Business Reporting (BR) Portal

businessBN
www.business.gov.bn

BUSINESS REPORTING

What is Business Reporting?

- It is an online portal developed in collaboration with JPKE, EGNC, DARE and EIDPMO to streamline and centralize business data collection from various government agencies.

- 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:

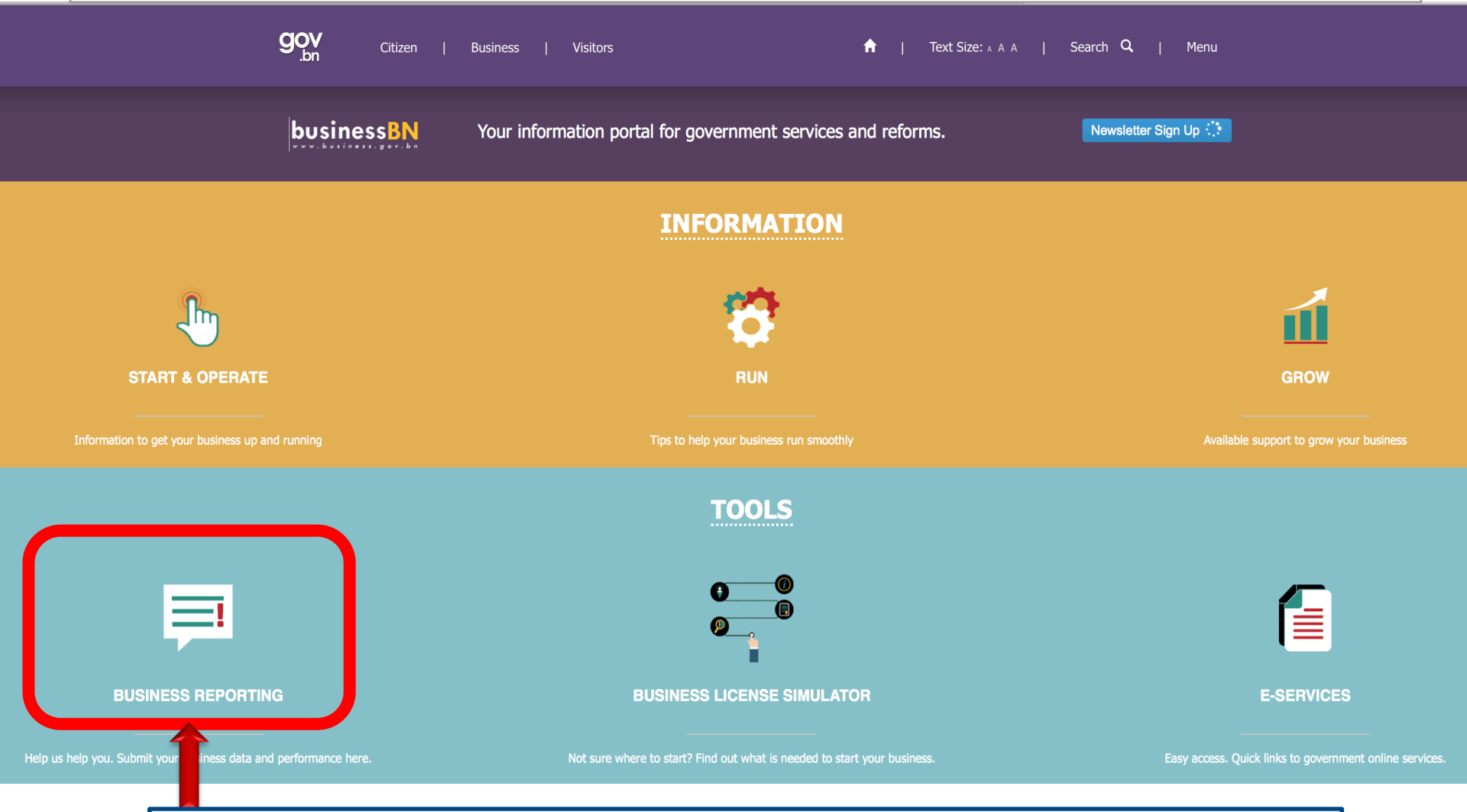
- Reporting of business data to one portal only.
- Access and Update company's business data any time.
- To monitor growth of company and provide business related assistance to company.

Accessing Business Reporting Portal

How to access the BR Portal?

جابتن تنـاك دان ڤرايندوستريـن جابتن ڤردان منتري
ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

Website: www.business.gov.bn



Click this icon to proceed to Business Reporting Portal

Unregistered Businesses

businessBN
www.business.gov.bn

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 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.

Guidelines and FAQs

Business Reporting FAQs

Business Reporting Factsheet

1. Search Company Name

Enter Company / Business Name:

Search

2. If company name **appear**, Proceed to Business Reporting.

Proceed to Business Reporting

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.

For company/business registered under ROCBN

3. If company name **does not appear**, register by clicking on "For Companies / Business Registered under ROCBN"

BR Registration eForm

جابتن تنـاڬ دان ڤرايندوستريـن جابتن ڤردان منتري
ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

Online Business Reporting Registration Form

Please specify your type of company	[Please Specify]
ROC/ROBN Number	*
Company Name	*
Date of Incorporation	*
Registered Address	*
Postcode	*
District	Brunei-Muara
Country	Brunei Darussalam
Contact Number	*
Email	*

Owner Registration Form

Name of Owner	
Identity Card No	
Nationality	

Add Owner Detail

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

Submit | Cancel

- 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.

BR Registration eForm

Online Business Reporting Registration Form

1. Please specify your type of company — [Please Specify]
   - [Please Specify]
   - Sole Proprietor
   - Partnership
   - Private Limited Company
   - Foreign
2. ROC/ROBN Number
3. Company Name
4. Date of Incorporation

Registered Address

Postcode

District: Brunei-Muara

Country: Brunei Darussalam

Contact Number

Email

Owner Registration Form

Name of Owner

Identity Card No

Nationality

Add Owner Detail

Submit | Cancel

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.

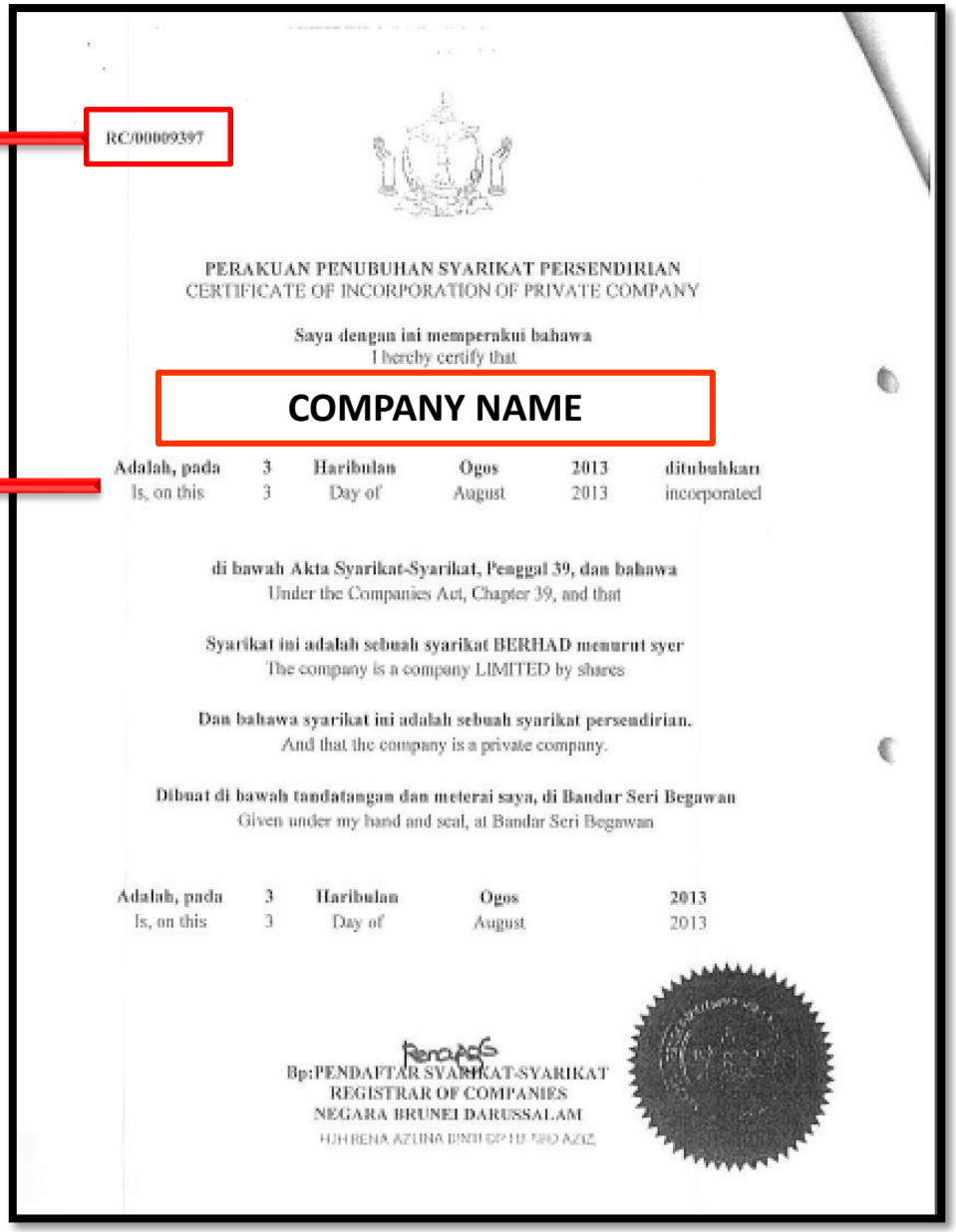
For Sendirian Berhad

Certificate of Incorporation of Private Company

ROC Number

RCxxxxxxxx

Date of Incorporation



RC/00009397

PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

COMPANY NAME

Adalah, pada	3	Haribulan	Ogos	2013	ditubuhkan
Is, on this	3	Day of	August	2013	incorporated

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.

Dibuat di bawah tandatangan dan meterai saya, di Bandar Seri Begawan
Given under my hand and seal, at Bandar Seri Begawan

Adalah, pada	3	Haribulan	Ogos	2013
Is, on this	3	Day of	August	2013

Bp:PENDAFTAR SYARIKAT-SYARIKAT
REGISTRAR OF COMPANIES
NEGARA BRUNEI DARUSSALAM

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

P/27725/1990

ROBN Number

Pxxxxxxxx

NEGARA BRUNEI DARUSSALAM
BUSINESS NAMES ACT, Cap. 92 (SECTION 17)
CERTIFICATE OF REGISTRATION

I CERTIFY pursuant to the provisions of the Business Names Act, Cap. 92 that the person mentioned below was/were on the **30th** Day of **June , One Thousand Nine Hundred And Ninety** registered in the Office of the Registrar as the person carrying on the business of **contractor, construction & maintenance of building, house & earthwork, transportation, trading, export, import, supplier & sales of scrap metal, hardwares, furniture, food & building materials, canteen, retail shop, eating shop and manpower supplier, Painting and decorating(CF3), Sandblasting/shot blasting works(CR2), Manufacture and/or repair of refrigerating, air-conditioning and ventilating machinery and equipment except household refrigerators(AE1), Plumbing, heating (non electric) and air conditioning(CV1), Mechanical engineering works(EB2), Maintenance of office equipment(FQ4), Import, Export & Supply of Lifts, escalators and industrial and office air-conditioning equipment(WA4)** at **(P/P) LTS 2275, Plot (B) II, Jalan Lorong Setia Di-Raja, Kg Sungai Duhon, Kuala Belait, KA3131, Belait, BRUNEI DARUSSALAM** under the business name

Date of Incorporation

COMPANY NAME

AND I FURTHER CERTIFY that since the said date no statement of change in the particulars registered in respect of the aforesaid business name has been recorded.

Name in Full	Usual Residence	Other Business Occupation(if any)
OWNER'S NAME		

GIVEN under my hand at Bandar Seri Begawan, this **10th** of **May, Two Thousand And Sixteen**

for Registrar
MOHAMAD SAIFUL ADLIN BIN HJ EDIN

* 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.

For Foreign Registered Companies

Certificate of Incorporation

جابتن تنـاڬ دان ڤرايندوستريـن جابتن ڤردان منتري
ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

RFC Number

RFCxxxxxxxx

Date of Incorporation

Bil.Syarikat **AGO/RC/601/79**

PERAKUAN PENUBUHAN ATAS PENUKARAN NAMA SYARIKAT
CERTIFICATE OF INCORPORATION ON CHANGE OF NAME OF COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

yang, pada 27 **haribulan** September **1979,**
which was, on this day of 19 ,

Ditubuhkan di bawah Akta Syarikat-Syarikat, Penggal 39, telah pada
Incorporated under the Companies Act, Chapter 39, did on the

28 **haribulan** Mei **2008, menukar namanya kepada**
day of 20 , change its name to

COMPANY NAME

dan bahawa syarikat ini adalah sebuah syarikat BERHAD menurut syer
and that the company is a private company.

Dibuat di bawah tandatangan dan meterai saya, di Bandar Seri Begawan
Given under my hand and seal, at Bandar Seri Begawan

Pada 28 **haribulan** Mei **2008.**
this day of 20 .

bp: **PENDAFTAR SYARIKAT-SYARIKAT**
REGISTRAR OF COMPANIES
NEGARA BRUNEI DARUSSALAM

BR Registration eForm

جابتن تنـاك دان ڤرايندوستريـن جابتن ڤردان منتري
ENERGY AND INDUSTRY DEPARTMENT
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   - Sole Proprietor
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   - Foreign
2. ROC/ROBN Number
3. Company Name
4. Date of Incorporation
5. Registered Address
   Postcode
   District — Brunei-Muara
   Country — Brunei Darussalam

Office/Shop Address registered in ROCBN

6. Contact Number
   Email

Owner Registration Form

Name of Owner
Identity Card No
Nationality

Add Owner Detail

Submit | Cancel

2.

Type of Company	Old ROC number (as per in Certificate of Registration)	New ROCBN Number (8 Digit)
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Registered Address	
Postcode	
District	Brunei-Muara
Country	Brunei Darussalam
Contact Number	
Email	

7. Owner Registration Form

Name of Owner	
Identity Card No	
Nationality	

8. Add Owner Detail

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

Submit | Cancel

8. Online Business Reporting Owner Registration Form

ROC/ROBN Number	
Name	
Identity Card No	
Nationality	

Submit | Cancel

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

Note:
Please submit all owner's details by clicking on the "add owner details".

Sample of email notification to access Business Reporting Portal

Business <info@business.gov.bn>
Tue 6/2/2018 2:40 PM

Mark as read

To: [redacted]

Cc: BR Approval; Hj Azfar Lizam bin Hj Zainuzzaman;

Action Items | + Get more apps

Your OBR Registration,

(**ROC/ROBN Number : P00051031**,

Company Name : [redacted]

have been successfully approved.

Date of Approved: **06/02/2018 14:40:09**

Kindly wait 1-3 working days for your data to be available in Online Business Reporting.

Upon receiving email notification, businesses can only access to report their data within 1-3 working days

*** Kindly note that this is an auto generated email, please do not reply to this email. If you need to contact us, please contact at **br@jpm.gov.bn*****

Accessing to Business Reporting Portal

Accessing Business Reporting Portal

businessBN
www.business.gov.bn

Text Size: A A A | Search | Menu

Welcome to the Business Reporting

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Business Reporting FAQs

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Search

Proceed to Business Reporting

Click this button

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For company/business registered under ROCBN

For other entities

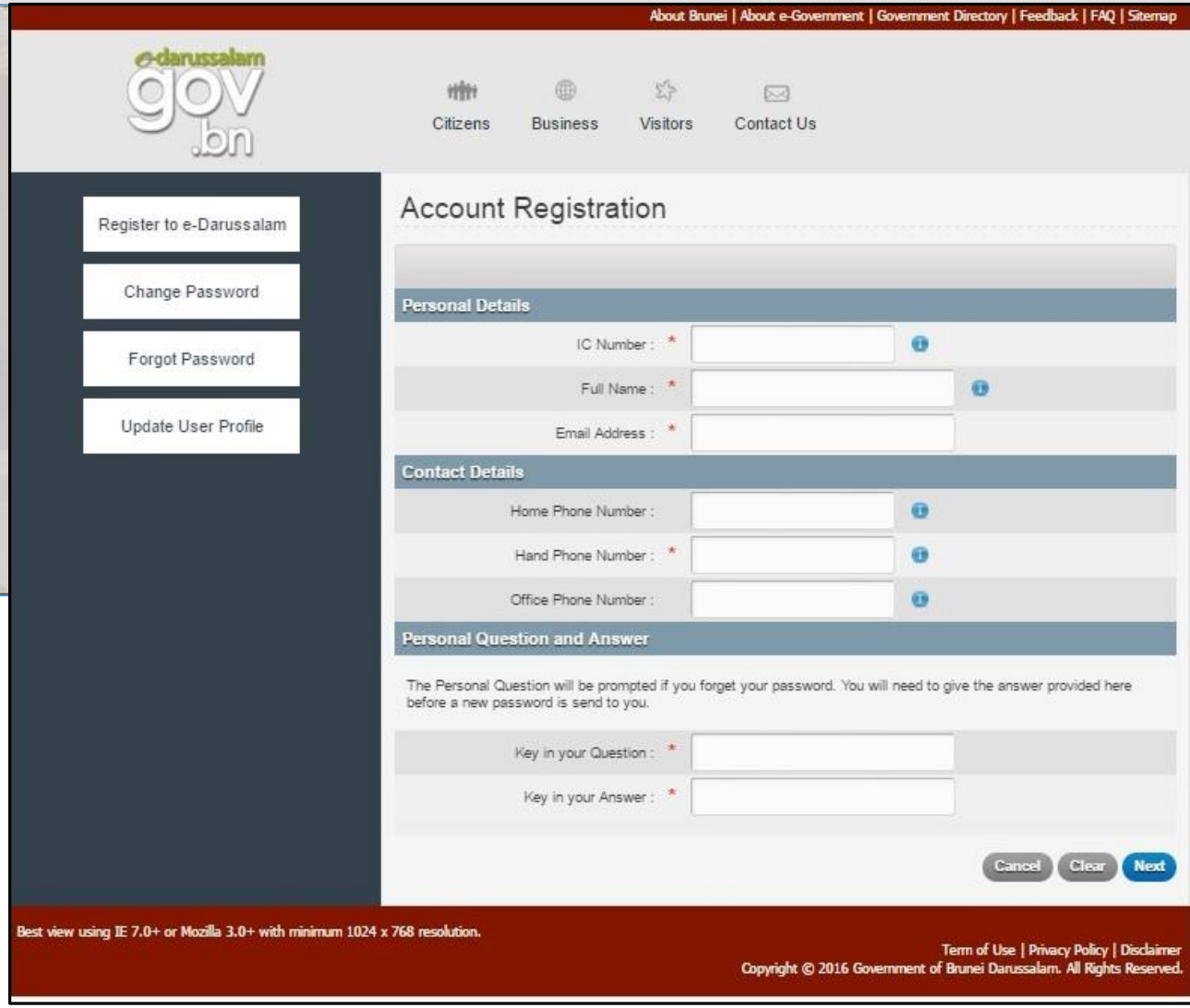
E-Darussalam Account

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.

Owners or Directors without E-Darussalam

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

Owners or Directors without E-Darussalam

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 you 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

List of Companies

Once signed in, Users will see a list of available ROC numbers linked to their ICs

ROCBN	COMPANY_NAME
RC12345678	JABATAN TENAGA DAN PERINDUSTRIAN

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

Last Updated on: 31 Jan 2018

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

Section 1

Section 1 – Business Details

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ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

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

Last Updated on: 31 Jan 2018

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

Country	Name	Nationality	Shares
BRUNEI DARUSSALAM	Muhammad	BRUNEI DARUSSALAM	11000
MALAYSIA	Siti	MALAYSIA	3000

C. Director Details

Name	IC Number	Nationality	Appointed Date	Email
Abdul Mustafa	00012345	BRUNEI DARUSSALAM	26 May 2016	
Pauline Chan	00285990	BRUNEI DARUSSALAM	14 Dec 2016	lbd@energy.gov.bn
Siti	00543210	MALAYSIA	26 May 2016	
Fiz Min Ho	01041396	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	01 Nov 2017	

Assign Authorized Personnel for Reporting

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

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

Last Updated on: 31 Jan 2018

A. Company / Business Details

1. Company Registration Number: RC12345678
2. Company Name: JABATAN TENAGA DAN
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Name	IC Number	Nationality	Appointed Date	Email
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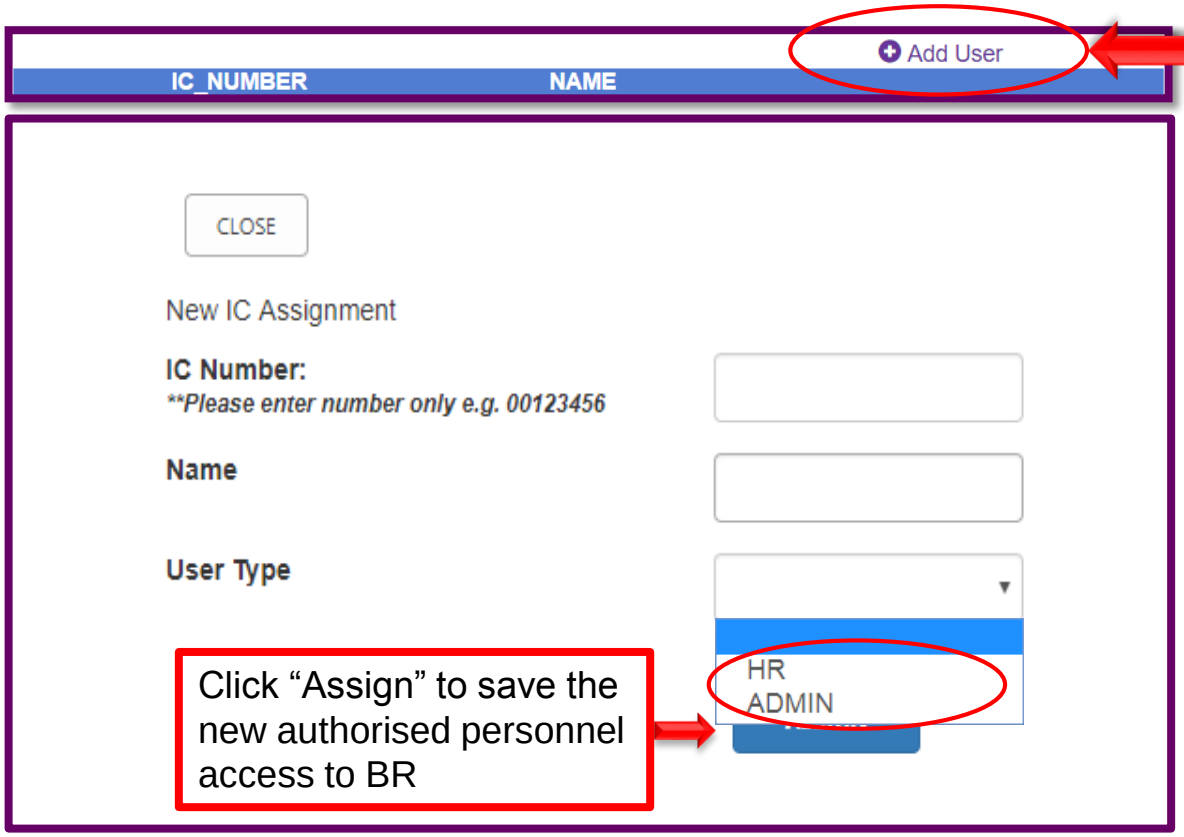
Siti	00543210	MALAYSIA	26 May 2016	
Fiz Min Ho	01041396	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	01 Nov 2017	

Assign Authorized Personnel for Reporting

Additional users can be assigned here to access the Business Reporting Portal, using their e-Darussalam.

Adding Additional Users



Click "Add User" to add new authorised personnel

Click "Assign" to save the new authorised personnel access to BR

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

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

Type of Business | Construction Sector Only | Agriculture Sector Only | Forestry Sector Only | Fisheries Sector Only

A. Type Of Business

1. Type of Organisation*

Proprietorship
Partnership
Private Limited Company
Branch of a Foreign Company
Cooperatives
Others

2. Type of business activity:

a) Principal business activity*

List of BDSIC

Wholesale of electronic and telecommunications equipment and parts

Percentage Contribution to Revenue: * 100 %

Service description*

Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

Select organisation type from drop down list as appropriate

Section 2 – Principal Business Activities

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

Type of Business | Construction Sector Only | Agriculture Sector Only | Forestry Sector Only | Fisheries Sector Only

A. Type Of Business

Click this button to refer to BDSIC codes

1. Type of Organisation* — Private Limited Company

2. Type of business activity:

List of BDSIC

a) Principal business activity* — 4652 — Validate

Wholesale of electronic and telecommunications equipment and parts

Percentage Contribution to Revenue: * 100 %

Service description*

Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

Enter **BDSIC code** for Principal Business Activity (Highest Revenue).

Section 2 –Brunei Darussalam Standard Industrial Classification Code

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ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

List of BDSIC

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

Please use the **4 digit BDSIC code** which corresponds to the company's activity.

Section 2 – Principal Business Activities

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

Type of Business | Construction Sector Only | Agriculture Sector Only | Forestry Sector Only | Fisheries Sector Only

A. Type Of Business

1. Type of Organisation*: Private Limited Company

2. Type of business activity:

List of BDSIC

a) Principal business activity*: 4652 [Validate] — *Wholesale of electronic and telecommunications equipment and parts*

Percentage Contribution to Revenue: * 100 %

Service description*: Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

In 50 words or less, provide a summary of business activities.

Section 2 – Other Business Activities

1. Type of Organisation* — Private Limited Company

2. Type of business activity:

List of BDSIC

Click this button to refer to BDSIC codes

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 %

The percentage contribution to revenue from the sector.

Service description — Project Management, construction services, etc.

Enter BDSIC code for any other Business Activity

Section 2 – Branches

If there are branches, click the button.

4. Branches

Add/Update Branches

Branch	Main Branch	Address	Month and Year Started	No. of Workers	Contribution to Revenue
JTP	No	Kiulap	10 Nov 2010	10	50

5. Company subsidiaries

Registration No
AX1234567

6. Investment Abroad*
Does this company/business inv

7. Foreign Direct Investmen

8. Franchise Activities*
Does this company/business inv
franchise activities?

9. International Services*
Does this company provide/rece
to/from Brunei Darussalam?

10. Certifications attained

Title	R
ISO9001	

CLOSE

1. Branch Name:*

☐ Main Branch

2. Address:*

3. Started Date:*

4. No.of workers:*

5. Contribution to revenue:* %

ADD/UPDATE

Kindly enter branches information in this pop-up form.

Section 2 – Subsidiaries

If there are subsidiaries, click the button.

5. Company subsidiaries

Add Company Subsidiaries

Registration No	Company Name
AX1234567	ABC

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

Add/Update Certificate

Title	Reference Number	Issue Date	Expiry Date
ISO9001	AZ0123	07 Dec 2011	01 Dec 2017

CLOSE

Kindly fill in company subsidiaries in this pop up form

1. Company Registration No:*

2. Company Name:*

ADD/UPDATE

Section 2 – Other Information

Select **Yes or No** as appropriate

6. Investment Abroad* ○ Yes ◉ No

Does this company/business invest abroad?

7. Foreign Direct Investment* ○ Yes ◉ No

8. Franchise Activities* ○ Yes ◉ No

Does this company/business involve in any franchise activities?

9. International Services* ○ Yes ◉ No

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

10. Certifications attained

Add/Update Certificate

Title	Reference Number	Issue Date	Expiry Date
ISO9001	AZ0123	07 Dec 2011	01 Dec 2017

CLOSE

1. Certificate Title:

2. Certification Reference Number:

3. Certification Issue Date:

4. Certificate Expiry Date:

Include **all** certificates that company has

ADD/UPDATE

Section 2 – Contact Person

B. Contact Person

Add Contact Person

		Contact Person	Office Number	Mobile Number	Fax Number	Email
Edit	Delete	Mohamad Hafiz	8864219	173730160	8811885	silverline.muara@gmail.com

** Field is mandatory*

SAVE

B. Contact Person

1. Contact Person*

2. Telephone Number:

   a) Office Number*

   b) Mobile Number*

   c) Fax Number

3. Email*

** Field is mandatory*

SAVE

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.

Section 2 – Business Information

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

Type of Business | Construction Sector Only | Agriculture Sector Only | Forestry Sector Only | Fisheries Sector Only

Fill in the sections if company is involved in the above sectors.

A. Type Of Business

1. Type of Organisation*: Private Limited Company

2. Type of business activity:

List of BDSIC

a) Principal business activity*: 4652 [Validate]

Wholesale of electronic and telecommunications equipment and parts

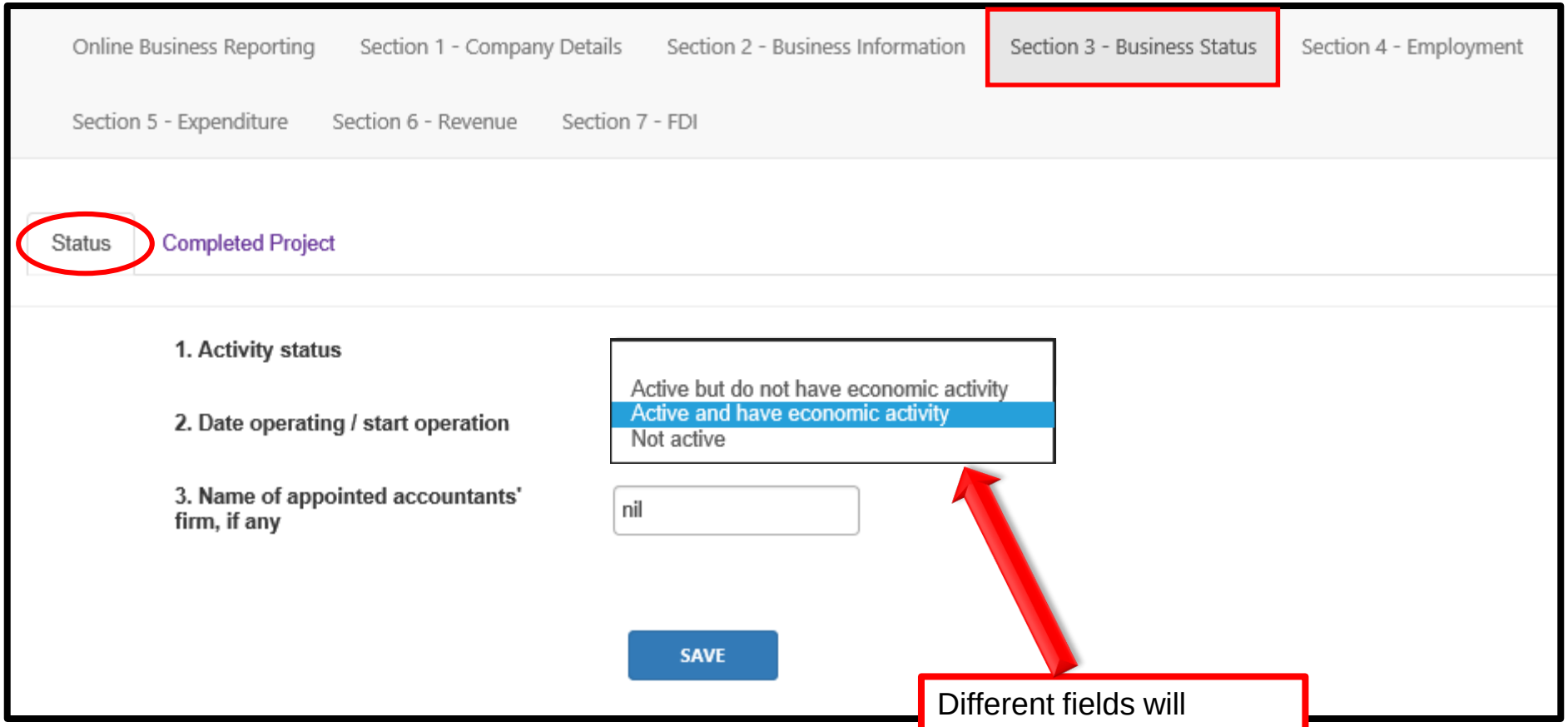
Percentage Contribution to Revenue: * 100 %

Service description*

Import and sale of electronic & electrical goods broadcasting & communication equipment and security equipment.

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)

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

Status | Completed Project

Completed Projects

Add Completed Project

Contractors

		Reference	Title	Subcon		Values	Construction	Date	Date
Edit	Delete	123456	Contract A	Main Contractor	Government	1000000	Building	12 Dec 2016	07 Jun 2017
Edit	Delete	ABC123	ONE BEDROOM FLAT	Main Contractor	Individual	150000	Building	01 Feb 2017	02 Apr 20

Completed Projects

Project Type

Contractor
Consultant

SAVE

Section 3 – Completed Projects (Contractor)

Completed Projects

Project Type	Contractor
1. No. / Contract Reference	
2. Project Title	
2.1. Type of Contractor	
2.2. Type of Projects	Building Civil
3. Client	
4. Project Value ($)	
5. Project Commencement Date	
6. Project Completion Date	
7. Total No. of Days	0
8. No. of Workers	
9. No. of Working Hours per day	

Building – Housing, Commercial, Institution, Industry Civil – Road, Pipe, Drainage

Commencement Date + Completion Date

Section 3 – Completed Projects (Contractor)

10. Project Input

Note: Project Input = *Total No.of Days × No.of Workers × No.of Working Hours Per Day*

11. Project Output

m^2

Note: Project Output is the size of project e.g. floor area of building (m^2), area of roads, length of waterpipes (km), etc.

12. Productivity Index

Note: Productivity Index = *Project Output / Project Input*

SAVE

Section 3 – Completed Projects (Consultant)

Completed Projects

Project Type	Consultant
1. No. / Contract Reference	
2. Project Title	
3. Client	
4. Project Value ($)	
4.1. % Fees	
5. Appointment Date	
6. Project Completion Date	

SAVE

Section 4

Section 4 – Employment

SECTION 4 will only be accessible to authorized personnel assigned as 'HR"

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

Employment Data | Employment Data 2016 | Employee

A. Employment Data

Local Payroll*	BND$ 7900
Non Local Payroll*	BND$ 5678
Total Employment Spending	BND$ 13578.00
Total Employment Spending in Brunei	BND$ 10739.00
Total Employment Spending outside Brunei	BND$ 2839.00

Section 4 – Employment Data

جابتن تنـاڬ دان ڤرايندوستريـن جابتن ڤرڎان منتري
ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

Local Payroll*	BND$ 10000
Non Local Payroll*	BND$ 10000
Total Employment Spending	BND$ 20000
Total Employment Spending in Brunei	BND$ 15000
Total Employment Spending outside Brunei	BND$ 5000

Calculation:

Total Employment Spending
= Local Payroll + Non Local Payroll

Total Employment Spending in Brunei
= Local Payroll + (Non Local Payroll x 50%)

Total Employment Spending Outside
= **Non Local Payroll x 50%**

Section 4 – Employment

Local Payroll*	BND$ 10000	
Non Local Payroll*	BND$ 10000	
Total Employment Spending	BND$ 20000	$10,000+$10,000 = $20,000
Total Employment Spending in Brunei	BND$ 15000	$10,000+($10,000 x 50%) = $15,000
Total Employment Spending outside Brunei	BND$ 5000	$10,000 X 50% = $5,000

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.**

Section 4 – Employment

Foreign Staff refers to expats working in the office

1. For company holding foreign worker FOREIGN WORKER LICENSE only:

	Approved Male	Approved Female
Foreign Staff * (In Office)	4	6
Foreign Workers * (Outside Office)	6	4

Foreign Workers refers to expats working outside (labour work)

Section 4 – Employment

2. Monthly Information on Employment:

	Total Employment	Payment to Employees
January*	3	BND$ 1500
February*	5	BND$ 1900
March*	5	BND$ 1900
April*	6	BND$ 0
May*	0	BND$ 0
June*	0	BND$ 0
July*	0	BND$ 0
August*	0	BND$ 0
September*	0	BND$ 0
October*	0	BND$ 0
November*	0	BND$ 0
December*	0	BND$ 0

State the total number employed, and the monthly employment spending (payment) until the current month.

Section 4 – Employment Data 2016

Employment Data | Employment Data 2016 | Employee

B. Previous Year Employment Details

	Persons	Male	Female
1. Local Employees*			
2. Foreign Employees*			
3. Total Employee Expenditure (BND$)*	BND$	BND$	BND$

SAVE

State the number of local and foreign employees and the total employee expenditure

Section 4 – Employee Information

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

Please click here to add data of additional employee

Employment Data | Employment Data 2016 | Employee

Add Employee

	Name	Employee IC	Citizen	Position	Date of Commencement
Edit	Azizi	00654321	Permanent Resident		05 Dec 2016
Edit	Pakcik Lee	00006389	Brunei Citizen	Personnel/Human resource manager	11 May 1993
Edit	Mazri	00288999	Brunei Citizen	Training manager	05 Jan 1999
Edit	Mei Hua	51025963	Foreign Resident		26 Jan 2014
Edit	Asdiana	12345789	Brunei Citizen	Training manager	10 Jan 2000
Edit	Azizi	00123456	Brunei Citizen	Training manager	06 Feb 2017
Edit	Masnani	02033333	Brunei Citizen	Bank manager	25 Oct 2017
Edit	Masnona	01123456	Brunei Citizen	Legislator	02 Oct 2017
Edit	gg	01078599	Brunei Citizen		05 Dec 2016
Edit	Aisah	00567235	Brunei Citizen	Legislator	01 May 2017
Edit	matusin	00008946	Brunei Citizen	Director	01 Sep 2000
Edit	Matusin	00085965	Brunei Citizen	Director	01 Sep 2000

To Edit employee details

Section 4 – Employee Information

جابتن تنـاڬ دان ڤرايندوستريـن جابتن ڤردان منتري
ENERGY AND INDUSTRY DEPARTMENT
PRIME MINISTER'S OFFICE | BRUNEI DARUSSALAM

A. Employee Details

1. Employee Name:*
2. Citizenship:*
3. Employee IC:*
**Please enter number only e.g. 00123456
4. Gender:*
5. Qualification:*
6. Area of Studies:*
7. Position:
   Enter the position code:*
8. Job Description:*
9. Date of Commencement:*
10. Employment Type:*
11. Work Pass Expiry Date:
**If Employee is a foreign Resident
12. Working Days:
13. Working Hours per week:
   a) Normal:
   b) Actual (Normal + Overtime):

B. Salaries & Benefits

1. Service Type:
   Monthly/Daily/Hourly rate: BND$
2. Annual Monetary Benefits:
   i) Bonus: BND$
   ii) TAP: BND$
   iii) SCP: BND$
   iv) Other Additional Pension Benefits: BND$
   v) Director Fee: BND$
3. Paid Leave Entitlement: Days
**Working Days
4. Annual Other Benefits:
   Housing BND$
   Medical BND$
   Transportation BND$
   Apparels BND$

** Field is mandatory*

ADD

- 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

1. Employee Name*

2. Date of Birth*

3. Citizenship*

--Please Select--
--Please Select--
Brunei Citizen
Permanent Resident
Foreign Resident

Choose the appropriate citizenship category (Choosing Foreign Resident will open an additional field.)

Passport Number*

4. Country of Origin*

AFGHANISTAN
AFGHANISTAN
ALAND ISLANDS
ALBANIA
ALGERIA
AMERICAN SAMOA
ANDORRA
ANGOLA

5. Employee IC
(Please enter number only e.g. 00123456)

6. Gender*

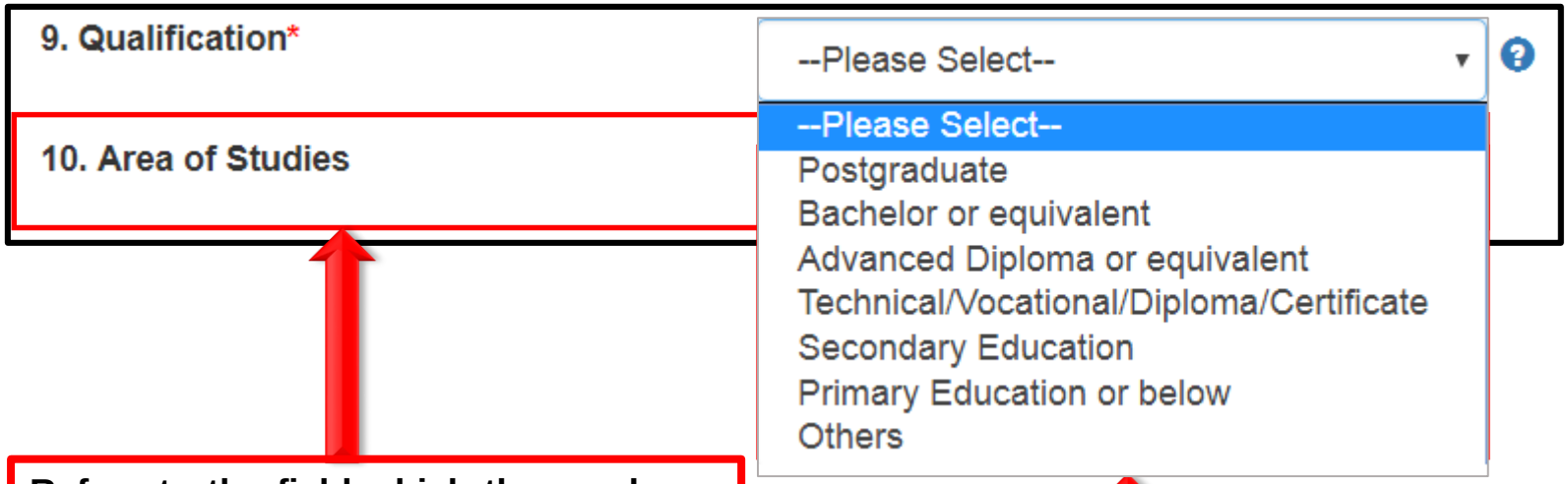
7. Race*

--Please Select--

8. Religion*

--Please Select--

Section 4 – Employee Qualifications



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

Choose the appropriate qualification or the equivalent.

Section 4 – Employee Position

11. Position: Director

List of BDSOC

Enter the position code* 112.03 Validate

Enter correct **BDSOC** code obtained from "List of BDSOC" and Validate.

12. Job Position:*

Actual Job Position in the Company

13. Job Description*

In less than 50 characters, describe their job scope

Note:

Do not use any special characters in Job Position and Job Description fields.

Section 4 – Brunei Darussalam Standard Occupation Classification (BDSOC)

Brunei Darussalam Standard Occupation Classification (BDSOC) 2011

Code	Occupation
2	**PROFESSIONALS**
21	**SCIENCE AND ENGINEERING PROFESSIONALS**
211	**PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS**
211.1	**Physicists and Astronomers**
211.11	Physicist (General)
211.12	Petro physicist
211.13	Astronomer
211.19	Other physicists (Mechanics, heat, light, sound, electricity, electronics)

BDSOC (5-digit) code to be entered for Position Code field

Section 4 – Employee Details

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*

- --Please Select--
- 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 – Salaries and Benefits

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: Days
**Working Days

Please align the information with how the employees are paid according to their contracts

Section 4 – Saving Employee Details

4. Annual Other Benefits:

a) Housing — BND$

b) Medical — BND$

c) Transportation — BND$

d) Apparels — BND$

** Field is mandatory*

ADD

After the form is complete, please click Add, which closes and save the form.

Section 5

Section 5 – Goods and Services Spending

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

Expenditure | Expenditure for 2016

A. Goods & Services Spending

1. Total expenses*	BND$	6200.00
2. Total goods & services spending in Brunei*	BND$	5000
3. Total goods & services spending outside Brunei*	BND$	1200

Goods and Services Expenditure outside Brunei.

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.

Monthly Operational Expenditure

B. Monthly Information on Operational Expenditure

Month	2018
January	BND$ 2000
February	BND$ 0
March	BND$ 0
April	BND$ 0
May	BND$ 0
June	BND$ 0
July	BND$ 0
August	BND$ 0
September	BND$ 0
October	BND$ 0
November	BND$ 0
December	BND$ 0

SAVE

State the total monthly operational expenditure for the current year in Bruneian dollars.

Section 6

Section 6 - Revenue Information

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

Revenue | Oversea Revenue | Revenue From Past Activities

Revenue is **Total Sales** made within the year.

A. Revenue

1. Total Revenue*

BND$ 38000

Total Company's Revenue (From all Sector's Activity)

2. Oil & Gas Revenue Field

BND$ 0

Oil and Gas Revenue

3. Revenue According to Sectors:

a) Principal Activity*

Wholesale of electronic and telecommunications equipment and parts

BND$ 30400

80 %

b) Other Business Activities

Construction of utility projects

BND$ 7600

20 %

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

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.

Section 6 – Monthly Information on Revenue

B. Monthly Information on Revenue

Month	2018
January	BND$
February	BND$
March	BND$
April	BND$
May	BND$
June	BND$
July	BND$
August	BND$
September	BND$
October	BND$
November	BND$
December	BND$

SAVE

State the total monthly revenue for the current year in Bruneian dollars.

Section 6 – Oversea Revenue Information

Revenue | Oversea Revenue | Revenue From Past Activities

B. Oversea Revenue: BND$

Source Revenue (Country)	Revenue (BND)
MALAYSIA	BND$ 1000
	BND$
	BND$
	BND$
	BND$
	BND$
	BND$
	BND$
	BND$
	BND$

+ Country

Only fill in revenue generated from Oversea.

Section 7

Section 7 – For Foreign Direct Investment Recipients

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

1. Principal Investors

Add/Update Investor

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

2. Statement of Changes in Equity / Head Office Account

	Issued And Paid-up Capital / Head Office Account	Retained Earnings	Other Reserves	Total
a) Balance As At 2015				
b) Addition to Capital / Transfers From Head Office				
c) Net Operating Profit (Loss) After Taxation				
d) Dividends / Profits Remitted				

Contacts

1) DARe (Darussalam Enterprise)	: +673 8363442
2) Industry Commercial & Data Energy and Industry Department, Prime Minister Office	: +673 2384488 ext. 1625/3050
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, Prime Minister Office	: +673 7299111 (For **Oil and Gas Industry**)
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, Prime Minister Office	: +673 2384488 Ext 1631 (For companies under **Global Halal Industry)**
7) Digital Strategy Division Energy and Industry Department, Prime Minister Office	: +673 222 0745 Ext. 1271 / 1251 (For companies under **ICT industry**)
8) Cottage Industry and Cooperatives Division Energy and Industry Department, Prime Minister Office	: +673 2444124 Ext. 442/416 (For **Cooperatives**)

Email: BR@jpm.gov.bn