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## 3.2 COMPANY REGISTRATION FORM

THIS FORM IS **MANDATORY** FOR ALL **COMPANIES** USING LCS TO REGISTER FOR THE FIRST TIME.  
THIS FORM IS TO BE USED FOR ONE COMPANY ACCOUNT **ONCE ONLY**.

### COMPANY REGISTRATION



JABATAN BURUH  
KEMENTERIAN HAL EHWAL DALAM NEGERI  
NEGARA BRUNEI DARUSSALAM

☒ English ☐ Malay

Company Details

Address Details

Owner Details

Certificate Details

### A. COMPANY DETAILS

1. Registration :

1.1 Certificate Reg No. Section 16 & 17 (Form X) \*

Certificate Registration No

1.2 Date of Registration \*

Date of Registration

2. Company Name (As written in Registration of Company) \*

Company Name

3. Type of Business \*

☐ Private

☐ Semi-Government Agency

☐ Cooperation

☐ Organization

☐ Private Ltd

☐ Corporation

☐ Gov. Agency

☐ Others (Please State) -

4. Capital \*

Capital

5. Activity Carried Out \*

☐ Agriculture

☐ Forestry

☐ Fishery

### A. COMPANY DETAILS TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

MANDATORY FIELDS	SAMPLE	NOTES
"Certificate Reg No. Section 16 & 17 (Form X)"	S100002AVB0	Please provide the 16-17 Company Registration number as shown exactly on the certificate.
"Date of Registration"	01/09/2015	Please provide the exact date of Registration of the 16-17 Certificate.

<b>“Company Name (As written in Registration of Company)”</b>	<i>LABOUR DEPARTMENT SDN BHD</i>	-
<b>“Type of Business”</b>	<i>Private</i>	<i>Please state the type of business.</i>
<b>“Capital”</b>	<i>“50000”</i>	<i>Please provide the estimated capital of the business.</i>
<b>“Activity Carried Out”</b>	<i>“Fishery, Manufacturing, Retail”</i>	<i>You may select multiple Activities to be carried out under this company name, these selections will determine the TYPE of QUOTA Applicant are applying for.</i>
<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>There are no optional fields in this tab</b>	-	-

## A. COMPANY DETAILS – SAMPLE COMPLETED TAB

Company Details

Address Details

Owner Details

Certificate Details

### A. COMPANY DETAILS

#### 1. Registration :

1.1 Certificate Reg No. Section 16 & 17 (Form X)

\*

S100002AVB0

1.2 Date of Registration \*

01/09/2015

2. Company Name (As written in Registration of Company)

\*

LABOUR DEPARTMENT SDN BHD

3. Type of Business \*

☒ Private

☐ Semi-Government Agency

☐ Cooperation

☐ Organization

☐ Private Ltd

☐ Corporation

☐ Gov. Agency

☐ Others (Please State) -

4. Capital \*

50000

5. Activity Carried Out \*

☐ Agriculture

☐ Forestry

☒ Fishery

☐ Mining

☐ Quarry

☒ Manufacturing

☐ Garment

☐ Sewerage Activities

☐ Management & Recycl

☐ Construction

☐ Wholesale Retail

☒ Retail

☐ Vehicle & Motorcycle I

## B. ADDRESS DETAILS TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

MANDATORY FIELDS	SAMPLE	NOTES
"HQ – Address"	No. 2 , Jalan Menteri Besar, Department of Labour	-
"HQ – Postcode"	BE6396	-

<b>“HQ – Building”</b>	SELF-OWNED	-
<b>“HQ – Telephone”</b>	“2261111”	-
<b>“Place of Business – Address”</b>	No. 2 , Jalan Menteri Besar, Department of Labour	-
<b>“Place of Business – Postcode”</b>	BE6396	-
<b>“Place of Business – Building”</b>	RENTING - \$5000	-
<b>“Place of Business – Telephone”</b>	“2261111”	-
<b>“EMP ACC - Address”</b>	No. 2 , Jalan Menteri Besar, Department of Labour	-
<b>“EMP ACC – Postcode”</b>	BE6396	-
<b>“EMP ACC – Building”</b>	SELF-OWNED	-
<b>“EMP ACC – Telephone”</b>	“2261111”	-
<b>“FACILITIES AVAILABLE”</b>	“Company Signage”, “First Aid Kit”, “Others (Please state) – SAFETY DOORS AND SECURITY SYSTEM”	Select any applicable options and if necessary , Applicant may select “Others” and Applicant may provide the information.
<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>“HQ – Email”</b>	-	-
<b>“HQ – Fax”</b>	-	-
<b>“HQ – Web site”</b>	-	-

“Place of Business – Email”	info@buruh.gov.bn	-
“Place of Business – Fax”	“2226111”	-
“Place of Business – Web site”	www.labour.gov.bn	-
“EMP ACC – Email”	-	-
“EMP ACC – Fax”	-	-
“EMP ACC – Web site”	-	-

## B. ADDRESS DETAILS TAB – SAMPLE COMPLETED TAB

### 1. HEADQUARTER

1.1 Address *	No. 2, <u>Jalan Menteri Besar</u> , Department of Labour		
Post code *	BE6396		
1.2 Building *	<input checked="" type="radio"/> Self Owned <input type="radio"/> Renting (Please state monthly rent)		
1.3 Telephone *	2261111	Email (If applicable)	
Fax		Web site (If applicable)	

### 2. PLACE OF BUSINESS

2.1 Address *	No. 2, Jalan Menteri Besar, Department of Labour		
Post code *	BE6396		
2.2 Building *	<input type="radio"/> Self Owned <input checked="" type="radio"/> Renting (Please state monthly rent)	B\$	5000
2.3 Telephone *	2261111	Email (If applicable)	
Fax		Web site (If applicable)	

3. EMPLOYEE'S ACCOMMODATION

3.1 Address \*

No. 2 , Jalan Menteri Besar, Department of Labour

Post code \*

BE6396

3.2 Building \*

☒ Self Owned

☐ Renting (Please state monthly rent)

3.3 Telephone \*

2261111

Email (If applicable)

Fax

\* Web site (If applicable)

4. FACILITIES AVAILABLE

☒ Company Signage

☐ Fire Extinguisher

☒ First Aid Kit

☐ Table

☐ Chair

☐ White Board

☐ Marker

☒ Others (Please state)

SAFETY DOORS AND SECURITY SYSTEM

C. OWNER DETAILS TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

MANDATORY FIELDS	SAMPLE	NOTES
"Citizenship"	Local	Please select one of the two available options.
"Name"	Pengiran Haji Ahmad bin Abdul Hamid	Please provide the "full name" of the owner.
"Gender"	Male	Please select the "Gender".



<b>"Smart IC Number"</b>	<i>01073358</i>	<i>Please enter the ic number without "dash"</i>
<b>"IC Colour"</b>	<i>Yellow</i>	<i>Select from one of the options available.</i>
<b>"Passport No"</b>	<i>K2302390</i>	-
<b>"Place of Issue"</b>	<i>Brunei Darussalam</i>	-
<b>"Expiry Date"</b>	<i>09/01/2009</i>	<i>Day-Month-Year (DD/MM/YYYY)</i>
<b>"Position Held in the Company"</b>	<i>DIRECTOR</i>	-
<b>"Address"</b>	No. 2 , Jalan Menteri Besar, Department of Labour	-
<b>"Telephone No. – Mobile"</b>	<i>"7172566"</i>	-
<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>"Telephone No. – House"</b>	<i>"2226111"</i>	-
<b>"Telephone No. – Office"</b>	<i>"2226111"</i>	-
<b>"Fax"</b>	<i>"2226111"</i>	-
<b>"Email"</b>	<i>haji.ahmad23@gmail.com</i>	-

Company Details
Address Details
Certificate Details

### C. OWNER'S DETAILS

Citizens \*
☒ Local
☐ Foreign

Name \*

Gender \*
☒ Male
☐ Female

Smart IC Number \*

IC Colour \*
☒ Yellow
☐ Red
☐ Green
☐ Police
☐ Warden
☐ Army

Passport No \*

Place of Issue \*

Date of Issue \*

Expiry Date \*

Position Held in the Company \*

Address \*

Telephone No


Mobile \*
House
Office

Fax

Email

ADD

Provide complete all of the **mandatory information** requested and click “**Add**” to add the table.

No	Name	Gender	Smart IC Number	Passport No	Place Of Issue	Date Of Issue	Telephone	
1	Pengiran Haji Ahmad bin Abdul Hamid	Male	01073358	K232342	TUTONG	09/01/2015	7172566	

You may add more owner details by completing the fields again and click “**Add**”.

### C. OWNER'S DETAILS

Citizens *	<input type="radio"/> Local <input type="radio"/> Foreign
Name *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Smart IC Number *	<input type="text"/>
IC Colour *	<input type="radio"/> Yellow <input type="radio"/> Red <input type="radio"/> Green <input type="radio"/> Police <input type="radio"/> Warden <input type="radio"/> Army
Passport No *	<input type="text"/>
Place of Issue *	<input type="text"/>
Date of Issue *	<input type="text"/>
Expiry Date *	<input type="text"/>
Position Held in the Company *	<input type="text"/>
Address *	<input type="text"/>
Telephone No	<input type="text"/>
	<input type="text"/> Mobile * <input type="text"/> House <input type="text"/> Office
Fax	<input type="text"/>
Email	<input type="text"/>

No	Name	Gender	Smart IC Number	Passport No	Place Of Issue	Date Of Issue	Telephone
1	Pengiran Haji Ahmad bin Abdul Hamid	Male	01073358	K232342	TUTONG	09/01/2015	7172566
2	SOUL WONG	Male	51235958	K232903923	MIRI	06/08/2015	601633352619

When ready, click “**Next**”.



## D. CERTIFICATE DETAILS TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES, APPLICANT MUST PROVIDE ATLEAST **ONE** TYPE OF REGISTRATION/LICENSE/CERTIFICATE.

Please select **ONE** of the certificate Details available from the list provided and enter all of the information requested. Applicant may provide any **ADDITIONAL** certificate details **where appropriate and available**.

### D. INFORMATION RELATED TO CERTIFICATES/ LETTERS OF PERMISSION/ COMPANY LICENSE AND REGISTRATION WITH OTHER GOVERNMENT AGENCIES

Select Particulars *	<div><div></div><div>New Business Reg License Travel Agent License Private Schooling and Tutition Private Client Authority Internet Cafe License Fishery License Forestry Authorization Financial Institution Authority Contractor and Supplier Reg Certificate Agriculture Authorization</div></div>	
Insert Particulars *		
Issuing Agency *		
Category / Type / Activities *		
Registration No / Reference *		
Date Of Issue *		
Date Of Expiry *		

ADD

UPDATE

Example: Business Registration License

Select Particulars *	Business Reg Lici ▾
Issuing Agency *	District Office Tutong
Category / Type / Activities *	Business License
Registration No / Reference *	1009XA99YA
Date Of Issue *	07/09/2015
Date Of Expiry *	09/12/2018

ADD

UPDATE

No	Particulars	Issuing Agency	Category / Type / Activities	Registration No	Date Of Issue	Date Of Expiry
1	Business Reg License	District Office Tutong	Business License	1009XA99YA	09/07/2015	12/09/2018
2	Travel Agent License					
3	Private Schooling and Tuton					
4	Private Client Authority					
5	Internet Cafe License					
6	Fishery License					
7	Forestry Authorization					
8	Financial Institution Authority					
9	Contractor and Supplier Reg Certificate					
10	Agriculture Authorization					

Applicants can also change or update any **mistakes** or **errors** by selecting the certificate and re-entering the information and clicking “**Update**”:

#### D. INFORMATION RELATED TO CERTIFICATES/ LETTERS OF PERMISSION/ COMPANY LICENSE AND REGISTRATION WITH OTHER GOVERNMENT AGENCIES

Select Particulars *	Business Reg Lici ▼
Issuing Agency *	District Office Bandar
Category / Type / Activities *	Business License
Registration No / Reference *	1009XA99YA
Date Of Issue *	09/07/2015
Date Of Expiry *	12/09/2018

No	Particulars	Issuing Agency	Category / Type / Activities	Registration No	Date Of Issue	Date Of Expiry
1	Business Reg License	District Office Tutong	Business License	1009XA99YA	09/07/2015	12/09/2018

No	Particulars	Issuing Agency	Category / Type / Activities	Registration No	Date Of Issue	Date Of Expiry
1	Business Reg License	District Office Bandar	Business License	1009XA99YA	07/09/2015	09/12/2018


If the certificate is **NOT AVAILABLE** from the list provided, please select “**NEW**” and enter all of the requested information.

Select Particulars *	New
Insert Particulars *	SPECIAL ADDITIONAL CERTIFICATE EXAMPLE
Issuing Agency *	DEPARTMENT OF LABOUR
Category / Type / Activities *	LCS SPECIAL LICENSE
Registration No / Reference *	TAX1190LCS_01
Date Of Issue *	01/09/2015
Date Of Expiry *	16/10/2019

This will add the newly entered information of the “**Certificate**” into the table shown below:

No	Particulars	Issuing Agency	Category / Type / Activities	Registration No	Date Of Issue	Date Of Expiry
1	Business Reg License	District Office Tutong	Business License	1009XA99YA	09/07/2015	12/09/2018
2	Travel Agent License					
3	Private Schooling and Tuton					
4	Private Client Authority					
5	Internet Cafe License					
6	Fishery License					
7	Forestry Authorization					
8	Financial Institution Authority					
9	Contractor and Supplier Reg Certificate					
10	Agriculture Authorization					
11	SPECIAL ADDITIONAL CERTIFICATE EXAMPLE	DEPARTMENT OF LABOUR	LCS SPECIAL LICENSE	TAX1190LCS_01	09/01/2015	10/16/2019

Applicants may also remove any of these additional certificates by clicking on “X”

11	SPECIAL ADDITIONAL CERTIFICATE EXAMPLE	DEPARTMENT OF LABOUR	LCS SPECIAL LICENSE	TAX1190LCS_01	09/01/2015	10/16/2019	
----	--	----------------------	---------------------	---------------	------------	------------	---

When the Applicant is ready and satisfied with all the entered information, they may click “**Submit**”.

The Applicant now must wait for a Labour officer or Labour LCS IT HELPDESK staff to **approve** their **Company Registration** form **before** they may **proceed** with **other Applications submissions** on LCS such as Foreign Worker’s License (Quota) Application and others.

### 3.3 FOREIGN WORKER LICENSE (QUOTA) APPLICATION FORM

THIS FORM IS **ONLY APPLICABLE** TO **COMPANIES** USING LCS TO APPLY FOR FOREIGN WORKER LICENSE (QUOTA) APPLICATION **AFTER** THEY HAVE **REGISTERED SUCCESSFULLY** USING THE **COMPANY REGISTRATION** FORM AND HAS BEEN **APPROVED**.

#### A. COMPANY DETAILS TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

(i) Applicant must select their “**Company Registration No.**” And click “**Find**”:

English Malay

Company Details Address Details Owner Details Certificate Details Position Applied Project List Local Employee List Attachments Agreement

### A. COMPANY DETAILS

Request For	Extenal Users
Registration Required For	Company
Agency Registration No	- Select
Company Registration No	-Select- <b>FIND</b>
Select Industry Code (Activity Carried Out)	
Select District	
Date of Registration	--
Company Name (As written in Registration of Company)	--
Type of Business	--
Capital	--
Activity Carried Out (Company Requested)	--

(ii) IF the applicant CANNNOT SEE their Company Registration Number or “**null**”, it means that their Company Registration on LCS has **NOT BEEN APPROVED** yet.

Company Registration No

-Select- **FIND**

-Select-

Select Industry Code (Activity Carried Out)

null

(iii) IF the applicant CAN SEE their Company Registration Number, it means that their Company Registration on LCS has **BEEN APPROVED** and they may proceed with the application:

Company Registration No

-Select-

FIND

Select Industry Code (Activity Carried Out)

COMREG\_20084

(iv) Select on the “Registration Number” and Click “Find”.

Company Registration No

COMREG\_

FIND

(v) Applicant **MUST** select the **type** of Business **Industry / Activity** that this **Quota** to be APPLIED will be used for:

Select Industry Code (Activity Carried Out)

Select District

Date of Registration

Fishery  
Retail

09/01/2015

(vi) Applicant **MUST** state the **DISTRICT** where the Business will be operating with this **Quota**:

Select Industry Code (Activity Carried Out)

Select District

Date of Registration

Company Name (As written in Registration of Company)

Type of Business

Fishery

Brunei Muara

Tutong

Kuala Belait

Temburong

Private

MENT SDN BHD

(vii) When Applicant have selected the **Industry Code** and **District**, applicant may click “Next”.

NEXT



## B. ADDRESS DETAILS TAB

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **ADDRESS DETAILS** REGISTERED PREVIOUSLY USING THE COMPANY REGISTRATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

If the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### B. DETAILS OF ADDRESS OF OFFICE / BUSINESS / ENTERPRISE / ACCOMMODATION

#### 1. HEADQUARTER

1.1 Address	No. 2 , Jalan Menteri Besar, Department of Labour		
Post code	BE6396		
1.2 Building	Self Owned		
1.3 Telephone	2261111	Email (If applicable)	None
Fax	None	Web site (If applicable)	None

#### 2. PLACE OF BUSINESS

2.1 Address	No. 2 , Jalan Menteri Besar, Department of Labour		
Post code	BE6396		
2.2 Building	Rent - B\$ 5000		
2.3 Telephone	2261111	Email (If applicable)	None
Fax	None	Web site (If applicable)	None

#### 3. EMPLOYEE ACCOMMODATION

3.1 Address	No. 2 , Jalan Menteri Besar, Department of Labour		
Post code	BE6396		
3.2 Building	Self Owned		
3.3 Telephone	2261111	Email (If applicable)	None
Fax	None	Web site (If applicable)	None

#### 4. FACILITIES AVAILABLE

Checklist of Preparations List	Company Signage, First Aid Kit, Others - ,
--------------------------------	--

Click on **“Next”** when ready:



## C. OWNER DETAILS TAB

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **OWNER'S DETAILS** REGISTERED PREVIOUSLY USING THE COMPANY REGISTRATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

Company Details

Address Details

Certificate Details

Position Applied

Project List

Local Employee List

Attachments

Agreement

### C. OWNER'S DETAILS

No	Name	Gender	Smart IC Number	Passport No	Place Of Issue	Date Of Issue	Telephone	More
1	Pengiran Haji Ahmad bin Abdul Hamid	Male	01073358	K232342	TUTONG	09/01/2015	null	ⓘ
2	SOUL WONG	Male	51235958	K232903923	MIRI	06/08/2015	null	ⓘ

BACK

NEXT

Applicant may click on **“More”** to expand more details of the **Owner Details**.

No	Name	Gender	Smart IC Number	Passport No	Place Of Issue	Date Of Issue	Telephone	More
1	Pengiran Haji Ahmad bin Abdul Hamid	Male	01073358	K232342	TUTONG	09/01/2015	null	ⓘ
2	SOUL WONG	Male	51235958	K232903923	MIRI	06/08/2015	null	ⓘ

Company Details

Address Details

Certificate Details

Position Applied

Project List

Local Employee List

Attachments

Agreement

### C. OWNER'S DETAILS

IndexNo	1
Citizens	Local
Name	Pengiran Haji Ahmad bin Abdul Hamid
Gender	Male
Smart IC Number	01073358
IC Colour	Yellow
Passport No	K232342
Place of Issue	TUTONG
Date of Issue	09/01/2015
Expiry Date	11/06/2019
Position Held in the Company	DIRECTOR
Address	No. 2 , Jalan Menteri Besar, Department of Labour
Telephone No	/ Mobile 7172566
Fax	
Email	

No	Name	Gender	Smart IC Number	Passport No	Place Of Issue	Date Of Issue	Telephone	More
1	Pengiran Haji Ahmad bin Abdul Hamid	Male	01073358	K232342	TUTONG	09/01/2015	null	⊕
2	SOUL WONG	Male	51235958	K232903923	MIRI	06/08/2015	null	⊕

Click on “**Next**” when ready:



#### D. CERTIFICATE DETAILS

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **CERTIFICATE'S DETAILS** REGISTERED PREVIOUSLY USING THE COMPANY REGISTRATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

Company Details

Address Details

Owner Details

Position Applied

Project List

Local Employee List

Attachments

Agreement

D. INFORMATION RELATED TO CERTIFICATES/ LETTERS OF PERMISSION/ COMPANY LICENSE AND REGISTRATION WITH OTHER GOVERNMENT AGENCIES

No	Particulars	Issuing Agency	Category / Type / Activities	Registration No	Date Of Issue	Date Of Expiry
1	Business Reg License	District Office Bandar	Business License	1009XA99YA	07/09/2015	09/12/2018
2	SPECIAL ADDITIONAL CERTIFICATE EXAMPLE	DEPARTMENT OF LABOUR	LCS SPECIAL LICENSE	TAX1190LCS_01	09/01/2015	10/16/2019

BACK

NEXT

Click on “**Next**” when ready:



## E. POSITIONS APPLIED FOR

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES.

(i) Select “**Position**”.

### E. POSITIONS APPLIED FOR

Position *	<div><div>-Select-</div><div>Managers</div><div>Chief executives, senior officials and legislators</div><div>Legislators and senior officials</div><div>Legislators</div><div>Senior government officials</div><div>Traditional chiefs and heads of village</div><div>Senior officials of special-interest organizations</div><div>Managing directors and chief executives</div><div>Managing directors and chief executives</div><div>Administrative and commercial managers</div><div>Business services and administration managers</div><div>Finance managers</div><div>Human resource managers</div><div>Policy and planning managers</div><div>Business services and administration managers not elsewhere classified</div><div>Sales, marketing and development managers</div><div>Sales and marketing managers</div><div>Advertising and public relations managers</div><div>Research and development managers</div></div>
Occupation Code *	
Quantity *	
Salary Offered *	
Required Qualifications *	
Country of Origin *	
Select Country *	
Job Specification *	

No	Position	Quantity	Salary Offered	Required Qualifications	Country of Origin	Job Specification
----	----------	----------	----------------	-------------------------	-------------------	-------------------

(ii) Provide “**Quantity**”.

Quantity *	2
------------	---

(iii) State “**Salary Offered**”.

Salary Offered *	5000
------------------	------

(iv) Provide “**Required Qualifications**” Description.

Required Qualifications *	Bachelor of Marketing and Business Management, Preferably with Work Experience
---------------------------	--

(v) Select “**Country of Origin**”.

Country of Origin \*

Select Country \*

ASEAN

ASEAN

NON-ASEAN

Australia / Oceania

Europe

Others

Myanmar

(v) Select “**Country**” from the List provided.

Select Country \*

☐ Phillipines

☒ Malaysia

☐ Indonesia

☒ Thailand

☐ Singapore

☐ Myanmar

☒ Cambodia

☐ Vietnam

☐ Laos

(vi) Provide “**Job Specification**” Description.

Job Specification \*

Managing Entire Company Operations

(vii) Click “**Add**”.

English Malay

Company Details Address Details Owner Details Certificate Details Project List Local Employee List Attachments Agreement

## E. POSITIONS APPLIED FOR

Position *	Managers
Occupation Code *	1
Quantity *	2
Salary Offered *	5000
Required Qualifications *	Bachelor of Marketing and Business Management, Preferably with Work Experience
Country of Origin *	ASEAN
Select Country *	<input type="checkbox"/> Philippines <input checked="" type="checkbox"/> Malaysia <input type="checkbox"/> Indonesia <input checked="" type="checkbox"/> Thailand <input type="checkbox"/> Singapore <input checked="" type="checkbox"/> Myanmar <input type="checkbox"/> Cambodia <input type="checkbox"/> Vietnam <input type="checkbox"/> Laos
Job Specification *	Managing Entire Company Operations
<div>ADD</div>	

No	Position	Quantity	Salary Offered	Required Qualifications	Country	Country of Origin	Job Specification	
1	Managers	2	5000	Bachelor of Marketing and Business Management, Preferably with Work Experience	Malaysia; Thailand; Myanmar	ASEAN	Managing Entire Company Operations	

Applicant may also **REPEAT** the above process for multiple “**Quota**” Positions to be applied.

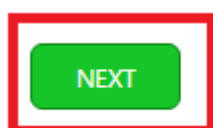
No	Position	Quantity	Salary Offered	Required Qualifications	Country	Country of Origin	Job Specification	
1	Managers	2	5000	Bachelor of Marketing and Business Management, Preferably with Work Experience	Malaysia; Thailand; Myanmar	ASEAN	Managing Entire Company Operations	
2	Applications programmers	1	2500	Bachelor of Computer Science	Australia	Australia / Oceania	Programming for in-house applications Development	
3	Finance managers	1	3500	Bachelor of Finance	Germany	Europe	Managing the Finance side of the business	

Applicant may click on “**X**” to remove any **mistakes** or **errors**.

No	Position	Quantity	Salary Offered	Required Qualifications	Country	Country of Origin	Job Specification	
1	Managers	2	5000	Bachelor of Marketing and Business Management, Preferably with Work Experience	Malaysia; Thailand; Myanmar	ASEAN	Managing Entire Company Operations	
2	Applications programmers	1	2500	Bachelor of Computer Science	Australia	Australia / Oceania	Programming for in-house applications Development	
3	Finance managers	1	3500	Bachelor of Finance	Germany	Europe	Managing the Finance side of the business	

Remove

(ix) Click on “Next” when applicant is satisfied with the information entered.



MANDATORY FIELDS	SAMPLE	NOTES
“Position”	<i>Managers</i>	<i>Select from the choices available</i>
“Occupation Code”	<i>Non-selectable</i>	<i>Cannot be selected</i>
“Quantity”	<i>“2”</i>	<i>Number of Quota to be Applied for this position</i>
“Salary Offered”	<i>“5000”</i>	<i>Salary without the “\$” the dollar sign.</i>
“Required Qualifications”	<i>Bachelor of Marketing and Business Management, Preferably with Work Experience.</i>	<i>Academic or Ceritfcations, applicant may choose to add Description.</i>
“Country of Origin”	<i>“ASEAN”</i>	<i>Select from the Options Available</i>
“Select Country”	<i>Malaysia, Thailand, Myanmar</i>	<i>Select ONE or MULTIPLE Options Available.</i>
“Job Specifications”	<i>Managing Entire Company Operations</i>	<i>Provide a brief description of the Job.</i>



OPTIONAL FIELDS	SAMPLE	NOTES
There are no optional fields in this tab	-	-

#### F. PROJECT LIST

THIS TAB IS **ONLY APPLICABLE** TO APPLICANTS WHOM HAVE **ANY PREVIOUS OR EXISTING PROJECTS AND COMPANIES RELATED TO CONSTRUCTION, MAINTENANCE OR PROJECTS-BASED COMPANIES.**

IF Applicant **DOES NOT** wish to enter information in this tab, they must Select “**Not Applicable**”;

#### F. LIST OF PROJECT(S)

To be filled in by companies that carry out activities related to construction, maintenance and / or other related industries

Select Option \*

☐ Complete this section

☒ Not Applicable

**OR**

otherwise, Applicant must select “**Complete this section**” and provide all of the information requested.

## F. LIST OF PROJECT(S)

To be filled in by companies that carry out activities related to construction, maintenance and / or other related industries

Select Option \* ☒ Complete this section ☐ Not Applicable

Project Name \*

Project Type \* ☒ Main Contractor ☐ Sub Contractor

Date of Offer/ Agreement \*

Agency/ Company/ Individual Issuing the Project \*

BND \$ \*

Job Scope \*

Commencement Date \*

Completion Date \*

No of Employee Required \*

Additional Information \*

Click “Add” to add the project to the list of projects table.

No	Project Name	Project Type	Date of Award	Agency / Company / Individual whom has awarded the project	BND \$	
1	LCS	Main Contractor	01/09/2015	DEPARTMENT OF LABOUR	30000	

Applicant **may add more projects** to the list by **re-entering** information into **the fields** and clicking on “Add”.

No	Project Name	Project Type	Date of Award	Agency / Company / Individual whom has awarded the project	BND \$	
1	LCS	Main Contractor	01/09/2015	DEPARTMENT OF LABOUR	30000	
2	LCS 2	Sub Contractor	01/09/2015	DEPARTMENT OF IMMIGRATION	20000	

LIST OF PROJECT

Reminder :Scope of project must be completed to allow application to be considered.

Applicant may click on “X” to remove any **mistakes** or **errors**.

No	Project Name	Project Type	Date of Award	Agency / Company / Individual whom has awarded the project	BND \$	
1	LCS	Main Contractor	01/09/2015	DEPARTMENT OF LABOUR	30000	

Remove

Reminder :Scope of project must be completed to allow application to be considered.

Click on “**Next**” when applicant is satisfied with the information entered.



<b>MANDATORY FIELDS</b>	SAMPLE	NOTES
“Project Name”	<i>LCS Project</i>	<i>Name of the Project</i>
“Project Type”	<i>Main Contractor</i>	<i>Select from one of two available options</i>
“Date of Offer / Agreement”	<i>09/01/2009</i>	<i>Day-Month-Year (DD/MM/YYYY)</i>
“Agency/Company/Individual Issuing the Project”	<i>“5000”</i>	<i>Name of the Project’s Client</i>
“BND\$”	<i>30000</i>	<i>Provide the Project Value without the “\$” dollar sign.</i>
“Job Scope”	<i>DESIGN, DEVELOPMENT AND TESTING OF THE SYSTEM</i>	<i>Provide the scope of work done in this Project</i>
“Commencement Date”	<i>09/01/2009</i>	<i>Day-Month-Year (DD/MM/YYYY)</i>
“Completion Date”	<i>09/01/2009</i>	<i>Day-Month-Year (DD/MM/YYYY)</i>
“No of Employee Required”	<i>“10”</i>	<i>An estimated number of manpower involved in this project</i>

<b>“Additional Information”</b>	<i>Any Additional Comments.</i>	<i>Applicant MUST provide additional description or details regarding this project</i>
---------------------------------	---------------------------------	--

<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>There are no optional fields in this tab</b>	-	-

## G. LOCAL EMPLOYEE LIST

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES.

Applicant **MUST** provide a **minimum** of ONE LOCAL employee, which **can be a LOCAL owner**.

Applicant **must provide** all of information in the requested fields and click on “**Add**” to add the employee to the List of Local Employees table.

Company Details
Address Details
Owner Details
Certificate Details
Position Applied
Project List
Attachments
Agreement

### G. LIST OF LOCAL EMPLOYEE

Name \*
HAFIZ HAFIZZUDIN

Gender \*
☒ Male
☐ Female

Smart IC Number \*
00235623

Colour \*
☒ Yellow
☐ Red

Date of Birth \*
01/09/1990

Position \*
Chief executives, senior officials and legislators

Occupation Code \*
11

Starting Date \*
01/09/2015

Salary \*
3500

Employee Trust Fund (TAP) \*
23451

ADD

No	Name	Gender	IC No	Colour	Date of Birth	Position	Start Date	Salary	Tap No
1	HAFIZ HAFIZZUDIN	Male	00235623	Yellow	01/09/1990	Managing directors and chief executives	01/09/2015	3500	23421

Applicant **may add more local employees** to the list by **re-entering** information into the **fields** and clicking on **“Add”**.

No	Name	Gender	IC No	Colour	Date of Birth	Position	Start Date	Salary	Tap No
1	HAFIZ HAFIZZUDIN	Male	00235623	Yellow	01/09/1990	Managing directors and chief executives	01/09/2015	3500	23421
2	NAZIRUL BIN HAJI AHMAD	Male	00235623	Yellow	01/09/1990	Chief executives, senior officials and legislators	01/09/2015	3500	23451

Applicant may click on **“X”** to remove any **mistakes** or **errors**.

No	Name	Gender	IC No	Colour	Date of Birth	Position	Start Date	Salary	Tap No
1	HAFIZ HAFIZZUDIN	Male	00235623	Yellow	01/09/1990	Managing directors and chief executives	01/09/2015	3500	23421

Click on **“Next”** when applicant is satisfied with the information entered.



MANDATORY FIELDS	SAMPLE	NOTES
“Name”	HAFIZ HAFIZZUDIN	Please provide the full name of the owner.
“Gender”	Male	Please select the Gender.
“Smart IC Number”	002353623	Please enter the ic number without “dash”
“Colour”	Yellow	Select from one of the options available.

<b>"Date of Birth"</b>	01/09/1990	Day-Month-Year (DD/MM/YYYY)
<b>"Position"</b>	Chief Executives, Senior Officials and Legislators	Please select from the options available.
<b>"Occupation Code"</b>	Cannot be selected	Cannot be selected
<b>"Starting Date"</b>	09/01/2009	Day-Month-Year (DD/MM/YYYY)
<b>"Salary"</b>	3000	Numbers Only (without the \$ dollar sign)
<b>"Employee Trust Fund(TAP)"</b>	23451	Numbers Only
<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>There are no optional fields in this tab</b>	-	-

## H. ATTACHMENTS

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES.

In this tab, Applicant **MUST** attach **ALL** of the **STATED** documentations.

Company Details	Address Details	Owner Details	Certificate Details	Position Applied	Project List	Local Employee List	Agreement
-----------------	-----------------	---------------	---------------------	------------------	--------------	---------------------	-----------

## H. DOCUMENT REQUIRED

- Copy of applicant's Smart Identity Card  No file chosen \*
- Copy of business partner's Smart Identity Card / Passport  No file chosen \*
- Business Registration Certificate Section 16 & 17 / Form 'X'  No file chosen \*
- Copy of Tenancy Agreement:
 

Office/ Place of Business	<input type="button" value="Choose File"/> No file chosen *
Employee's Accommodation	<input type="button" value="Choose File"/> No file chosen *
- Layout of Office/ Place of Business/ Employee's Accommodation  No file chosen \*
- Copy of Miscellaneous License (Front and back)  No file chosen \*
- '3R' photosized photographs of :
  - Office
 

Front view	<input type="button" value="Choose File"/> No file chosen *
Back view	<input type="button" value="Choose File"/> No file chosen *
Left view	<input type="button" value="Choose File"/> No file chosen *
Right view	<input type="button" value="Choose File"/> No file chosen *
Side view	<input type="button" value="Choose File"/> No file chosen *
  - Place of Business
 

Front view	<input type="button" value="Choose File"/> No file chosen *
Back view	<input type="button" value="Choose File"/> No file chosen *
Inside view	<input type="button" value="Choose File"/> No file chosen *
  - Employee's Accommodation  No file chosen \*
- List of local Employee's employed in the company -  No file chosen \*
- If the applicant possesses other foreign Employee recruitment licenses or own other companies, please specify:
 

List of companies owned by the applicant	<input type="button" value="Choose File"/> No file chosen *
Type of business activities	<input type="button" value="Choose File"/> No file chosen *
Copy of the Company Registration	<input type="button" value="Choose File"/> No file chosen *

### HOW TO ATTACH FILES:

Example: To Attach a "Valid Copies of the applicant's and his/her spouse's identity cards"

Click "Choose File":

3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

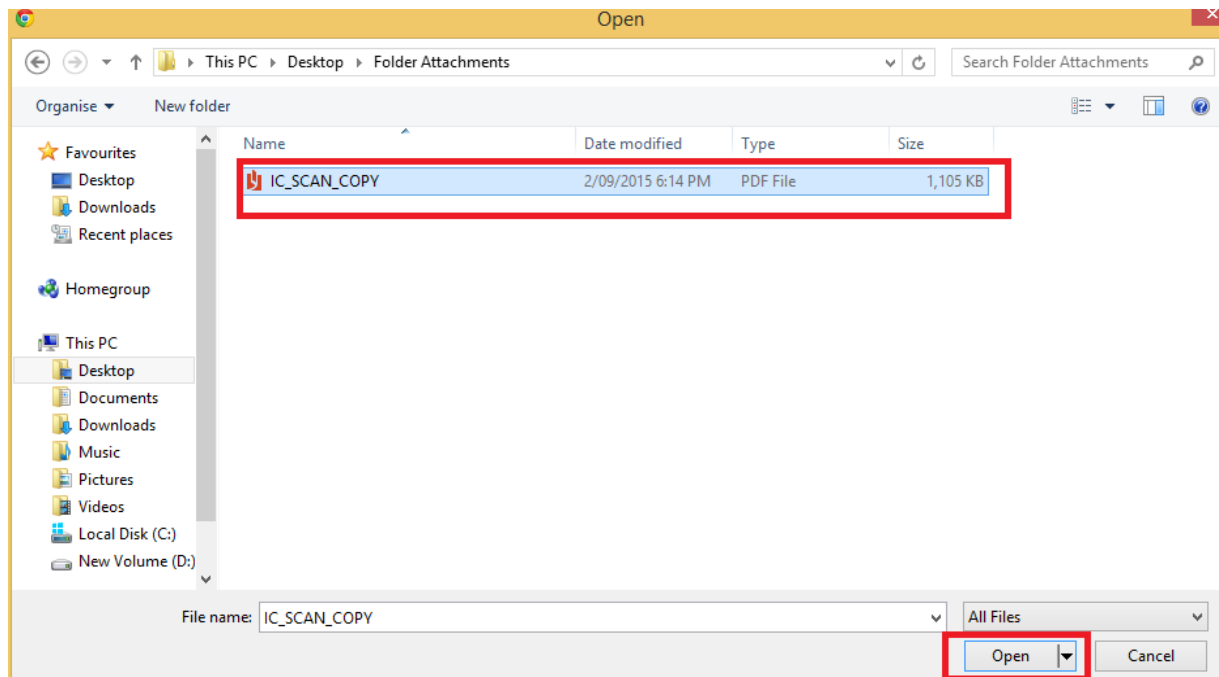
3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

Choose File No file chosen

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File No file chosen

Locate the scanned copy of Applicant's "Valid Copies of applicant's and his/her spouse's identity cards", **SELECT** it once and click "**OPEN**".



Applicant may verify if they have attached the correct file by looking at the name of the file:

3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

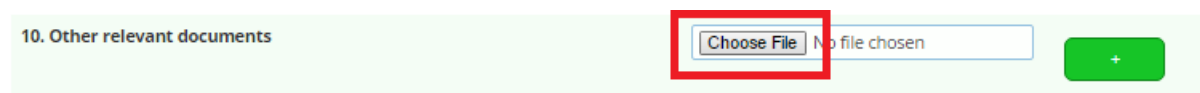
Choose File IC\_SCAN\_COPY.pdf

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File No file chosen

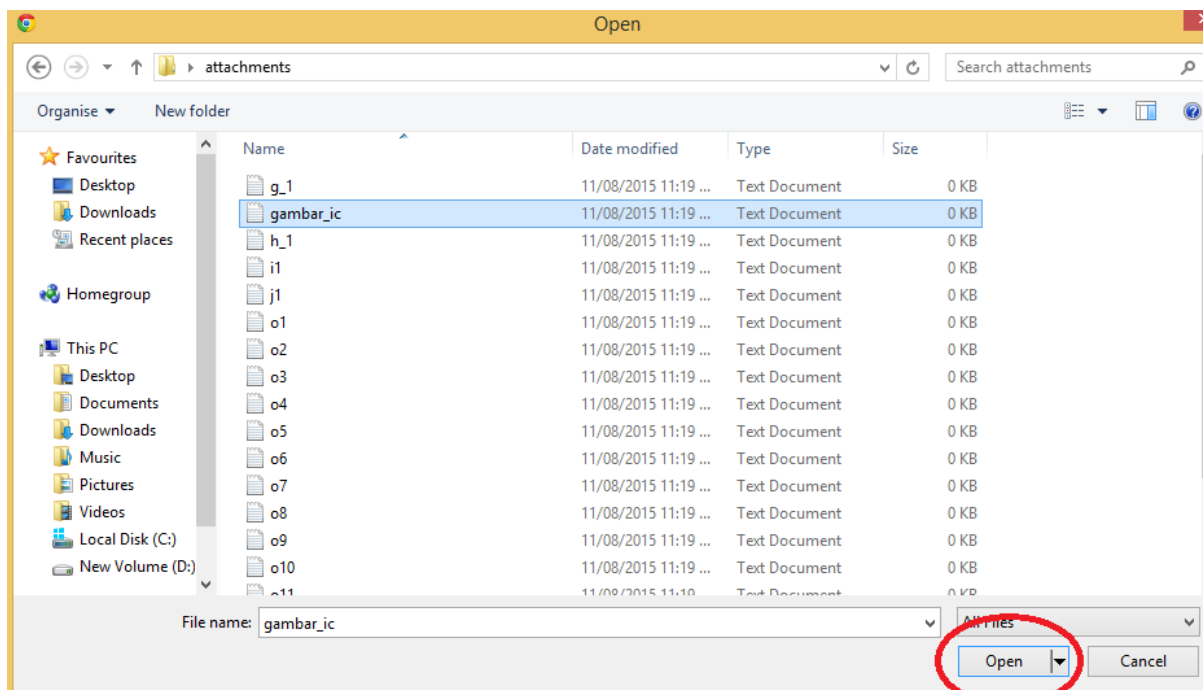
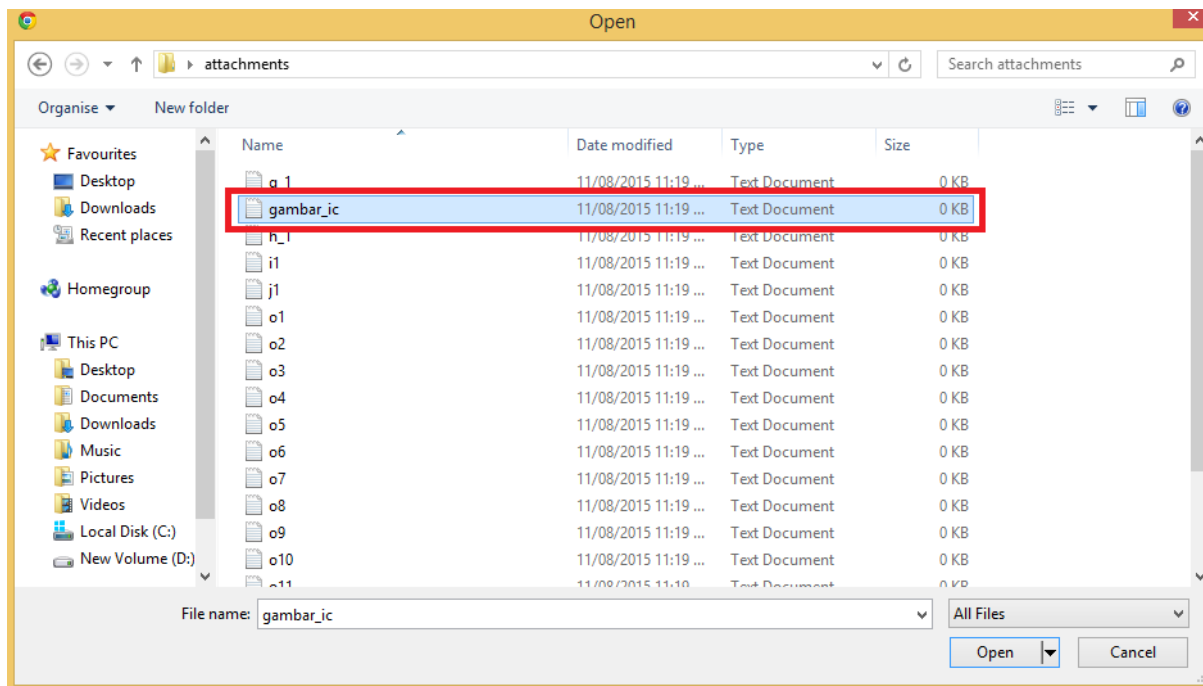
#### ADDITIONAL DOCUMENTATIONS

To **Add** or **Attach** any **ADDITIONAL** documentations or attachments **NOT SPECIFIED** on the list, applicants may go to "**10. Other Relevant Documents**" and Click on "**Choose File**".

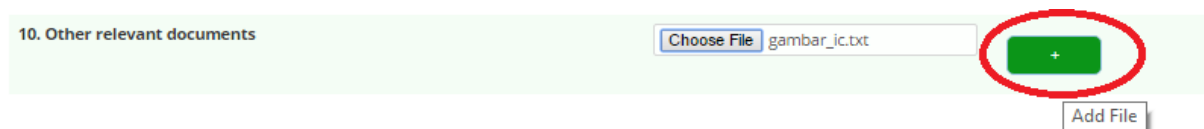


Locate the **folder** where the **File** is saved and **Find** the file to be **attached**.

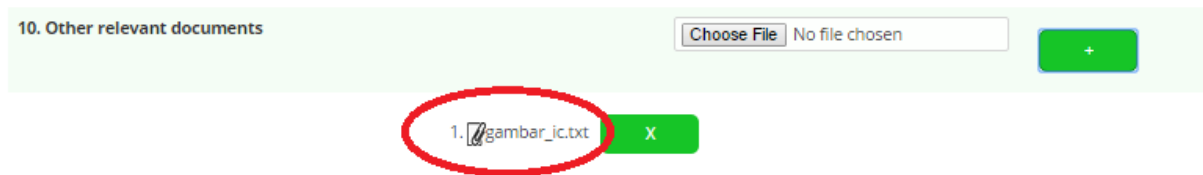




Once applicant has selected “**Open**” in the Browser window, applicant should click on the “+” sign button.



If the **applicant** has **successfully** attached the **file**, the **name** of the **file** will show up as shown below:



To **remove** any **mistakes** or errors, applicant may also click on “X” to remove the **attachment**.



Click on “**Next**” when applicant is satisfied with the attachments selected.



#### REMINDERS FOR ATTACHMENTS:

- Do not use the “**SAME**” FILE NAME for different attachments
- PLEASE avoid using “**Special Characters**” or “**Symbols**” for Applicant’s file names (!@#\$\$%^&\*), but Applicant may use underscores “\_”.
- PLEASE PROVIDE the **Mandatory ATTACHMENTS**, and if **AVAILABLE**, provide the **Optional ATTACHMENTS** for a higher chance of success at applying.
- An example format shown below for Applicant’s file names:  
“IC\_SCAN\_COPY\_APPLICANT\_1”  
“BUR555\_APPLICANT\_SPOUSE”

#### I. AGREEMENT

IN THIS TAB, APPLICANT **MUST CAREFULLY READ** ALL THE **TERMS AND CONDITIONS** SET OUT BY THE DEPARTMENT OF LABOUR FOR PROCESSING THIS APPLICATION.

English Malay

Company Details Address Details Owner Details Certificate Details Position Applied Project List Local Employee List Attachments

## I. AGREEMENT

Conditions :

I declare that all information given in this form is true and correct. If the information is incorrect, the license granted may be revoked and I am responsible for complying with all the requirements of the Employment Order 2009 as Section 114, which requires I as an Employer to be held accountable, with the means of my own expenses, to return the migrant Employee under the assurance back to his/her country.

BACK

SUBMIT

By Clicking “**SUBMIT**”, Applicants **AGREE** to all of these **TERMS AND CONDITIONS** and the Application will be submitted for Processing.

BACK

SUBMIT

### 3.6 WORKPASS RECOMMENDATION FORM

THIS FORM IS **ONLY APPLICABLE** TO **EMPLOYMENT AGENCIES** WHO CAN APPLY ON BEHALF OF COMPANIES WHOSE FOREIGN WORKER'S LICENSE (QUOTA) HAS BEEN **APPROVED**.

**COMPANIES MAY ONLY APPLY FOR RENEWAL OF WORKPASS RECOMMENDATION.**

#### A. COMPANY DETAILS TAB

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **CERTIFICATE'S DETAILS** REGISTERED PREVIOUSLY USING THE COMPANY REGISTRATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

**EXPIRY DATE OF LICENSE CANNOT BE CHANGED.**

(i) Employment Agencies **MUST** select their **AGENCY** License Number.

English Malay

Company Details Declaration Responsible Agency Employees to be Applied Documents Required

### Company Details

The fields indicated with an asterisk (\*) are required.

Agency Registration No \*

Company Registration Number \*

Foreign Worker License Number \*

--Please Select--

--Please Select--

PJB/LAP/2012/068

--Please Select--

FIND

Registered Name of Company/ Employer

Postal/ Premise Address

District

Expiry Date

(ii) The Agency can then look up the list of **"COMPANIES"** whom have **SELECTED** or **NOMINATED** them to apply on their **behalf**.

Agency Registration No \*

Company Registration Number \*

Foreign Worker License Number \*

PJB/LAP/2012/068

--Please Select--

--Please Select--

COMREG\_20033

FIND

(iii) Select the **"PJB"** or **Quota License Number** to Process the Work Pass Recommendation Application.

Agency Registration No	PJB/LAP/2012/068 ▼
Company Registration Number	COMREG_20033 ▼
Foreign Worker License Number	<div> Please Select ▼ </div> <div> --Please Select-- </div> <div> PJB/5000/212 </div>

(iv) Click on “Find”.

FIND

(v) Applicant must **VERIFY** that the Application details are correct such as the “Registered Name of the Company”, “Postal/Premise Address” and “District”.

Company Details	Declaration	Responsible Agency	Employees to be Applied	Documents Required
-----------------	-------------	--------------------	-------------------------	--------------------

## Company Details

The fields indicated with an asterisk (\*) are required.

Agency Registration No	PJB/LAP/2012/068 ▼
Company Registration Number	COMREG_20033 ▼
Foreign Worker License Number	PJB/5000/212 ▼

FIND

Registered Name of Company/ Employer	Labour Department Sc
Postal/ Premise Address	No. 2 , Jalan Menteri B
District	Brunei Muara

Expiry Date 09/09/2018

NEXT

Click on “Next” when applicant has **VERIFIED** that the information retrieved is correct.



## B. DECLARATION TAB

IN THIS TAB, APPLICANT **MUST CAREFULLY READ** ALL THE **TERMS AND CONDITIONS** SET OUT BY THE DEPARTMENT OF LABOUR FOR PROCESSING THIS APPLICATION.

By Clicking “**NEXT**”, Applicants **AGREE** to all of these **TERMS AND CONDITIONS** to be applied when processing this application.

☒ English ☐ Malay

**Company Details** **Declaration** **Responsible Agency** **Employees to be Applied** **Documents Required**

### Declaration of Employee

I declare that all information given in this form is true and correct. If the information is incorrect, the license granted may be revoked and I am responsible for complying with all the requirements of the Employment Order 2009 as Section 114, which requires I as an Employer to be held accountable, with the means of my own expenses, to return the migrant Employee under the assurance back to his/her country.

**BACK** **NEXT**

## C. RESPONSIBLE AGENCY TAB

IN THIS TAB, THE EMPLOYMENT AGENCY WILL BE ABLE TO **REVIEW** THEIR CONTACT DETAILS BUT THE EMPLOYMENT AGENCY **MAY NOT EDIT** THESE DETAILS.

IF applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

**Company Details** **Declaration** **Responsible Agency** **Employees to be Applied** **Documents Required**

### Details of Responsible Employment Agency

Reference Number (PJB/LAP)

Agency Name

Mobile No  Office No  Fax No

Date

**BACK** **NEXT**

Click on “**Next**” when applicant has **VERIFIED** that the information retrieved is correct.



#### D. EMPLOYEES TO BE APPLIED TAB

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES.

(I) Applicant **must select** from the “**Region**” to see what Country Regions **are available** from the Foreign Worker’s License Quota to **apply** the **Work Pass Recommendation** From.

English Malay

Company Details Declaration Responsible Agency Employees to be Applied Documents Required

### Details of Employees to be Applied

The fields indicated with an asterisk (\*) are required.

Region --Please Select--

Remaining Quota

Add Employees

Photograph Choose File No file chosen

Recommendation/ Authorization Letter Choose File No file chosen

Driving License / Copy of 'Bluecard' Vehicle Choose File No file chosen

Relevant or Equivalent Qualifications Choose File No file chosen

Full Name Full Name \*

Marital Status Married Single Divorced \*

Date of Birth Tarikh Lahir \*

Race Race \*

Position Position \*

Passport No Passport No \*

Next of Kin Name Name \*

Next of Kin Address Address \*

Country --Please Select-- \*

Gender Male Female \*

Religion Religion \*

Salary Salary \*

Date Issued Date Issued \*

Expiry Date Expiry Date \*

ADD

(ii) In this example, the Applicant has a **total remaining “3”** or **three quota left** from the ASEAN region which the **Work Pass Recommendation** can be applied from.

Region ASEAN

Remaining Quota **3**

(iii) Applicant **MUST** provide **ALL** of the **requested information** and Applicant **MAY ONLY** **apply WorkPass** from the **list of Countries** provided from the list.

Region ASEAN ▼

Remaining Quota3

Add Employees

Photograph Choose File o1.txt

Recommendation/ Authorization Letter Choose File o7.txt

Driving License / Copy of 'Bluecard' Vehicle Choose File o10.txt

Relevant or Equivalent Qualifications Choose File o14.txt

Full Name Putra Ramadachi \*

Marital Status ☒ Married ☐ Single ☐ Divorced ☐ Separated \*

Date of Birth Tarikh Lahir \*

Race Race \*

Position Position \*

Passport No Passport No \*

Country --Please Select-- ▼

Gender Male \*

Religion Religion \*

Salary Salary \*

Date Issued Date Issued \*

Expiry Date Expiry Date \*

Next of Kin Name Name \*

Next of Kin Address Address \*

ADD

(iii) When Applicant has **provided ALL** of the requested information, Applicant may click “Add” to add the Employee to the list of Work Pass Recommendation application table:

#### REMINDERS FOR ATTACHMENTS:

- Do not use the “**SAME**” FILE NAME for different attachments
- PLEASE avoid using “**Special Characters**” or “**Symbols**” for Applicant’s file names (!@#\$\$%^&\*), but Applicant may use underscores “\_”.
- PLEASE PROVIDE the **Mandatory ATTACHMENTS**, and **if AVAILABLE**, provide the **Optional ATTACHMENTS** for a higher chance of success at applying.
- An example format shown below for Applicant’s file names:  
“IC\_SCAN\_COPY\_APPLICANT\_1”  
“BUR555\_APPLICANT\_SPOUSE”



# Details of Employees to be Applied

The fields indicated with an asterisk (\*) are required.

Region

ASEAN

Remaining Quota3

Add Employees

Photograph

Choose File

o1.txt

Recommendation/ Authorization Letter

Choose File

o7.txt

Driving License / Copy of 'Bluecard' Vehicle

Choose File

o10.txt

Relevant or Equivalent Qualifications

Choose File

o14.txt

Full Name

Putra Ramadachi

\*

Country

Indonesia

\*

Marital Status

Married

Single

Divorced

Widowed

Separated

\*

Date of Birth

09/01/1980

\*

Gender

Male

Female

\*

Race

Indonesian

\*

Religion

Islam

\*

Position

Engineer

\*

Salary

5000

\*

Passport No

KB293283E

\*

Date Issued

09/01/2015

\*

Expiry Date

09/30/2019

\*

Next of Kin Name

Ibnu Ramadachi

\*

Next of Kin Address

Jalan Ban 2 A, House 2

\*

ADD


No	Employee Name	Pasport No	DOB	Gender	Position	Country	Salary

No	Employee Name	Pasport No	DOB	Gender	Position	Country	Salary	
1	Putra Ramadachi	KB293283E	09/01/1980	Male	Engineer	Indonesia	5000	X

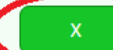
MANDATORY FIELDS	SAMPLE	NOTES
“Full Name”	Putra Ramadachi	Please provide the full name of the employee.
“Country”	Indonesia	Please select from Options provided
“Marital Status”	Single	Please select from Options provided
“Date of Birth”	01/09/1990	Day-Month-Year (DD/MM/YYYY)

<b>“Gender”</b>	<i>Male</i>	<i>Please select the Gender.</i>
<b>“Race”</b>	<i>Indonesian</i>	<i>Please state the race of the employee.</i>
<b>“Religion”</b>	<i>Islam</i>	<i>Please state the Religion of employee.</i>
<b>“Position”</b>	<i>Please state the Position of the Employee</i>	<i>Position must be similar role to the Role <b>AS STATED ON</b> approved Quota.</i>
<b>“Salary”</b>	<i>5000</i>	<i>Numbers Only (without the \$ dollar sign)</i>
<b>“Passport No”</b>	<i>KB293923398E</i>	<i>Alphanumeric</i>
<b>“Date Issued”</b>	<i>09/01/2015</i>	<i>Please provide the issue date of the Passport.</i>
<b>“Expiry Date”</b>	<i>09/30/2019</i>	<i>Please provide the expiry date of the Passport.</i>
<b>“Next of Kin Name”</b>	<i>Ibnu Ramadachi</i>	<i>Please provide the Employee’s Next of Kin Name</i>
<b>“Next of Kin Address”</b>	<i>Jalan Ban 2 A, House 2</i>	<i>Please provide the Employee’s Next of Kin Address</i>
<b>OPTIONAL FIELDS</b>	<b>SAMPLE</b>	<b>NOTES</b>
<b>There are no optional fields in this tab</b>	-	-

(iv) Applicant may **“Add”** more Employees to the list by repeating the process above, but the **MAXIMUM allowed** is **determined** by the **Number of REMAINING QUOTA** left in the license shown in **step number (ii)**

No	Employee Name	Pasport No	DOB	Gender	Position	Country	Salary	
1	Putra Ramadachi	KB293283E	09/01/1980	Male	Engineer	Indonesia	5000	
2	Riza Ansori	AB293283A	09/01/1985	Male	Programmer	Indonesia	2000	

(v) Applicant can also remove any mistakes or errors by clicking on “X”.

No	Employee Name	Pasport No	DOB	Gender	Position	Country	Salary	
1	Putra Ramadachi	KB293283E	09/01/1980	Male	Engineer	Indonesia	5000	

(vi) When Applicant is satisfied with all of the information entered, they may click on “**Next**” to proceed to the final tab.



## E. DOCUMENTS TAB

THIS TAB IS **OPTIONAL** FOR APPLICANTS OF ALL TYPES.

☐ English
 ☐ Malay

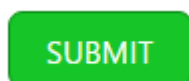
Company Details
 Declaration
 Responsible Agency
 Employees to be Applied
 Documents Required

### Documents Required

The fields indicated with an asterisk (\*) are required.

Copies of Miscellaneous License (If applicable)
 
 No file chosen

Applicant **MAY PROVIDE** the attachment as requested if **AVAILABLE**, if not, the applicant may choose to skip this attachment and click on “**Submit**” to confirm the submission.



### 3.7 DOMESTIC HELPER'S LICENSE (AMAH) RENEWAL FORM

#### A. DESCRIPTION OF EXISTING LICENSE TAB

(i) Similarly to New Applications, **Individuals can only apply Renewal** for their **own Licenses**.

☒ English ☐ Malay

**EXISTING LICENSE** **APPLICANT'S INFO** **JOB DESCRIPTION** **FOREIGN APPLICANT** **SPOUSE INFO** **SPONSORSHIP** **CHILD DEPENDENT** **OTHER FAMILY** **RESIDENCE DETAILS**

**DOCUMENT** **AGREEMENT**

#### A. DESCRIPTION OF EXISTING LICENSE

**Request Type \*** Domestic Owner

**Agency Registration No**

**Applicant's Name \***

**Department of Labour Reference \***  **FIND**

**License Number Expiry Date**

**Agency Registration No**

**Total No of Applicants Detail**

No	Position	Job Task	Offered Salary	Country	Country Region	Total Applied	Total Allowed

**ALTERNATIVELY;** if an employment agency is applying on behalf,

Employment Agencies MUST select their Agency Registration No:

A screenshot of a web form with three input fields: 'Agency Registration No \*', 'Applicant's Name \*', and 'Department of Labour Reference \*'. The 'Agency Registration No \*' field has a dropdown menu open, showing 'PIB/LAP/2012' at the top, '- Select -' in the middle, and 'PJB/LAP/2012/068' at the bottom. The 'Applicant's Name \*' field is empty. The 'Department of Labour Reference \*' field has a dropdown menu open, showing '- Select -'. A green 'FIND' button is located to the right of the 'Department of Labour Reference \*' field. A red circle highlights the 'PJB/LAP/2012/068' option in the first dropdown menu.

The Agency can then look up the list of “**Applicant Names**” whom have **SELECTED** or **NOMINATED** them to apply on their **behalf**.

A screenshot of a web form with two input fields: 'Applicant's Name \*' and 'Department of Labour Reference \*'. The 'Applicant's Name \*' field has a dropdown menu open, showing '- Select -' at the top, '- Select -' in the middle, and 'Nugraha Putra Rachmadhani' at the bottom. The 'Department of Labour Reference \*' field is empty. A red circle highlights the 'Nugraha Putra Rachmadhani' option in the dropdown menu.

(ii) Applicant must then select their “**PJB**” License to **be Applied** for **Renewal**.

A screenshot of a web form with two input fields: 'Department of Labour Reference \*' and 'License Number Expiry Date'. The 'Department of Labour Reference \*' field has a dropdown menu open, showing '- Select -' at the top, '- Select -' in the middle, and 'PJB/5196/90/906' at the bottom. The 'License Number Expiry Date' field is empty. A green 'FIND' button is located to the right of the 'Department of Labour Reference \*' field. A red circle highlights the 'PJB/5196/90/906' option in the dropdown menu.

(iii) Applicant then should click on “**Find**”.

A screenshot of a web form with two input fields: 'Applicant's Name \*' and 'Department of Labour Reference \*'. The 'Applicant's Name \*' field contains the text 'Nugraha Putra Rachmadhani'. The 'Department of Labour Reference \*' field has a dropdown menu open, showing 'PJB/5196/90/9' at the top and '- Select -' below it. A green 'FIND' button is located to the right of the 'Department of Labour Reference \*' field. A red circle highlights the 'FIND' button.

(iv) After clicking on “**Find**”, the **License Expiry Date** and **Amah License Details** will appear as shown below:

## A. DESCRIPTION OF EXISTING LICENSE

Request Type *	Domestic Owner						
Agency Registration No	<input type="text" value="- Select -"/>						
Applicant's Name *	<input type="text" value="Nugraha Putra Rachmadhani"/>						
Department of Labour Reference *	<input type="text" value="PJB/5196/90/9"/> <input type="button" value="FIND"/>						
License Number Expiry Date	<input type="text" value="04/02/2017"/>						
Agency Registration No	No						
Total No of Applicants Detail							
No	Position	Job Task	Offered Salary	Country	Country Region	Total Applied	Total Allowed
1	Amah	Amah	250	Malaysia, Philippines, Indonesia, Thailand	ASEAN	1	1

(v) Applicant **MAY NOT EDIT** these fields but is **only** able to **Review**, when ready click on "Next".

NEXT

## B. APPLICANT'S INFORMATION TAB

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **APPLICANT'S INFORMATION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

## B. APPLICANT'S INFORMATION

Application Reference Number :	DHLNEW_5417
Applicant's Name	nugraha putra r
Identity Card Number	00054008
IC Colour	Yellow
Gender	Male
Date of Birth	04/05/1959
Citizenship	BRUNEI
Religion	ISLAM
Status	Married
Mailing Address	NO.73,SPG.118
House Address	NO.73,SPG.118
District	Brunei Muara
Telephone Number	8689699

[BACK](#)[NEXT](#)

## C. APPLICANT'S JOB DESCRIPTION

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPE AND APPLICANT **MAY UPDATE** THE RETRIEVED INFORMATION.

In some cases of renewal applications, some of the information may not be retrieved due to the unavailability of such information, in such cases, the applicant **MUST PROVIDE ALL OF** the requested **MANDATORY** information as stated in the form:

## C. APPLICANT'S JOB DESCRIPTION

Occupation/Position *	-Select-
Occupation Code *	
Department / Employer *	NIL
Address of the Department/ Employer *	NIL
Salary (Excluding Allowances) *	\$ 0
Salary Scale/ Division (If Applicable)	
Other Income	

MANDATORY FIELDS	SAMPLE	NOTES
"Occupation/Position"	<i>Legislators and senior officials</i>	<i>Please select from the options available, if NOT available, please select the occupation MOST similar.</i>
"Occupation Code"	<i>AUTOMATICALLY SELECTED</i>	<i>Applicant cannot select this field.</i>
"Department / Employer"	<i>Department of Labour Law Firm</i>	<i>Applicant may write "Not Applicable" where appropriate.</i>
"Employer Address"	<i>Jalan 2 Kiulap</i>	<i>Applicant may write "Not Applicable" where appropriate otherwise, leave blank.</i>
"Salary (Excluding Allowance)"	<i>"4500"</i>	<i>Please state Salary, if there is <b>no income</b>, please put "0"</i>

OPTIONAL FIELDS	SAMPLE	NOTES
"Salary Scale"	<i>"None"</i>	<i>Provide information if available.</i>
"Other Income"	<i>"0"</i>	<i>Put "0" if no income, otherwise, please state amount in number.</i>



## D. FOREIGN CITIZENS INFORMATION

THIS TAB IS **ONLY APPLICABLE** TO APPLICANTS WHOM ARE **FOREIGN CITIZENS ONLY** AND APPLICANT **MAY UPDATE** THE RETRIEVED INFORMATION.

IF Applicant is a *Brunei Citizen* or *Permanent Resident*, Please select “**Not Applicable**” and click “**NEXT**”.

**OTHERWISE**, please select “**Complete this section**” and provide the necessary information being requested.

APPLICANT'S INFO | JOB DESCRIPTION | **C. FOR FOREIGN CITIZENS ONLY** | SPOUSE INFO | CHILD DEPENDENT | OTHER FAMILY | RESIDENCE DETAILS | FOREIGN EMPLOYEE | DOCUMENT

AGREEMENT

Select \* ☐ Complete this section ☒ **Not Applicable**

Start date of employment in Brunei Darussalam \*

Date of employment with current employer \*

Expiry Date of Contract \*

Next

MANDATORY FIELDS	SAMPLE	NOTES
“Start date of employment in Brunei Darussalam”	01/09/2007	Please provide the date whereby the applicant <b>FIRST</b> came to work in Brunei.  Format: <b>Day-Month-Year (DD/MM/YYYY)</b>
“Date of employment with current employer”	25/05/2010	Please provide the start date of employment of the applicant with the existing employer.

"Expiry Date of Contract"	25/05/2017	Please provide a valid expiry date of the applicant's existing work contract with his/her current employer.
OPTIONAL FIELDS	SAMPLE	NOTES
There are no optional fields in this tab	-	-

APPLICANT'S INFO

JOB DESCRIPTION

SPOUSE INFO

CHILD DEPENDENT

OTHER FAMILY

RESIDENCE DETAILS

FOREIGN EMPLOYEE

DOCUMENT

AGREEMENT

### C. FOR FOREIGN CITIZENS ONLY

Select \* ☒ Complete this section ☐ Not Applicable

Start date of employment in Brunei Darussalam \*

Date of employment with current employer \*

Expiry Date of Contract \*

BACK

NEXT

SAMPLE

Click on "**Next**" when ready.

#### E. SPOUSE INFORMATION

THIS TAB IS **ONLY APPLICABLE** TO APPLICANTS WHOM ARE **MARRIED/DIVORCE/WIDOWED** ONLY AND APPLICANT **MAY UPDATE** THE RETRIEVED INFORMATION.

IF Applicant is *NEITHER married, divorced nor widowed*, Please select "**Not Applicable**" and click "**NEXT**".

**OTHERWISE**, please select "**Complete this section**" and provide the necessary information being requested.

APPLICANT'S INFO
JOB DESCRIPTION
FOREIGN APPLICANT
CHILD DEPENDENT
OTHER FAMILY
RESIDENCE DETAILS
FOREIGN EMPLOYEE
DOCUMENT

AGREEMENT

### D. SPOUSE INFORMATION

Select Option \*

☐ Complete this section
☒ Not Applicable

MANDATORY FIELDS	SAMPLE	NOTES
"Wife / Husband's Name"	Noraina Aaleesya binti Hafizuddin	Please provide full name
"IC Number"	01073358	Please enter the ic number without "dash"
"IC Colour"	Yellow	Select from one of the options available.
"Citizenship"	Bruneian	-
"Religion"	Islam	-
OPTIONAL FIELDS	SAMPLE	NOTES
"Occupation / Designation "	Housewife	Please describe occupation, even if person is not working, please enter "Unemployed".
"Department / Employer "	Not Applicable	Applicant may write "Not Applicable" where appropriate.
"Employer Address"	Not Applicable	Applicant may write "Not Applicable" where appropriate otherwise, leave blank.

“Salary (Excluding Allowance)”	“0”	Please state Salary, if there is <b>no income</b> , please put “0”
“Dependant Pass No. / Employment Pass No. “	E02332	Provide IF Available, otherwise , <b>leave blank</b> .

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT CHILD DEPENDENT OTHER FAMILY RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### D. SPOUSE INFORMATION

Select Option \* ☒ Complete this section ☐ Not Applicable

Wife / Husband's Name \*

Please enter your IC number without "-"dash" \*

IC Colour \* ☒ Yellow ☐ Red ☐ Green ☐ Police ☐ Warden ☐ Army

Citizenship \*

Religion \*

Occupation/ Designation

Department/ Employer

Employer Address

Salary (Excluding Allowance) \$

Dependant Pass No./ Employment Pass No. (If applicable)

Click on “**Next**” when ready.

## F. SPONSORSHIP

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **EMPLOYEE OR AMAH STILL SPONSORED UNDER THIS DOMESTIC HELPER’S LICENSE**, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

EXISTING LICENSE	APPLICANT'S INFO	JOB DESCRIPTION	FOREIGN APPLICANT	SPOUSE INFO		CHILD DEPENDENT	OTHER FAMILY	RESIDENCE DETAILS
DOCUMENT	AGREEMENT							

### F. DESCRIPTION OF EMPLOYEE STILL UNDER SPONSORSHIP

No	Employee Name	Position	Country Of Origin	Contract End Date
1	Krypton Hartley	Driver	Phillipines	29/10/2015

### G. CHILD DEPENDENT

THIS TAB IS **ONLY APPLICABLE** TO APPLICANTS WHOM HAVE **DEPENDENTS (CHILDREN)** AND APPLICANT **MAY UPDATE** THE RETRIEVED INFORMATION.

IF Applicant DOES NOT HAVE ANY *children or dependents living together*, please select “**Not Applicable**” and click “**NEXT**”.

**OTHERWISE**, please select “**Complete this section**” and provide the necessary information being requested.

☒ English
 ☐ Malay

APPLICANT'S INFO	JOB DESCRIPTION	FOREIGN APPLICANT	SPOUSE INFO		OTHER FAMILY	RESIDENCE DETAILS	FOREIGN EMPLOYEE	DOCUMENT
AGREEMENT								

### E. DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD

Select \*
 ☐ Complete this section
 ☒ Not Applicable

No of Children \*  Person

To provide the details of each dependent, please complete the mandatory fields for each dependent and click “**ADD**” when ready.

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO OTHER FAMILY RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### E. DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD

Select \* ☒ Complete this section ☐ Not Applicable

No of Children \*  Person

Name *	<input type="text" value="Arif Nasiruddin"/>
Identity Card No / Birth Cert No *	<input type="text" value="E023"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date Of Birth *	<input type="text" value="01/09/2009"/>
Occupation *	<input type="text" value="Student"/>

No	Name	Identity Card No / Birth Cert No	Gender	Date Of Birth	Occupation
----	------	----------------------------------	--------	---------------	------------

After clicking “**ADD**”, the information will show up in the table as shown below, Applicant may choose to continue Adding more “**Dependents**” to the table or proceed to the NEXT “tab”.

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO OTHER FAMILY RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### E. DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD

Select \* ☒ Complete this section ☐ Not Applicable

No of Children \*  Person

Name \*


Identity Card No / Birth Cert No \*

Gender \* ☐ Male ☐ Female

Date Of Birth \*


Occupation \*

ADD

No	Name	Identity Card No / Birth Cert No	Gender	Date Of Birth	Occupation	
1	Arif Nasiruddin	E023	Male	09/01/2009	Student	

BACK NEXT

IF the Applicant has made a **mistake**, Applicant may remove it by clicking on the “X” button on the right.

No	Name	Identity Card No / Birth Cert No	Gender	Date Of Birth	Occupation	
1	Arif Nasiruddin	E023	Male	09/01/2009	Student	

Remove

MANDATORY FIELDS	SAMPLE	NOTES
“No of Children”	“2”	Please enter the total number of Children.
“Name”	Arif Nasiruddin	Please enter the full name of the Child.

<b>"IC /Birth Cert Number"</b>	<i>"0107335" , "E0232X" , etc (<b>Varies on type of ID provided</b>)</i>	<i>Please provide the number of any identity cards or birth certificate number of this child.</i>
<b>"Gender"</b>	<i>Male</i>	<i>Select from the Provided Options</i>
<b>"Date of Birth"</b>	<i>09/01/2009</i>	<i>Day-Month-Year (DD/MM/YYYY)</i>
<b>"Occupation"</b>	<i>Student</i>	<i>If children is not working, writing "Dependent" or "Not Applicable" is fine.</i>

<b>OPTIONAL FIELDS</b>	SAMPLE	NOTES
<b>There are no optional fields in this tab</b>	-	-



English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO OTHER FAMILY RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### E. DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD

Select \* ☒ Complete this section ☐ Not Applicable

No of Children \*  Person

Name \*

Identity Card No / Birth Cert No \*

Gender \* ☐ Male ☐ Female

Date Of Birth \*

Occupation \*

No	Name	Identity Card No / Birth Cert No	Gender	Date Of Birth	Occupation
1	Arif Nasiruddin	E023	Male	09/01/2009	Student
2	Hafiz Nasiruddin	E078	Male	09/01/2011	Student

Click on “**Next**” when ready.

#### H. OTHER FAMILY MEMBERS

THIS TAB IS **ONLY APPLICABLE** TO APPLICANTS WHOM HAVE **FAMILY MEMBERS LIVING TOGETHER** AND APPLICANT **MAY UPDATE** THE RETRIEVED INFORMATION.

IF Applicant DOES NOT live with his/her *family members*, please select “**Not Applicable**” and click “**NEXT**”.

**OTHERWISE**, please select “**Complete this section**” and provide the necessary information being requested.

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO CHILD DEPENDENT RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### F. DETAILS OF OTHER FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD

Select \* ☐ Complete this section ☒ Not Applicable

No of Members \*  Members

BACK NEXT

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO CHILD DEPENDENT RESIDENCE DETAILS FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### F. DETAILS OF OTHER FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD

Select \* ☒ Complete this section ☐ Not Applicable

No of Members \*  Members

Name \*

Smart IC Number/Passport No \*

Relationship \*

Gender \* ☐ Male ☐ Female

Date Of Birth \*

Occupation \*

ADD

No	Name	Smart IC Number/Passport No	Relationship	Gender	Date Of Birth	Occupation
1	Mohammad Ali bin Haji Abu Bakar	K232399I9	Father	Male	09/01/1975	Retired

BACK NEXT

Applicant may follow the **SAME INSTRUCTIONS** provided in completing this tab similarly to "CHILD DEPENDENT" tab.

## I. RESIDENCE DETAILS

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

Complete the fields as requested and Applicant may also use the “**Mandatory**” and “**Optional**” fields table as the applicant’s guide to filling in the form:

2. Please tick the relevant brackets & fill in the blanks

a) Own House *	<input type="radio"/>	
b) Temporary Stay *	<input checked="" type="radio"/> Please indicate Relationship	<input type="text" value="Auntie's House"/>
c) Rental *		
i. Government	<input type="radio"/> Class	<input type="text"/>
ii. Company	<input type="radio"/> B\$	<input type="text"/>
	Month	
iii. Private	<input type="radio"/> B\$	<input type="text"/>
	Month	

2. Please tick the relevant brackets & fill in the blanks

a) Own House *	<input type="radio"/>	
b) Temporary Stay *	<input type="radio"/> Please indicate Relationship	<input type="text" value="Auntie's House"/>
c) Rental *		
i. Government	<input checked="" type="radio"/> Class	<input type="text" value="D2"/>
ii. Company	<input type="radio"/> B\$	<input type="text"/>
	Month	
iii. Private	<input type="radio"/> B\$	<input type="text"/>
	Month	

<b>MANDATORY FIELDS</b>	<b>SAMPLE</b>	<b>NOTES</b>
<b>“House Address”</b>	<i>No. 2, Jalan Ban 2</i>	<i>Please provide the full address.</i>
<b>“Ownership Type”</b>	<p><i>Example 1: Own House</i></p> <p><b>OR</b></p> <p><i>Example 2: Temporary Stay:</i></p> <p><i>Auntie’s House</i></p> <p><b>OR</b></p> <p><i>Rental – Government:</i></p> <p><i>Class</i></p> <p><b>OR</b></p> <p><i>Example 3: Company:</i></p> <p><i>B\$200 per month</i></p> <p><b>OR</b></p> <p><i>Example 4: Private: B\$300 per month</i></p>	<i>Select one of the “Three(3)” Options available and provide the required information relevant.</i>
<b>“Number of bedrooms”</b>	<i>“4”</i>	<i>Please provide the total number of bedrooms AVAILABLE in the house EXCLUDING the ROOM to be occupied by the Amah(Domestic Helper).</i>
<b>“No. of Bedrooms for Domestic helper”</b>	<i>“1”</i>	<i>Please provide the total number of bedrooms AVAILABLE in the house FOR the Amah (Domestic Helper).</i>
<b>“Period of stay at the current Address”</b>	<i>“2” Year “1” Month</i>	<i>Please provide the estimated period of stay at the current residence in number of “Years” and “Months”</i>

OPTIONAL FIELDS	SAMPLE	NOTES
There are no optional fields in this tab	-	-

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO CHILD DEPENDENT OTHER FAMILY FOREIGN EMPLOYEE DOCUMENT

AGREEMENT

### G. RESIDENCE DETAILS

1. House Address \* Rumah Ban 2, Jalan Ban 2A, Bunut, NBD

2. Please tick the relevant brackets & fill in the blanks

a) Own House \* ☐

b) Temporary Stay \* ☐ Please indicate Relationship

c) Rental \* ☐

i. Government ☐ Class

ii. Company ☐ B\$   
Month

iii. Private ☐ B\$   
Month

Number of bedrooms \* 4 (Not included domestic helper's room)  
Rooms

No of Bedrooms for Domestic Helper 1  
Rooms \*

Period of stay at the current address 2 Year 1  
Month

BACK NEXT

Click on “**Next**” when ready.

## J. DOCUMENT

THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES AND APPLICANT **MAY UPDATE** ANY EXISTING DOCUMENTATIONS PREVIOUSLY SUBMITTED WITH AN UPDATED COPY BY RE-ATTACHING OR **RE-SUBMIT** THE **PREVIOUSLY SUBMITTED** COPY.

## H. DOCUMENTS

1. Applicant for Brunei Citizen or Permanent Resident	Brunei Citizen	
3. For Applicant: Documents required for the license application to employ foreign domestic Employee's		
3.1 - Valid copies of the applicant's and his/her spouse's identity cards. *	<input type="button" value="Choose File"/> No file chosen	1234IC.pdf
3.2 - Copies of the applicant's and his/her spouse's latest salary slips *	<input type="button" value="Choose File"/> No file chosen	NIL.txt
3.3 - Copies of pension verification or pension confirmation letter for the applicant and his/her spouse (if retired).	<input type="button" value="Choose File"/> No file chosen	1234PENSION.pdf
3.4 - Other income details (if any) such as Tenancy Agreement for businesses/ residence.	<input type="button" value="Choose File"/> No file chosen	Not Attachment
3.5 - Copy of Registration of Companies or Form X of the Applicant and/or his/her spouse (whom holds ownership of the business).	<input type="button" value="Choose File"/> No file chosen	Not Attachment
3.6 -A copy of ante natal patient's card for applicant's wife (if applicable)	<input type="button" value="Choose File"/> No file chosen	Not Attachment
3.7 -Copy of Doctor's verification letter for the Applicant for sick or other special needs family members (if applicable)	<input type="button" value="Choose File"/> No file chosen	Not Attachment
3.8 - Completed financial details form (BUR300). *	<input type="button" value="Choose File"/> No file chosen	NO DATA.txt
3.9 -Authorization letter from the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam for Government Housing or Tenancy Agreement (if applicable)	<input type="button" value="Choose File"/> No file chosen	Not Attachment
3.10 - Copy of the employee's payment slip for the last 3 months.	<input type="button" value="Choose File"/> No file chosen	
3.11 - A valid contract of service between the employer and the employee	<input type="button" value="Choose File"/> No file chosen	

The Mandatory Attachments for “**Brunei Citizens**” or “**Permanent Resident**” are as shown as the screenshot:

## I. DOCUMENTS

### 1. Applicant for Brunei Citizen or Permanent Resident

Citizen Of Brunei Darussalam / Permanent Resident ▼

### 3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

Choose File No file chosen

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File No file chosen

3.3 - Copies of pension verification or pension confirmation letter for the applicant and his/her spouse (if retired).

Choose File No file chosen

3.4 - Other income details (if any) such as Tenancy Agreement for businesses/ residence.

Choose File No file chosen

3.5 - Copy of Registration of Companies or Form X of the Applicant and/or his/her spouse (whom holds ownership of the business).

Choose File No file chosen

3.6 - A copy of ante natal patient's card for applicant's wife (if applicable)

Choose File No file chosen

3.7 - Copy of Doctor's verification letter for the Applicant for sick or other special needs family members (if applicable)

Choose File No file chosen

3.8 - Completed financial details form (BUR300). \*

Choose File No file chosen

3.9 - Authorization letter from the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam for Government Housing or Tenancy Agreement (if applicable)

Choose File No file chosen

BACK

NEXT

\*

Reminder - Cannot Duplicate Attachment Name

The Mandatory Attachments for “**Foreign Citizens**” are as shown as the screenshot:

## I. DOCUMENTS

1. Applicant for Brunei Citizen or Permanent Resident

Foreign Citizens

2. Application for Foreigners

2.1 - A copy of the contract of service or offer letter from the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam. \*

Choose File No file chosen

2.2 - A copy of the contract of service between the applicant and the employer endorsed by the Commissioner of Labour. \*

Choose File No file chosen

2.3 - Approved Work Pass Recommendation (BUR500/555) by the Department of Labour. \*

Choose File No file chosen

2.4 - Passport front page copy and confirmation/ work permit endorsement with dependents passes from dept. of immigration & national registration (if applicable)

Choose File No file chosen

3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

Choose File No file chosen

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File No file chosen

3.3 - Copies of pension verification or pension confirmation letter for the applicant and his/her spouse (if retired).

Choose File No file chosen

3.4 - Other income details (if any) such as Tenancy Agreement for businesses/ residence.

Choose File No file chosen

3.5 - Copy of Registration of Companies or Form X of the Applicant and/or his/her spouse (whom holds ownership of the business).

Choose File No file chosen

3.6 - A copy of ante natal patient's card for applicant's wife (if applicable)

Choose File No file chosen

3.7 - Copy of Doctor's verification letter for the Applicant for sick or other special needs family members (if applicable)

Choose File No file chosen

3.8 - Completed financial details form (BUR300). \*

Choose File No file chosen

3.9 - Authorization letter from the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam for Government Housing or Tenancy Agreement (if applicable)

Choose File No file chosen

BACK

NEXT

\*

Reminder - Cannot Duplicate Attachment Name

### HOW TO ATTACH FILES:

Example: To Attach a "Valid Copies of the applicant's and his/her spouse's identity cards"

Click "Choose File":

3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

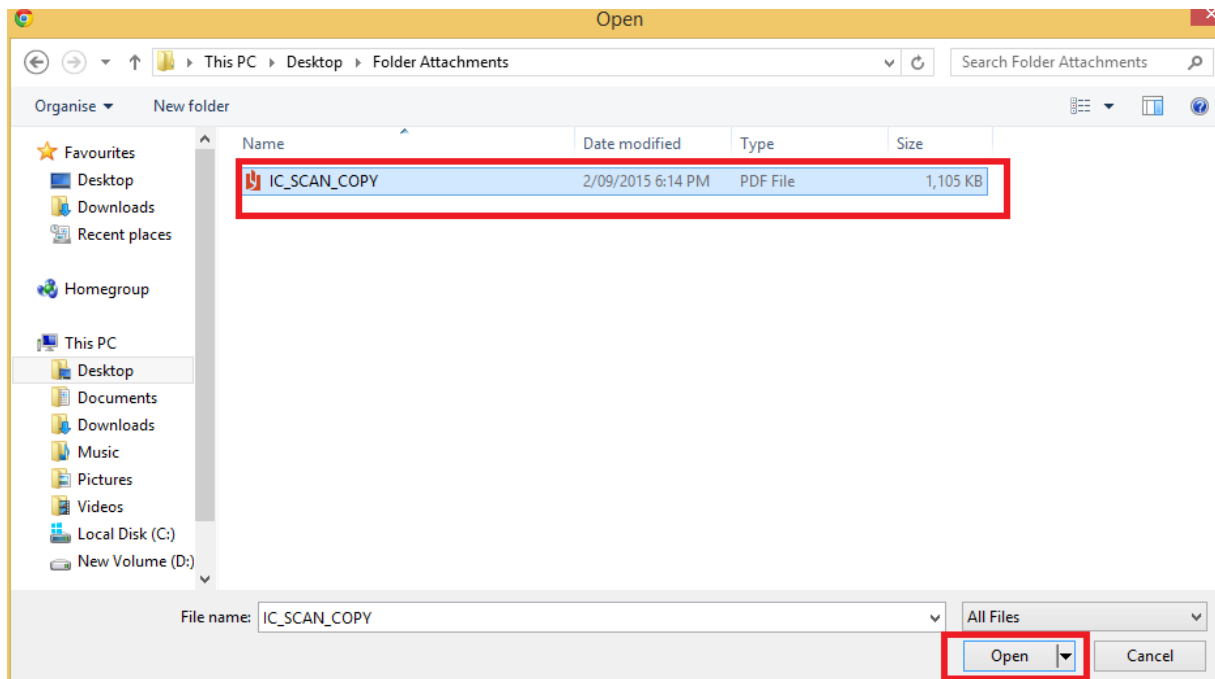
Choose File No file chosen

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File No file chosen

Locate the scanned copy of Applicant's "Valid Copies of applicant's and his/her spouse's identity cards", **SELECT** it once and click "**OPEN**".





Applicant may verify if they have attached the correct file by looking at the name of the file:

3. For Applicant: Documents required for the license application to employ foreign domestic Employee's

3.1 - Valid copies of the applicant's and his/her spouse's identity cards. \*

3.2 - Copies of the applicant's and his/her spouse's latest salary slips \*

Choose File IC\_SCAN\_COPY.pdf

Choose File No file chosen

### REMINDERS FOR ATTACHMENTS:

- Do not use the “**SAME**” FILE NAME for different attachments
- PLEASE avoid using “**Special Characters**” or “**Symbols**” for Applicant’s file names (!@#\$%^&\*), but Applicant may use underscores “\_”.
- PLEASE PROVIDE the **Mandatory ATTACHMENTS**, and if **AVAILABLE**, provide the **Optional ATTACHMENTS** for a higher chance of success at applying.
- An example format shown below for Applicant’s file names:  
“IC\_SCAN\_COPY\_APPLICANT\_1”  
“BUR555\_APPLICANT\_SPOUSE”

When ready, the Applicant may click “**Next**” to proceed to the next tab.

## K. AGREEMENT

IN THIS TAB, APPLICANT **MUST CAREFULLY READ** ALL THE **TERMS AND CONDITIONS** SET OUT BY THE DEPARTMENT OF LABOUR FOR PROCESSING THIS APPLICATION.

☒ English ☐ Malay

APPLICANT'S INFO

JOB DESCRIPTION

FOREIGN APPLICANT

SPOUSE INFO

CHILD DEPENDENT

OTHER FAMILY

RESIDENCE DETAILS

FOREIGN EMPLOYEE

DOCUMENT

### J. AGREEMENT

Conditions :

1. I declare that all of the information given above is true and if there is any FALSE information given, this license will be revoked.
2. I declare that the licence granted will be use for domestic services only as requested and if found that I have misuse the licence , hence this licence will be revoked.
3. I understand and acknowledge that when recruiting foreign employees, I am responsible for the medical care and treatment, repatriation and other employees' rights in the event when the licence is cancelled or when I no longer require the service in accordance with Section 83 and 114, Employment Order, 2009.
4. I shall comply with all the requirements under the Employment Order, 2009 and the regulations imposed thereon from time to time.
5. I hereby agree to provide free food and accommodation for any foreign employees I recruit under my licence.
6. I shall pay the salaries of my employees on the day the salary is payable (being not more than 7 days after the date on which payment is usually made).
7. I also acknowledge that the approval granted are subject to review from time to time and the Commissioner of Labour reserves the right to cancel if he/she considers that the applicant is not eligible to be granted a LICENCE.

BACK

SUBMIT

By Clicking “**SUBMIT**”, Applicants **AGREE** to all of these **TERMS AND CONDITIONS** and the Application will be submitted for Processing.

### 3.8 DOMESTIC HELPER'S LICENSE (AMAH) ADDITIONAL FORM

#### A. DESCRIPTION OF EXISTING LICENSE

(i) Similarly to New Applications, **Individuals can only apply Renewal** for their **own Licenses**.

English Malay

EXISTING LICENSE APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO SPONSORSHIP CHILD DEPENDENT OTHER FAMILY RESIDENCE DETAILS

DOCUMENT AGREEMENT

#### A. DESCRIPTION OF EXISTING LICENSE

Request Type \* Domestic Owner

Agency Registration No - Select -

Applicant's Name \* Nugraha Putra Rachmadhani

Department of Labour Reference \* - Select - FIND

License Number Expiry Date

Agency Registration No

Total No of Applicants Detail

No	Position	Job Task	Offered Salary	Country	Country Region	Total Applied	Total Allowed
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**ALTERNATIVELY;** if an employment agency is applying on behalf,

Employment Agencies **MUST** select their Agency Registration No:

Agency Registration No \* PJB/LAP/2012

Applicant's Name \* - Select - PJB/LAP/2012/068

Department of Labour Reference \* - Select - FIND

The Agency can then look up the list of “**Applicant Names**” whom have **SELECTED** or **NOMINATED** them to apply on their **behalf**.

Applicant's Name \*

Department of Labour Reference \* - Select - - Select - Nugraha Putra Rachmadhani Nama Majikan

(ii) Applicant must then select their “PJB” License to **be Applied for Renewal**.

Department of Labour Reference \*

License Number Expiry Date

- Select -  
- Select -  
PJB/5196/90/906

FIND

(iii) Applicant then should click on “Find”.

Applicant's Name \* Nugraha Putra Rachmadhani

Department of Labour Reference \*

PJB/5196/90/9

FIND

License Number Expiry Date

(iv) After clicking on “Find”, the **License Expiry Date** and **Amah License Details** will appear as shown below:

#### A. DESCRIPTION OF EXISTING LICENSE

Request Type \* Domestic Owner

Agency Registration No - Select -

Applicant's Name \* Nugraha Putra Rachmadhani

Department of Labour Reference \*

PJB/5196/90/9

FIND

License Number Expiry Date 04/02/2017

Agency Registration No No

Total No of Applicants Detail

No	Position	Job Task	Offered Salary	Country	Country Region	Total Applied	Total Allowed
1	Amah	Amah	250	Malaysia, Philippines, Indonesia, Thailand	ASEAN	1	1

(v) Applicant **MAY NOT EDIT** these fields but is **only** able to **Review**, when ready click on “Next”.

## B. APPLICANT'S INFORMATION

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **APPLICANT'S INFORMATION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

## B. APPLICANT'S INFORMATION

Application Reference Number :	DHLNEW_10131
Applicant's Name	Nama Majikan
Identity Card Number	01234567
IC Colour	Yellow
Gender	Male
Date of Birth	08/03/1990
Citizenship	Bruneian
Religion	Islam
Status	Single
Mailing Address	Jalan 2 Menteri Besar
House Address	Jalan 2 Menteri Besar
District	Brunei Muara
Telephone Number	2226111/ 2226111/ 2226111

## C. JOB DESCRIPTION

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **JOB DESCRIPTION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

## C. APPLICANT'S JOB DESCRIPTION

Occupation/Position	Managers
Department / Employer	Department of Labour
Address of the Department/ Employer	Jalan 2 Menteri Besar
Salary (Excluding Allowances)	≤\$3001-\$5000
Salary Scale/ Division (If Applicable)	--
Other Income	--

[BACK](#)[NEXT](#)

Click on “**Next**” when ready.

## D. SPOUSE INFORMATION

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **SPOUSE INFORMATION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

## D. SPOUSE INFORMATION

Wife / Husband's Name	Hafiz Hafizuddin
Please enter your IC number without "-"dash"	00057074
IC Colour	Yellow
Citizenship	BRUNEI
Religion	ISLAM
Department/ Employer	--
Employer Address	--
Salary (Excluding Allowance)	Under \$500
Dependant Pass No./ Employment Pass No. (If applicable)	--

Click on “**Next**” when ready.

## E. CHILD DEPENDENT

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **CHILD DEPENDENT'S INFORMATION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### E. DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD

No	Name	Identity Card No / Birth Cert No	Gender	Date Of Birth	Occupation
1	Rodzy Mawar	00314295	Female	02/22/1987	NIL

Click on **"Next"** when ready.

## F. OTHER FAMILY

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **OTHER FAMILY** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### F. DETAILS OF OTHER FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD

No	Name	Smart IC Number/Passport No	Relationship	Gender	Date Of Birth	Occupation
1	Arif Nasiruddin	01065900	CUCU	Male	07/25/2011	NIL
2	Armani Nasiruddin	00317152	ANAK MENANTU	Male	07/04/1987	SWASTA
3	Zahara Nasiruddin	01220930	CUCU	Female	05/24/2014	NIL

Click on **"Next"** when ready.

## G. RESIDENCE DETAILS

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **RESIDENCE DETAILS** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### G. RESIDENCE DETAILS

1. House Address	Jalan 2 Menteri Besar
2. Property Type Details	Own House
3. Number of bedrooms	4
4. No of Bedrooms for Domestic Helper	1
5. Period of stay at the current address	5/2

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Click on “**Next**” when ready.

## H. FOREIGN EMPLOYEE

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **PREVIOUSLY APPLIED AND APPROVED QUOTA INFORMATION** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER'S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### H. DESCRIPTION OF FOREIGN EMPLOYEE'S TO BE APPLIED

No	Position	Job Task	Offred Salary	Country	Contry Region	Total Applied	Total Allowed
1	Domestic Cleaner and Helpers	Cleaning House	350	Malaysia	ASEAN	2	2
2	Domestic Housekeeper	Driver	500	China	NON-ASEAN	1	1
3	Domestic Cleaner and Helpers	Gardening	300	Indonesia	ASEAN	1	1

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Click on “**Next**” when ready.

## I. ADDITIONAL



THIS TAB IS **MANDATORY** FOR APPLICANTS OF ALL TYPES

Applicant **MUST** provide the information on the **ADDITIONAL AMAH** (Domestic Helper) QUOTA to be applied for this application:

Complete the table in similar fashion as STATED in “**DETAILS OF CHILDREN LIVING IN THE SAME HOUSEHOLD**” and “**DETAILS OF FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD**”, which is to provide all of the requested information and click “**ADD**”.

English Malay

APPLICANT'S INFO JOB DESCRIPTION FOREIGN APPLICANT SPOUSE INFO CHILD DEPENDENT OTHER FAMILY RESIDENCE DETAILS DOCUMENT

AGREEMENT

### H. DESCRIPTION OF FOREIGN EMPLOYEE TO BE APPLIED

Total Number of Application \* 2

Position \* Domestic Cleaner and Helpers

Occupation Code \* 9111

Job Tasks \* Driving and and light-gardening Work

Country Region \* ASEAN

Country \* Phillipines

Offered Salary \* \$ 500

ADD

No	Position	Job Task	Offered Salary	Country	Country Region	Total Applied	Total Allowed
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BACK NEXT

Reason For Additional

House is too big and currently the Amah

<b>MANDATORY FIELDS</b>	<b>SAMPLE</b>	<b>NOTES</b>
<b>“Total Number of Application”</b>	<i>“1”</i>	<i>Applicant must provide the Number of Amah to be applied.</i>
<b>“Position”</b>	<i>Domestic Helper</i>	<i>Applicant must select the Type of Amah to be applied from the Options available.</i>
<b>“Occupation Code”</b>	<i>AUTOMATICALLY SELECTED.</i>	<i>Applicant cannot select this field.</i>
<b>“Job Tasks”</b>	<i>Driving and light-gardening Work.</i>	<i>Applicant must DESCRIBE the job tasks of the Amah to be applied.</i>
<b>“Country Region”</b>	<i>Choose from Options Provided.</i>	<i>Applicant must select the REGION of Country from which the Amah is expected to be hired from.</i>
<b>“Country”</b>	<i>Choose from Options Provided.</i>	<i>Applicant must select the Country from which the Amah is expected to be hired from.</i>
<b>“Offered Salary”</b>	<i>“500”</i>	<i>Applicant must provide the SALARY which the Amah is expected to be paid.</i>
<b>“Reason for Additional”</b>	<i>House is too big and currently the Amah working at my residence has too much work.</i>	<i>Applicant must state the reason for the request of additional quota.</i>

<b>OPTIONAL FIELDS</b>	<b>SAMPLE</b>	<b>NOTES</b>
<b>There are no optional fields in this tab</b>	-	-

When the applicant has provided all of the information, the applicant may click “**NEXT**” to move onto the next tab.

Click on “**Next**” when ready.

## J. DOCUMENT

IN THIS TAB, APPLICANT IS ABLE TO **REVIEW** ALL OF THE **DOCUMENTATIONS** REGISTERED PREVIOUSLY USING THE DOMESTIC HELPER’S LICENSE APPLICATION FORM, BUT THE APPLICANT **MAY NOT EDIT** THESE DETAILS.

IF the applicant wishes to **EDIT** these information, it must be **APPROVED** by a Labour Officer, which the request will be sent to the **Labour LCS IT HELPDESK team**.

### J. DOCUMENTS

1. Applicant for Brunei Citizen or Permanent Resident	Brunei Citizen
3. For Applicant: Documents required for the license application to employ foreign domestic Employee's	
3.1 - Valid copies of the applicant's and his/her spouse's identity cards.	f_1.txt
3.2 - Copies of the applicant's and his/her spouse's latest salary slips	g_1.txt
3.3 - Copies of pension verification or pension confirmation letter for the applicant and his/her spouse (if retired).	Not Attachment
3.4 - Other income details (if any) such as Tenancy Agreement for businesses/ residence.	Not Attachment
3.5 - Copy of Registration of Companies or Form X of the Applicant and/or his/her spouse (whom holds ownership of the business).	Not Attachment
3.6 - A copy of ante natal patient's card for applicant's wife (if applicable)	Not Attachment
3.7 - Copy of Doctor's verification letter for the Applicant for sick or other special needs family members (if applicable)	Not Attachment
3.8 - Completed financial details form (BUR300).	j1.txt
3.9 - Authorization letter from the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam for Government Housing or Tenancy Agreement (if applicable)	Not Attachment

Click on “**Next**” when ready.

## K. AGREEMENT

IN THIS TAB, APPLICANT **MUST CAREFULLY READ** ALL THE **TERMS AND CONDITIONS** SET OUT BY THE DEPARTMENT OF LABOUR FOR PROCESSING THIS APPLICATION.

## J. AGREEMENT

### Conditions :

1. I declare that all of the information given above is true and if there is any FALSE information given, this license will be revoked.
2. I declare that the licence granted will be use for domestic services only as requested and if found that I have misuse the licence , hence this licence will be revoked.
3. I understand and acknowledge that when recruiting foreign employees, I am responsible for the medical care and treatment, repatriation and other employees' rights in the event when the licence is cancelled or when I no longer require the service in accordance with Section 83 and 114, Employment Order, 2009.
4. I shall comply with all the requirements under the Employment Order, 2009 and the regulations imposed thereon from time to time.
5. I hereby agree to provide free food and accommodation for any foreign employees I recruit under my licence.
6. I shall pay the salaries of my employees on the day the salary is payable (being not more than 7 days after the date on which payment is usually made).
7. I also acknowledge that the approval granted are subject to review from time to time and the Commissioner of Labour reserves the right to cancel if he/she considers that the applicant is not eligible to be granted a LICENCE.

BACK

SUBMIT