### STEPS TO SUBMITTING CENSUS IN BRUNEI REPORTING SYSTEM:

### Employer/User <u>must have</u> the following:

E-Darussalam Username & Password – not available, please register at <a href="https://nam.gov.bn/edregister/user/RegisterUser/">https://nam.gov.bn/edregister/user/RegisterUser/</a>

1. Use "Google Chrome" and Type <u>www.business.gov.bn/SitePages/OBR.aspx</u>



2. Select and Click Icon " Proceed to Business Reporting"



3. Sign in by typing "ID Number" which is the Smart Card or Identity Card number and "Password", and click "Submit" icon.



4. For further queries, do not hesititate to approach:

Department's Survey and Statistics Division Counter, Lobby Area Ground Floor, Department of Labour Headquarters, Jalan Dewan Majlis , or via telephone 2383006 ext: <u>1104 / 4503/4504 [during counter hours only]</u>. Email: banci.buruh@buruh.gov.bn

The service counter operates on the following times: -<br/>Day:-Afternoon:-Monday - Thursday & Saturday8.00 a.m. - 11.30 a.m.1.45 p.m. - 3.30 p.m.

### EXISTING USER [Business Entities issued with Census 2018 Receipt Only]:

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Census

- 1. Please click "Labour Census" and browse through and check/update/ rectify the details and must be correct as of <u>30 October 2019</u>.
- 2. To update/edit details, browse to the bottom of webpage and click "Edit".

Showir	ig 1 to 2 of 2 entries	First Previous 1	Next	Last
	Untuk mengemaskini Makhmat Banci tidak lengkap atau tidak betnl / To edit incomplete or incorrect Censos Information	To edit and update information →		DIT
۰	Dengan Int, saya, <u>MENOLSANNAN</u> bahawa sepanjang pengetanaan saya, n dinyatakan, adalah <u>LENGKAP DAN BETUL</u> I, hereby, <u>CERTIFY</u> to the best of my knowledge that the information given and s	anonat yang abernan aan anaparnan aaan borang banci, sepera ubmitical in the Census form as stated, is <u>COMPLETE AND ACCURATE</u> .	Q 11	RMIT

- 3. Sections to be checked, updated and rectified are as follows:
  - Section 1: Company Details To be check. Any updates needed, refer to the "NOTE".

Section 1 Employment	Section 5 Expenditu	ure Section 6 Revenue Sectio	n 7 FDI	
TE: Section 1 (Part A C) is ed to be amended, the co ernatively, if the company en the company/business	s automatically syncl mpany/businesses i y/businesses has ain es can send their rec	hronized from ROCBN system, sho need to update the information at eady updated their info at ROCBN quest to update the company/bus	uld any of the company/bus the ROCBN counter or onlin however the Info Is still not inesses information via ema	sinesses information ne via ROCBN webs : reflected In BR por all to <i>hr@mami.gov</i> .
			Last Updated on: 1	6 Apr 2019
Company / Business	s Details			
Company Registration Num	nber: F	RC120456789		
company Name:	.1	IABATAN BURUH		
Date of Registration:	n	1 Jan 1901		
Date of Start of Business:	0	9 Dec 2017		
Address:		÷		
		15		
- Section 2: • A	Business In . Type of Busin	nformation: ness - Check and update	e details	Section 1 Employm
- Section 2: A Online Business Reporting Section 5 - Expenditure Sec	Business In . Type of Busin Section 1 Company Do	ness – Check and update Section 2 Business Information	e details Section 3 Business Status	Section 4 Employm
- Section 2: A Online Business Reporting ection 5 - Expenditure Sec re of Business Construction	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Sector Only Agri	ness - Check and update statis Section 2 Business Information station 7 - H31 Incutture Sector Only Forestry Sector	Conty Fisherles Sector Only	Section 4 Employm
- Section 2: A Donline Business Reporting Section 5 - Expenditure Sec Sector Business Construction	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Ne on Sector Only Agri	ness – Check and update Rulis Section 2 Business Information Action 7 - H31 Inculture Sector Only Forestry Sector	Conty Fisheries Sector Only Modified Date: 03 Aug 2 Modified Date: 03 Aug 2	Section 4 Employm OII & Gas Sector OI
Section 2:     A     Section 2:     A     Section 2:     A     Constructe      A. Type Of Euse	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Se on Sector Only Agri	ness – Check and update ness – Check and update Section 2 Business Information sction 7 - FDI scutture Sector Only Forestry Sector	Conly Fisheries Sector Only Modified Date: 03 Aug 2 Modified Date: 03 Aug 2	Section 4 Employm OII & Gas Sector OI
Section 2:     A     A     M	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Se on Sector Only Agri	Solo Proprietorship	e details Section 3 Business Status Only Fisherles Sector Only Modified Date, 00 Aug 2 Modified Date, 00 Aug 2	Section 4 Employm Oll & Gas Sector Ol 2019
Section 2:     A     A     M	Business II . Type of Busin Soction 1 Company De thon 6 - Revenue Se on Sector Only Agri clinoss atton" activity:	Solo Proprietorship	e details Section 3 Business Status Only Fisheries Sector Only Modified Date: 00 Aug 2 Modified Date: 00 Aug 2 Modified Date: 00 Aug 2 Modified Date: 00 Aug 2	Section 4 Employm OII & Gas Sector OI
Section 2:     A     A     Define Business Reporting     ection () - 1 xpenditure Nec     Not     Construction     A. Type of Organiss     1. Type of Organiss     a) Prince     activity	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Se on Sector Only Agri Sinoss stion" * activity: "Pail business	Solo I Proprietorship	Section 3 Business Status     Section 3 Business Status      Modified Date: 03 Aug 2 Modified By: 00202423      Modified By: 00202423      Section 3 Business Status	Section 4 Employm OII & Gas Sector Or 2019
Section 2:     A     A     Diffine Business Reporting     ection 5 - Expenditure     Sec     A     Type of Business     A. Type of Business     A. Type of Business     a) Prince     activity     Mole (P     HDSRGS     Ventempt	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Se on Sector Only Agri clinose ation" a activity: "Part activity: "	Sole Proprietorship	e details Section 3 Business Status Only Fisheries Sector Only Modified Date 03 Aug 2 Modified Date 03 Aug 2	Section 4 Employm OII & Gas Sector O
Section 2:     A     Section 2:     A     Section 2:     A     Constructe      A. Type of Busines:     Type of Busines:     a) Prince     activity:     Arms of Busines:     A. Type of Busines:	Business In . Type of Busin Section 1 Company De thon 6 - Revenue Se on Sector Only Agri clinoss action" activity: pol Dusiness activity: pol Dusiness activity: pol Conserver 4 Adopt i Dusiness activity i Dusiness activity i Dusiness activity i Dusiness activity	And	details     Section 3 Business Status      Modified Date 03 Aug 2     Modified Date 03 Aug 2     Modified By 00202423      Outlist of BDSIC     Restaurants      100 %	Section 4 Employm OII & Gas Sector Or 2019

# - Section 2: Business Information :

B. Contact Person– Check and update details especially email address

umber Emall Website
TEST@DUMMY.COM

## Ensure "SAVE" icon is clicked after any updates.

# - Section 3: Business Status:

## Status – Check and update details

Online Business Reporting Section 1 - Company [	Details Section 2 - Bu	isiness Informatio	n Section 3 - Business Status Section 4 - Employme
Section 5 - Expenditure Section 6 - Revenue S	Section 7 - FDI		
catus Completed Projects for CONSTRUCTION S	SECTOR		
			Modified Date: 16 Apr 2019
1. Activity status	Active but do no	t have economic a	activity •
2. Date operating / start operation	09/12/2017		
3. Name of appointed accountants' firm, if any			Please Select
			Active but do not have economic activity
			Active and have economic activity

Ensure "SAVE" icon is clicked after any updates.

# - Section 4: Employment:

Employee Details – Check and update details

For Section 4: Section 4: Employment: [Employee Tab]

- Ensure all the details of every individual employers/employees are correct and updated. For foreign employees, please ensure the work pass expiry date is still valid, i.e. date must not be before <u>30 October 2019</u>
- If errors are found in the information display, please Click "Edit" icon to edit, update and rectify the errors. And press "Save" for every update done.

Section 5 -	Expenditure	Sectio	in G - Revenue	Section 7 - F	DI			
mployment	Dala 2019	Employ	ment Data 20	18 Employn	ient Data 2016 🤇	Employee Details		
						Modifi	ed Date: 16 Mar 2019 ed Dy: 00301476	
						Number Empl	oyed	
						Active	Resigned	
	Number of	Local En	ployment			0	1	
	Number of	Non-Loc	al Employmen	nt		2	2	
	Total					2	3	
sdil" to Up mplovee T	adate Details				"Add" for employed	addiumal Do Au	ld ⊢mployer/⊢mployee	
	JU		Name	Employee	Citizen	Position	Date of Commencement	
	Edit	Delete	PERSON	00123646	Foreign	Administrative	27 Aug 2017	
	Edit	Delete	а	1	Foreign	Deputy Minister	01 Jan 2010	

4. Once the updating/rectifying of information is complete, close the browser or click "Online Business Reporting" and view the Labour Census browser, by clicking "Labour Census".

Online Busir	ness Reporting Section 1 - Company Details Section 2 - Business Information Section 3 - Bu	siness Status Sect	on 4 - Employment
Section 5 - I	Expenditure Section 6 - Revenue Section 7 - FDI		
ROCBN	Company Name		
DC102456790		Rusiness Deport	
RC123436769		business Report	lig Labour Cellsus
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporti	ng Labour Census

- 5. Re-check and ensure all information needed for Census is complete and correct.
- 6. When Census information is complete and correct, confirm and submit by clicking the "Submit" icon.

Showin	g 1 to 1 of 1 entries	First	Previous	1	Next	Last
	Untuk mengemaskini Maklumat Banci tidak lengkap atau tidak betul / To edit incomplete or incorrect Census Information				E	DIT
	Dengan ini, saya, <u>MENGESAHKAN</u> bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam dinyatakan, adalah <u>LENGKAP DAN BETUL,</u> <i>J. berapu, CERTIPY to the best of my knowledge that the information given and submitted in the Census form as stated, is COMPL</i>	borang	banci, sepe	rti	su	BMIT
	,, ,			50	Reco	

- 7. Once "Submit" is done, please wait for **five [5] working days**, before an email notifying whether the Census Information is:
  - verifed and Census Receipt to be collected, OR,
  - incomplete

will be sent to the email address registered in the Business Reporting System. **Please read the email text carefully**.

## **NEW USER:**

-

ROCBN	Company Name	
RC123456789	JABATAN BURUH	Business Reporting Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting Labour Census

- 1. Please click "Business Reporting" and fill the information in the Sections below with the details are complete , up-to-date and correct as of **30 October 2019**.
  - Section 2: Business Information :
    - A. Type of Business
      - B. Contact Person
  - Section 3: Business Status:
    - Status
  - Section 4: Employment:
    - Employee Details
- 2. For Section 4: Section 4: Employment: [Employee DetailsTab]

nployee Details	
Modified Date: 18 Mar Modified By: 0030147	r 2019 6
Number Employed	
ve Resi	gned
(	1
:	2
	3
	Number Employed re Resig

- Fill in
  - A: Employee Details
  - B: Salaries & Benefits

and click "Add" icon.

Close the window tab when done.

		1977 <sup>10</sup>	
A. Employer/Employee Details		B Salaries & Benefits	
1. Employer Enclosed Rame			
2. Date of Eirth*		1. Service Type:	
3. Citizensnip*	Piesse Select-		
5. Employer/Employee IC* (Please saler comber any e.g. 00123186)		a) Monthly/Dally/Hourly rate	BNDS 0
6. Gender*	Picese Celect		
7. Race*		2. Annual Monetary Benefits:	
0. Religion*	Picase Belect-	a) Bonus	BNDE 0
e. wusimostion*	Please Select-	1012120	
10. Area of Studies	•	D) TAP	BNDŞ 0
11. BD8OC Position Code:	CList of BDBOC		
Enter the 6 digit SD SOC Code*	Veldete	o) BCP	BNDS 0
12. Actual Job Position in the Company:*		d) Other Additional Benefits	
			BNDe 0
		e) Director Fee	BND\$ 0
12 Job Description*			
		3. Paid Leave Entitlement:	0 Davs
		-working Daily	
		4. Annual Other Benefits:	
14. Type of Business Activity the EmployerEmployee Involved In*	Mestauranis T	a) Housing	BNDS 0
16. Is the Employer/Employee working under Oll & Gas Sector?*	Please Belect-	b) Madical	Constant Constant
18. Date of Commencements			BNDS 0
17. Employment Type*		o) Transportation	BNDE 0
18 Work Pace Exploy Date			
(if Employer/Employee is a foreign (eardent)		d) Appareis	BNDB 0
20. Working Hours (per week):		* Field is mandatory	hand a factor of the second seco
a) Normal*			
b) Actual (Normal + Over three)*			ADD
100	Set in		

- Repeat the process for every employer/employees still employed, as of <u>30 October 2018</u>
- If errors are found in the information display, please Click "Edit" icon to edit, update and rectify the errors. And press "Save" for every update done.
- 3. Once all employer/employees information has been completed, click the "Online Business Reporting", on the top left of the webpage.



4. Click the "Labour Census", for submission of Census information

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Census

- 5. Re-check and ensure all information needed for Census is complete and correct.
- 6. When Census information is complete and correct, please confirm and submit by clicking the "Submit" icon.

 

 Showing 1 to 1 of 1 entries
 First
 Previous
 1
 Next
 Last

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

 Dengan ini, saya, MENGESAHKAN bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam borang banci, seperti dinyatakan, adalah LengKAP DAN BETUL, I, hereoy, <u>CERTIFY</u> to the besi of my knowledge that the information given and submitted in the Census form as stated, is <u>COMPLETE AND ACCURATE</u>.
 SUBNIT

- 7. Once "Submit" is done, please wait for **five [5] working days**, before an email notifying whether the Census Information is:
  - verifed and Census Receipt to be collected, OR,
  - incomplete

will be sent to the email address registered in the Business Reporting System. **Please read the email text carefully**.

#### KAEDAH PENGHANTARAN MAKLUMAT BANCI KE BRUNEI REPORTING SYSTEM:

### Majikan/ Pengguna mestilah adalah seperti berikut:

*Username* dan kata-laluan [*password*] untuk E-Darussalam. Jika belum ada, sila mendaftar ke laman jaringan <u>https://nam.gov.bn/edregister/user/RegisterUser/</u>

1. Gunakan icon "Google Chrome" dan taip www.business.gov.bn/SitePages/OBR.aspx



2. Pilih dan tekan ikon " Proceed to Business Reporting"



3. Log masuk dengan menaip "Nombor ID" iaitu Kad Pintar atau nombor Kad Pengenalan dan "Kata Laluan", dan tekan ikon "*Submit*"



4. Untuk maklumat lanjut, sila datang ke

Kaunter Perkhidmatan Bahagian Kajian dan Perangkaan. Ruang Legar Tingkat Bawah, Ibu Pejabat Jabatan Buruh, Jalan Dewan Majlis , atau melalui talian 2383006 smbg: <u>1104 / 4503/4504 [semasa waktu perkhidmatan</u> <u>kaunter sahaja]</u>. Emel: banci.buruh@buruh.gov.bn

Kaunter Perkhidmatan beroperasi pada waktu berikut: -

Hari:-	Pagi:-	Petang:-
Isnin – Khamis & Sabtu	8.00 pagi - 11.30 pagi	1.45 petang - 3.30 petang

#### PENGGUNA SEDIA ADA

[Entiti Perniagaan yang dikeluarkan Resit Penyata Banci 2018]:

ROCBN	Company Name		
RC123456789	JABATAN BURUH	Business Reporting	Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Census

- 1. Klik ikon "Labour Census" dan semak kembali serta pastikan/kemaskini maklumat adalah lengkap dan terkini sehingga <u>30 October 2019</u>.
- 2. Untuk mengemaskini, semak imbas ke bahagian bawah laman web dan klik "Edit".

Untuk mengemaskini Maklur To edit incomplete or incorrect	nat Banci tidak lengkap atau tidak betul / <i>Census Information</i>	To edit and update information 🔶 (	E
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- 3. Seksyen yang perlu disemak dan dikemaskini adalah seperti berikut:
  - Section 1: Company Details Untuk pengemaskinian maklumat, rujuk ke "NOTE".

Section 1 I imployment Section 3	expenditure section b Revenue section	17 19
TE: Section 1 (Part A C) is automatica of to be amended, the company/busi ernatively, if the company/businesses in the company/businesses can send	Illy synchronized from ROCBN system, shou inesses need to update the information at s has already updated their Info at ROCBN I their request to update the company/busi	uld any of the company/businesses information the ROCBN counter or online via ROCBN webs however the Info Is still not reflected In BR por nesses Information via email to <i>br@mam.gov.</i>
		Last Updated on: 16 Apr 2019
Company / Business Details		
ompany Registration Number:	RC123456769	
ompany Name:	JABATAN BURUH	
ate of Registration:	01 Jan 1901	
ate of Start of Business:	09 Dec 2017	
ddress:	÷	
- Section 2: Busine A. Type of Mine Business Reporting Section 1 Correction (1 - Expenditure) Section (1 - Reven	Business – Semak dan kemas mpany Details Section 2 Business Information	kini, jika perlu Section 3 Business Status Section 1 Employm
Section 2: Busines     A. Type of mline Business Reporting Section 1 Cor ection 5 - Expenditure Section 6 - Reven e or Business Construction Sector Only	ess Information: Business – Semak dan kemas mpany Details Soction 2 Business Information ue Nection 7 - HDI Agriculture Sector Only. Forestry Sector C	kini, jika perlu Section 3 Business Status Section 4 Employm
Section 2: Busines     A. Type of     Mine Business Reporting Section 1 Cor     ection 5 - Expenditure Section 6 - Reven e of Business Construction Sector Only	ess Information: Business – Semak dan kemas mpany Details Section 2 Business Information ue Section 7 - HDI Agriculture Sector Only Forestry Sector C	Section 3 Business Status       Section 4 Employm         Dnly       Fisheries Sector Only       Oil & Gas Sector Only         Modified Date:       03 Aug 2019         Modified Date:       03 Aug 2019
Section 2: Busine A. Type of mline Business Reporting Section 1 Cor ection 5 - Expenditure Section 6 - Reven or Busines Construction Sector Only A. Typo Of Business	ess Information: Business - Semak dan kemas mpuny Details Section 2 Business Information ue Section 7 - FDI Agriculture Sector Only Forestry Sector C	kini, jika perlu Section 3 Business Status Section 4 Employm Only Fisheries Sector Only Oli & Gas Sector On Modified Date: 03 Aug 2019 Modified Dy: 00202423
Section 2: Busine A. Type of mline Business Reporting Section 1 Cor- ection 5 - Expenditure Section 6 - Reven or Busines Construction Sector Only A. Type of Business 1. Type of Organisation"	ess Information: Business – Semak dan kemas mpany Details Section 2 Business Information ue Section 7 - H01 Agriculture Sector Only Forestry Sector C	kini, jika perlu Section 3 Business Status Section 4 Employm Only Fisheries Sector Only Oil & Gas Sector Oil Modified Date: 03 Aug 2019 Modified Date: 03 Aug 2019
Section 2: Busines     A. Type of      or Business     Construction Sector Only      A. Type of Business      Type of Organisation*      Type of business activity:	ess Information: Business – Semak dan kemas mpany Details Soction 2 Business Information ue Section 7 - HDI Agriculture Sector Only Forestry Sector C	Section 3 Business Status       Section 1 Employm         Only       Fisheries Sector Only       Oil & Gas Sector Only         Modified Date:       00 Aug 2019         Platt or BDAIC       Platt or BDAIC
<ul> <li>Section 2: Busines</li> <li>A. Type of</li> <li>mline Business Reporting Section 1 Correction 5 - 1 xpenditure Section 6 - Revent</li> <li>e of Business Construction Sector Only</li> <li>A. Type of Business</li> <li>1. Type of Dusiness activity:         <ul> <li>a) Principal Business</li> <li>a) Principal Business</li> </ul> </li> </ul>	Solo Proprietorship	kini, jika perlu Section 3 Business Status Section 4 Employm Only Fisherles Sector Only Oll & Gas Sector Ol Modified Date: 03 Aug 2019 Modified By 00202423
Section 2: Busines     A. Type of miline Business Reporting Section 1 Con ection 5 - 1 xpenditure Section 6 - Reven e of Business Construction Sector Only  A. Type of Organisation*  A. Type of Dusiness activity: a) Principal business activity	Section 2 Business - Semak dan kemas mpany Details Section 2 Business Information ue Section 7 - H3 Agriculture Sector Only Forestry Sector C Solo I Troprictorship US11 Validate	Kini, jika perlu         Section 3 Business Status       Section 4 Employm         Only       Fisherles Sector Only       Oll & Gas Sector Oll         Modified Date:       03 Aug 2019         Modified By 00202423         Column       Elist of BDSIC         Moduments
Section 2: Busines     A. Type of      mime Business Reporting Section 1 Cor      crime 2 - 1 xpenditure Section 6 - Reven      or Busines     Construction Sector Only      A. Type of Diganisation*      A. Type of Diganisation*      A. Type of Diganisation*      A. Type of Diganisation*      A. Principal business      Construction Sector Principal business      Construction      Con	Solo 1 Proprietorship	Section 3 Business Status       Section 4 Employm         Only       Fisheries Sector Only       Oil & Gas Sector Only         Modified Date:       0.0 Ang 2019         Modified Date:       0.0 Ang

# - Section 2: Business Information :

B. Contact Person– Semak dan kemaskini, terutama alamat emel

Website

## Pastikan setelah selesai dikemaskini, klik icon.

# - Section 3: Business Status:

#### Status – Semak dan kemaskini

ection 5 - Expenditure Section 6 - Revenue	Section 7 - FDI
tus Completed Projects for CONSTRUCTION S	SLCTOR
	Modified Date: 16 Apr 2019
1. Activity status	Active but do not have economic activity *
2. Date operating / start operation	09/12/2017
3. Name of appointed accountants'	
nim, ir any	

Pastikan setelah selesai dikemaskini, klik icon.

# - Section 4: Employment:

Employee Details – Semak dan kemaskini

Untuk Seksyen 4 [ Section 4: Section 4: Employment: [Employee Tab]]

- Pastikan semua maklumat yang berkaitan dengan setiap majikan/pekerja adalah betul dan yang terkini. Untuk pekerja asing, sila pastikan tarikh mansuh pas kerja adalah masih sah iaitu, tarikh mansuh selepas tarikh <u>30 Oktober 2019</u>
- Sekiranya ada didapati kesalahan dalam maklumat yang dipaparkan, sila tekan ikon "Edit" untuk pembetulan dan pengemaskinian kesalahan berkenaan. Dan tekan "*Save*" bagi setiap pengemaskinian maklumat yang telah siap dibuat.

Section 5 -	Expenditure	Sectio	n G - Revenue	Section 7 - F	DI			
imployment	Dala 2019	Employ	ment Data 201	8 Employn	ient Data 2016	Employee Details		
						Modi Modi	fled Date: 18 Mar 2019 fled Dy: 00301476	
						Number Em	bloyed	
						Active	Resigned	
	Number o	f Local En	ployment			0	1	
	Number o	f Non-Loc	al Employmen	t	2		2	
	Total					2	3	
Edit" to UI mployee I	adate Details				"Add" f	rees	add ⊨mployer/⊨mployee	
	15		Name	Employee IC	Citizen	Position	Date of Commencement	
	Edit	Delete	PERSON	00123646	Foreign	Administrative	27 Aug 2017	
			1.22	ACCESS 1	Foreign		starte i estarteacención	

4. Once the updating/rectifying of information is complete, close the browser or click "Online Business Reporting" and view the Labour Census browser, by clicking "Labour Census".

RC123456789	IABATAN BURUH	Business F	Reporting I abour Census
ROCBN	Company Name		
Section 5 -	Expenditure Section 6 - Revenue Section 7 - FDI		
Online Busi	ness Reporting Section 1 - Company Details Section 2 - Business Information	Section 3 - Business Status	Section 4 - Employment

RC12345678 KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN Business Reporting Labour Census

- 5. Semak semula dan pastikan semua maklumat yang diperlukan untuk Banci adalah lengkap dan betul.
- 6. Setelah maklumat Banci adalah lengkap dan betul, ianya boleh dihantar dengan tekan ikon "*Submit*".

Showing 1 to 1 of 1 entries	Fi	st Previous	1	Next	Last
Untuk mengemaskini Maklumat Banci tidak lengkap atau tidak betul /				E	DIT
To edit incomplete or incorrect Census Information				-	
Dengan ini, saya, <u>MENGESAHKAN</u> bahawa sepanjang pengetahuan saya, mak dinyatakan, adalah <u>LENGKAP DAN BETUL</u> ,	lumat yang diberikan dan dilaporkan dalam bora	ng banci, sepe	erti	SU	JBMIT
I, hereby, <u>CERTIFY</u> to the best of my knowledge that the information given and subn	nitted in the Census form as stated, is <u>COMPLETE</u> .	ND ACCURAT	<u>E</u> .	-	

- 7. Setelah ikon *"Submit"* di tekan, sila tunggu **lima [5] hari waktu** bekerja, sebelum emel pemberitahuan samada maklumat Banci adalah:
  - Disahkan lengkap dan Resit Penyata Banci untuk diambil, atau
  - Tidak lengkap

Akan dihantar ke alamat emel yang didaftarkan dalam Sistem Business Reporting.

## Sila baca teks emel dengan teliti.

#### **PENGGUNA BARU:**

-

ROCBN	Company Name	
RC123456789	JABATAN BURUH	Business Reporting Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting Labour Census

- 1. Tekan "Business Reporting" dan isikan maklumat seperti yang dikehendaki dalam Seksyen dibawah dengan lengkap dan terkini, sehingga 30 Oktober 2019,
  - Section 2: Business Information : -
    - A. Type of Business
    - **B.** Contact Person
  - Section 3: Business Status: -
    - Status
    - Section 4: Employment:
      - **Employee Details**
- 2. Untuk Seksyen 4 [Section 4: Employment: [Employee Details Tab]]

Online Bus	iness Reporting	Section 1 - Company	Details Section 2 - Busir	ess Information	Section 3 - Business Status	Section 4 - Employment
Section 5 -	Expenditure	Section 6 - Revenue	Section 7 - FDI			
Employment	Data 2019	Employment Data 2018	Employment Data 2016	Employee Det	tails	
					Modified Date: 18 Mar 2 Modified By: 00301476	2019
				N	umber Employed	
				Active	Resig	ned
	Number of Lo	cal Employment		0	1	
	Number of No	on-Local Employment		2	2	
	Total			2	3	
					(A.u	
					Add Employer/Em	ipioyee
	"					

- Tekan "Add Employee" \_
  - Isi kan maklumat bagi
    - A: Employee Details 0
    - **B:** Salaries & Benefits 0

Dan tekan ikon "Add". Tutup laman berkenaan.

A. Employer/Employee Details		H Salaries & Benefits		
2. Date of Elriha		1. 8817100 13 000	- Classe Calast.	
a. Citizensnip*	Please Select-		The case opicity 1	
5. Employer/Employee IC*		a) Monthly/Dally/Hourly rate	BNDS 0	
8. Gender*				ġ.
7. Race*	-Hiess select-	2. Annual Monetary Benefits:		
6. Religion*	Piesse Belech-	a) Bonus	BNDE 0	
s leusimostion*	Picese Select-			
10. Area of Studies		B) TAP	BNDS 0	
11. BD3OC Position Code:	Clist of BDBOC	0) SCP	and the second se	
Enter live 6 digit BD3OC Code*	Veldete		BNDa C	
12. Actual Job Position In the Company:*		d) Other Additional Benefits	BND5 0	
	0	e) Director Fee	DHDT a	
			CUP6 0	ł.
12 Job Description*		3. Paid Leave Entitlement:	(- 1	
		"Working Days	0 Days	
		4 Annual Other Repetits:		
14. Type of Rusiness Activity the		a) Housing	BNDS 0	
Employer/Employee Involved in*	Nestaurents			
under Oll & Gas Sector?*	Piesse Select V	b) Medical	BNDS 0	
18. Date of Commencements		ol Transportation	[instantion]	
17. Employment Type*			ENDE 0	ł.
12 Work Pace Expliny Date (If Employer/Employee is a foreign Resident)		d) Appareis	BNDE 0	í.
18. Workling Days (per week)* Maximum working days is 7 days)				ji.
30. Working Hours (per week):		* Field is mendatory		
a) Normal*				
b) Actual (Normal + Over time)*		(	ADD	

- Ulangi proses berkenaan bagi setiap majikan/pekerja yang masih lagi bekerja sehingga <u>30</u> <u>Oktober 2019</u>
- Jika didapati ada kesalahan dalam maklumat yang dipaparkan, sila tekan ikon "*Edit*" untuk mengemaskini dan pembetulkan kesalahan berkenaan. Dan tekan "*Save*" bagi setiap pengemaskinian yang dibuat.
- 3. Setelah semua maklumat majikan/pekerja telah siap dikemaskini dengan lengkap, tekan "*Online Business Reporting*", disebelah kiri atas laman jaringan.



4. Click the "Labour Census", for submission of Census information

ROCBN	Company Name	
RC123456789	JABATAN BURUH	Business Reporting Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting Labour Census

- 5. Semak kembali dan pastikan semua maklumat yang dikehendaki untuk Banci adalah lengkap dan betul.
- 6. Setelah maklumat banci adalah lengkap dan betul, sila sahkan dan hantar dengan mengtekan ikon *"Submit"*.

Showin	1 to 1 of 1 entries	First	Previous	1	Next	Last
	Untuk mengemaskini Maklumat Banci tidak lengkap atau tidak betul / To edit incomplete or incorrect Census Information				E	DIT
	Dengan ini, saya, <u>MENGESAHKAN</u> bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam borang banci, seperti dinyatakan, adalah <u>LENGKAP DAN BETUL</u> , I, hereoy, <u>CERTIFY</u> to the best of my knowledge that the information given and submittee in the Census form as stated, is <u>COMPLETE AND ACCURATE</u> .				su	BMIT

- 7. Setelah ikon *"Submit"* di tekan, sila tunggu **lima [5] hari waktu** bekerja, sebelum emel pemberitahuan samada maklumat Banci adalah:
- Disahkan lengkap dan Resit Penyata Banci untuk diambil, atau
- Tidak lengkap

Akan dihantar ke alamat emel yang didaftarkan dalam Sistem Business Reporting.

#### Sila baca teks emel dengan teliti.