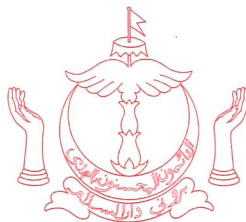


Tel. : 2383006
Fax : 2383244



جَنَاتِ بُرُو
مَكْنَتِ خَالِ الْجَوَالِدِ الْمَرْكَزِي
DEPARTMENT OF LABOUR
MINISTRY OF HOME AFFAIRS
BANDAR SERI BEGAWAN BB3910
BRUNEI DARUSSALAM

Rujukan Kami :

Our Reference :

PJB/7300/3

20 Rabiulakhir 1446

24 Oktober 2024

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 2024** - BUSINESS REPORTING SYSTEM [BRS]

Kindly refer to the above matter. We are pleased to inform that the **Annual Census of Employer & Employee 2024**, will be conducted using the *BUSINESS REPORTING SYSTEM [BRS]*, as usual.

- Submission of census information will be done online via the website www.business.mofe.gov.bn/SitePages/OBR.aspx, using the employer's/owner's/manager's registered e-Darussalam account.
- Therefore, as required in the *Business Reporting System*, the Department requests your kind cooperation in updating the information of all employees (local and foreign), employed under your *Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies* **until 30 October 2024**, including your own information as an employer/ owner/ manager.
- Completed Census information can ONLY be accepted via the *Business Reporting System* **effective 31 October 2024**. Last day of submission is on **30 November 2024**. Those employing only local workers (no foreign workers) are also required to register and complete the information in the *Business Reporting System*. Additionally, *Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies* that are not yet operating or have ceased operation must also update their relevant information in the system.
- The Department also advises and requests your kind cooperation as employer/owner/manager to complete the census information personally. This is to prevent the misuse of your confidential census information by a third party who may be entrusted to complete the census information on your behalf.

../2

6. An email notification regarding the issuance of the Census receipt will be sent to the registered email address, once the required census information has been completed and verified. If there are any issues with the census information, a notification regarding the incomplete Census information will also be sent to the email address. Guidelines on how to access *Business Reporting System* and complete the census information can be downloaded from the websites at www.business.mofe.gov.bn/SitePages/OBR.aspx or www.labour.gov.bn.
7. For your kind information, receipt issued for **Employer & Employee Census 2023** will **expire and become void** effective **31 October 2024**.
8. For further information, please contact the Department's Survey and Statistics Division Counter in the Lobby Area on the Ground Floor of the Department of Labour Headquarters, Jalan Dewan Majlis, or via telephone at 2383006/2380256 ext: 1104/4503/4504 [during counter hours only]. The service counter operates during the following hours: -

Day:-
Monday - Thursday &
Saturday

Morning:-
8.00 a.m. - 11.30 a.m.

Afternoon:-
1.45 p.m. - 3.30 p.m.

9. Please be duly informed, that the Annual Census of Employer & Employee, Salary Rate and Working Hours is implemented under the provisions of the Employment Information Act 1974, Caps. 99 under Section 3(1). Under Section 8(1) of the Act, **any employer, a) wilfully refuses or neglects to furnish the required particulars or information within the allowed time, or fails to provide it in the specified or prescribed form, or does not authenticate it as required; or b) wilfully provides or causes to be provided false information in response to any matter specified in the notice; or c) wilfully provides false answers to any questions necessary for obtaining the required information, is committing an offense and is liable to a fine of Two Thousand Five Hundred Dollars (\$ 2,500.00) and imprisonment of six (6) months, and If the offense continues, a further fine of Fifty Dollars (\$50.00) per day will be imposed.**

Your kind cooperation is highly appreciated. Thank you.

"Perkhidmatan Berasaskan Kesabaran dan Keyakinan"
"Tiada Kesihatan Tanpa Kesihatan Mental"

Yours Sincerely,


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