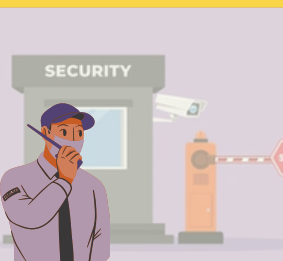




قجابت قرانچن تناگ ماءنسي
PEJABAT PERANCANGAN TENAGA MANUSIA
JABATAN PERDANA MENTERI

HANDBOOK EMPLOYMENT (MINIMUM WAGE) ORDER, 2025

VERSION 2



PHASE 2 UPDATE AS OF 1 APRIL 2025

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SECOND EDITION

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DEPARTMENT OF LABOUR, MINISTRY OF HOME AFFAIRS

THIS HANDBOOK IS A LIVE DOCUMENT ON WHICH THE MANPOWER PLANNING OFFICE AND THE DEPARTMENT OF LABOUR WILL CONTINUOUSLY REVISE AT REGULAR INTERVALS.

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BACKGROUND

Wage policies are essential in promoting fair compensation and fostering an environment that supports equitable growth. This is reflected globally through the implementation of minimum wage and progressive wage systems, among others, to address income disparities and create a more balanced economy. This is in line with the United Nations Sustainable Development Goal 8, which aims to foster economic growth and decent work.

Brunei Darussalam recognises the significance of wage policies as a crucial tool to ensure workers receive a reasonable income to support their livelihoods, protect them from receiving unduly low pay and serve as a motivator to progress and enhance their productivity.

With this in mind, the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam has introduced the Employment (Minimum Wage) Order, 2023, which came into effect on the 12th of July 2023 and is being implemented in phases. The Order is the main legislation that regulates the minimum wage for identified industries in Brunei Darussalam. The implementation of a minimum wage policy represents a significant step towards promoting fair employment practices and decent pay within the country.



GUIDING PRINCIPLES

The minimum wage was developed through comprehensive studies, analysis, and inputs from various agencies, regulators, and stakeholders (including industry players and business communities). These approaches aim to strike a balance between the needs of workers as well as business operations and continuity. International best practices and benchmarking were also considered, allowing for a broader understanding of minimum wage policies, their impact and applicability to local setting. These approaches resulted in an Order that supports the objective to create a fair and balanced framework that benefits employees, employers and the overall society

The minimum wage is to be implemented in phases to ensure that its implementation does not affect business continuity i.e. financial ability. Apart from this, careful consideration was given to the following guiding principles in identifying the industries to be implemented in the first phase:



7

GUIDING PRINCIPLES



01

Sufficient local supply
for the selected industries

02

Existence of regulators in
the selected industries for
ease of implementation
and enforcement

03

Minimal cost impact and
risks to business
operations

04

Inputs from industry
players and business
communities

05

Readiness of selected
industries

06

Ability to attract and retain
employees in the selected
industries

07

Impact on employees'
welfare, especially
locals, through
competitive and fair
compensation practices

DEFINITION OF MINIMUM WAGE

Minimum Wage is the lowest amount of salary an employer must pay an employee for their work. This amount cannot be lowered by any agreements between the employer and employees whether they are made with the group or individuals.

The amount of minimum wage is **before any reduction** of the National Retirement Scheme (Skim Persaraan Kebangsaan or SPK), the Employee Trust (TAP) and Supplementary Contributory Pensions Trust (SCP).

OBJECTIVES OF MINIMUM WAGES

- 01** To protect workers from low pay
- 02** To motivate progress and work productivity
- 03** To stimulate economic growth and boost consumer spending



MINIMUM WAGE RATE



\$500
FULL-TIME



\$2.62/hr
PART-TIME

THE MINIMUM WAGE AMOUNT DOES NOT INCLUDE ANY ADDITIONAL ALLOWANCES.

MINIMUM WAGE COVERAGE

IT APPLIES TO:

- All employees within the private sector
- Locals and Non-Locals
- Full-time and Part-time

IT DOES NOT APPLY TO:

- Government Worker
- Any apprentice
- Any foreign employee who is on a 'Professional Visit Visa'* or 'Special Authorisation Work Pass; '**
- Any persons excluded from the definition of employee under the Employment Act (Chapter 278), such as:
 - domestic worker;
 - informal worker;
 - seaman; or
 - voluntary worker.

*'Professional Visit Visa' – A visa issued by the Controller of Immigration to any immigrant employee who work for the purpose of professional work or expertise required for a particular project awarded in Brunei Darussalam for a period of less than 3 months.

**'Special Authorisation Work Pass – A licence issued by the Commissioner of Labour to an employer to employ any immigrant employee who work for the purpose particular project awarded in Brunei Darussalam for a period of less than one year.

INDUSTRIES

As of **1st April 2025**, the Minimum Wage Order is enforced in the following **seven (7) industries**:

Industry:

Limited to:

Architecture, Professional Engineering, Quantity and Land Surveying



- A corporation or multi discipline partnership which intends to supply architectural, professional engineering or quantity surveying services licensed under the Architects, Professional Engineers and Quantity Surveyors Act (Chapter 266)
- The land survey licensed and registered under the Licensed Land Surveyors Act (Chapter 100)

Banking and Finance



- A bank licensed under section 4 or 23 of the Banking Order, 2006 (S 45/2006) and an Islamic bank licensed under section 4 or 23 of the Islamic Banking Order, 2008 (S 96/2008)
- A finance company licensed under the Finance Companies Act (Chapter 89)
- Bank Usahawan Berhad
- The Perbadanan Tabung Amanah Islam Brunei established by section 3(1) of the Perbadanan Tabung Amanah Islam Brunei (Chapter 163)
- Securities market, trading facility, credit rating agency and self-regulating organisation regulated under the Securities Market Order, 2013 (S 59/2013)
- An insurance business registered under section 9 of the Insurance Order, 2006 (S 48/2006) or a takaful business registered under section 9 of the Takaful Order, 2008 (S 100/2008)

Info- Communication Technology

- A company under Section 5 of the Telecommunications Order, 2001 licensed by the Authority for Info-communications Technology Industry for Brunei Darussalam (AITI)



For list of companies, scan here:



INDUSTRIES

As of **1st April 2025**, the Minimum Wage Order is enforced in the following **seven (7) industries**:

Industry:

Limited to:

Medical and Dental

- A private medical or dental facility where the medical practitioners or dentists therein are registered under the Medical Practitioners and Dentists Act (Chapter 112)



Private Higher Education

- A private educational institution categorised under section 59(d),(e) and (f) of the Education Act (Chapter 210) and registered under that Act



Tourism and Accommodation

- A tourist accommodation premise registered under section 32(3) of the Tourism Act (Chapter 239)
- A travel agency licensed under section 12 of the Tourism Act (Chapter 239)



Security

- A security guard agency licensed under the Security Agencies Act (Chapter 187)



For list of companies, scan here:



MINIMUM WAGE CALCULATION

▼ PART - TIME RATE

According to the Employment Act (Chapter 278), a part-time employee is an employee who is required under his contract of service with an employer to work for less than 30 hours a week

\$2.62
hourly rate

X

Total number of
working hours per day

▼ EXAMPLE

For part-time employee working for '7 hours per day for 4 days a week'. To calculate how much he or she should receive per day or per week is shown as below:

Employee A is working 7 hours per day
for 4 days per week

$\$2.62 \times 7 \text{ hours} = \18.34 per day

OR

$(\$2.62 \times 7 \text{ hours}) \times 4 \text{ weeks} = \73.36 per week

STEPS TO TAKE BY EMPLOYERS



IF EMPLOYEE'S CURRENT WAGE IS BND500 AND ABOVE , NO CHANGES ARE REQUIRED.

The employer cannot use the Employment (Minimum Wage) Order, 2025 as a justification to lower the wage of the employee from the amount stated in the existing contract.

The Order does not prevent an employer and employee from agreeing to a higher pay rate than the minimum wage rates



IF EMPLOYEE'S CURRENT WAGE IS LOWER THAN BND500, EMPLOYERS ARE LEGALLY REQUIRED TO TOP-UP WITH A RATE THAT IS EQUAL TO OR HIGHER THAN BND500.

REQUIRED STEPS BY EMPLOYERS:

1

Sign a new contract with the employee based on the new minimum wage rates

2

Keep the re-signed employment contract and provide a copy to the employee receiving wages.

3

Fill in the declaration form & Send the form to the following email : led@buruh.gov.bn



The Department of Labour will conduct routine inspections for compliance.

NON-COMPLIANCES

Employers are legally required to pay a minimum basic wage of BND500 per month to employees working in the identified companies.

In a case of non-compliance, employees can lodge their complaints as follows:

1

File a police report and proceed to the Labour Enforcement Division, Department of Labour to make a formal complaint.

2

Bring **related documents** in relation to the complaint lodged.

Related documents:

- ✓ Police report
- ✓ Employee's Identity Card
- ✓ Employee's passport (for foreigners & immigrant)
- ✓ Employee's contract
- ✓ Job Card/Time Card
- ✓ Other relevant documents

3

Complainant **must come personally** to lodge a report and must not be represented by anyone else.

OFFENCES

Any person who **fails** to comply to the Employment (Minimum Wage) Order, 2025 is **guilty of an offence** and liable on conviction in accordance with Section 148, Employment Act (Chapter 278):



Department of Labour shall conduct inspections and audits of companies. Complaints from employees may trigger investigations, and penalties, fines, or legal action may be taken against non-complying employers.



CONTACT US

Department of Labour



Law Enforcement Division:
+673 7298989



www.labour.gov.bn



info.buruh@buruh.gov.bn



Department of Labour
Jalan Menteri Besar,
Bandar Seri Begawan, BS3910
Negara Brunei Darussalam.



@labour.bn

Manpower Planning Office



+673 2444100
(during office hours)



www.mpec.gov.bn



mpec@jpm.gov.bn



JobCentre Brunei
Jalan Perindustrian Kampung
Beribi, KM. 8 Bandar Seri
Begawan
Negara Brunei Darussalam



@manpower.pmo



FREQUENTLY ASKED QUESTIONS FOR EMPLOYERS & EMPLOYEES

FAQ FOR EMPLOYERS

1. *What is the minimum wage?*

Minimum wage is defined as the base salary that an employer is required to pay the employee for the work performed in a given period.

The amount of the minimum wage is **before any reduction of the employee's contribution ('take-home pay')** to:

- the National Retirement Scheme (*Skim Persaraan Kebangsaan* or SPK);
- the Employee Trust (*Tabung Amanah Pekerja* or TAP); or
- the Supplemental Contributory Pensions Trust (SCP).

2. *What is the minimum wage rate for the identified industries?*

MINIMUM WAGE RATES	
FULL-TIME EMPLOYEE Monthly Rate	PART-TIME EMPLOYEE* Hourly Rate
BND500	BND2.62

*Part-time employee is defined as an employee who is required under his contract of service with an employer to work for **less than 30 hours a week**.

3. *Is the minimum wage rate inclusive of additional allowances and benefits?*

No, the minimum wage rate is **not inclusive** of additional allowances and benefits.

4. *To whom does the minimum wage apply?*

The minimum wage is **applicable to all employees** (local and non-local), whether they are full-time, or part-time employees directly employed by companies under the identified industries as listed under Question 11.

For list of companies, refer to the pages 33 -42.

5. *Who are excluded from the minimum wage?*

The minimum wage **does not** apply to the following individuals:

- (i) Government worker;
- (ii) Any apprentice;
- (iii) Any foreign employee who is on a 'Professional Visit Visa'* or 'Special Authorisation Work Pass; '**
- (iv) Any persons excluded from the definition of employee under the Employment Act (Chapter 278), such as: domestic worker, informal worker, seaman, or voluntary worker.

* 'Professional Visit Visa' – A visa issued by the Controller of Immigration to any immigrant employee who work for the purpose of professional work or expertise required for a particular project awarded in Brunei Darussalam for a period of less than 3 months.

** 'Special Authorisation Work Pass' – A licence issued by the Commissioner of Labour to an employer to employ any immigrant employee who work for the purpose particular project awarded in Brunei Darussalam for a period of less than one year.

6. *If my industry is listed under the Employment (Minimum Wage) Order, 2025 and I have employees who earn commission, does the minimum wage requirement apply to them?*

Yes, under the Employment Act (Chapter 278), **all individual employed under a contract of service are considered employees and must be paid a basic rate of salary**. Commissions or allowances earned by the employee are not considered part of this basic salary.

Therefore, if your company is listed under the Employment (Minimum Wage) Order, 2025, employees must receive at least the minimum basic salary as mandated by law.

7. *Why do we need minimum wage?*

A minimum wage is important to achieve the following objectives:

- (i) To protect workers **against unduly low pay**;
- (ii) To **motivate progress and enhance work productivity**; and
- (iii) To promote **growth and stimulate consumer spending**.

8. *How will the Employment (Minimum Wage) Order, 2025 affect me as an employer?*

If your company is listed under the industries identified in the Employment (Minimum Wage) Order, 2025 the order applies to you, and compliance is mandatory.

9. *Why was the minimum wage rate set at BND500? How often will the coverage (i.e. rates and classes of industries) of the minimum wage be reviewed?*

The minimum wage rate was developed through **extensive studies, analysis and inputs** from various agencies, regulators, and stakeholders such as industry players and business communities, as well as surveys conducted among jobseekers and employees. To establish a **fair and practical minimum wage**, multiple factors were considered, including the cost of living and a wage that is reasonable enough to attract and retain employees in the job market. Additionally, the aim is to **strike a delicate balance between the needs of workers and the smooth functioning and continuity of business operations**.

The minimum wage rates and scope will be **regularly reviewed** to ensure that they remain relevant and efficient.

10. *When did the minimum wage come into force?*

The Employment (Minimum Wage) Order, 2023 came into force on the **12th of July 2023** and is being **implemented in phases**. The first phase has been fully enforced since **12th January 2024** while the **second phase** will be fully enforced on **1st April 2025**.

11. Are all industries applicable under the Employment (Minimum Wage) Order, 2025?

As of **1st April 2025**, the industries enforced under the Employment (Minimum Wage) Order, 2025 are as follows:

No	Industries	Details
1	Architecture, Professional Engineering, Quantity and Land Surveying	Limited to: (i) A corporation or multi discipline partnership which intends to supply architectural, professional engineering or quantity surveying services licensed under the Architects, Professional Engineers and Quantity Surveyors Act (Chapter 266); (ii) Companies under the land survey licensed and registered under the Licensed Land Surveyors Act (Chapter 100).
2	Banking and Finance	Limited to: (i) A bank licensed under section 4 or 23 of the Banking Order, 2006 (S 45/2006) and an Islamic bank licensed under section 4 or 23 of the Islamic Banking Order, 2008 (S 96/2008); (ii) A finance company licensed under the Finance Companies Act (Chapter 89); (iii) Bank Usahawan Berhad; (iv) The Perbadanan Tabung Amanah Islam Brunei established by section 3(1) of the Perbadanan Tabung Amanah Islam Brunei Act (Chapter 163); (v) Securities market, trading facility, credit rating agency and self-regulating organisation regulated under the Securities Markets Order, 2013 (S 59/2013); (vi) An insurance business registered under section 9 of the Insurance Order, 2006 (S 48/2006) or a takaful business registered under section 9 of the Takaful Order, 2008 (S 100/2008).
3	Infocommunication and Technology	Limited to: A company under Section 5 of the Telecommunications Order, 2001 (S 38/2001) licensed by the Authority for

		Info-communications Technology Industry for Brunei Darussalam (AITI).
4	Medical and Dental	Limited to: A private medical or dental facility where the medical practitioners or dentists therein are registered under the Medical Practitioners and Dentists Act (Chapter 112).
5	Private Higher Education	Limited to: A private educational institution categorized under section 59(d), (e) and (f) of the Education Act (Chapter 210) and registered under that Act.
6	Tourism and Accommodation	Limited to: (i) A tourist accommodation premise registered under section 32(3) of the Tourism Act (Chapter 239); (ii) A travel agency licensed under section 12 of the Tourism Act (Chapter 239).
7	Security	Limited to: A security guard agency licensed under the Security Agencies Act (Chapter 187).

However, not all companies under the aforementioned industries are included. For list of companies, refer to the pages 33 -42.

12. Which companies are included in the selected industries under the minimum wage order?

As of 1st April 2025, the companies in the selected industries can be found listed under the List of Companies (Pg. 33 -42).

13. Why is the minimum wage order applicable to only certain industries and companies?

The minimum wage is implemented in specific industries based on impact assessments, industry readiness, business sustainability, and workers' needs. Guided by 7 principles for effective implementation and enforcement, it currently applies to companies with specific licenses and registrations, with plans for future expansion to all industries and companies.

14. *On what basis are the industries selected?*



15. *How was the minimum wage developed?*

The Employment (Minimum Wage) Order, 2025 was developed through **comprehensive** studies, analysis, and inputs from various agencies, regulators, and stakeholders (including industry players and business communities). These approaches aim to strike a **balance between the needs of workers and business operations and continuity**.

International best practices and benchmarking were also considered, allowing for a broader understanding of minimum wage policies, their impact and applicability to local setting. These approaches resulted in an Order that supports the objective to create a fair and balanced framework that benefits employees, employers and the overall society.

16. *Is the minimum wage mandatory?*

Yes, minimum wage is mandatory to companies under the selected industries.

17. *What are the benefits for having the Order to employer?*

By having the Minimum Wage Order, it benefits employers by helping create a more reliable and motivated workforce. Employers are more likely to **retain local talent** by offering fair and competitive wages.

When employees are fairly compensated, they are generally more motivated, which can lead to higher productivity and better job performance.

18. *As an employer of the selected industries under the Employment (Minimum Wage) Order, 2025, what actions do I need to take to comply to the Order?*

During the period between the announcement and full enforcement of the Employment (Minimum Wage) Order, 2025, employers are required to make necessary adjustments to employees' contracts of service, **where applicable**. The second phase of the Employment (Minimum Wage) Order, 2025 will become enforceable starting **1st April 2025**.

Note: If the employee's **current wage is already higher** than the minimum wage rate, there is **no requirement to re-sign** a new contract.

Actions required for employers to ensure compliance with the order include:

- (i) Employer is required to **renew the employment contract with the revised wage rate** for the affected employees (local or non-local), in which **both employer and employee will need to sign**.
- (ii) Employer is obligated to **keep the re-signed employment contract** and **provide a copy of the new contract to the employee** who is receiving the wages.
- (iii) Employer is also obliged to **fill in the Declaration form** and **send to led@buruh.gov.bn**.

19. *What will happen to existing employment contracts that are below the minimum wage? Do employers have to renew employment contracts?*

If an employee's employment contract specifies an **amount below the minimum wage rate**, the employer is **legally required** to replace the employee's wage with a **rate that is equal to or higher** than the minimum wage rate. If the employee's **current wage is already higher** than the minimum wage rate, there is **no requirement to re-sign** a new contract.

Yes, employers are required to **renew the employment contract** for the affected employees (local or non-local). As such, employers are required to undertake the following actions:

- (i) Employer is required to **renew the employment contract with the revised wage rate** for the affected employees, in which **both employer and employee will need to sign**.
- (ii) Employer is obligated to **keep the re-signed employment contract** and **provide a copy of the new contract to the employee** who is receiving the wages.
- (iii) Employer is also obliged to **fill in the Declaration form** and **send to led@buruh.gov.bn**.

20. *How does this affect workers already earning above the minimum wage?*

If an employee's employment contract specifies an **amount above the minimum wage rate**, the employer **cannot** use the Employment (Minimum Wage) Order, 2025 as a justification to lower the wage of the employee from the amount stated in the existing contract.

The Order does not prevent an employer and employee from agreeing to a higher pay rate than the minimum wage rates specified in the Employment (Minimum Wage) Order, 2025.

21. *My part-time employee is working for '7 hours per day for 4 days a week'. How much should my employee receive under the new Employment (Minimum Wage) Order, 2025?*

The formula for part-time daily-rate employees can be calculated as follows:

$$\text{BND2.62 (hourly rate)} \times \text{total no. of working hours per day}$$

Note: Under the Employment Act (Chapter 278), a part-time employee is defined as an individual whose contract of service with an employer stipulates that they work less than 30 hours per week.

Example:

For part-time employee working for '7 hours per day for 4 days a week'. To calculate how much he or she should receive per day or per week is shown as below:

Working 4 days per week; 7 hours per day

$$\text{BND2.62 (hourly rate)} \times 7 \text{ hours} = \text{BND18.34 per day or BND73.36 per week}$$

22. *What happens if I fail to comply with the Employment (Minimum Wage) Order, 2025?*

Any employer who **fails to comply** to the Employment (Minimum Wage) Order, 2025 is **guilty of an offence** and liable on conviction in accordance with the provisions of the Employment Act (Chapter 278):

Under Section 148, Employment Act (Chapter 278), any employer who commits an offense may be subject to a fine not exceeding \$3,000, imprisonment for a period not exceeding one year, or both.

Department of Labour shall conduct inspections and audits of companies. Complaints from employees may trigger investigations, and penalties, fines, or legal action may be taken against non-complying employers.

23. I don't see my company or industry selected under the Employment (Minimum Wage) Order, 2025? Is the Order applicable to my company?

No, if your company or industry is **not listed** under the Employment (Minimum Wage) Order, 2025 the Order **does not currently apply** to your company.

24. Should I refer to the Salary Guideline (2023 Edition) if I don't see my company or industry selected under the Employment (Minimum Wage) Order, 2025?

You may refer to the Salary Guideline (2023 Edition) **as a guideline** for recommendations on minimum salary scales for various job positions and levels to help develop competitive salary packages. However, it is not mandatory.

25. Where can I find more information?

For further information or clarification, employers can reach out to either the Department of Labour Department at www.labour.gov.bn or the Manpower Planning Office at www.mpec.gov.bn

Other contact details can be found under 'Contact Us' (Pg. 12) of the Handbook.

FAQ FOR EMPLOYEES

1. *What is the minimum wage?*

Minimum wage is defined as the lowest amount of base salary that an employer is required to pay the employee for the work performed during a given period, which cannot be reduced by a collective agreement (between employer and group of employees) or an individual contract (between employer and employee).

The amount of the minimum wage is **before any reduction of the employee's contribution** to:

- a. the National Retirement Scheme (*Skim Persaraan Kebangsaan* or SPK);
- b. the Employee Trust (*Tabung Amanah Pekerja* or TAP); or
- c. the Supplemental Contributory Pensions Trust (SCP).

2. *What is the minimum wage rate for the identified industries?*

The minimum wage rate for employees are as follows:

MINIMUM WAGE RATES	
FULL-TIME EMPLOYEE Monthly Rate	PART-TIME EMPLOYEE* Hourly Rate
BND500	BND2.62

*Part-time employee is defined as an employee who is required under his contract of service with an employer to work for **less than 30 hours a week**.

3. *Is the minimum wage rate inclusive of additional allowances and benefits given by my employer?*

No, the minimum wage rate is **not inclusive of additional allowances and benefits**. It is the base salary of each employee prior to the reduction of the employee's contribution (*Tabung Amanah Pekerja* (TAP)/ Supplemental Contributory Pension (SCP)/ *Skim Persaraan Kebangsaan* (SPK)) and other additional allowances and monetary benefits.

4. *Does the minimum wage apply to me as an employee?*

The minimum wage applies to you if you are an employee:

1. working in the private sector
2. local and non-local
3. Full-time or part-time, who are directly employed by companies listed under the industries identified under **Question 9**.

However, not all companies under the aforementioned industries are included. For **list of companies**, refer to the **pages 33 -42**.

5. *Who are excluded from the minimum wage?*

The minimum wage **does not** apply to the following individuals:

- (i) Government worker;
- (ii) Any apprentice;
- (iii) Any foreign employee who is on a 'Professional Visit Visa'* or 'Special Authorisation Work Pass;''**
- (iv) Any persons excluded from the definition of employee under the Employment Act (Chapter 278), such as: domestic worker, informal worker, seaman, or voluntary worker; or

'Professional Visit Visa' – A visa issued by the Controller of Immigration to any immigrant employee who work for the purpose of professional work or expertise required for a particular project awarded in Brunei Darussalam for a period of less than 3 months.

***Special Authorisation Work Pass – A licence issued by the Commissioner of Labour to an employer to employ any immigrant employee who work for the purpose particular project awarded in Brunei Darussalam for a period of less than one year.

6. *Is the minimum wage applicable to interns and apprentices such as the i-Ready apprentice?*

The minimum wage **is not applicable** to interns and apprentice such as the i-Ready apprentice.

7. *If I am an employee earning commission, am I included?*

Yes, you are included if you have a contract of service with the company listed under the **List of Companies (Pg. 33 -42)**.

According to the Employment Act (Chapter 278), **any individual holding a contract of service with your company is considered an employee and must be paid a basic rate of salary**. Additional commissions or allowances earned by the employee are not considered part of this basic salary.

8. *When did the minimum wage come into force?*

The Employment (Minimum Wage) Order, 2023 came into force on the **12th of July 2023** and is being **implemented in phases**. The first phase has been fully enforced since 12th January 2024 while the **second phase** will be fully enforced on **1st April 2025**.

9. *Are all industries applicable under the Employment (Minimum Wage) Order, 2025?*

As of **1st April 2025**, the Order applies to you if you are employed by a company in one of the following listed industries:

No	Industries	Details
1	Architecture, Professional Engineering, Quantity and Land Surveying	Limited to: (i) A corporation or multi discipline partnership which intends to supply architectural, professional engineering or quantity surveying services licensed under the Architects, Professional Engineers and Quantity Surveyors Act (Chapter 266); (ii) Companies under the land survey licensed and registered under the Licensed Land Surveyors Act (Chapter 100).
2	Banking and Finance	Limited to: (i) A bank licensed under section 4 or 23 of the Banking Order, 2006 (S 45/2006) and an Islamic bank licensed under section 4 or 23 of the Islamic Banking Order, 2008 (S 96/2008); (ii) A finance company licensed under the Finance Companies Act (Chapter 89);

		<p>(iii) Bank Usahawan Berhad;</p> <p>(iv) The Perbadanan Tabung Amanah Islam Brunei established by section 3(1) of the Perbadanan Tabung Amanah Islam Brunei Act (Chapter 163);</p> <p>(v) Securities market, trading facility, credit rating agency and self-regulating organisation regulated under the Securities Markets Order, 2013 (S 59/2013);</p> <p>(vi) An insurance business registered under section 9 of the Insurance Order, 2006 (S 48/2006) or a takaful business registered under section 9 of the Takaful Order, 2008 (S 100/2008).</p>
3	Infocommunication and Technology	<p>Limited to:</p> <p>A company under Section 5 of the Telecommunications Order, 2001 (S 38/2001) licensed by the Authority for Info-communications Technology Industry for Brunei Darussalam (AITI).</p>
4	Medical and Dental	<p>Limited to:</p> <p>A private medical or dental facility where the medical practitioners or dentists therein are registered under the Medical Practitioners and Dentists Act (Chapter 112).</p>
5	Private Higher Education	<p>Limited to:</p> <p>A private educational institution categorized under section 59(d), (e) and (f) of the Education Act (Chapter 210) and registered under that Act.</p>
6	Tourism and Accommodation	<p>Limited to:</p> <p>(i) A tourist accommodation premise registered under section 32(3) of the Tourism Act (Chapter 239);</p> <p>(ii) A travel agency licensed under section 12 of the Tourism Act (Chapter 239).</p>
7	Security	<p>Limited to:</p> <p>A security guard agency licensed under the Security Agencies Act (Chapter 187).</p>

However, not all companies under the aforementioned industries are included. For list of companies, refer to the pages 33 -42.

10. *Which companies are included in the selected industries for the second phase of the minimum wage implementation?*

As of 1st April 2025, the companies in the selected industries can be found listed under the List of Companies (Pg. 33 -42).

11. *Why is the minimum wage order currently applicable only to certain industries and companies?*

The minimum wage is implemented in specific industries based on impact assessments, industry readiness, business sustainability, and workers' needs. Guided by 7 principles for effective implementation and enforcement, it currently applies to companies with specific licenses and registrations, with plans for future expansion to all industries and companies.

12. *Will I be affected if I am already receiving higher than the specified minimum wage rate in the Employment (Minimum Wage) Order, 2025?*

No, you are not affected. If you are already receiving a wage **higher** than the specified minimum wage amount, your employer **cannot use** the Employment (Minimum Wage) Order, 2025 as a **justification to lower your wage** from the amount stated in your existing contract.

The Order does not prevent you and your employer from agreeing to a higher pay rate than the minimum wage rates specified in the Employment (Minimum Wage) Order, 2025.

13. *Can my employer reduce my pay to the minimum wage rate specified in the Employment (Minimum Wage) Order, 2025?*

If your employer **attempts to reduce** your wage to the minimum wage level, this would constitute a **breach of contract**, and you could lodge a **complaint** to the Department of Labour.

According to the Employment (Minimum Wage) Order, 2025 your employer **cannot lower** your wage to a rate that is lower than what was originally agreed upon or what you are currently earning.

14. *What should I do if I am receiving less than the minimum wage after the Order fully come into force (1st April 2025)?*

You should raise the matter with your employer, and/or **notify the Law Enforcement Division, Department of Labour**. You can also submit a complaint at +673 7298989. Alternatively, email to info.buruh@buruh.gov.bn

15. *How will the Employment (Minimum Wage) Order, 2025 affect me as an employee?*

If you are working in a company listed under the industries identified in the Employment (Minimum Wage) Order, 2025 and **currently earning below** the minimum wage rate, your employer is **required to make necessary changes** to your contract and adjust your wage to meet the new minimum wage requirements. This ensures that your pay complies with the legally mandated minimum wage.

After the announcement, your employer is required to undertake the following actions before the Order is fully enforced:

- (i) Your employer is required to renew your employment contract with the revised terms on the minimum wage rate, in which **both employer and employee will need to sign**.
- (ii) Your employer is obligated to keep the re-signed employment contract and **provide a copy of the new contract to you** who is receiving the wages.
- (iii) Your employer is also obliged to fill in the Declaration form and send to led@buruh.gov.bn

16. *Are employees required to take any specific action in between the announcement and enforcement period?*

If you are an affected employee, during the period between the announcement and full enforcement of the Employment (Minimum Wage) Order, 2025, you are to ensure that your employer makes the necessary adjustments to your contract of service, **where applicable**. The second phase of the Employment (Minimum Wage) Order, 2025 will become enforceable starting **1st April 2025**.

Note: If your **current wage is already higher** than the minimum wage rate, there is **no requirement to re-sign** a new contract.

As such, your employer is required to undertake the following actions:

- (i) **Provide a new employment contract** with the revised terms on the minimum wage rate, in which **both employer and employee will need to sign**.
- (ii) Employer is **obligated to keep the re-signed employment contract**.
- (iii) Employer is obligated to **provide a copy of the new contract to the employee** who is receiving the wages.
- (iv) Employer is also obliged to **fill in the Declaration form** and **send to led@buruh.gov.bn**.

17. *I am a part-time employee working for '7 hours per day for 4 days a week'. How much should I receive under the Employment (Minimum Wage) Order, 2025?*

The formula for part-time daily-rate employees can be calculated as follows:

$$\text{BND2.62 (hourly rate)} \times \text{total no. of working hours per day}$$

Note: According to the Employment Act (Chapter 278), a part-time employee is an employee who is required under his contract of service with an employer to work for **less than 30 hours a week**.

Example:

For part-time employee working for '7 hours per day for 4 days a week'. To calculate how much you should receive per day or per week is shown as below:

Working 4 days per week; 7 hours per day

$$\text{BND2.62 (hourly rate)} \times 7 \text{ hours} = \text{BND18.34 per day or BND73.36 per week}$$

18. *If my employer fail to comply with the Minimum Wage Order, how do I lodge a complaint? And what documents do I need to bring?*

Employees can lodge their complaints according to the following procedures:

- (i) File a police report and then proceed to the Labour Enforcement Division, Department of Labour to submit a formal complaint.
- (ii) Ensure that you bring the following relevant documents:
 - ✓ Police report
 - ✓ Employee's Identity Card
 - ✓ Employee's passport (For foreigners & immigrant)
 - ✓ Employee's contract
 - ✓ Job Card/Time Card
 - ✓ Other relevant documents
- (iii) The complainant must personally lodge the report and cannot be represented by someone else.

19. *If I don't see my company or industry listed under the Employment (Minimum Wage) Order, 2025 is my employer obligated to pay my salary according to the minimum wage?*

No, if your company or industry is **not listed** under the Employment (Minimum Wage) Order, 2025, the Order **does not currently apply** to your company.

As a guideline on salary, your employer may refer to the Salary Guideline (2023 Edition) for recommendations on minimum salary scales for various job positions and levels to help develop competitive salary packages. However, your employer is **not obliged** to pay your salary based on the salary guideline.

20. *Where can I seek legal advice on minimum wage?*

You may contact the Prosecution and Legislation Division, Department of Labour at +673 729 8989.

21. *How will the Employment (Minimum Wage) Order, 2025 affect me as a consumer of the products/services provided by companies listed under the identified industries?*

The Employment (Minimum Wage) Order, 2025 **should not directly affect consumers**. However, if you believe that a company is providing **misleading information** about the prices of their goods or services particularly in industries covered under the Employment (Minimum Wage) Order, 2025, you can **report** the matter to the **Department of Consumer Affairs** under the Ministry of Finance and Economy for further investigation.

As a consumer, you are encouraged to remain vigilant and **ensure that any changes in pricing are clearly communicated and justified**. This helps promote transparency and fairness in the marketplace.

22. *Where can I find more information?*

For further information or clarification, employees can reach out to either the **Department of Labour** at www.labour.gov.bn or the **Manpower Planning Office** at www.mpec.gov.bn

Other contact details can be found under 'Contact Us' (Pg. 12) of the Handbook.

LIST OF COMPANIES

Listing as of 30 January 2025

Note: Listing of companies are provided from each designated regulators

The list of companies are subject to change and may be updated without prior notice

Accommodation (Hotels)	
1	Abdul Razak Hotel Apartment
2	Al-Afiah Hotel
3	Aman Hills Hotel
4	Arsahrin Hotel
5	Badi'ah Hotel
6	Coconut Bay Lodge (Kota Batu)
7	Coconut Bay Lodge (Beribi)
8	Comfort Inn
9	D'Anggerek Service Apartment
10	Dar Takaful 2 IBB Service Apartment
11	Freme Rainforest Lodge
12	Garden Sentral Hotel
13	Gina Suite Hotel
14	Good Rest Hotel
15	Grand City Hotel
16	Grand Topaz Hotel
17	Higher Hotel
18	Hotel Sentosa
19	J Hotel
20	Jeruton Hotel
21	Jubilee Hotel
22	Keoja Hotel
23	Kiulap Plaza Hotel
24	Kompleks Mohamad Yussof Hotel Apartments
25	Mangrove Paradise Resort
26	Miniin Guest House
27	Mulia Hotel
28	Nsey Hotel & Apartment
29	Oceanic Home
30	Park View Hotel
31	Plaza Sutera Biru
32	Qing Yun Rest House (Delima)
33	Qing Yun Rest House (Jaya Setia)
34	Qing Yun Rest House (Koprijaya)

35	Radisson Hotel
36	Rimbun Suites and Residences
37	Roomz Hotel
38	Sea View Resort Hotel & Apartments
39	Starlodge Hotel
40	Stoneville Hotel
41	Tat Place Hotel
42	Terrace Hotel
43	The Abode
44	The Brunei Hotel
45	The Capital Residence Suites
46	The Centrepont Hotel
47	The Corner House
48	The Empire Brunei
49	The Lanes Hotel
50	The Maison Hotel
51	The Rizqun International Hotel
52	The Swiss Hotel Apartment
53	The Times Hotel
54	The Traders Inn
55	Trueliving Suites and Residences
56	V-Plaza Hotel
57	Wafa Hotel & Apartment

Architecture and Engineering Activities & Related Technical Consultancy	
Architectural services	
1	Lx Architects
2	Arkitek Opfis
3	Arkireka Design
4	Booty Edwards And Partners
5	Pdo Chartered Architects
6	Arkitek Idris
7	Owmp International
8	Gemilang Latif Associates
9	Arkitek Suria Ytf
10	Ald Consultants
11	Arkitek Asmadee
12	Jamy Lim Architects & Associates
13	Ho Kwong Yew Dan Anak-Anak Akitek-Akitek
14	Eco Bumi And Partners Sdn Bhd

15	Kha Arkitek
16	Rudi Rahim Architects
17	Seri Sezaman Architects
18	Atelier Lee Architect
19	Myhamid Architect
20	Asasreka Akitek
21	Arkitek Rekajaya
22	'Adn-Ak Studio
23	Arch Labs
24	Arkitek Urusreka
25	Peridot Architects
26	Arkitek Ting
27	Abdullah Ahmad Architects
28	Arkitek Aziz
29	Eco Bumi And Partners Sdn Bhd
30	Arkitek Haza
31	A.G.A. Abdul Ghani Arkitek
32	Zake Ibrahim Architect
33	Architect Fifty-Four (54) & Associates
34	Arkitek Bhm
35	Sa'adon Studio Architects
36	Scph Architects
37	Arkitek Alamreka
38	Lgf Architects
39	P.A.Y Architects
Professional Engineering Services	
40	Jurutera Basecon
41	Ove Arup Dan Rakan-Rakan
42	Perunding Primareka
43	Alvo Consultant
44	Adwan And Associates
45	Jumin Marsal Perunding
46	Coopt Engineering Sdn Bhd
47	Yh Civil Consultant
48	Alamsejagat Consulting Engineers Sdn Bhd
49	Petar Perunding Sdn Bhd
50	Seri Bumi Consultant
51	Bolton Hennessey Sdn Bhd
52	Bahrin Mohammad And Associates
53	Kejuruteraan Dan Persekitaran Integrasi Sdn Bhd

54	Alamsejagat Consulting Engineers Sdn Bhd
55	Jurutera Omc
56	Kejuruteraan Dan Persekitaran Integrasi Sdn Bhd
57	Othman And Associates Consulting Engineers
58	Teck-Pro Consultancy
59	Jurutera Tempatan
60	Enercon Services Sdn Bhd
61	Jurutera Perunding Rcs (B) Sdn Bhd
62	Jurusy Perunding Sdn Bhd
63	Acsb Consultants
64	Jl Safetech Solutions
65	Menudin & Associates
66	Baharuddin And Associates Engineering Consultancy Sdn Bhd
67	Ahs C.S Consultant
68	Michelle Consultants & Associates
69	Bn Hartajati Consultant
70	Kr Kamarulzaman And Associates
71	Lka Konsult Sdn Bhd
72	Hamzah Hasan Consultant
73	Petar Perunding Sdn Bhd
74	Hsia And Associates Sdn Bhd
75	Hamidon And Associates
76	Zrj Zakaria And Associates Sdn Bhd
77	Sepakat Setia Perunding (B) Sdn Bhd
78	Jurutera Perunding Lce
79	Petrokon Utama Sdn Bhd
80	Regional Consultants
81	Vincent B 8 Consultant
82	L-A Consultancy Services
83	Regional Consultants
84	Jurutera Perunding Lce
Quantity Surveying Services	
85	Juruukur Bahan S.P.L
86	P.U.B.M Quantity Surveyors
87	Perunding Ukurbahan K.W.C
88	Utamacon (B) Sdn Bhd
89	Jurukos Bina Alam
90	Jame' Maisarah Consultant
91	Hx And Associates
92	Hanafi Konsaltan

93	Mrbc Partnership
94	Z-Arif Consultant
95	Abdul Latif Consultant
96	Lah Consultants
Building Draughtsman	
97	Khalid Rahman Design
98	Fred C. Design
99	Lsk Design & Contract
100	Akm Design And Services
101	Zamri Design
102	Isa Creative Design
103	Brudreamer Design & Concept
104	L.G. Inspirasi Design
105	A.R.Man Design & Build
106	Amzari Design
107	Sahha Design And Built
108	Zainul N Zainul Design
109	Mir'reka Design
110	Pg Junaidi Design & Construction
111	A.N. Design
112	Dinesha Reka Cipta Bina
113	Zhvd Design
Land Surveyors	
114	DHY Juruukur
115	Jurukur Perunding Services (B) CO Sdn Bhd
116	Newas Survey Consultancy
117	Truebridge Callender Beach (B) Sdn Bhd
118	Juruukur Bersatu Konsultan
119	Juruukur CMK Konsultant
120	Survey Sercice Consultants
121	AAA Geomatics Consultant
122	Juruukur Fadly
123	Jali Nudin Survey Services

Education (Private Higher Education Institutions)	
1	Laksamana College Of Business (B) Sdn Bhd
2	Kolej lgs Sdn Bhd
3	Kemuda Institute Sdn Bhd
4	Cosmopolitan College Of Commerce & Technology
5	Micronet International College

6	Bicpa-Ftms Accountancy Academy Sdn Bhd
7	Mahakarya Institute
8	Jpmc College Of Health Science
9	Hadtech College

Financial and Insurance Activities	
Banking and Finance	
1	Baiduri Bank Berhad
2	Baiduri Finance Berhad
3	Bank Islam Brunei Darussalam (BIBD)
4	BIBD At-Tamwil Berhad
5	Bank of China (Hong Kong) Limited
6	Bank Usahawan Berhad
7	Malayan Bank Berhad (Maybank)
8	Perbadanan Tabung Amanah Islam Brunei (TAIB)
9	RHB Bank Berhad
10	State Street (Brunei) Sendirian Berhad
11	Standard Chartered Bank (SCB)
12	United Overseas Bank (UOB) Limited
Insurance, Takaful and Securities Market	
13	Audley Insurance Co Sdn Bhd
14	National Insurance Co Bhd
15	Standard Insurance Co Bhd
16	Tokio Marine Insurance Singapore Ltd
17	AIA Singapore Private Ltd
18	The Great Eastern Life Assurance Company Ltd
19	Tokio Marine Life Insurance Singapore Ltd
20	Syarikat Takaful Brunei Darussalam Sdn Bhd
21	Insurans Islam TAIB Family Takaful Sdn Bhd
22	Takaful Brunei Am Sdn Bhd
23	Takaful Brunei Keluarga Sdn Bhd
24	Baiduri Capital Sdn Bhd
25	BIBD Securities Sdn Bhd
26	Lion Global Investors Limited - Brunei branch
27	SBI (B) Sdn Bhd
28	Standard Chartered Securities Sdn Bhd
29	UOB Asset Management (B) Sdn Bhd

Human Health and Social Work Activities

1	A Latip Clinic
2	Chua & Arif Specialist Clinic
3	CY Lim Clinic
4	D S Medical and Dental Group
5	Dr Prema Clinic
6	Hart Medical Clinic
7	I-Clinic
8	Kare Medical Clinic
9	Klinik Chung
10	Klinik Dr Amir
11	Klinik Dr Haji Asri
12	Klinik Perdana Afiat
13	Klinik TK Chhan
14	Lee Clinic & Dispensary
15	Lims's Clinic & Dispensary
16	Luke Tan Clinic
17	Rayyan Baharin Clinic
18	Riverview Medical Clinic
19	Yong Clinic & Dispensary
20	Gleneagle Jerudong Park Medical Centre
21	Jerudong Park Medical Centre
22	J Lim & Chung Dental Surgery
23	Leslie Ong Dental Surgery
24	Premier Dental And Orthodontic Centre
25	Prime Meridian Dental
26	Beribi Clinic
27	E R Clinics
28	Klinik Naim Arc
29	Klinik Noor Rahaya
30	Klinik Olympia International
31	Sutera Clinic By Jpmc
32	Panaga Health Centre
33	Ting Dental Clinic
34	Ammaan Medical Clinic
35	D Lim Clinic
36	Family First Clinic
37	M Clinic
38	Uni Clinic
39	Vitaliv Health & Wellness Clinic
40	Pantai jerudong Specialist Centre

41	Dr Koo Kun Lok Dental Clinic
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Infocommunication Technology	
1	Arinc (Asia Pacific) Private Limited
2	Bru-Haas (B) Sendirian Berhad
3	Datastream Digital Sendirian Berhad (DST)
4	Imagine Sendirian Berhad
5	Network Integrity Assurance Technologies (NIAT) Sendirian Berhad
6	Progresif Sendirian Berhad
7	RigNet BRN Sendirian Berhad
8	Sita B.V.
9	Telehub Sendirian Berhad
10	Unified National Networks Sendirian Berhad

Travel Agency, Tour Operator and Other Reservation Services	
1	Al-Baraka Travel Services Sdn Bhd
2	Al-Hijrah Travel & Tours Sdn Bhd
3	At-Taqwa Travel Tours Sdn Bhd
4	Al-Abraj Travel & Tour Sdn Bhd
5	Al-Hajat Tours & Travel Agency Sdn Bhd
6	Al-Haramain Bil Iman Travel & Tours Sdn Bhd
7	Aleia Voyages Sdn Bhd
8	Al-Miqat Travel & Tours Sdn Bhd
9	As-Safa Travel & Tour Sdn Bhd
10	Antara Travel & Tours Sdn Bhd
11	Anthony Tours & Travel Agency Sdn Bhd
12	Atika Arif Tours Sdn Bhd
13	AZ Back to Nature Travel & Tour Sdn Bhd
14	Az Zain Travel and Tours Sdn Bhd
15	Balurih Travel Sdn Bhd
16	Bonasia Holiday Management Services Sdn Bhd
17	Borneo Trekker Travel Agency Sdn Bhd
18	Borneo Twitchers Tours and Travel Sdn Bhd
19	Bruvacation Sdn Bhd
20	Continental Yachting Sdn Bhd
21	Dar El-Ehsan Travel Sdn Bhd
22	Darussalam Services Sdn Bhd
23	El-Abqari Sdn Bhd
24	Firdaus Al-Munawwarah Travel Services Sdn Bhd

25	Freme Travel Services Sdn Bhd
26	Great Borneo and Beyond Tours Sdn Bhd
27	Ghufran Travel and Tours Sdn Bhd
28	Halim Tours & Travel Sdn Bhd
29	Hasa Incentives Sdn Bhd
30	Hayya Travel and Tours Sdn Bhd
31	Humaira Travel Centre (Borneo) Sdn Bhd
32	Humzaik Travel & Tours Sdn Bhd
33	J.J Tour Services (B) Sdn Bhd
34	JB Travel Services Sdn Bhd
35	Ken Travel & Trading Sdn Bhd
36	Lamisa International Tours & Travel Sdn Bhd
37	Mas Sugara Travel Services Sdn Bhd
38	Maduli Travel Agency Sdn Bhd
39	Mikie Tourist & Travel Services Sdn Bhd
40	Mustaqim Travel & Tours Sdn Bhd
41	Oceanic Quest Sdn Bhd
42	PJ Majestic Tours & Travel Sdn Bhd
43	PGGMB Travel Services Sdn Bhd
44	Pan Bright Travel Services Sdn Bhd
45	PA Travel Sdn Bhd (Fka: Poni Group Sdn Bhd)
46	Raudah Al-Amin Sdn Bhd
47	Qamaroon Tours Sdn Bhd
48	Simply Umrah (B) Travel and Tours Sdn Bhd
49	Sky Travel & Tour Agency Sdn Bhd
50	Southern Cross Travel Agencies Sdn Bhd
51	Straits Central Agencies (B) Sdn Bhd
52	Sunshine Borneo Tours & Travel Sdn Bhd
53	Titian Travel & Tours Sdn Bhd
54	TravelHub Tours & Travel Sdn Bhd
55	Trandie Marina Resorts Sdn Bhd
56	Wing On Travel & Trading Sdn Bhd

Security and Investigation Activities	
1	Setia Protective Security Services (SPSS) Sdn Bhd
2	Sektor Keselamatan Komersil Koperasi Rimbun Berhad (KOPRI)
3	Timbang Ahmad Security Agency
4	Aegis Secure Solutions Sdn Bhd
5	Avant CMS Services Sdn Bhd
6	Waspada Security Services

7	Sphere Secure Services Sdn Bhd (S3)
8	Ruz's Security Services
9	AHO Globletrust Security Agency
10	Daimun Security Services
11	J-Guard Security Services
12	ISP Security Services
13	Habhari Security
14	Storm Operations Guard Services
15	VTS Company
16	Budiman Security Squad Company
17	Ayzin Security Sdn Bhd
18	TAS Security Solutions Sdn Bhd
19	Salju Security Services
20	Bakti Ummah Security Services
21	Phoenix Security Guard Services
22	Stanford Orion Services Securite Sdn Bhd
23	Tofazzal Security