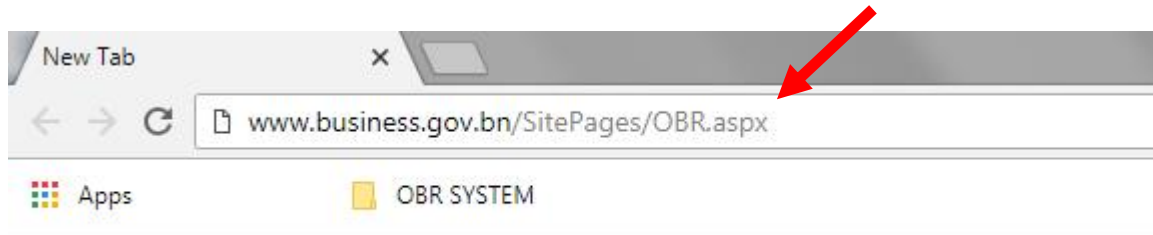


## STEPS TO SUBMITTING CENSUS IN BRUNEI REPORTING SYSTEM:

Employer/User **must have** the following:

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

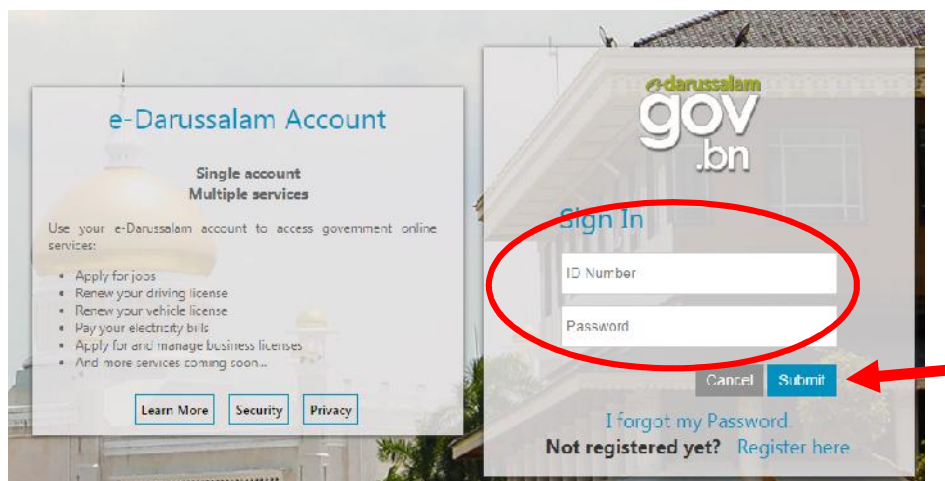
1. Use “Google Chrome” and Type [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)



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 hesitate 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: **1104 / 4503/4504 [during counter hours only]**.  
Email: [banci.buruh@buruh.gov.bn](mailto:banci.buruh@buruh.gov.bn)

The service counter operates on the following times: -

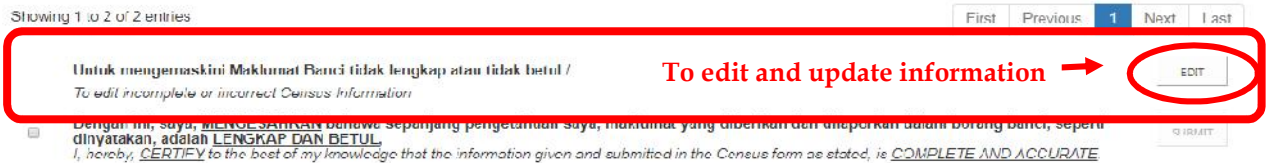
Day:-	Morning:-	Afternoon:-
Monday – Thursday & Saturday	8.00 a.m. – 11.30 a.m.	1.45 p.m. – 3.30 p.m.

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

ROCBN	Company Name	Business Reporting	Labour Census
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 **30 October 2019**.

2. To update/edit details, browse to the bottom of webpage and click “Edit”.



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”.



**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@mam.gov.bn](mailto:br@mam.gov.bn).

Last Updated on: 16 Apr 2019

**A. Company / Business Details**

1. Company Registration Number: RC123456789
2. Company Name: JABATAN BURUH
3. Date of Registration: 01 Jan 1901
4. Date of Start of Business: 09 Dec 2017
5. Address:
6. Postcode:

- **Section 2: Business Information:**

- **A. Type of Business - Check and update details**



- Type of Business** Construction Sector Only Agriculture Sector Only Forestry Sector Only Fisheries Sector Only Oil & Gas Sector Only

Modified Date: 03 Aug 2019  
Modified By: 00202423

**A. Type Of Business**

1. Type of Organisation\* Solo Proprietorship

2. Type of business activity:

a) Principal business activity\* 6611 [Validate] [List of BDSIC](#) Restaurants

Notes: (Please enter 4 digit BDSIC Code, xxx) below a) Principal business activity.

Service description\* Manufacture of electric lighting equipment

Percentage Contribution to Revenue: \* 100 %

- **Section 2: Business Information :**

- **B. Contact Person- Check and update details especially email address**

**B. Contact Person** + Add Contact Person

Contact Person	Office Number	Mobile Number	Fax Number	Email	Website
Edit Delete PERSON NAME	1234567	7654321		TEST@DUMMY.COM	

*\* Field is mandatory*

**SAVE**

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 - Business Information   **Section 3 - Business Status**   Section 4 - Employment

Section 5 - Expenditure   Section 6 - Revenue   Section 7 - FDI

**Status** Completed Projects for CONSTRUCTION SECTOR

Modified Date: 16 Apr 2019  
Modified By: 00282423

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: [Empty]

**SAVE**

--Please Select--  
Active but do not have economic activity  
Active and have economic activity  
Not active

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 **30 October 2019**
- 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.

Modified Date: 18 Mar 2019  
Modified By: 00301476

	Number Employed	
	Active	Resigned
<b>Number of Local Employment</b>	0	1
<b>Number of Non-Local Employment</b>	2	2
<b>Total</b>	2	3

	Name	Employee IC	Citizen	Position	Date of Commencement	
Edit	Delete	PERSON	00123846	Foreign Resident	Administrative manager	27 Aug 2017
Edit	Delete	a	1	Foreign Resident	Deputy Minister	01 Jan 2010

- 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”.

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

- Re-check and ensure all information needed for Census is complete and correct.
- When Census information is complete and correct, 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]

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**. [SUBMIT]

- Once “Submit” is done, please wait for **five [5] working days**, before an email notifying whether the Census Information is:
  - verified 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]

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 2019    Employment Data 2018    Employment Data 2016    Employee Details

Modified Date: 18 Mar 2019  
Modified By: 00301476

	Number Employed	
	Active	Resigned
Number of Local Employment	0	1
Number of Non-Local Employment	2	2
Total	2	3

+ Add Employer/Employee

- Click “Add Employee”
- Fill in
  - o **A: Employee Details**
  - o **B: Salaries & Benefits**

and click “Add” icon.

Close the window tab when done.

- Repeat the process for every employer/employees still employed, as of **30 October 2018**
- 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	Business Reporting	Labour Census
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.

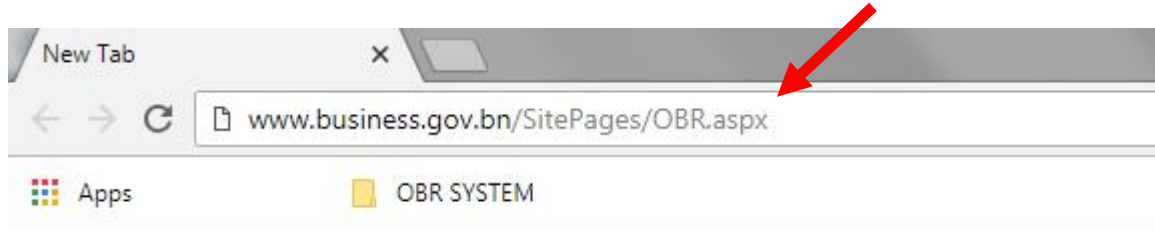
7. Once “Submit” is done, please wait for **five [5] working days**, before an email notifying whether the Census Information is:
  - verified and Census Receipt to be collected, OR,
  - incomplete
 will be sent to the email address registered in the Business Reporting System.  
**Please read the email 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 <https://nam.gov.bn/edregister/user/RegisterUser/>

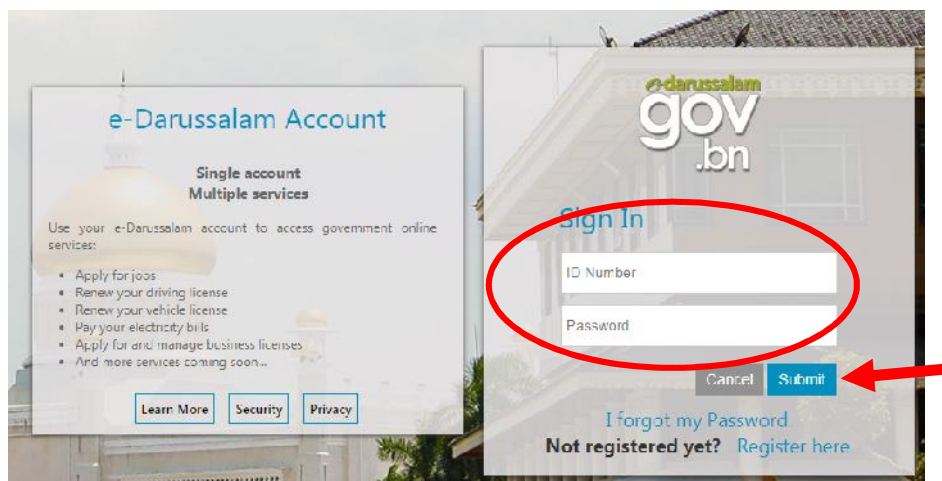
1. Gunakan icon "Google Chrome" dan taip [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)



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: 1104 / 4503/4504 [semasa waktu perkhidmatan kaunter sahaja].

Emel: [banci.buruh@buruh.gov.bn](mailto:banci.buruh@buruh.gov.bn)

Kaunter Perkhidmatan beroperasi pada waktu berikut: -

**Hari:-**

**Isnin - Khamis & Sabtu**

**Pagi:-**

**8.00 pagi - 11.30 pagi**

**Petang:-**

**1.45 petang - 3.30 petang**

# PENGGUNA SEDIA ADA

[Entiti Perniagaan yang dikeluarkan Resit Penyata Banci 2018]:

ROCBN	Company Name	Business Reporting	Labour Census
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 **30 October 2019**.
2. Untuk mengemaskini, semak imbas ke bahagian bawah laman web dan klik "Edit".



3. Seksyen yang perlu disemak dan dikemaskini adalah seperti berikut:

- **Section 1: Company Details** - Untuk pengemaskinian maklumat, rujuk ke "NOTE".



**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@mami.gov.bn](mailto:br@mami.gov.bn).

Last Updated on: 16 Apr 2019

## A. Company / Business Details

1. Company Registration Number: RC123456789
2. Company Name: JABATAN BURUH
3. Date of Registration: 01 Jan 1901
4. Date of Start of Business: 09 Dec 2017
5. Address:
6. Postcode:

- **Section 2: Business Information:**
  - **A. Type of Business** - Semak dan kemaskini, jika perlu



Type of Business Construction Sector Only Agriculture Sector Only Forestry Sector Only Fisheries Sector Only Oil & Gas Sector Only

Modified Date: 03 Aug 2019  
Modified By: 00202923

### A. Type Of Business

1. Type of Organisation\* Solo Proprietorship

2. Type of business activity:

a) Principal business activity\* 0611 Validate List of BDSIC: Restaurants

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

Service description\* Manufacture of electric lighting equipment

Percentage Contribution to Revenue: \* 100 %



- **Section 2: Business Information :**

- **B. Contact Person- Semak dan kemaskini, terutama alamat emel**

**B. Contact Person** + Add Contact Person

Contact Person	Office Number	Mobile Number	Fax Number	Email	Website
Edit Delete PERSON NAME	1234567	7654321		TEST@DUMMY.COM	

*\* Field is mandatory*

**SAVE**

**Pastikan setelah selesai dikemaskini, klik icon.**

- **Section 3: Business Status:**

- **Status - Semak dan kemaskini**

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 Projects for CONSTRUCTION SECTOR

Modified Date: 16 Apr 2019  
Modified By: 00202423

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**

**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 **30 Oktober 2019****
- 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.

Modified Date: 10 Mar 2019  
Modified By: 00001470

	Number Employed	
	Active	Resigned
Number of Local Employment	0	1
Number of Non-Local Employment	2	2
<b>Total</b>	<b>2</b>	<b>3</b>

	Name	Employee IC	Citizen	Position	Date of Commencement
<a href="#">"Edit" to Update Employee Details</a> Edit Delete PERSON 00123646 Foreign Resident Foreign Resident Administrative manager 27 Aug 2017					
<a href="#">"Add" for additional employees</a> Edit Delete a 1 Foreign Resident Foreign Resident 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”.

ROCBN	Company Name	Business Reporting	Labour Census
RC123456789	JABATAN BURUH	Business Reporting	<b>Labour Census</b>
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

First Previous **1** Next Last

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

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**. [SUBMIT]

- 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	Business Reporting	Labour Census
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 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 2019    Employment Data 2018    Employment Data 2016    **Employee Details**

Modified Date: 18 Mar 2019  
Modified By: 00301476

	Number Employed	
	Active	Resigned
Number of Local Employment	0	1
Number of Non-Local Employment	2	2
<b>Total</b>	<b>2</b>	<b>3</b>

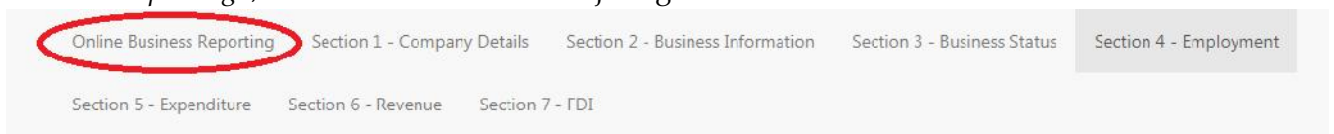
[+ Add Employer/Employee](#)

- Tekan “*Add Employee*”
- Isi kan maklumat bagi
  - o **A: Employee Details**
  - o **B: Salaries & Benefits**

Dan tekan ikon “*Add*”. Tutup laman berkenaan.

- Ulangi proses berkenaan bagi setiap majikan/pekerja yang masih lagi bekerja sehingga **30 Oktober 2019**
- Jika didapati ada kesalahan dalam maklumat yang dipaparkan, sila tekan ikon "Edit" untuk mengemaskini dan pembetulan 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	Business Reporting	Labour Census
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".

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.**