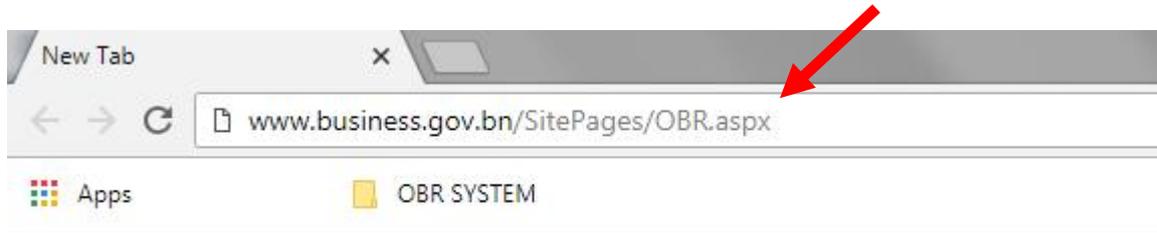


## STEPS TO SUBMITTING CENSUS IN BRUNEI REPORTING SYSTEM:

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

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

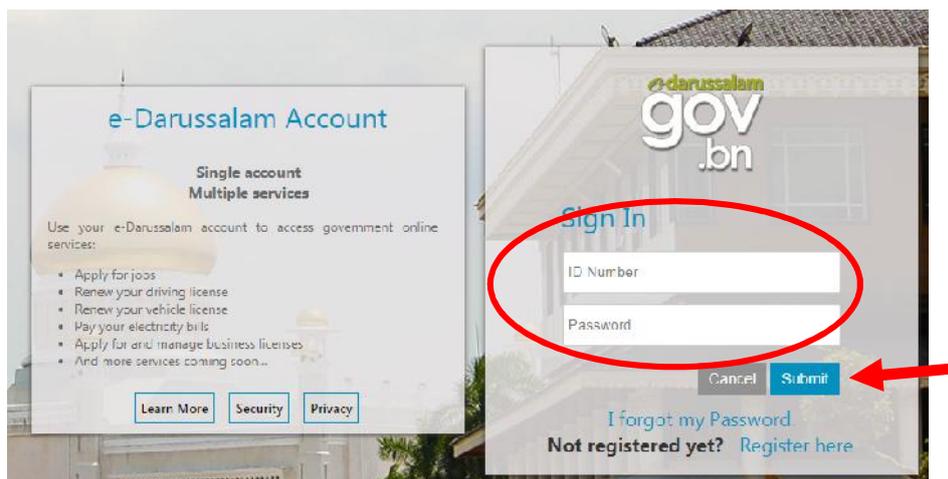
1. Use “Google Chrome” and Type [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)



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 press “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 [Received Census 2017 Receipt]:

ROCBN	Company Name	Business Reporting	Labour Census
RC123456780	JABATAN BURUH		

1. Click "Business Reporting" and browse through and check/update the details are complete, up-to-date and correct as of **30 October 2018**,
  - **Section 2: Business Information :**
    - **A. Type of Business**
    - **B. Contact Person**
  - **Section 3: Business Status:**
    - **Status**
  - **Section 4: Employment:**
    - **Employee**
2. 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 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 the updating/rectifying of information is complete, close the browser and view the Labour Census browser, by clicking "Labour Census".

ROCBN	Company Name	Business Reporting	Labour Census
RC123456780	JABATAN BURUH		

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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

EDIT



Dengan ini, saya, **MENGESAHKAN** bahawa sepanjang pengetahuan saya, maklumat yang diberikan dan dilaporkan dalam borang banci, seperti dinyatakan, adalah **LENGGAP 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

6. 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,
  - incompletewill be sent to the email address registered in the Business Reporting System. **Please read the email text carefully.**

## NEW USER:

ROCBN	Company Name	Business Reporting	Labour Census
RC123456780	JABATAN BURUH		

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 2018**,
  - **Section 2: Business Information :**
    - **A. Type of Business**
    - **B. Contact Person**
  - **Section 3: Business Status:**
    - **Status**
  - **Section 4: Employment:**
    - **Employee**

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

Employment Data	Employment Data 2018	Employee

Last Updated on: 30 Oct 2018  
**Add Employee**

Name	Employee IC	Citizen	Position	Date of Commencement
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- Click "Add Employee"
- Fill in
  - o **A: Employee Details**
  - o **B: Salaries & Benefits**

and click "Add" icon. Close the window tab.

- 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.

<b>Online Business Reporting</b>	Section 1 - Company Details	Section 2 - Business Information	Section 3 - Business Status
Section 4 - Employment	Section 5 - Expenditure	Section 6 - Revenue	Section 7 - FDI

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

ROCBN	Company Name	Business Reporting	Labour Census
RC123456780	JABATAN BURUH		

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

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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

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**.

EDIT

**SUBMIT**

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