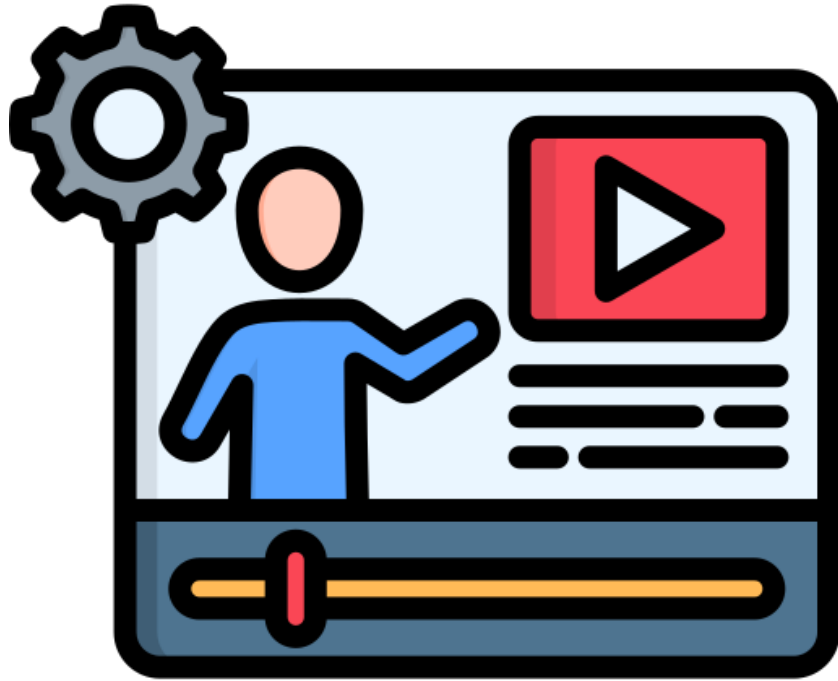




TUTORIAL ON SUBMITTING THE ANNUAL EMPLOYER & EMPLOYEE CENSUS VIA ONLINE BUSINESS REPORTING SYSTEM (OBR)

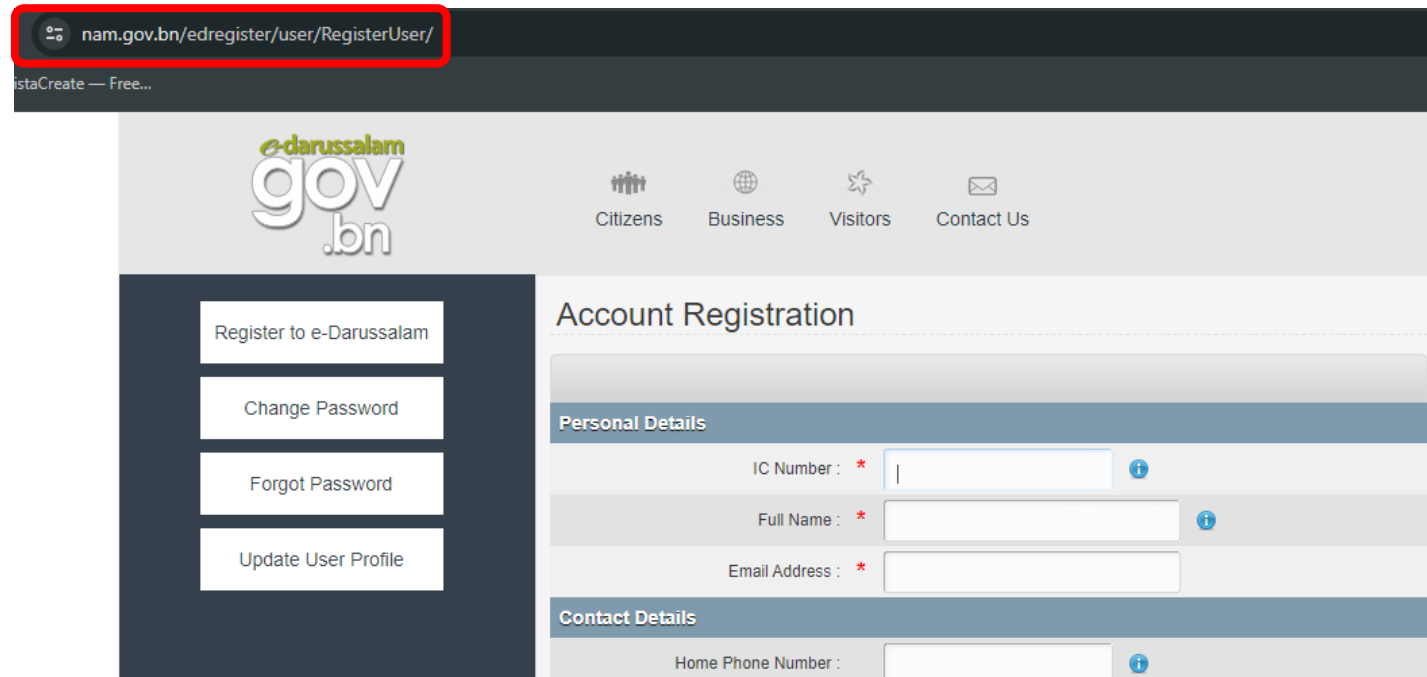
CONTENT

- [Accessing the OBR Portal: Prerequisites and Instructions](#)
- [Accessing the OBR Portal via Internet Browser](#)
- [Navigating to the Business Reporting Section](#)
- [Signing in to e-darussalam](#)
- [Tutorial for EXISTING User](#)
- [Tutorial for NEW User](#)
- [Reference](#)
- [Contact Us](#)

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:

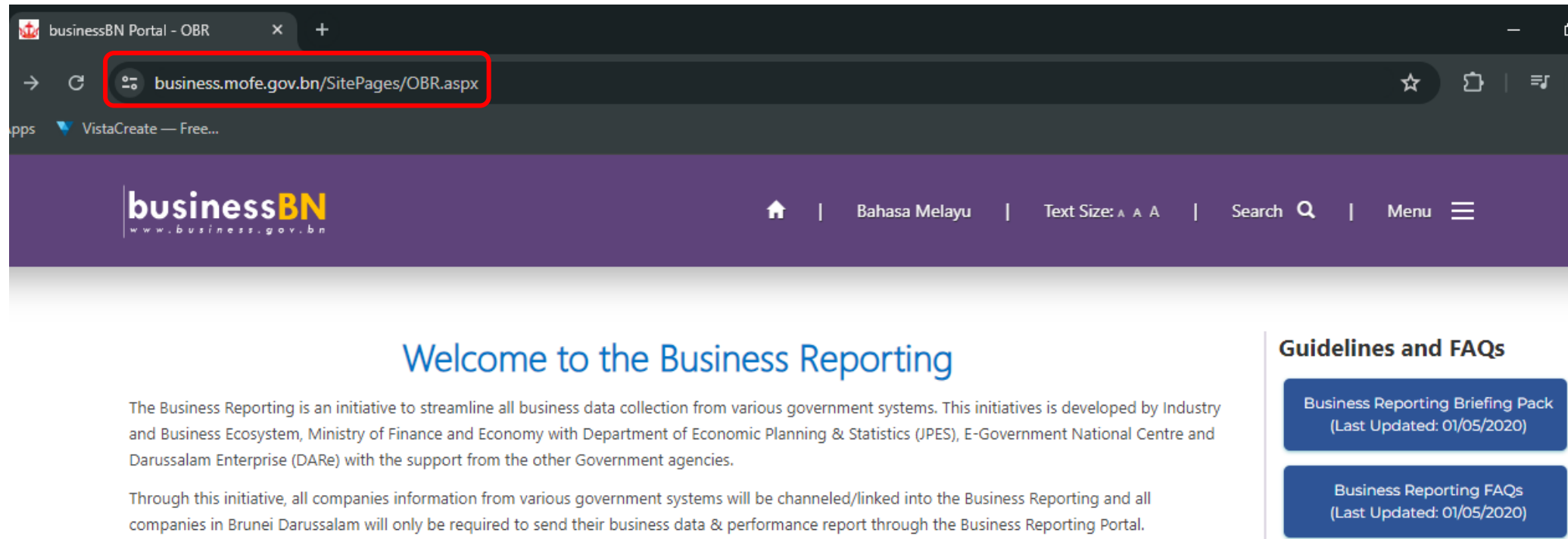
<https://nam.gov.bn/edregister/user/RegisterUser/>



The screenshot shows a web browser with the address bar displaying `nam.gov.bn/edregister/user/RegisterUser/`, which is highlighted with a red box. The page features the **e-darussalam gov.bn** logo and navigation links for Citizens, Business, Visitors, and Contact Us. On the left, a sidebar contains buttons for "Register to e-Darussalam", "Change Password", "Forgot Password", and "Update User Profile". The main content area is titled "Account Registration" and contains two sections: "Personal Details" and "Contact Details". The "Personal Details" section includes input fields for "IC Number", "Full Name", and "Email Address", each with a red asterisk indicating a required field and an information icon. The "Contact Details" section includes an input field for "Home Phone Number", also with a red asterisk and an information icon.

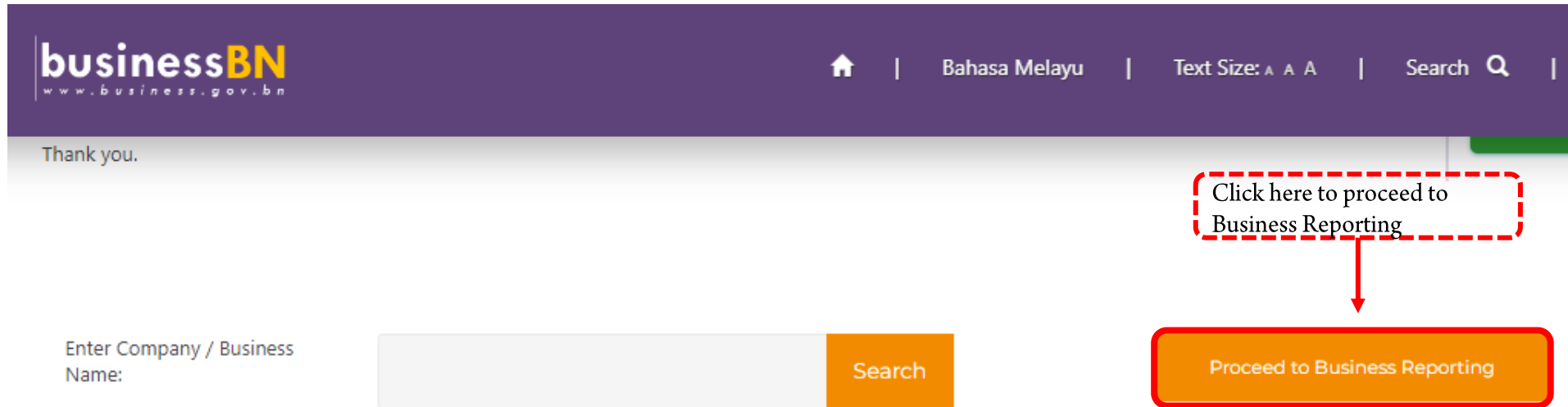
2. Accessing the OBR Portal via Internet Browser

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



3. Navigating to the Business Reporting Section

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

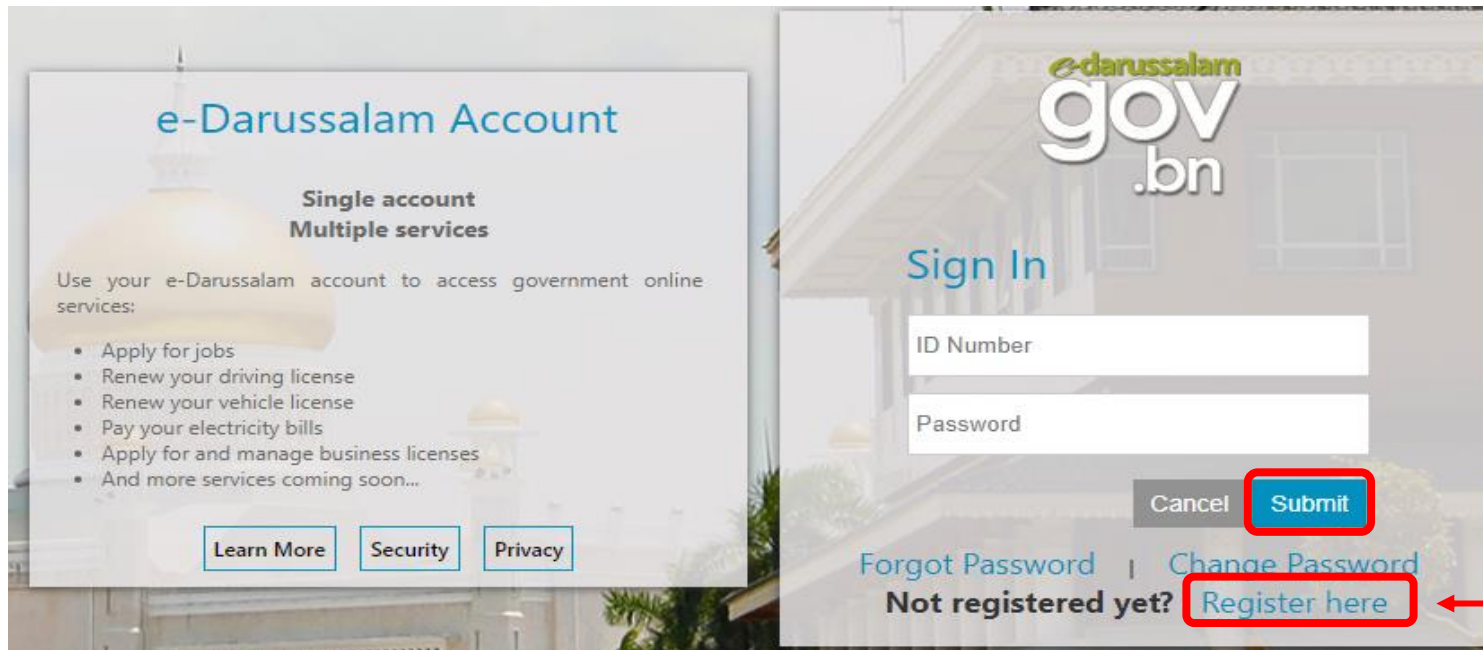


The screenshot shows the businessBN website interface. At the top, there is a purple header with the logo 'businessBN' and the URL 'www.business.gov.bn'. To the right of the logo are navigation links: a home icon, 'Bahasa Melayu', 'Text Size: A A A', and a search icon. Below the header, a green bar displays 'Thank you.'. The main content area features a search bar with the placeholder text 'Enter Company / Business Name:' and an orange 'Search' button. To the right of the search bar, a red dashed box contains the text 'Click here to proceed to Business Reporting', with a red arrow pointing down to an orange button labeled 'Proceed to Business Reporting'.

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



The image shows two side-by-side screenshots of the e-Darussalam website. The left screenshot displays the 'e-Darussalam Account' page, which lists services like applying for jobs, renewing licenses, and paying bills. The right screenshot shows the 'Sign In' page with input fields for 'ID Number' and 'Password', and buttons for 'Cancel' and 'Submit'. Below the input fields are links for 'Forgot Password', 'Change Password', and 'Register here'. The 'Submit' button and 'Register here' link are highlighted with red boxes.

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](#)

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

Pop-Up Blocked:

IMPORTANT:

If the homepage remains unchanged after clicking the Business Reporting button, please follow the following steps:

The screenshot shows a web browser window with the address bar displaying 'essreporting/index.php'. The main content area features a table titled 'ONLINE BUSINESS REPORTING' with a single entry. The entry has a 'Business Reporting' button circled in red. A 'Pop-ups blocked' dialog is open, showing a blocked link 'https://infinity.cloud...reporting/section1.php' circled in red. The dialog also shows options to 'Always allow pop-ups and redirects from https://infinity.cloud.gov.bn' or 'Continue blocking'. The 'Done' button is circled in red. Red arrows and numbers 1, 2, 3, and 4 point to the 'Business Reporting' button, the blocked pop-up icon, the blocked link, and the 'Done' button, respectively.

Step 1:
If you click “Business Reporting” or “Labour Census” and are still directed to the home page, this indicates that the site is blocking access. Kindly proceed to Step 2

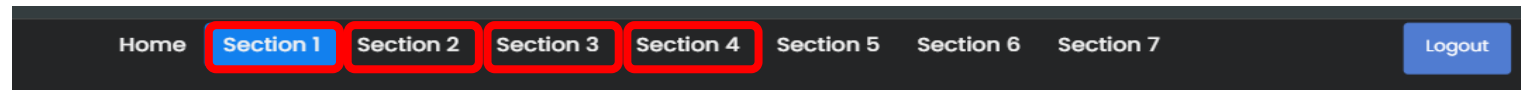
Step 2:
Click this icon.

Step 3:
Click this link.

Step 4:
Click done.

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

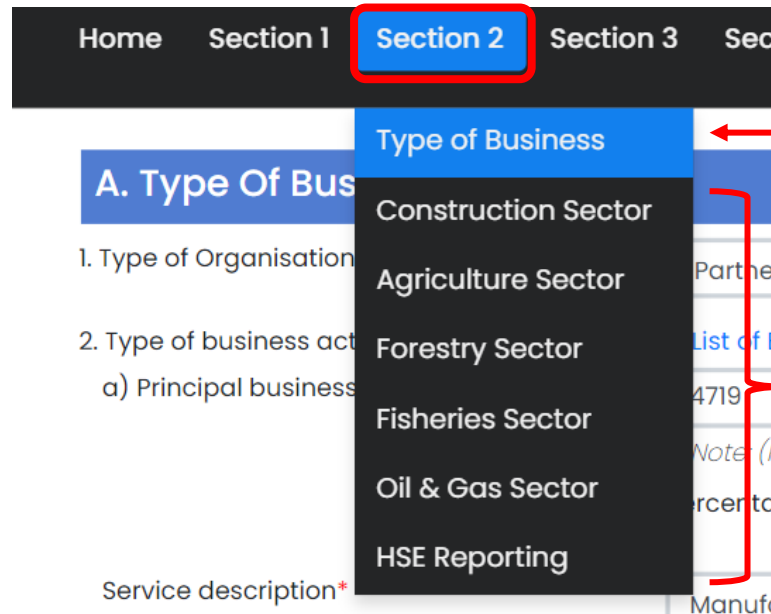
Assign Authorized Personnel for Reporting

This part cannot be edited as it is automatically linked from ROCBN information. If updates are needed, contact the BR Team.

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.



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

- A. Type of Business
- B. Contact Person

These fields are not required for the Employer and Employee Census verification. However, they may be required by other agencies outside the Department of Labour.

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* [List of BDSIC](#) [Validate](#)

Note: (Please enter 4 digit BDSIC Code: xxxx) 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.

After entering the activity code, click the “Validate” button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

B. Contact Person

[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

[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.

Click here to edit

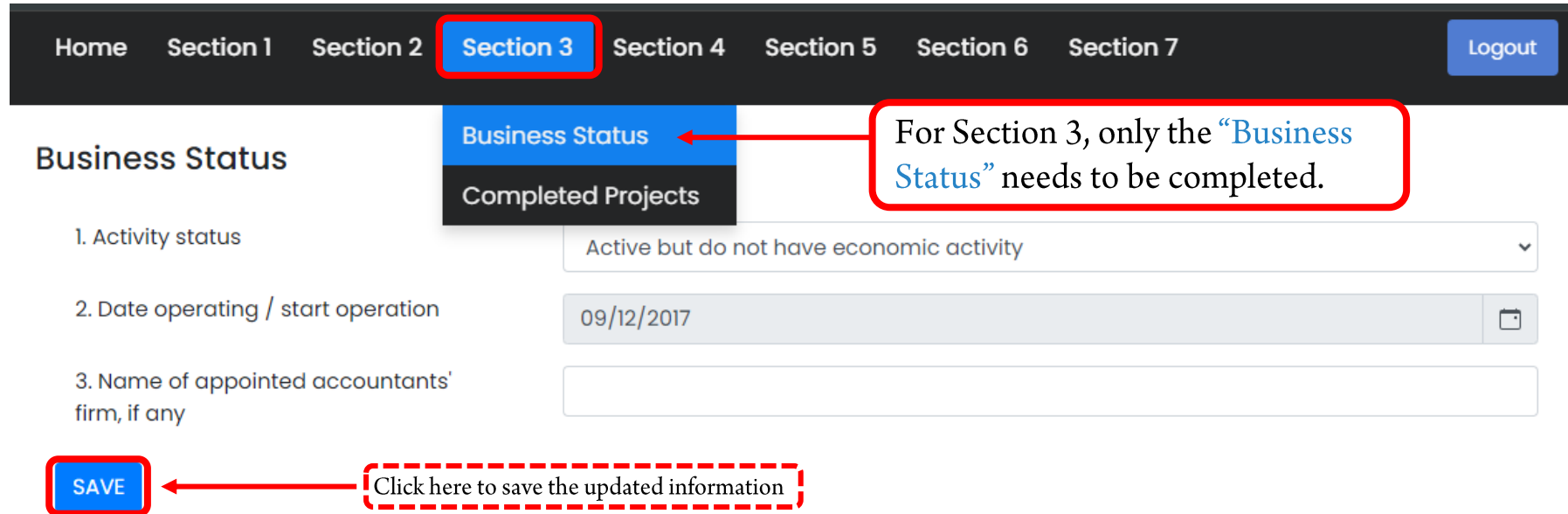
Click here to remove information

IMPORTANT:

Please ensure that your contact details are entered correctly and not left blank, as all queries and the official receipt will be sent to the provided address.

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
Active but do not have economic activity

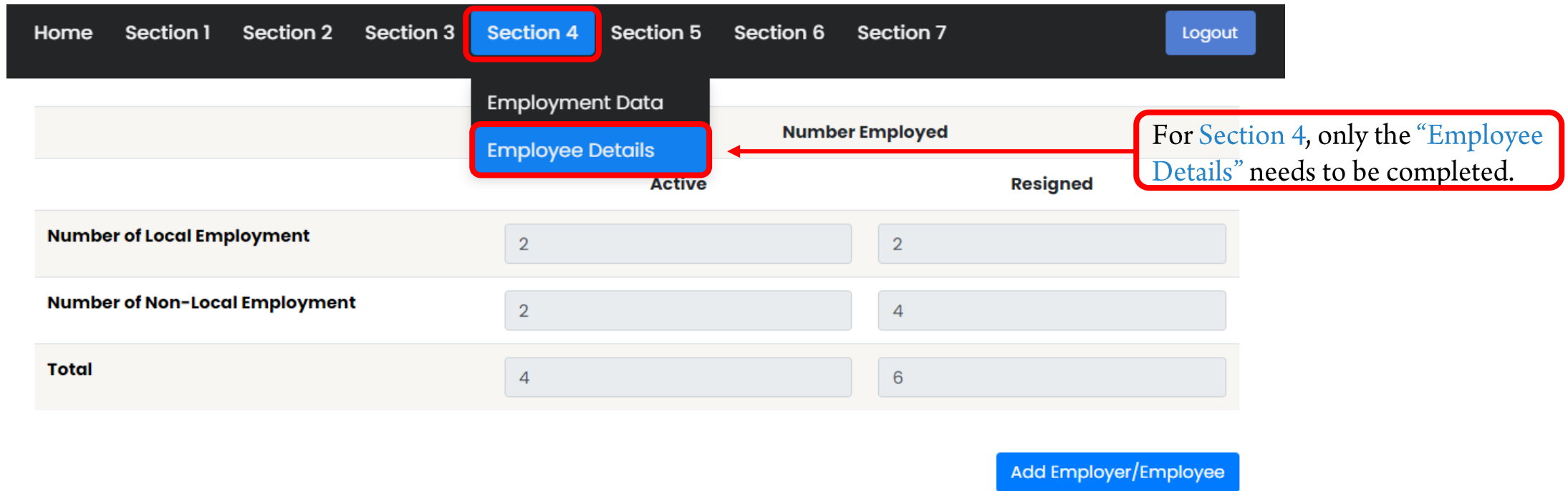
2. Date operating / start operation
09/12/2017

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.

Number Employed

Active Resigned

Number of Local Employment	2	2
Number of Non-Local Employment	2	4
Total	4	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 50 entries
Search:

Name	Employee IC	Citizen	Position	Date of Commencement		
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

Note: The above list is just an example

Click here to edit

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

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	2
Number of Non-Local Employment	4
Total	6

[Add Employer/Employee](#)

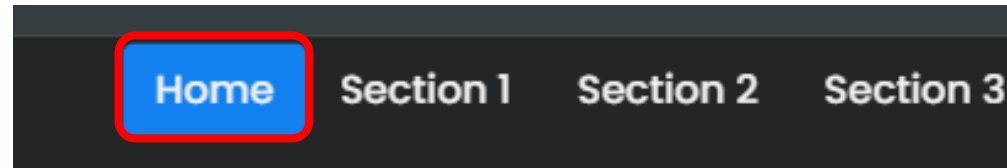
Show entries Search:

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

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.

EDIT

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 has been sent via e-mail, or
 - Incomplete and require update
- The notification will be sent to the e-mail address registered/entered in Section 2 of the Business Reporting System. Please ensure to read the e-mail 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

Pop-Up Blocked:

IMPORTANT:

If the homepage remains unchanged after clicking the Business Reporting button, please follow the following steps:

The screenshot shows a web browser window with the address bar displaying 'essreporting/index.php'. The main content area features a table titled 'ONLINE BUSINESS REPORTING' with the following data:

ROCBN	Company Name
RC123456789	JABATAN BURUH

Below the table, it says 'Showing 1 to 1 of 1 entries'. A 'Business Reporting' button is highlighted with a red circle and labeled '1'. A 'Pop-ups blocked' dialog box is open, showing the blocked link 'https://infinity.cloud...reporting/section1.php' circled in red and labeled '3'. The dialog also shows options to 'Always allow pop-ups and redirects from https://infinity.cloud.gov.bn' or 'Continue blocking', with a 'Done' button labeled '4'. A 'Step 2' callout points to a blocked icon in the browser's address bar, labeled '2'.

Step 1:
If you click "Business Reporting" or "Labour Census" and are still directed to the home page, this indicates that the site is blocking access. Kindly proceed to Step 2

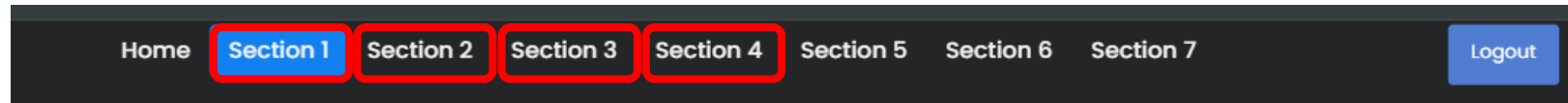
Step 2:
Click this icon.

Step 3:
Click this link.

Step 4:
Click done.

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.

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:	

This part cannot be edited as it is automatically linked from ROCBN information. If updates are needed, contact the BR Team.

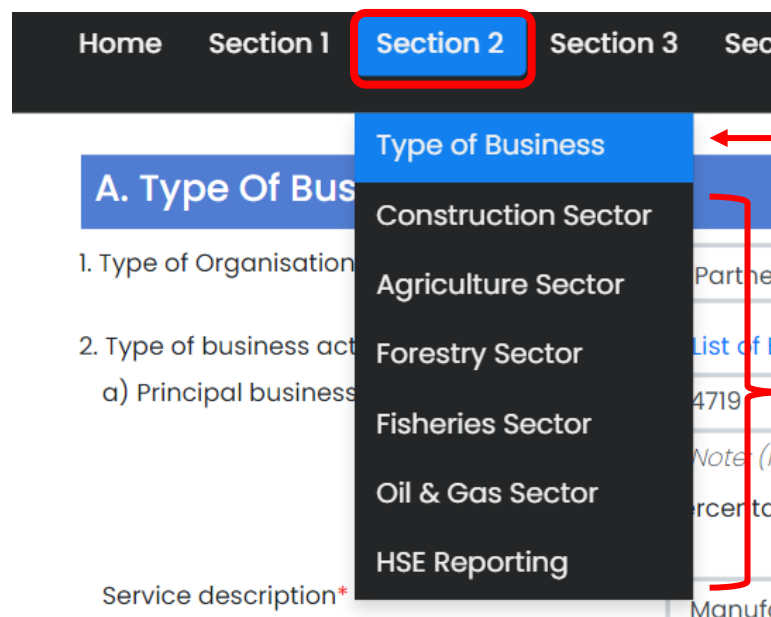
D. Assign Authorized Personnel for Reporting

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

Type of Business

- Construction Sector
- Agriculture Sector
- Forestry Sector
- Fisheries Sector
- Oil & Gas Sector
- HSE Reporting

Service description*

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 fields are not required for the Employer and Employee Census verification. However, they may be required by other agencies outside the Department of Labour.

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* Partnership

2. Type of business activity:
a) Principal business activity* 4719 **Validate**

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

Percentage Contribution to Revenue:* 1 %

Service description* Manufacture of electric lighting equipment

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

After entering the activity code, click the “Validate” button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

B. Contact Person

Add Contact Person

1. Contact Person:*

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

3. Email:*
4. Website:

SAVE

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



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

Note:

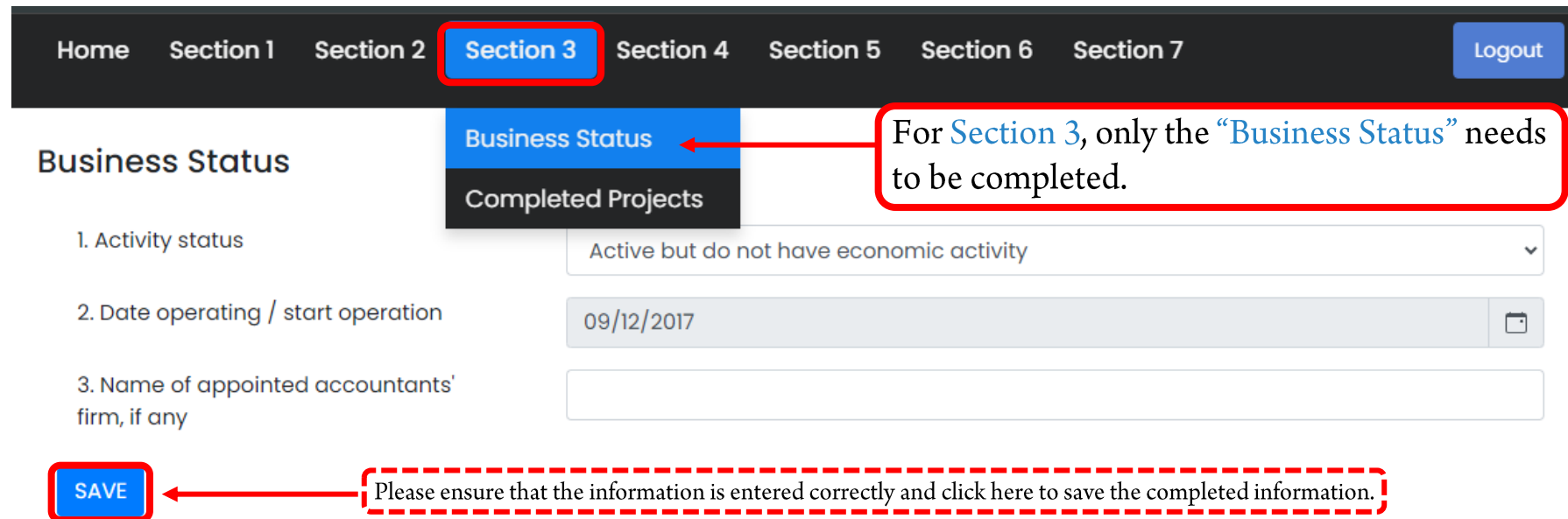
This person shall be responsible for receiving all notifications from Business Reporting System including updates and the issuance of digital census receipt.

IMPORTANT:

Please ensure that your contact details are entered correctly and not left blank, as all queries and the official receipt will be sent to the provided address.

Section 3 : Business Status

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



The screenshot shows a web interface for the 'Business Status' section. The navigation bar at the top includes links for Home, Section 1, Section 2, Section 3 (highlighted with a red box), Section 4, Section 5, Section 6, Section 7, and a Logout button. Below the navigation bar, the 'Business Status' section is active, with a dropdown menu showing 'Business Status' (highlighted with a red box) and 'Completed Projects'. The form contains three fields: 1. Activity status (dropdown menu with 'Active but do not have economic activity' selected), 2. Date operating / start operation (text input with '09/12/2017' and a calendar icon), and 3. Name of appointed accountants' firm, if any (text input). A red arrow points from a text box stating 'For Section 3, only the “Business Status” needs to be completed.' to the 'Business Status' dropdown. Another red arrow points from a text box stating 'Please ensure that the information is entered correctly and click here to save the completed information.' to a 'SAVE' button (highlighted with a red box) at the bottom left.

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

Business Status

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

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

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	2	2
Number of Non-Local Employment	2	4
Total	4	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*	
2. Date of Birth*	dd/mm/yyyy
3. Citizenship*	
4. Country of Origin*	
5. Employer / Employee IC* (Please enter number only e.g. 00123456)	
6. Gender*	
7. Race*	
8. Religion*	
9. Qualification* ?	
10. Area of Studies ?	

B. Salaries & Benefits

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

SAVE

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

Section 4 : Employee Details (cont..)

Important Note for item no.11-14:

11. BDSOC Position Code:

Enter the 5 digit BDSOC Code*

121.99

[? List of BDSOC](#)

Validate

12. Actual Job Position in the Company* ?

manager

13. Job Description*

manager

14. Type of Business Activity the
Employer/Employee Involved in*

Other personal services n.e.c.

After entering the activity code, click the “Validate” button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

Ensure that this worker is assigned to the correct type of business activity, and that it matches the Foreign Worker Licence (LPA) in the NLMS, especially for companies with multiple business activities.

IMPORTANT:

- Please validate and ensure that the positions, especially for foreign workers, are consistent with the positions and activities applied for under the Foreign Worker Licence (LPA) in the NLMS.
- If the job position is not listed in the BDSOC, kindly select the closest match, enter it under the job description, or contact the Labour Department (refer to the last page for contact details) for confirmation on the appropriate code.
- If you are unclear about the position listed, please contact the Labour Department for assistance.

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	2
Number of Non-Local Employment	4
Total	6

[Add Employer/Employee](#)

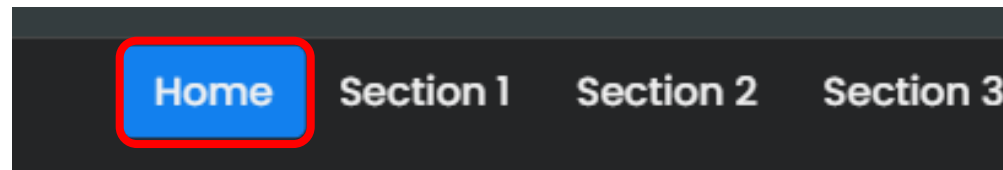
Show entries Search:

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 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 ← 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

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.

EDIT

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 has been sent via e-mail, or
 - Incomplete and require update
- The notification will be sent to the e-mail address registered/entered in Section 2 of the Business Reporting System. Please ensure to read the e-mail carefully.

References:

- List of Brunei Darussalam Standard Industrial Classification, 2011 (BDSIC 2011):

Click on the image:



- List of Brunei Darussalam Standard Occupation Classification, 2011 (BDSOC 2011):

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Contact Us

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



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