business services and administration manager	06/08/2023	Edit Delete
test2023	00301222	Brunei Citizen	Director	01/01/2022	Edit Delete
test3	51123456	Foreign Resident	Other business services and administration manager	01/04/2024	Edit Delete

Showing 1 to 4 of 4 entries Previous Next


Final Review and Submission

- Once all employer and employee information has been completed, click “Home” at the top left of the page.



- Click the “Labour Census”, for submission of Census information.

ONLINE BUSINESS REPORTING

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census 

Final Review and Submission (cont..)

- Re-check and ensure that all Census information is complete and correct. Once verified, confirm and submit by clicking the “Submit” icon.

Untuk mengemaskini Maklumat Banci tidak lengkap atau tidak betul
To edit incomplete or incorrect Census Information

EDIT

Click here to confirm, then click submit → Dengan ini, saya, **MENGESAHKAN** bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam borang banci, seperti dinyatakan, adalah **LENGKAP DAN BETUL**
I, hereby, CERTIFY to the best of my knowledge that the information given and submitted in the Census form as stated, is COMPLETE AND ACCURATE.

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Contact Us

- For any queries, please contact us at the following:



Counter Survey and Statistics (Census) ,
Lobby area
Department of Labour, Jalan Dewan Majlis,
Bandar Seri Begawan, BE3910,
Negara Brunei Darussalam.



Phone No.: 2383006/2380256 (Ext: 1104/4503/4504)



Email: banci.buruh@buruh.gov.bn