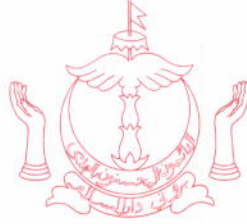


Tel. : 2383006
Fax : 2383244



جَبَاتِن بُوْرُوَا
مَكْنِيْتِن خَالِ الْجَوَالِدِ الْمَرْكَزِي
DEPARTMENT OF LABOUR
MINISTRY OF HOME AFFAIRS
BANDAR SERI BEGAWAN BB3910
BRUNEI DARUSSALAM

Rujukan Kami : PJB/7300/3
Our Reference :

6 Safar 1440
15 Oktober 2018

To,
Employer /Owner/ Manager
**Business Entities, Private Institutions,
Cooperatives, Associations, Clubs and
Statutory Bodies**
Brunei Darussalam

Dear Sir / Madam,

Re: CENSUS OF EMPLOYERS / EMPLOYEES, SALARIES, INCOME AND EMPLOYMENT
HOURS FOR THE YEAR 2018 - BUSINESS REPORTING SYSTEM [BRS]

Kindly referring the above matter, the **Annual Census of Employers / Employees 2018**, is now being conducted via the **BUSINESS REPORTING SYSTEM [BRS]**.

2. As with the Annual Census of Employers/Employees 2017, submission of census information will be via online at website www.business.gov.bn/SitePages/OBR.aspx, using the employer's/owner's/manager's username, obtainable through online registration at **E-Darussalam**.

3. Therefore, as required in the **Business Reporting System**, the Department will like to seek your kind cooperation to update the information of all employees/staff (local and foreign), employed under your **Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies** until/or **30th October 2018**, including your information as an employer/ owner/ manager. Completed Census information can ONLY be accepted via the **Business Reporting System**, and deadline is on **30th November 2018**. Those employing local workers only (no foreign workers) are also required to register and complete the information in the **Business Reporting System**. Whilst **Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies** yet to operate/not operating are also required to update the information in the system.

4. The Department would also like to advise and request your kind cooperation as employer/owner/manager to complete the census information by your kind selves. This is to avoid the misuse of your confidential census information by a third party that you have trusted to complete the census information on your behalf.

../2-

5. An email notification of issuance of Census receipt will be sent to the email address registered in the system, once the required census information has been completed and verified. A notification for incomplete Census Information will also be forwarded to the email, should any matter to incomplete of Census information arises. The guidelines on how to access *Business Reporting System* can be downloaded through the website at www.business.gov.bn/SitePages/OBR.aspx or www.labour.gov.bn .

6. For further information, please contact the 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]. 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.

7. Please be duly informed, Annual Census of Employers/Employees, Salary Rate and Working Hours is implemented under the provisions of the Employment Information Act 1974, Caps. 99 under Chapter 3 (1). Under Section 8 of the Act, any employer failing to submit the required information is committing an offense and liable to a fine of Two Thousand Five Hundred Dollars (\$ 2,500.00) and imprisonment of six (6) months, and if continuously, a further fine of Fifty Dollar (\$50.00) a day will be charged.

Your kind cooperation is highly appreciated. Thank you.

*"Perkhidmatan Berasaskan Kesabaran dan Keyakinan"
"Warga Emas Aset Berharga Kepada Masyarakat"*

Yours Sincerely,


[MUHAMMAD SAUFI BIN AWANG HAJI IBRAHIM]
Acting Commissioner of Labour
Brunei Darussalam