



**BUSINESS REPORTING SYSTEM**

**PANDUAN UNTUK MENGHANTAR  
BANCI MAJIKAN/PEKERJA**

***GUIDELINES TO SUBMITTING  
CENSUS OF EMPLOYERS/EMPLOYEES***

**2018**

**Bahagian Kajian dan Perangkaan  
Jabatan Buruh  
Kementerian Hal Ehwal Dalam Negeri  
Negara Brunei Darussalam**

*Survey and Statistics Division  
Department of Labour  
Ministry of Home Affairs  
Brunei Darussalam*

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**Nota/Note:**

***BRS Portal – Business Reporting System Portal***

Buku Panduan ini boleh di muat turun dari alamat laman sesawang:  
*This Guide book can be download via website address:*

<http://www.labour.gov.bn/SitePages/Services%20-%20Statistics.aspx>

**PANDUAN UNTUK  
PENYEMAKAN SAMADA  
ENTITI PERNIAGAAN  
TELAH DIDAFTARKAN  
DALAM *BRS Portal***

***GUIDE TO CHECKING  
WHETHER BUSINESS  
ENTITY IS REGISTERED IN  
BRS Portal***

1. Taip nama Entiti Perniagaan yang akan disemak diruang kosong sebelah punat *Search* / *Type the Business Entity's name to be search at the empty box next to Search button*

The Business Reporting is an initiative to streamline all business data collection from various government systems. This initiative is a collaboration between the Ministry of Energy, Manpower and Industry (MEMI) with the Department of Economic Planning and Development, E-Government National Centre and Darussalam Enterprise (DAE) with the support from the other Government agencies.

Through this initiative, all companies' information from various government systems will be channelled/linked into the Business Reporting and all companies in (House) Darussalam will only be required to send their business data & performance report through the Business Reporting portal. The portal can be accessible to companies 24hrs a day, 7 days a week.

**Guidelines and FAQs**

- Business Reporting Buii Guidelines (Last Updated: 22/02/2018)
- Business Reporting Briefing Book (Last Updated: 28/05/2018)
- Business Reporting FAQs (Last Updated: 29/09/2018)
- Business Reporting Footsheet (Last Updated: 23/02/2018)

Enter Company / Business Name:

**Business Reporting Registration**

Click the button below if your Company/ Business Name & Registration number does not appear once you click the 'Search' button above.

2. Jika nama Entiti Perniagaan tidak ada, sila tekan
  - *“For company/business registered under ROCBN”* – bagi Entiti Perniagaan yang berdaftar dengan ROCBN, Kementerian Kewangan dan Ekonomi, dan mempunyai sijil pendaftaran ROC [lesen 16/17 atau lesen X]
  - *“For Cooperatives/Other Entities”* - bagi Entiti yang tidak yang didaftarkan dengan ROCBN, Kementerian Kewangan dan Ekonomi

*IF Business Entity's name not found, please press*

- *“For business entity/business registered under ROCBN”* – *Business Entity registered with ROCBN, Ministry of Finance and Economy and has a registration certificate, [i.e. licence 16/17 or licence X]*
- *“For Cooperatives/Other Entities”* – *Entity that is not registered with ROCBN, Ministry of Finance and Economy*

Enter Company / Business Name:

### Business Reporting Registration

Click the button below if your Company/ Business Name & Registration number does not appear once you click the 'Search' button above.

#### IMPORTANT NOTE:

1. The approval process for BR Registration will take a maximum of three (3) working days.
2. Applicants will receive an email notification which includes the correct ROCBN to access their account in the Business Reporting portal.
3. Please ensure that owner/authorized personnel have an **active e-Darussalam account** to access the Business Reporting portal.
4. Please take note **Labour Census Receipt** will be issued within 5 working days after companies has completed their business report.
5. Please select **'For company/business registered under ROCBN'** for Business Reporting registration of companies/business names registered under the Registry of Companies and Business Names (ROCBN), Ministry of Finance.
6. Please select **'For Cooperatives / Other entities'** for Business Reporting registration of Cooperatives/Association/NGOs/other entities.

**PANDUAN UNTUK  
PENDAFTARAN ENTITI  
PERNIAGAAN DALAM *BRS*  
*Portal***

***GUIDE TO REGISTRATION  
OF BUSINESS ENTITY  
INTO BRS Portal***

1. Isikan borang dengan lengkap yang dipaparkan mengikut jenis Entiti Perniagaan dan tekan “Submit” untuk menghantar pendaftaran ke dalam system BRS.

*Fill-in and complete the respective form as displayed, and press “Submit” to register into the BRS system.*

*“For business entity/business registered under ROCBN”*

The screenshot shows the 'Online Business Reporting Registration Form' for ROCBN entities. It is divided into two main sections: 'Business Reporting Registration Form' and 'Owner Registration Form'. The first section contains fields for 'Please specify your type of company', 'ROC/ROBN Number', 'Company Name', 'Date of Incorporation', 'Registered Address', 'Postcode', 'District' (pre-filled with 'Brunei-Muara'), 'Country' (pre-filled with 'Brunei Darussalam'), 'Contact Number', and 'Email'. The second section, 'Owner Registration Form', includes 'Name of Owner', 'Identity Card No', and 'Nationality'. At the bottom, there is a red circle around the 'Submit' and 'Cancel' buttons.

*For Cooperatives/Other Entities*

The screenshot shows the 'Business Reporting Registration Form (for Associations/NGOs/Other entities)'. It includes fields for 'Type of organisation', 'Name of organisation', 'Registration number', 'Date of incorporation', 'Address', 'Postcode', 'District', 'Telephone', 'Fax', and 'Email address'. Below this is the 'Authorized Personnel Registration Form' with fields for 'Name', 'Brunei Identity Card No', and 'User type'. The 'Owner/Principal Investors Details (if applicable)' section has fields for 'Name', 'Nationality', 'Shares', and 'Citizenship'. The 'Director Details (if applicable)' section has fields for 'Name', 'Nationality', 'Brunei Identity Card No', 'Appointed Date', and 'Email'. At the bottom, there is a red circle around the 'Submit' and 'Cancel' buttons.

**NOTA:**

- a) Proses pengesahan akan mengambil masa **5 hari waktu bekerja**.  
*The verification process for this will take around 5 working days.*
- b) Setelah Entiti Perniagaan awda diberikan pengesahan, awda akan menerima emel pengesahan dan awda boleh mengakses **BRS portal** dalam **1 -3 hari bekerja**.  
*Once your business Entity has been **verified**, you will receive an e-mail notification and you will be able to access the **BRS portal** within 1 - 3 working days.*
- c) Sekiranya awda belum lagi menerima emel pengesahan selepas 5 hari waktu bekerja, sila hubungi :  
*If you have not received any email notification after 5 working days, please contact:*

Business Support Center [DARe]:

Tel: +673 8363442

Email: br@memi.gov.bn

**PANDUAN UNTUK  
MEMASUKKAN  
/MENINGKEMASKINI  
MAKLUMAT KE DALAM  
*BRS Portal***

***GUIDE TO FILLING IN  
/UPDATING INFORMATION  
INTO BRS Portal***

# KAEDAH UNTUK MEMASUKKAN/MENGEMASKINI MAKLUMAT KE DALAM BRS STEPS TO FILLING IN/UPDATE INFORMATION INTO BRS

## NOTA / NOTE:

Untuk Banci Majikan/Pekerja, sila isikan:

*For Census of Employer/Employees, please fill in the below only:*

**Section 2: Business Information, including the contact person's details**

**Section 3: Operational Status**

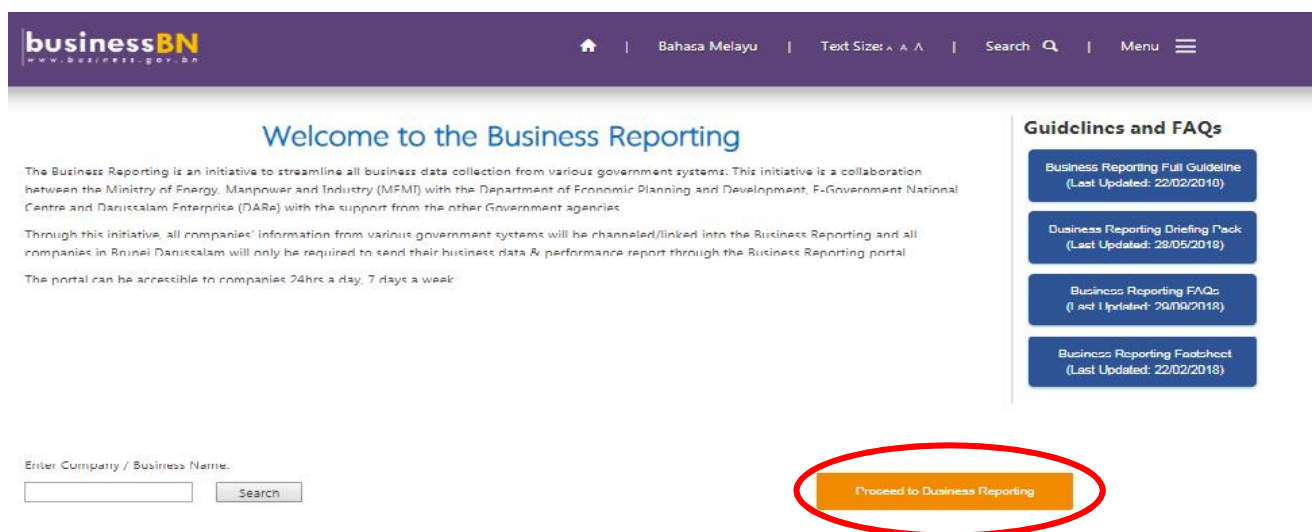
**Section 4: Employee Details [Employee Tab], including ,**

**A. Employee Details**

**B. Salaries & Benefits**

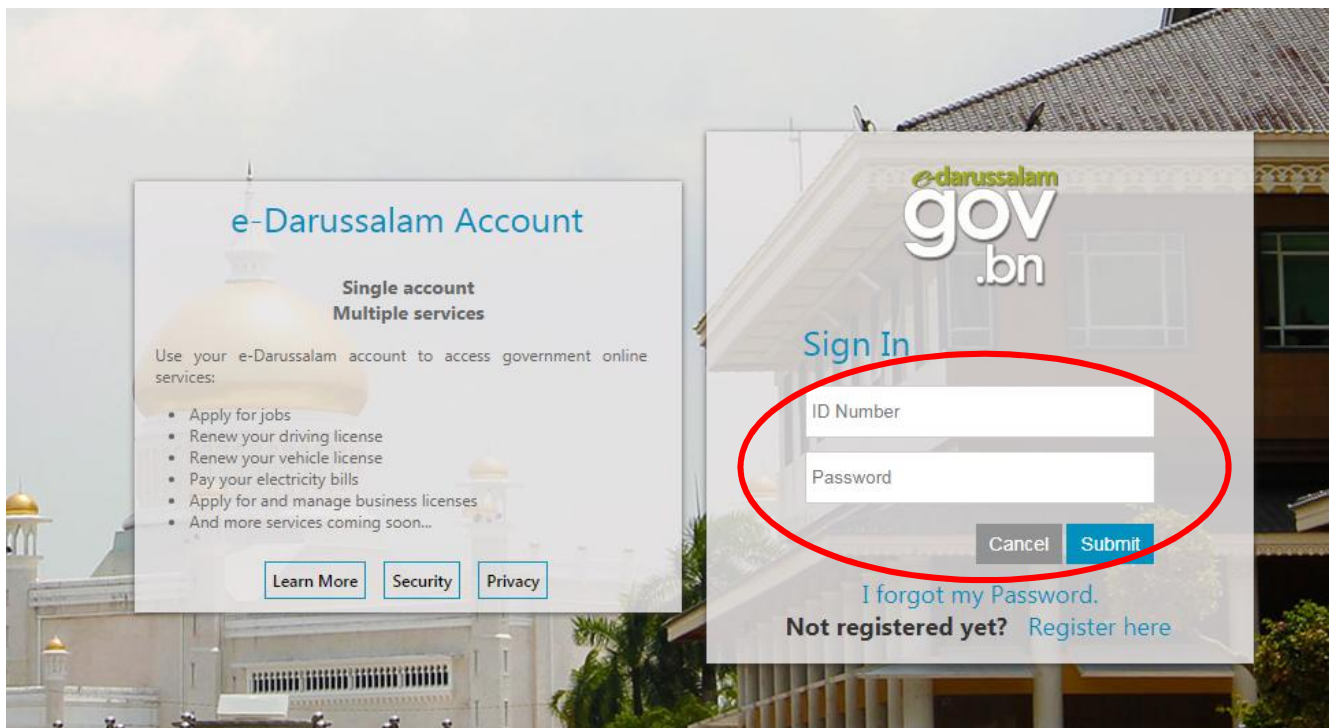
1. Taip / Type: [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)

2. Tekan /Press “**Proceed to Business Reporting**”



3. Masukkan nombor **Kad Pintar (I.C.) Majikan and Password** E-Darussalam.  
**Fill in Owner's SmartCard [I.C.] number and E-Darussalam Password.**





4. Senarai nama entiti perniagaan akan dipapar. Tekan “*Business Reporting*” entiti perniagaan yang akan disemak.  
*List of business entity’s names will be display. Press “Business Reporting” for the business entity to be edited.*

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

5. Sekiranya, memerlukan orang lain untuk diberikan kuasa/tanggungjawab untuk mengisikan /penyemak maklumat entiti perniagaan, sila lihat panduan **Section 1- Assign Authorised User**. Jika tidak teruskan panduan **Section 2 – Type of Business**.

*If there is a requirement to add another person person to be given authorisation to fill-in/update the business entity’s information, proceed to steps in **Section 1- Assign Authorised User**. Otherwise, proceed to guideline **Section 2- Type of Business**.*

## SECTION 1 – Assign Authorised User

### LANGKAH 1/ STEP 1:

1. Tekan “Assign Authorized Personnel for Reporting”.  
Press “Assign Authorized Personnel for Reporting”.

Online Business Reporting Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7

Last Updated on: 22 Nov 2017

**A. Company / Business Details**

1. Company Registration Number:	140123456709
2. Company Name:	JABATAN BURUH
3. Date of Registration:	
4. Date of Start of Business:	22 Nov 2017
5. Address:	
6. Postcode:	

**B. Owner/Principal Investors Details**

**C. Director Details**

Name	IC Number	Nationality	Appointed Date	Email
Abdul Mustafa	00012345	Brunei Darussalam		

Assign Authorized Personnel for Reporting

### LANGKAH 2/ STEP 2:

2. Tekan “+ Add User”.  
Press “+ Add User”.

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

IC NUMBER	NAME	USER TYPE
-----------	------	-----------

+ Add User

### LANGKAH 3/ STEP 3:

3. Isi maklumat seperti dalam borang. Pilih “User Type” sebagai “HR” dan tekan “Assign”. Tekan ikon “CLOSE”.  
Fill in the information as per needed in the form. Select “User Type” as “HR” and press “Assign”. Press “CLOSE” icon.

CLOSE

New IC Assignment

IC Number:\*  
(Please enter number only e.g. 00123456)

Name\*

User Type\*  
HR

ASSIGN

## SECTION 2 – BUSINESS INFORMATION

1. Isikan dengan lengkap / Kemaskini maklumat entiti perniagaan kedalam borang yang dipaparkan seperti dibawah.

*Fill and complete / Update the information of business entity in the form as displayed below:*

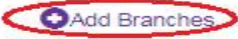
The screenshot shows the 'Section 2 - Business Information' form. At the top, there are navigation tabs for 'Section 1 - Company Details', 'Section 2 - Business Information', 'Section 3 - Business Status', 'Section 4 - Employment', 'Section 5 - Expenditure', 'Section 6 - Revenue', and 'Section 7 - TDI'. Below these are filters for 'Type of Business' (highlighted with a red circle), 'Construction Sector Only', 'Agriculture Sector Only', 'Forestry Sector Only', and 'Fisheries Sector Only'. The main form area is titled 'A. Type of Business' and contains the following fields:

- 1. Type of Organisation\***: A dropdown menu.
- 2. Type of business activity:**
  - a) Principal business activity\***: A text input field with a 'Validate' button and a 'List of BDSIC' icon. A tooltip shows 'Ladies hairdressing salons, beauty parlours and spas'.
  - Percentage Contribution to Revenue\*\***: A text input field followed by a '%' sign.
  - Service description\***: A text area.


A. Type of Business	Isikan / Fill in
1. Type of Organisation	<p>Tekan / Press “<i>Please Select</i>”.</p> <p>Pilih jenis organisasi / <i>Select type of organisation</i>:</p> <ul style="list-style-type: none"> <li>- Milik Sendiri / <i>Sole Proprietorship</i></li> <li>- Berkongsi Milik / <i>Partnership</i></li> <li>- Syarikat Sendirian Berhad / <i>Private Limited Company</i></li> <li>- Syarikat Awam Berhad/ <i>Public Limited Company</i></li> <li>- Cawangan Syarikat Asing [Berdaftar di ROCBN] / <i>Branch of Foreign Company [Registered at ROCBN]</i></li> <li>- Koperasi / <i>Cooperatives</i></li> <li>- Lain-Lain [Persatuan/NGO/ Entiti Lain] / <i>Others [Association/NGO/Other entity]</i></li> </ul>
2. Type of business activity: a) Principal business activity	<p>Taip kod [4 angka] industri yang betul, yang boleh dipilih dan dicari dengan menekan “<i>List of BDSIC</i>”. Tekan ikon “<i>Validate</i>” untuk memastikan kod adalah betul.</p> <p><i>Type the correct industry [4 digit], which can be selected from the list, by pressing “List of BDSIC” icon. Press “Validate” icon to validate the code..</i></p>
Percentage Contribution to Revenue	<p>Taip peratus pendapatan yang disumbangkan.</p> <p><i>Type the percentage of contribution to revenue</i></p>
Service description	<p>Taip jenis perkhidmatan yang diberikan oleh entiti berkenaan.</p> <p><i>Type the type of service rendered/given by the entity.</i></p>
b) Other business activity 1 Percentage Contribution to Revenue Service description	<p>Sekiranya entiti berkenaan mempunyai lebih dari satu jenis aktiviti perniagaan, sila buat dan ulangan cara mengisikan (b) dan seterusnya, seperti perenggan 2 diatas.</p>
c) Other business activity 2 Percentage Contribution to Revenue Service description	<p><i>If the entity has more than one business activity, please do the same steps as shown in paragraph 2 above.</i></p>
d) Other business activity 3 Percentage Contribution to Revenue Service description	
3. Additional Other business activity Principal business activity	

2. Untuk di isikan dengan lengkap / kemaskini, jika berkenaan [jika entiti ada cawangan].  
*To be filled and completed /updated, if relevent [if entity has branches]*

4. Branches:



---




1. Branch Name:\*

2. Address:\*

3. Started Date:\*

4. No. of workers:\*


5. Contribution to revenue:\*  %




A. Type of Business	Isikan / Fill in
4. Branches	Tekan / Press “+Add Branches”.
1. Branch Name Main Branch	Taip nama cawangan dan tandakan samada ianya adalah cawangan utama. <i>Type the branch name and tick if it is the main branch.</i>
2. Address	Type alamat penuh cawangan berkenaan. <i>Type the full address of the branch.</i>
3. Started Date:	Taip tarikh cawangan beroperasi [Format: HH/BB/TTTT] <i>Type the date when the branch started operating [Format DD/MM/YYYY]</i>
4. No. of Workers	Taip jumlah pekerja yang bekerja di cawangan berkenaan [Format: Angka saja]. <i>Type the total number of workers employed at the respective branch [Format: Digit only].</i>
5. Contribution to revenue	Taip peratus pendapatan yang disumbangkan di cawangan berkenaan. <i>Type the percentage of contribution to revenue for the respective branch.</i>
	Setelah semua maklumat telah dilengkapkan, tekan ikon “ADD/UPDATE” . <i>After all information has been completed, press “ADD/UPDATE” icon.</i>

3. Untuk di isikan dengan lengkap / kemaskini, jika berkenaan [jika entiti ada anak syarikat].  
*To be filled and completed /updated, if relevent [if entity has subsidiaries].*

5. Company subsidiaries:




---



1. Company Registration No:\*

2. Company Name:\*



A. Type of Business	Isikan / Fill in
5. Company subsidiaries	Tekan / Press "+Add Company Subsidiaries".
1. Company Registration No.	Taip nombor pendaftaran anak syarikat berkenaan.. <i>Type the registration number of the subsidiary company</i>
2. Company Name	Taip nama anak syarikat berkenaan. <i>Type the name of the subsidiary company.</i>  Setelah semua maklumat telah dilengkapkan, tekan ikon "ADD/UPDATE" . <i>After all information has been completed, press "ADD/UPDATE" icon.</i>

4. Jawab soalan seterusnya dengan menandakan "Yes" / "Ya" atau "No" / "Tidak".  
*Answer the following questions indication "Yes" or "No".*

6. Investment Abroad\*  Yes  No  
*Does this company/business invest abroad?*

7. Foreign Direct Investment\*  Yes  No

8. Franchise Activities\*  Yes  No  
*Does this company/business involve in any franchise activities?*

9. International Services\*  Yes  No  
*Does this company provide/receive services to/from Brunei Darussalam?*

5. Isikan dengan lengkap / Kemaskini maklumat **B. Contact Person** kedalam borang yang dipaparkan.  
*Fill and complete / Update the information of B. Contact Person in the form as displayed:*

6. Investment Abroad\*  Yes  No  
*Does this company/business invest abroad?*

7. Foreign Direct Investment\*  Yes  No

8. Franchise Activities\*  Yes  No  
*Does this company/business involve in any franchise activities?*

9. International Services\*  Yes  No  
*Does this company provide/receive services to/from Brunei Darussalam?*

10. Certifications attained: [Add Certificate Info](#)

**B. Contact Person** [Add Contact Person](#)

**NOTA / NOTE:**

Pastikan maklumat "Contact Person" di isikan sepenuhnya  
*Ensure the Contact Person's details are completed.*

- 5a. Untuk **mengisikan** dengan lengkap maklumat **B. Contact Person** kedalam borang yang dipaparkan.  
*To Fill and complete the information of B. Contact Person in the form as displayed.*



## B. Contact Person

1. Contact Person\*

2. Telephone Number:

a) Office Number\*  
(Enter 7 digit no: 2/3/4/5xxxxxx)

b) Mobile Number\*  
(Enter 7 digit no: 7/8xxxxxx)

c) Fax Number

3. Email\*

\* Field is mandatory

SAVE

B. Contact Person	Isikan / Fill in
1. Contact Person	Taip nama orang perhubungan entiti berkenaan yang mudah dihubungi. <i>Type the name of the entity's liason person who can be easily contacted.</i>
2. Telephone Number: a) Office Number b) Mobile Number	Taip nombor [Format: 7 angka] a). Ofis , b). Telefon bimbit orang yang dihubungi. <i>Type the number [Format: 7 digits] a). Office Number, b). Mobile number of the contact person.</i>
3. Email	Taip alamat emel orang yang dihubungi. <i>Type the email address of the contact person.</i>
Setelah semua maklumat telah dilengkapkan, tekan ikon "SAVE". <i>After all information has been completed, press "SAVE" icon.</i>	

- 5b. Untuk **mengemaskini** maklumat **B. Contact Person** kedalam borang yang dipaparkan. Tekan ikon "Edit" untuk mengemaskini atau ikon "Delete" untuk memadam maklumat berkenaan. Tekan "SAVE" setelah selesai mengemaskini.  
*To **Update** the information of **B. Contact Person** in the form as displayed. Press "Edit" icon to update or "Delete" icon to erase the information. Press "SAVE" after updating is done.*

## B. Contact Person

+ Add Contact Person

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

\* Field is mandatory

SAVE

## B. Contact Person

1. Contact Person\*

2. Telephone Number:

a) Office Number\*  
(Enter 7 digit no: 2/3/4/5xxxxxx)

b) Mobile Number\*  
(Enter 7 digit no: 7/8xxxxxx)

c) Fax Number

3. Email\*

\* Field is mandatory

SAVE

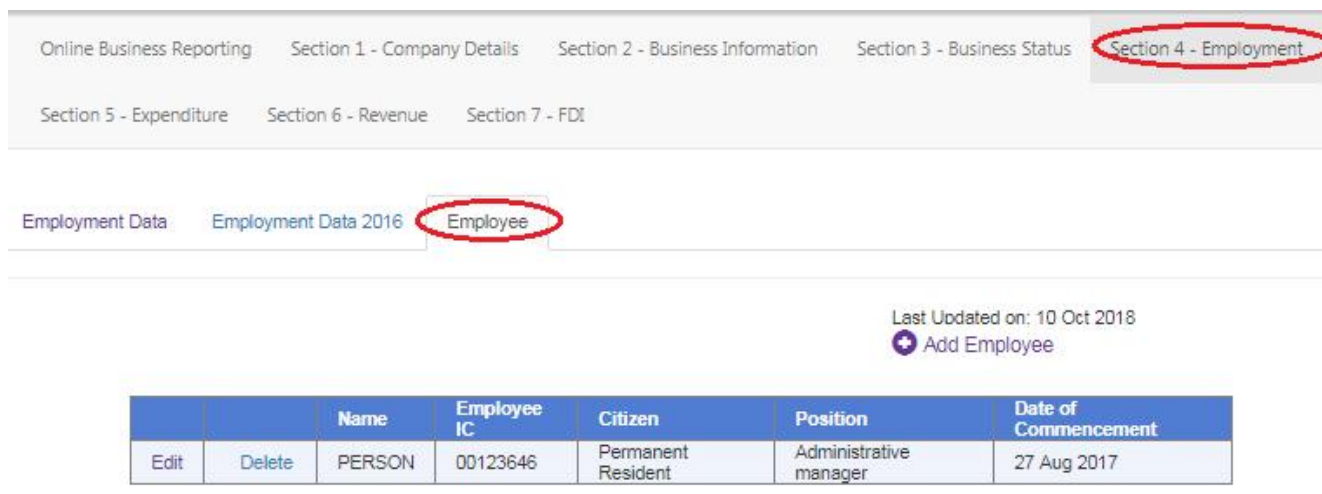
## SECTION 3 – STATUS

1. Isikan dengan lengkap / Kemaskini maklumat entiti perniagaan kedalam borang yang dipaparkan seperti dibawah. Tekan **SAVE** setelah siap.  
*Fill and complete / Update the information of business entity in the form as displayed below.  
 Press **SAVE** once complete.*

3. Business Status	Isikan / Fill in
1. Activity Status	Pilih kedudukan aktiviti entiti berkenaan. <i>Select the activity status of the entity.</i> <ul style="list-style-type: none"> <li>- Aktif tetapi mempunyai aktiviti ekonomi / <i>Active but do not have economic activity</i></li> <li>- Aktif dan mempunyai aktiviti ekonomi / <i>Active and have economic activity</i></li> <li>- Tidak Aktif / <i>Not Active</i></li> </ul>
2. Date operating/ start operation	Taip tarikh entiti berkenaan mula beroperasi [Format: HH/BB/TTTT] <i>Type the date the entity started operating [Format DD/MM/YYYY]</i>
3. Name of appointed accountants' firm, if any	Taip nama firma akauntan, jika ada. <i>Type the name of the accountant firm, if any.</i> <p>Setelah semua maklumat telah dilengkapkan, tekan ikon "SAVE".  <i>After all information has been completed, press "SAVE" icon.</i></p>

## SECTION 4 – EMPLOYEE

1. Isikan dengan lengkap / Kemaskini maklumat majikan/ pekerja kedalam borang yang dipaparkan seperti dibawah. Tekan **SAVE** setelah siap.  
*Fill and complete / Update the information of employer/employee entity in the form as displayed below. Press **SAVE** once complete.*



Online Business Reporting   Section 1 - Company Details   Section 2 - Business Information   Section 3 - Business Status   **Section 4 - Employment**

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

Employment Data   Employment Data 2016   **Employee**

Last Updated on: 10 Oct 2018  
+ Add Employee

		Name	Employee IC	Citizen	Position	Date of Commencement
Edit	Delete	PERSON	00123646	Permanent Resident	Administrative manager	27 Aug 2017

### **NOTA / NOTE:**

Tekan “*Employee*” tab sahaja  
*Click “Employee” tab only.*

2. Untuk **menambah maklumat** majikan/ pekerja yang baru kedalam borang yang dipaparkan, tekan “+**Add Employee**”.  
*To add additional information for new employer/employee, press “+Add Employee”.*
3. Untuk mengemaskini maklumat majikan/ pekerja yang sedia ada kedalam senarai yang dipaparkan, tekan “**Edit**” pada rekod yang hendak dikemaskini. Tekan **SAVE** setelah siap.  
*To update information for existing employer/employee shown in the list, press “Edit” on the record to be updated. Press **SAVE** once complete*
4. Untuk memadam maklumat majikan/ pekerja yang tersenarai kedalam senarai yang dipaparkan, tekan “**Delete**” pada rekod yang hendak dipadam.  
*To delete information for existing employer/employee from the list, press “Edit” on the record to be deleted.*











## SECTION 4 – EMPLOYEE

### MENAMBAH MAKLUMAT BAGI MAJIKAN/PEKERJA BARU/ ADDING INFORMATION FOR NEW EMPLOYEE/ EMPLOYEE

CLOSE

Add an Employee

#### A. Employee Details

1. Employee Name*	<input type="text"/>
2. Date of Birth*	<input type="text"/> 
3. Citizenship*	--Please Select-- 
4. Country of Origin*	--Please Select-- 
5. Employee IC* <small>(Please enter number only e.g. 00123456)</small>	<input type="text"/>
6. Gender*	--Please Select--
7. Race*	--Please Select-- 
Please specify*	<input type="text"/>
8. Religion*	--Please Select-- 
Please specify	<input type="text"/>
9. Qualification*	--Please Select--  
Please specify*	<input type="text"/>
10. Area of Studies	<input type="text"/> 

A. Employee Details	Isikan / Fill in
1. Employee Name	Nama Majikan/Pekerja yang hendak dimasukkan <i>Name of Employer/Employee to be added</i>
2. Date of Birth	Tarikh Lahir [ HH/BB/TTTT] <i>Date of Birth [DD/MM/YYYY]</i>
3. Citizenship	Tekan / Press " <b>Please Select</b> ". Pilih kerakyatan orang berkenaan / <i>Select citizenship status of the person:</i> <ul style="list-style-type: none"><li>- Brunei Citizen: Rakyat Brunei Darussalam / <i>Brunei Darussalam Citizen</i></li><li>- Permanent Resident: Penduduk Tetap / <i>Permanent Resident</i></li><li>- Foreign Resident: Penduduk Sementara / <i>Temporary Resident</i></li></ul> Nota: Untuk "Foreign Resident" , sila taip nombor passport diruang " <i>Passport Number</i> " <i>Note: For "Foreign Resident" , please type the passoprt number in the "Passport Number"box.</i>
4. Country of Origin	Tekan / Press " <b>Please Select</b> ". Pilih nama negeri bagi Negara Asal orang berkenaan/ <i>Select the country for the person's Country of Origin</i>

A. Employee Details	Isikan / Fill in
5. Employee IC [8 Angka / 8 Digit]	<p>Taip Nombor Kad Pintar Brunei Darussalam, mengikut format dibawah Jika:  <i>Type the Brunei Darussalam's Smart Card Number, using format below.. If,</i></p> <p>a. Brunei Citizen – Taip/Type: <b>00XXXXXX</b> atau <b>01XXXXXX</b>  b. Permanent Resident – Taip/Type: <b>30XXXXXX</b> atau <b>31XXXXXX</b>  c. Foreign Resident – Taip/Type: <b>50XXXXXX</b> atau <b>51XXXXXX</b></p>
6. Gender	<p>Tekan / Press <b>“Please Select”</b>.  Pilih jantina orang berkenaan / <i>Select the person's sex</i></p>
7. Race	<p>Tekan / Press <b>“Please Select”</b>.  Pilih Bangsa orang berkenaan / <i>Select race of the person:</i></p> <ul style="list-style-type: none"> <li>- Malay: Bangsa Melayu Brunei, Malaysia dan Singapura sahaja / <i>Brunei Malay, Malaysian Malay and Singaporean Malay only</i></li> <li>- Chinese: Bangsa Cina / <i>Chinese Race</i></li> <li>- Others: Bangsa selain “Malay/Chinese”, Nyatakan bangsa orang berkenaan dalam petak yang disediakan / <i>Race other than Malay/Chines. Specify the person's race in the box provided</i></li> </ul>
8. Religion	<p>Tekan / Press <b>“Please Select”</b>.  Pilih Ugama orang berkenaan / <i>Select religion of the person:</i></p> <ul style="list-style-type: none"> <li>- Islam: Orang berkenaan beragama Islam / <i>Person is Islam</i></li> <li>- Christian: Orang berkenaan beragama Christian / <i>Person is a Christian</i></li> <li>- Hinduism: Orang berkenaan beragama Hindu / <i>Person is Hindu</i></li> <li>- Buddhism: Orang berkenaan beragama Buddha / <i>Person is Buddhist</i></li> <li>- Others: Ugama selain yang disenaraikan. Nyatakan ugama orang berkenaan dalam petak yang disediakan / <i>Religion other than listed. Specify the person's religion in the box provided.</i></li> </ul>
9. Qualification	<p>Tekan / Press <b>“Please Select”</b>.  Pilih Kelulusan Tertinggi orang berkenaan / <i>Select Highest Level of Education of the person:</i></p> <ul style="list-style-type: none"> <li>- Postgraduate: Sijil Sarjana dan/atau sebanding / <i>Masters and/or equivalent certificate</i></li> <li>- Bachelor or equivalent: Sijil Sarjana Muda dan/atau sebanding / <i>Bachelor and/or equivalent certificate</i></li> <li>- Advanced Diploma or equivalent: Sijil Diploma Tertinggi dan/atau sebanding / <i>Highest Diploma and/or equivalent certificate</i></li> <li>- Technical/Vocational/Diploma/Certificate</li> <li>- Secondary Education: Sijil Peringkat Menengah dan/atau sebanding / <i>Secondary level and/or equivalent certificate</i></li> <li>- Primary Education: Sijil Peringkat Rendah dan/atau sebanding / <i>Primary level and/or equivalent certificate</i></li> <li>- Others: Selain yang disenaraikan. Nyatakan kelulusan pendidikan orang berkenaan dalam petak yang disediakan / <i>Other than listed.. Specify the person's highest level of education in the box provided.</i></li> </ul>
10. Area of Studies	<p>Nyatakan Bidang Kelulusan bagi “Postgraduate / Bachelor or Equivalent/ Advance Diploma or Equivalent/ Technical/Vocational/Diploma/Certificate / Others”. Untuk kelulusan “Secondary Education / Primary Education”, taip “AS ABOVE”.</p> <p><i>Specify the Field of Education for “Postgraduate / Bachelor or Equivalent/ Advance Diploma or Equivalent/ Technical/Vocational/Diploma/Certificate / Others”. For level of education is “Secondary Education / Primary Education”, type “AS ABOVE”.</i></p>

## 11. Position:

[i List of BDSOC](#)

Enter the position code\*

Validate

## 12. Job Position:\*

## 13. Job Description\*

## 14. Type of Business Activity the Employee Involved in\*

Growing of leafy and fruit vegetables, roots and tubers ▾

## 15. Date of Commencement\*



## 16. Employment Type\*

--Please Select-- ▾

17. Work Pass Expiry Date  
(If Employee is a foreign Resident)18. Working Days\*  
(Maximum working days is 7 days)

## 19. Working Hours per week:

a) Normal\*

b) Actual (Normal + Overtime)\*

A. Employee Details	Isikan / Fill in
11. Position	<p>Taip kod yang berkaitan dengan jenis pekerjaan orang berkenaan. Kod berkenaan mempunyai format 5 angka dengan noktah selepas angka ketiga [XXX.XX]. Tekan “i.List of BDSOC] untuk menyemak kod yang betul. Setelah kod di taip, tekan “Validate”.</p> <p><i>Type the code relevant to the person’s type of occupation. The code has a 5 digit format with a fullstop after the third digit.[XXX.XX]. Press “i.List of BDSOC] to check the correct code. After the code is typed, press “Validate”.</i></p>
12. Job Position	<p>Taip nama jawatan yang dipegang orang berkenaan. <i>Type the position/occupation the person is holding.</i></p>
13. Job Description	<p>Taip keterangan ringkas pekerjaan orang berkenaan. <i>Type a brief description of the type of work the person’s doing.</i></p>
14. Type of Business Activity the Employee Involve In	<p>Tekan / Press “<b>Please Select</b>”.</p> <p>Pilih jenis aktiviti yang disenaraikan. / <i>Select the type of activity listed</i></p>
15. Date of Commencement	<p>Taip tarikh bila orang berkenaan mula bekerja. Format tarikh [HH/BB/TTTT]</p> <p><i>Type date when the person started working. Date Format [DD/MM/YYYY]</i></p>
16. Employment Type	<p>Tekan / Press “<b>Please Select</b>”.</p> <p>Pilih jenis pekerjaan orang berkenaan / <i>Select type of employment of the person:</i></p> <ul style="list-style-type: none"> <li>- Full-time: Bekerja sepenuh masa / <i>Working Full-time</i></li> <li>- Part-time: Bekerja secara sambilan / <i>Working Part-time</i></li> <li>- Unpaid Family Worker: Pekerja Keluarga dan tidak bergaji / <i>Employed as Family Worker and without pay/salary</i></li> </ul>

A. Employee Details	Isikan / Fill in
17. Work Pass Expiry Date [If Employee is a foreign Resident]	Untuk Pekerja Asing Sahaja. Tarikh mestilah selepas <b>31 Oktober 2018</b> / <i>For Foreign Worker only. Date must be after 31 October 2018</i>  Taip tarikh mansuh pas kerja orang berkenaan. Format tarikh [HH/BB/TTTT] <i>Type expiry date of the person's work pass. Date Format [DD/MM/YYYY]</i>
18. Working Days (Maximum working days is 7 days)	Taip <b>jumlah hari</b> orang berkenaan bekerja dalam seminggu. <i>Type the number of days the person is working in a week..</i>
19. Working Hours per week a) Normal b) Actual (Normal + Overtime)	Taip jumlah jam bekerja dalam satu minggu bagi orang berkenaan. <i>Type the number hours the person is working in a week.</i>  a. Normal – Jam bekerja biasa / <i>Normal working hours</i> b. Actual – Jam bekerja sebenar / <i>Actual working hours</i>

**NOTA / NOTE:**

Pastikan maklumat “B. Salaries & Benefits” di isikan sepenuhnya  
Ensure the “B. Salaries & Benefits” details are completed.

**B. Salaries & Benefits**

1. Service Type:

a) Monthly/Daily/ Hourly rate

2. Annual Monetary Benefits:

a) Bonus

b) TAP

c) SCP

d) Other Additional Pension Benefits

e) Director Fee

3. Paid Leave Entitlement:  
\*\*Working Days  Days

4. Annual Other Benefits:

a) Housing

b) Medical

c) Transportation

d) Apparels

\* Field is mandatory

**ADD**

B. Salaries & Benefits	Isikan / Fill in
5. Service type a) Monthly /Daily/Hourly Rate	Tekan / Press “ <i>Please Select</i> ”. Pilih jenis gaji yang diterima orang berkenaan / <i>Select type of salary received by the person</i> : - Monthly Pay: Bayaran Bulanan / <i>Paid Monthly</i> - Daily Pay: Bergaji Hari/ <i>Daily Paid</i> - Hourly Pay: Bayaran mengikut jam bekerja / <i>Paid according to hours worked</i>
6. Annual Monetary Benefits: 7. Bonus 8. TAP 9. SCP 10. Other Additional Pension Benefits 11. Director Fee	Taip jumlah kewangan diterima oleh orang berkenaan seperti yang disenaraikan untuk jumlah <b>SATU TAHUN, jika ada</b> <i>Type monetary amount received by the person according to the list, for a total of ONE YEAR, if any</i>
12. Paid Leave Entitlement: ** Working Days	Taip jumlah hak cuti yang diberikan kepada orang berkenaan dalam masa <b>SATU TAHUN</b> . <i>Type the number of off days the person is entitled to in ONE YEAR</i>
13. Annual Other Benefits: 14. Housing 15. Medical 16. Transportation 17. Apparels	Taip jumlah kewangan diterima oleh orang berkenaan seperti yang disenaraikan untuk jumlah <b>SATU TAHUN, jika ada</b> <i>Type monetary amount received by the person according to the list, for a total of ONE YEAR, if any</i>

**NOTA / NOTE:**

Tekan “ ADD” setelah semua maklumat yang diperlukan telah dilengkapkan. Tutup tettingkap berkenaan.

Press “ADD” after all required information has been completed. Close the window.

**PANDUAN UNTUK  
MENGHANTAR  
MAKLUMAT BANCI KE  
DALAM *BRS Portal***

***GUIDE TO SUBMITTING  
CENSUS INFORMATION  
INTO BRS Portal***

## KAEDAH UNTUK MENGHANTAR MAKLUMAT BANCI KE DALAM BRS STEPS TO SUBMIT CENSUS INFORMATION INTO BRS

1. Senarai nama entiti perniagaan akan dipapar. Tekan “*Labour Census*” entiti perniagaan yang akan dihantar.  
*List of business entity’s names will be display. Press “Labour Census” for the business entity to be submitted.*

ROCBN	Company Name	Business Reporting	Labour Census
RC123456789	JABATAN BURUH		

2. Semak semula dan pastikan semua maklumat yang berkaitan dengan entiti perniagaan dan juga maklumat majikan/pekerja yang dimasukkan kedalam *BRS* portal adalah lengkap dan betul. Semua maklumat akan dipaparkan seperti dibawah.  
*Check and ensure all information relevant to the business entity and also the employer’employees’ information filled-in the BRS portal are complete and correct. All information will be as displayed below.*

### BORANG TAHUNAN BANCI MAJIKAN/PEKERJA, GAJI, PENDAPATAN DAN JAM BEKERJA ANNUAL CENSUS OF EMPLOYER'S/EMPLOYEES' WAGES, EARNINGS AND HOURS OF WORK

1. NOMBOR PENDAFTARAN SYARIKAT :  
COMPANY REGISTRATION NUMBER : RC123456789

2. NAMA SYARIKAT :  
COMPANY NAME : JABATAN BURUH

3. ALAMAT :  
ADDRESS :

4. CAWANGAN :  
BRANCHES :

### SEKSYEN A : MAKLUMAT AM SYARIKAT SECTION A : GENERAL INFORMATION OF COMPANY

JENIS PERNIAGAAN : TYPE OF BUSINESS :	Sole Proprietorship										
KETERANGAN PERNIAGAAN/PERUSAHAAN YANG DIJALANKAN : DESCRIPTION OF BUSINESS OPERATED :	<table border="1"> <thead> <tr> <th>BDSIC</th> <th>KETERANGAN DESCRIPTION</th> <th>UTAMA MAIN</th> </tr> </thead> <tbody> <tr> <td>9612</td> <td>Ladies hairdressing salons, beauty parlours and spas</td> <td>YES</td> </tr> </tbody> </table>	BDSIC	KETERANGAN DESCRIPTION	UTAMA MAIN	9612	Ladies hairdressing salons, beauty parlours and spas	YES				
BDSIC	KETERANGAN DESCRIPTION	UTAMA MAIN									
9612	Ladies hairdressing salons, beauty parlours and spas	YES									
ORANG YANG DIHUBUNGI : CONTACT PERSON :	<table border="1"> <thead> <tr> <th>NAMA NAME</th> <th>NOMBOR OFIS OFFICE NUMBER</th> <th>NOMBOR TELEFON BIMBIT MOBILE NUMBER</th> <th>NOMBOR FAKS FAX NUMBER</th> <th>EMAIL EMEL</th> </tr> </thead> <tbody> <tr> <td>PERSON NAME</td> <td>1234567</td> <td>7654321</td> <td>0</td> <td>TEST@DUMMY.COM</td> </tr> </tbody> </table>	NAMA NAME	NOMBOR OFIS OFFICE NUMBER	NOMBOR TELEFON BIMBIT MOBILE NUMBER	NOMBOR FAKS FAX NUMBER	EMAIL EMEL	PERSON NAME	1234567	7654321	0	TEST@DUMMY.COM
NAMA NAME	NOMBOR OFIS OFFICE NUMBER	NOMBOR TELEFON BIMBIT MOBILE NUMBER	NOMBOR FAKS FAX NUMBER	EMAIL EMEL							
PERSON NAME	1234567	7654321	0	TEST@DUMMY.COM							

### SEKSYEN B: JUMLAH PEKERJA TERMASUK MAJIKAN DI BAWAH SYARIKAT PADA MASA INI MENGIKUT WARNA KAD PINTAR : SECTION B: CURRENT NUMBER OF WORKERS INCLUDING EMPLOYER WORKING UNDER THE COMPANY ACCORDING TO COLOUR OF SMART CARD :

WARNA KAD PINTAR COLOUR OF SMART CARD	LELAKI MALE	PEREMPUAN FEMALE	JUMLAH TOTAL
Kuning Yellow	0	0	0
Ungu Purple	1	0	1
Hijau Green	0	0	0
<b>JUMLAH KESELURUHAN OVERALL TOTAL</b>	1	0	1

Show 10 entries

Search:

Show 10 entries

Search:

	NAMA NAME	NOMBOR KAD PINTAR IC NUMBER	TARIKH LAHIR DATE OF BIRTH	GAJI WAGES	JAWATAN POSITION	AKTIVITI BISNES BUSINESS ACTIVITY	PAS KERJA MANSUOH WORKPASS EXPIRY DATE	WARGANEGARA NATIONALITY
View	PERSON	00123648	01 Jan 1970	3000.00	121.93 - Administrative manager	9612 - Ladies hairdressing salons, beauty parlours and spas	28 Sep 2017	AFGHANIS/AN

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

3. Untuk menyemak semula maklumat terperinci yang berkaitan dengan seseorang pekerja, tekan “*View*” yang terdapat disebelah kiri rekod orang berkenaan.  
*To check the detailed information of a person, press “View” which is on the left side of the person’s record.*



**MAKLUMAT PERIBADI / PERSONAL PARTICULARS**

Name: Name:	PERSON		
Jantina: Sex:	Male	Tarikh Lahir: Date of Birth:	1 January 1973
Nombor Kad Pintar: Smart Card Number:	00123645 (Purple)	Kerakyatan: Citizenship:	Permanent Resident
Nombor Passport: Passport Number:		Negeri Asal: Country of Origin:	AFGHANISTAN
Bangsa: Race:	Malay	Ugama: Religion:	Islam
Taraf Pendidikan: Education Level:	ABC	Didang Kelulusan: Qualification Field:	ABC

**MAKLUMAT PEKERJAAN / OCCUPATION PARTICULARS**

Jawatan: Occupation(BDSOC):	Administrative manager	Kod Jawatan: Occupation Code(BDSOC):	121.93
Pekerjaan: Job Position:	Admin	Keterangan Jawatan: Job Description:	ADMIN
Tarikh Mula Berkhidmat: Date of Commencement:	27 August 2017	Pas Kerja Mansuh: Work Pass Expiry Date:	28 September 2017
Jenis Pekerjaan: Employment Type:	Part-time	Hari Bekerja (dalam seminggu): Working Days (within 1 week):	6.00
Jam Kerja Seminggu / Working Hours Per Week			
Bilaka: Normal:	50	Sebenar (Biasa + Lebih Masa): Actual (Normal + Overtime):	50

**GAJI & KEMUDAHAN / SALARIES & BENEFITS**

Jenis Perkhidmatan: Service Type:	Hourly Pay	Gaji Bulanan: Monthly Salary:	BND\$ 3000.00
Kemudahan Monetari Tahunan Annual Monetary Benefits			
Bonus Tahunan: Annual Bonus:	BND\$ 1000	TAP Tahunan: Annual TAP:	BND\$ 50
Hak Cuti Berbayar Tahunan Annual Paid Leave Entitlement:	1	SCP Tahunan: Annual SCP:	BND\$ 55
Kemudahan Lain-lain Tahunan Annual Other Benefits			
Perumahan: Housing:	BND\$ 0	Perubatan: Medical:	BND\$ 0
Perjalanan: Transportation:	BND\$ 0		

4. Semua maklumat yang dipaparkan **HANYA BOLEH DISEMAK**. Untuk mengemaskini / memperbetulkan semula maklumat yang salah, tekan ikon "EDIT".  
All information shown **CAN ONLY BE VIEWED**. To edit/updated the information, press "EDIT".

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

5. Pastikan semua maklumat yang diperlukan untuk Banci adalah lengkap dan betul. Untuk menghantar maklumat banci, tandakan kotak di sebelah kiri, untuk mengesahkan maklumat banci yang akan dihantar adalah lengkap dan betul. Tekan ikon "SUBMIT".  
Ensure all information needed for Census is complete and correct. To **SUBMIT** the census information, tick the box on the left side, to certify the Census information is complete and correct. Press 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



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

Akan dihantar ke alamat emel yang didaftarkan dalam Sistem *Business Reporting*. **Sila baca teks emel dengan teliti.**

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

- *verified and Census Receipt to be collected, OR,*
- *incomplete*

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

7. Untuk maklumat lanjut, sila datang ke

Kaunter Perkhidmatan Bahagian Kajian dan Perangkaan.

Ruang Legar Tingkat Bawah,

Ibu Pejabat Jabatan Buruh,

Jalan Dewan Majlis

, atau melalui talian 2383006 smbg: **1104 / 4503/4504 [semasa waktu perkhidmatan kaunter sahaja]**.

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

Kaunter Perkhidmatan beroperasi pada waktu berikut: -

<b>Hari:-</b>	<b>Pagi:-</b>	<b>Petang:-</b>
<b>Isnin - Khamis &amp; Sabtu</b>	<b>8.00 pagi - 11.30 pagi</b>	<b>1.45 petang - 3.30 petang</b>

*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: -*

<b>Day:-</b>	<b>Morning:-</b>	<b>Afternoon:-</b>
<b>Monday - Thursday &amp; Saturday</b>	<b>8.00 a.m. - 11.30 a.m.</b>	<b>1.45 p.m. - 3.30 p.m.</b>