

# ***Business Reporting Factsheet***



*Updated 12<sup>th</sup> December 2017*

## **Business Reporting (BR) Portal**

### ***What?***

- An online portal developed 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 get business related assistance from government agencies.

### ***How to access?***

1. Go to link: <http://www.business.gov.bn> and select the ***Business Reporting Icon***.
2. For ***Sole Proprietor/Partnership/Public or Private Limited Company (Sendirian Berhad)/Foreign Registered Company***

\*Note: Owners or Directors must have an activated e-Darussalam account to access the Business Reporting Portal.

#### **Steps:**

- i. Key-in Company Name in the box provided and click '**Search**' button.
- ii. If your company name and ROCBN number appears, please click "**Proceed to Business Reporting**" button to access the log-in page.
- iii. **If name of company does not appear**, please click the '**For Company/Business registered under ROCBN**' to register your company.
- iv. Please fill in the '**Online Business Reporting Registration Form**' and '**Owner Registration Form**', and '**Add Owner Detail**' to add-in additional Owners.

#### **\*Note:**

- a) A **maximum of 5 working days** is required for your company's registration to be verified and approved.
- b) **Users will receive an email notification and the correct ROCBN number once verified and approved.**

- c) Users will be able to access the BR to fill-in their data after the next working days.
- v. Click **“Proceed to Business Reporting”** to access the log-in page.
  - i. Directed to **e-Darussalam log-in page**.  
\*Note: Only Owners or Directors of company are able to access during the initial access to the BR. Please ensure e-Darussalam account is activated.
  - ii. Once Signed-in, users will be able to see a list of available company/business name linked to their IC number.  
  
Please select those company/business name you would require to update.

### 3. For **Cooperatives / Association / Other Entities**

#### Steps:

- i. Please fill in the ‘For Other Entities’ Registration form  
\*Note:
  - d) A **maximum of 5 working days** is required for your registration to be verified and approved.
  - e) **Users will receive an email notification once registration has been verified and approved.**
  - f) Users will be able to access the BR to fill-in their data after the next working days.
- ii. Click **“Proceed to Business Reporting”** to access the log-in page.
- iii. Directed to e-Darussalam log-in page.  
\*Note: Only Authorized Personnel indicated in the Registration Form is able to access the Business Reporting Portal. Please ensure e-Darussalam account is activated.
- iv. Once Signed-in, users will be able to see a list of available Cooperatives / Association / Other Entities linked to their IC number.
- v. Please select the relevant Cooperatives / Association / Other Entities you would require to update.

***Can owners appoint additional users to access the BR portal?***

Yes, please go to Section 1, and select the “Assigned Authorized Personnel for Reporting” button. Users will only need to fill-in the additional user’s name, IC number and user type (HR or Admin). However, the additional user will need to have an activated e-Darussalam account of their own to access the BR portal.

***How to report data in the business reporting portal?***

- i. There are seven (7) Sections in the BR portal.
- ii. Companies are required to report data from Section 2 to Section 7.
- iii. Section 1 is extracted from the Registry of Company and Business Names Division, Ministry of Finance. Should there be any amendments to be made in Section 1, users are required to amend their company details including details of Shareholders / Owners / Directors at the Registry of Companies and Business Names (ROCBN) Division, Level 1, Ministry of Finance.
- iv. Monetary value is in **Brunei Dollars only**.

***How frequent should companies report their data?***

Frequency of data reporting will differ from the requirements from each of the Government Agencies. Companies are advised to refer to their respective Government Regulators with regards to the frequency of submitting report in the Business Reporting (BR) Portal.

**For further info, please contact:-**

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Bandar Seri Begawan  
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**Email : [br@jpm.gov.bn](mailto:br@jpm.gov.bn)**

**Tel : 8363442 (DARe Hotline)**

**2384488 ext. 1625/3050 (Industry Commercial & Data Division, EIDPMO)**