



# BRIEFING ON FOREIGN WORKER LICENSE (LPA)

DEPARTMENT OF LABOUR  
MINISTRY OF HOME AFFAIRS



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# INTRODUCTION



# INTRODUCTION

- **This new process involves the combination between Foreign Workers Recruitment License under Section 112 in Employment Order 2009 and Work Pass Recommendation (BUR 500/555). The name of the new process is Foreign Worker License (LPA).**
- **This is one of the initiatives and plan of Department of Labour which is included in the Strategic Plan of the Department.**



# OBJECTIVES

## EFFICIENCY

- To improve and increase the quality of our services towards the public.
- To support the intention of the country towards a pro business environment.

## REGULATORY

- To ensure the recruitment and use of workers are organized and in line with the requirements of the Laws of the country and labor regulations.

## LOCAL PRIORITIZATION

- Towards the policy of 'Bruneianisation' i.e. positions in the industrial sector held by foreign workers are to be filled by local workers in stages.

## BALANCE

- To strike a 'right balance' between pro-business environment needs and also the need to protect the security and interests of the country.



# LPA IMPLEMENTATION PHASES



## FOREIGN WORKERS LICENSE NEW PROCESS IMPLEMENTATION PHASE



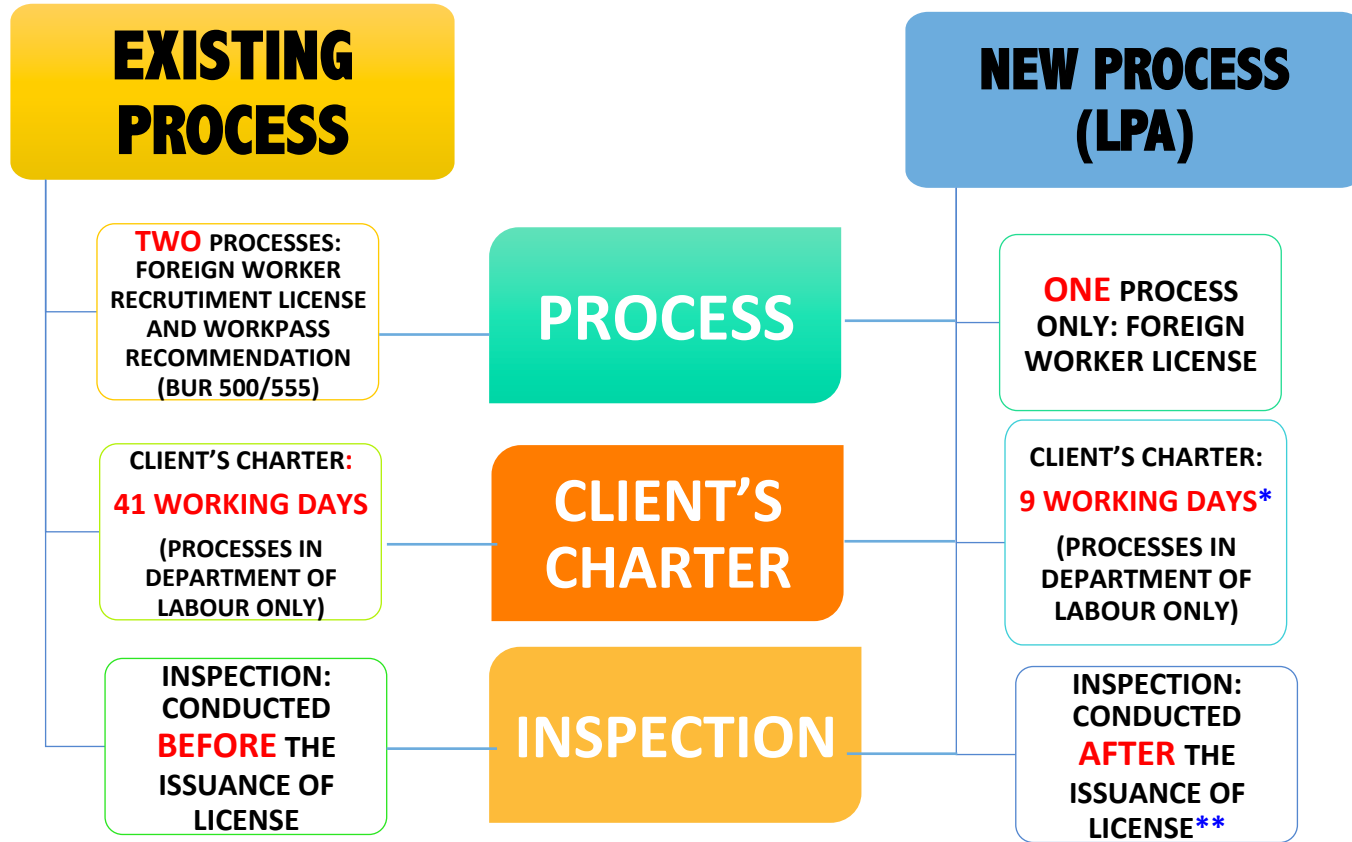


# MAJOR CHANGES IN LPA





# MAJOR CHANGES



\* CLIENT'S CHARTER FOR CONSTRUCTION SECTOR APPLICATIONS WILL BE 18 WORKING DAYS

\*\*CONSTRUCTION SECTOR IS EXEMPTED. INSPECTION PRIOR ISSUANCE OF LICENSE WILL STILL BE CONDUCTED.



# FOREIGN WORKER LICENSE (LPA) PROCESS



# PRIOR TO SUBMITTING APPLICATION

(To be attached with application during submission)



Register your company in JobCentre Brunei and advertise vacancies in their portal.



Provide list of local employees and obtain verification from Employee Trust Fund (TAP). The verification can be done through *e-amanah..*



Acquire confirmation / approval from government agencies / statutory bodies / associations (if applicable)



# FOREIGN WORKER LICENSE PROCESS (FWL)

1

- **Submit application**

2

- **Application will be assessed**

3

- **Officers will assess and give decision**

4

- **Issuance of License**

5

- **Payment of Security Deposit (Cash/BG/JITPA)**

6

- **Signing of Contract in Department of Labour *(after arrival)***

7

- **Inspection *(3-6 months after approval of license)***



# **DOCUMENTS REQUIRED FOR FOREIGN WORKER LICENSE APPLICATION (NEW APPLICATION)**



# DOCUMENTS REQUIRED

1. Foreign Worker Application Form (2 copies)  
**FORM MUST BE FILLED IN CLEARLY AND WITH CAPITAL LETTERS**
2. A copy of the Identity Card/Passport for each Applicant/Owner/Partner in the company
3. A copy of the valid passport for every worker being applied for
4. A copy of Company Registration Form X / Section 16 & 17



## DOCUMENTS REQUIRED

5. Verification of Mandatory Registration from Job Centre Brunei.
6. List of local employees verified by the Employee Trust Fund (*Tabung Amanah Pekerja* or TAP)
7. Copies of supporting / approval letters from relevant government agencies (if applicable)
8. A copy of Representative Card of the Employment Agency



## DOCUMENTS REQUIRED

9. A copy of certificates equivalent to the occupation should the occupation require qualifications. For the post of driver: A copy of the driving license and Blue Card of the vehicle to be used
10. A copy of the Tenancy Agreement for Office/ Business Premise / Company Worker Residence (If applicable)
11. For Construction activities: Copies of ongoing or upcoming projects must be attached





# CONDITIONS FOR APPLICANT / EMPLOYER / COMPANY

1. Employers/Companies applying must be a registered company under the ROCBN and possess all the required approvals/permissions for conducting relevant activities;
2. Only one business activity is allowed for each Foreign Worker License that has been approved/issued.
3. Employers/Companies must be registered with Job Centre Brunei and advertise their vacancies in Job Centre portal;
4. Register local employees at Employee Trust Fund (TAP).

**Note:** Point 2 above is referring to the Class reference number for each business activity in the International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4 United Nations.



# CONDITIONS FOR APPLICANT / EMPLOYER / COMPANY

5. LPA applications (New and Additional) must be through Employment Agencies licensed and registered by the Department of Labour
6. Security deposits must be paid by **cash** or **Bank Guarantee** or by **Insurance Guarantee / Takaful Contribution for Foreign Workers (JITPA)** for each Foreign Worker employed throughout the duration of their employment in the country.
7. Appropriate residence for workers must be provided (Tenancy Agreement for residential premise is required).



# CONDITIONS FOR APPLICANT / EMPLOYER / COMPANY

8. Foreign Workers must be covered by Workmen's Compensation Insurance and Medical Insurance and such proof must be attached during contract signing at the Department of Labour.
9. To obey/observe the conditions/rules set out by the Department of Labour and the Department of Immigration and National Registration with regards to entry and recruitment of Foreign Workers into the country.



# CONDITIONS FOR FOREIGN WORKERS APPLIED FOR

1. The Foreign Worker must be between the ages of 18 years (minimum) and 55 years (maximum)
2. Foreign Workers under the categories of semi-skilled, skilled and professional must possess relevant qualifications related to the occupation being applied for.
3. The Foreign Worker must be fit for employment and undergo medical examination at accredited Health Centres in the country (after the FWL application has been approved).



# FURTHER INFORMATION



## WEBSITE

- [www.labour.gov.bn](http://www.labour.gov.bn)



## INSTAGRAM

- [labour.brunei](https://www.instagram.com/labour.brunei)



## E-MAIL

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*THANK YOU FOR  
YOUR ATTENTION*

