

## KEY CHANGES

The foreign worker recruitment process is reduced from 12 steps to 7 steps\*;

The Client's Charter for foreign worker recruitment process is reduced from 41 working days to 9 working days\*;

Recruitment of Local Jobseekers and Foreign Workers are based on the ratio (NTA) determined by the Department of Labour and endorsed by the relevant agencies according to sector;

Inspections are now conducted by the Department of Labour after the Foreign Worker License is approved.

Companies are required to register with JobCentre Brunei and post vacancies online and get clearance.

\*Note: Not applicable to the Construction Sector

## FOR MORE INFORMATION



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Department of Labour  
(Counter Lobby) and  
its District Offices

## Application Process for Foreign Worker License (LPA)

Requirements

7

6

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Endorsement	Application	Security Deposit	Visa	Health Check Up	Contract Signing	Work Pass & Green IC	Mandatory Inspection
Register and Obtain Endorsement from: 1) JCB 2) TAP	Submit Application for Foreign Workers License (LPA) <b>7 Working Days</b> Construction Sector <b>18 Working Days</b>	Payment of Security Deposits (Cash / Bankers Guarantee/ Takaful Insurance or JITPA) <b>1 Working Day</b>	Visa Application	Medical Examinations (X-Rays and Blood Test).	Contract-signing between Foreign Worker and Employer. <b>1 Working Day</b>	Application for Work Pass and Green IC.	Mandatory Inspections will be conducted 3 – 6 months after license approval; except for Construction Sector where inspection will be conducted before and after license approval
JCB / TAP / Govt Agencies	Department of Labour	Department of Labour	Department of Immigration and National Registration	Ministry of Health	Department of Labour	Department of Immigration and National Registration	Department of Labour

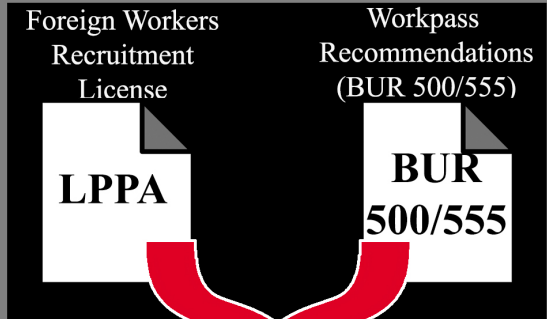


Department of Labour  
Ministry of Home Affairs

## Application Guidelines for Foreign Workers License (LPA)



**STARTING 1 OCTOBER 2016**



Foreign Workers License  
(LPA)

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## INTRODUCTION

- This new policy represents one of the initiatives under the Strategic Plan of the Department of Labour.
- This new plan incorporates Foreign Workers Recruitment License under Chapter 112 of the Employment Order, 2009 and Workpass Recommendations (BUR 500/555) into one process.

## OBJECTIVE

### EFFICIENT

- Enhancing quality and service efficiency to the public.
- Supporting the national direction towards creating a pro-business environment.

### MONITORING / CONTROL

- Ensuring worker recruitment and employment is in order and in accordance with national labour laws.

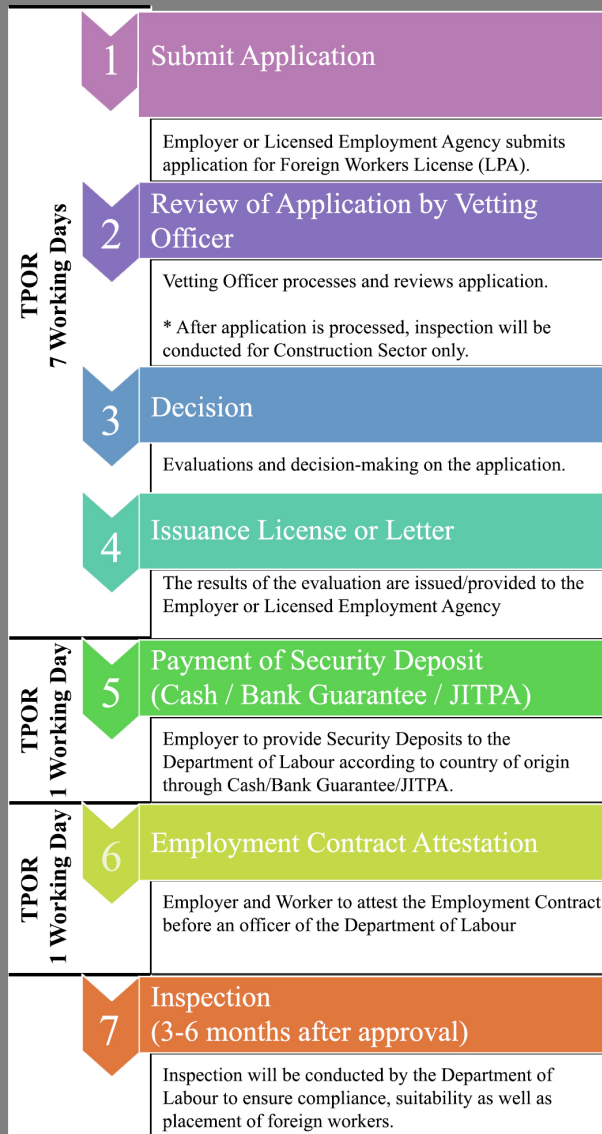
### LOCAL PRIORITIZATION

- Towards 'Bruneian-ization', to gradually provide positions for local workers in sectors historically occupied by foreign workers.

### BALANCE

- To strike a 'right balance' between creating a pro-business environment and safeguarding national security and interest.

## Recruitment Process for Foreign Worker For All Activities (Except for Construction) Department of Labour



## Required Documents

Foreign Worker Application Form (2 copies)

A copy of the Identity Card/Passport for each Applicant/Owner/Partner in the company

A copy of the valid passport for every worker being applied for

A copy of Company Registration Form X / Section 16 & 17

Copies of supporting / approval letters from relevant government agencies (if applicable)

List of local employees verified by the Employee Trust Fund (Tabung Amanah Pekerja or TAP)

Verification/Support of Mandatory Registration from JobCentre Brunei (JCB)

A copy of certificates equivalent to the occupation should the occupation require qualifications. For the post of driver: A copy of the driving license and Blue Card of the vehicle to be used

A copy of the Tenancy Agreement for Office/ Business Premise / Company and Worker Residence (If applicable)

For Construction activities : Copies of ongoing or upcoming projects must be attached