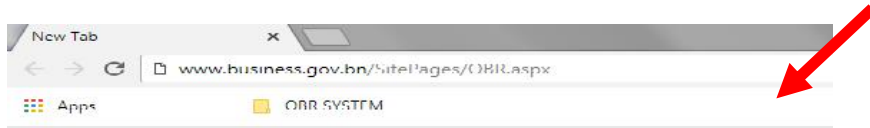


## STEPS TO SUBMITTING CENSUS IN BRUNEI REPORTING SYSTEM:

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

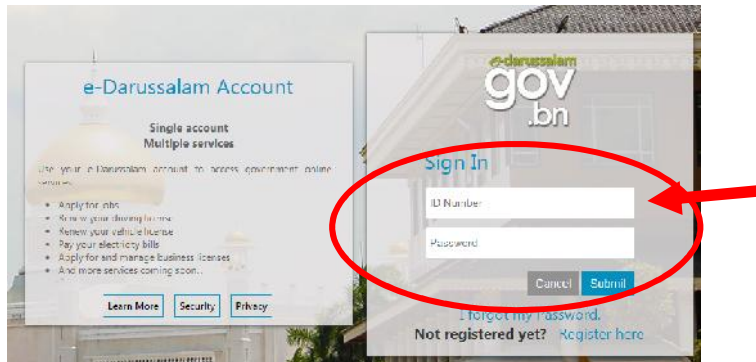
1. Use “Google Chrome” and Type [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)



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

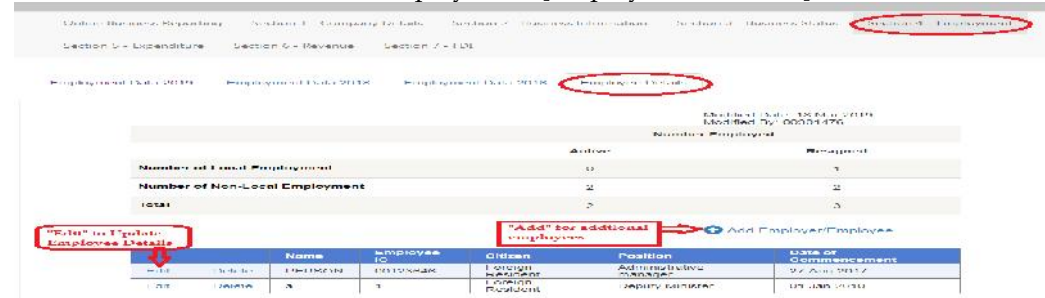


ROCBN	Company Name	Business Reporting	Labour Censu
RC123456789	JABATAN BURUH	Business Reporting	Labour Censu
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Censu

1. Please click “Business Reporting” and browse through and check/update /add the details are complete, up-to-date and correct as of **30 October 2020**,

- **Section 2: Business Information [Type of Business] :**
  - **A. Type of Business**
  - **B. Contact Person [Email address]**
- **Section 3: Business Status:**
  - **Status**
- **Section 4: Employment:**
  - **Employee Details**

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



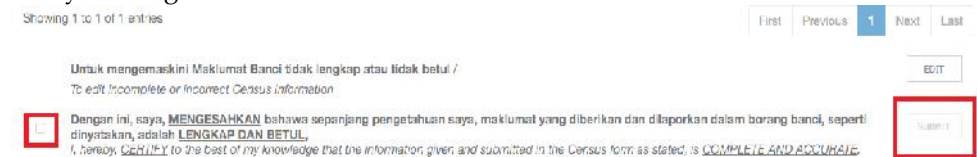
- Click “Add Employee” to add employer/employee details
- Click “Edit” next to Employee record to edit employer/employee details
- Fill in /Update
  - o **A: Employer / Employee Details**
  - o **B: Salaries & Benefits**
 and click “Add” icon. Close the window tab.
- Repeat the process for every employer/employees still employed, as of **30 October 2020**
- 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
RC123456789	JABATAN BURUH	Business Reporting	Labour Census
RC12345678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Census

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.

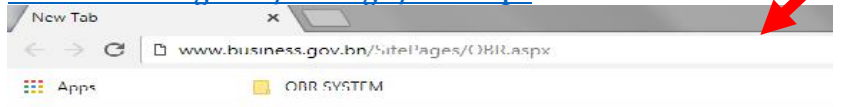


6. Once “Submit” is done, please wait for **five [5] working days**, before an email notifying whether the Census Information is:
  - verified and Census Receipt to be collected, OR,
  - incomplete
 will be sent to the email address registered in the Business Reporting System. **Please read the email text carefully.**

## KAEDAH PENGHANTARAN MAKLUMAT BANCI KE BRUNEI REPORTING SYSTEM:

Majikan/ Pengguna mestilah ada Username dan kata-laluan [password] untuk E-Darussalam. Jika belum ada, sila mendaftar ke laman jaringan <https://nam.gov.bn/edregister/user/RegisterUser/>

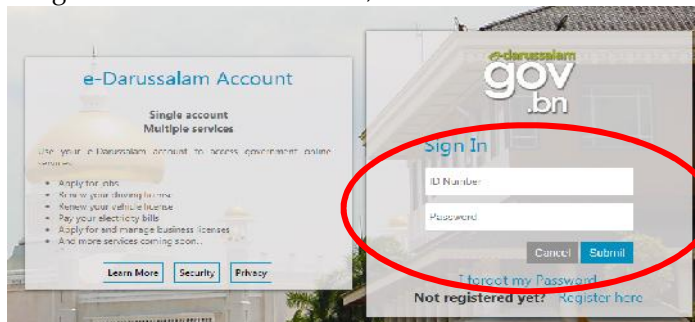
- Gunakan icon "Google Chrome" dan taip [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx)



- Pilih dan tekan ikon "Proceed to Business Reporting"



- Log masuk dengan menaip "Nombor ID" iaitu Kad Pintar atau nombor Kad Pengenalan dan "Kata Laluan", dan tekan ikon "Submit"

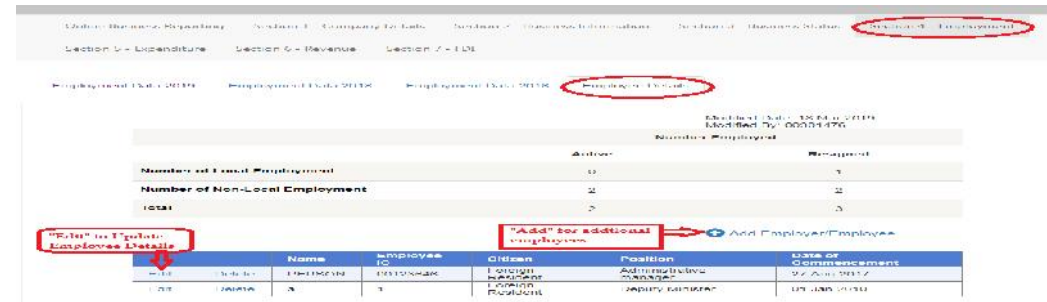


ROCBN	COMPANY NAME	BR Reporting
RC123456789	JABATAN BURUH	BR Reporting

- Tekan "BR Reporting" dan semak kembali serta pastikan/kemaskini maklumat adalah lengkap dan terkini sehingga **30 Oktober 2020**,

- Section 2: Business Information [Type of Business] :**
  - A. Type of Business
  - B. Contact Person [Email address]
- Section 3: Business Status:**
  - Status
- Section 4: Employment:**
  - Employee Details

- Untuk Seksyen 4: Employment: [Employee DetailsTab]



- Tekan "Add Employee" untuk menambah maklumat majikan/pekerja
- Tekan "Edit" untuk mengemaskini maklumat
- Isi kan maklumat bagi
  - o A: Employee Details
  - o B: Salaries & Benefits

Dan tekan ikon "Add". Tutup laman berkenaan.

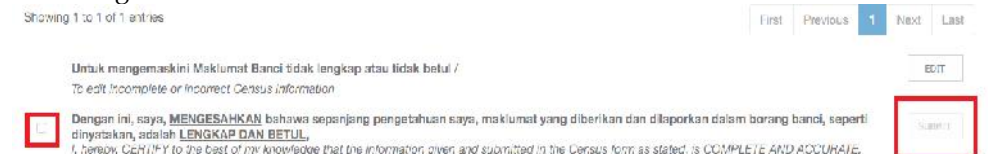
- **Ulangi proses bagi setiap majikan/pekerja yang masih bekerja pada 30 Oktober 2020**
- Sekiranya ada didapati kesalahan dalam maklumat yang dipaparkan, sila tekan ikon "Edit" untuk pembetulan dan pengemaskinian kesalahan berkenaan. Dan tekan "Save" bagi setiap pengemaskinian maklumat yang telah siap dibuat.

- Setelah pengemaskinian/pembetulan maklumat telah siap, tutup penyemak imbas [browser], dan imbas ke Banci Buruh dengan menekan "Labour Census".

ROCBN	Company Name	Business Reporting	Labour Census
RC123456789	JABATAN BURUH	Business Reporting	Labour Census
RC12845678	KEMENTERIAN TENAGA (TENAGA DAN TENAGA MANUSIA) DAN PERINDUSTRIAN	Business Reporting	Labour Census

- Semak semula dan pastikan semua maklumat untuk Banci adalah lengkap dan betul.

- Setelah maklumat Banci adalah lengkap dan betul, ianya boleh dihantar dengan tekan ikon "Submit".



- 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.