

**MANUAL FOR RENEWAL
APPLICATIONS
(REGISTRATION | PC | LICENCE)**



GUIDELINES TO RENEW APPLICATION

This manual is strictly for renewal purposes and all applicants have experienced first application to register and are expected to have knowledge on the layout of the BAPEQS Online System

The Manual Content are linked to the related pages

Manual Content

STEP 1:

- [Log on to your existing account](#)

STEP 2 & 3:

- [Select Application Form](#)

STEP 4-9:

- [Renew, upload, save, update, save draft and submit form](#)

Step 10-12:

- [Returned applications](#)

Step 13-18:

- [Online Payment and download certificate](#)

LOG ON TO EXISTING ACCOUNT

STEP 1:

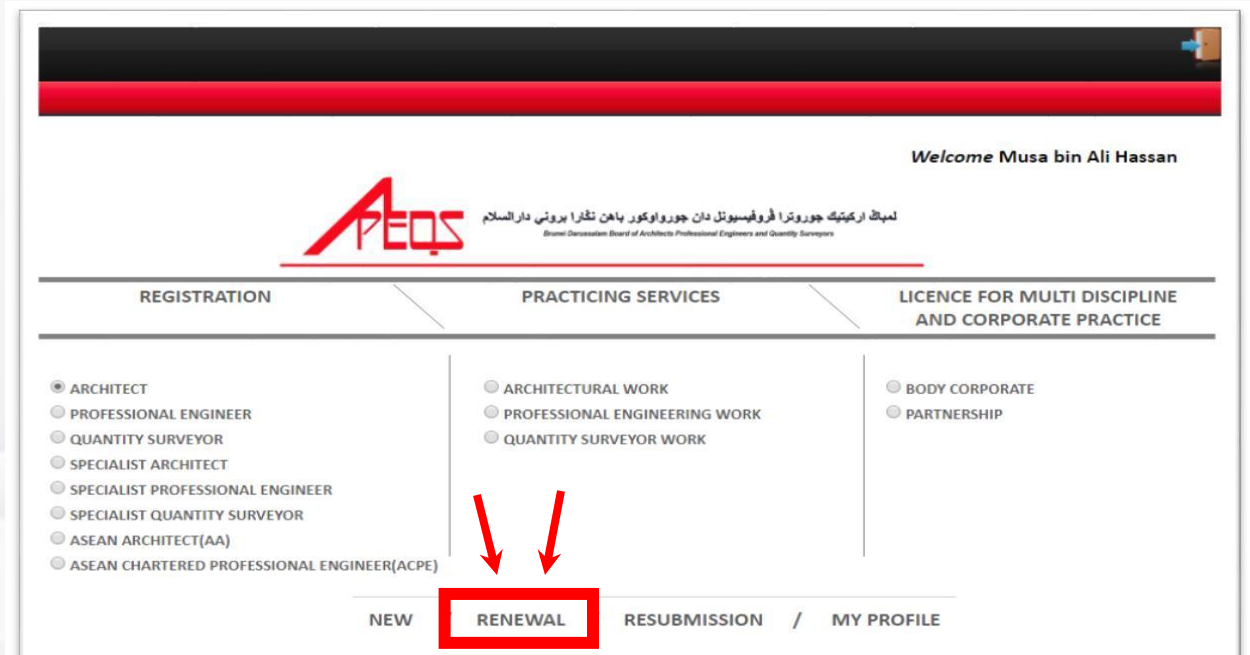

Go to <https://online.mod.gov.bn/bapeqs/>

TIPS: Click “Forgot Password” or Forgot Login ID

STEP 2:

- Select the forms you wish to submit (Registration or Practicing or Licence).
- Select your profession.
- Click ‘Renewal’ .

BACK TO
MANUAL
CONTENT



After clicking 'Renewal', the page will show user's submission status (there should be one submission).

STEP 3: Click on edit button



to open your form.



The screenshot shows the 'Application Status' page. At the top, there is a blue header with a home icon and the text 'Application Status'. Below the header, there are navigation controls including '<<', '<', 'Page', and '>', '>>'. A table with the following columns is displayed: Action, Application ID, Full Name, Form Type, Application Type, Application Status, Application for Year, and Brunei Identification No. The first row of the table is highlighted with a red border. The 'Action' column for this row contains icons for edit, print, and refresh. A red arrow points from the text 'Click on edit button' to the edit icon. Another red arrow points from the text 'there should be one submission' to the first row of the table.

Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification No
  	AIDR0385	Ahmad Zulfikhri Bin Hashim	Architect	New	Application Certified	2019	01-091280

TIPS: If it is not in the above go "back" and click "resubmission". Do email us a screenshot if the issue persists.

If the system does not show user's submission (as below sample), user will need to email to apeqs.sec@mod.gov.bn. The process will take a maximum of two (2) working days.



The screenshot shows the 'Application Status' page with an empty table. The header and navigation controls are the same as in the previous screenshot. The table has the following columns: Application ID, Full Name, Form Type, Application Type, Application Status, Application for Year, and Brunei Identification Card No. The table is currently empty.

Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification Card No
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Renewal requirements

TYPE OF APPLICATION	REQUIREMENTS
Registration	<ul style="list-style-type: none">• Changes to personal information in the existing form (emails/address/contact no./IC validity)• CPE 25points 2020-2021 (2years) – special considerations given in 2020 due to pandemic outbreak http://bapeqs.gov.bn/SitePages/Continuous%20Professional%20Education.aspx• Letter of passing BAPEQS PCE (if applicable);• Proof of valid membership with professional institution for the year applied such as PUJA RICS (UK); RICS (Australia) LAM; BOA(S); RIBA; ARIA BEM; PEB(S); Engineering Council (UK); Engineers Australia
Practicing Certificate	<ul style="list-style-type: none">• Changes to business information in the existing form (address/composition of owners)• Valid registration certificate in 2022 + valid membership with professional institution• CPE 25 – for 2020-2021 (2 years) - special considerations given in 2020 due to pandemic outbreak. Find the form at http://bapeqs.gov.bn/SitePages/Continuous%20Professional%20Education.aspx• Declaration form. Find the form at http://bapeqs.gov.bn/SitePages/Registration.aspx• Valid insurance
Licence	<ul style="list-style-type: none">• Changes to company information in the existing form• Valid PC for director

STEP 4: Click on 'Renew' button.

STEP 5: It is important to update all information (email, contact number, expiry dates etc) and 'Save Draft'.

STEP 6: To upload documents, click on Paper Clip  icon > A file upload window will pop up:



File Upload (New)	
Folder	General
Category	General
File Name	
File to Upload	Choose File tenda.jpg
Remarks	ic musa

- save button
- add new file
- delete button
- close button

STEP 7: When done uploading,  save , click Door  icon to return to your Application form.

STEP 8: Click 'Save Draft' to complete Step 7 (documents are attached).

STEP 9: Submit

Returned application

STEP 10: Click Home  icon to go to main form.

STEP 11: Click 'Resubmission' to view application details.

STEP 12: Follow the remarks given.

1. If your application is returned with inquiry. Kindly update and/or upload the required documents, save draft and resubmit. Or email apeqs.sec@mod.gov.bn for assistance.

Completed application

STEP 13: Click Home  icon to go to main page.

STEP 14: Click 'Resubmission' to view application list and select edit when necessary.



Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification No
  	AIDR0385	Ahmad Zulfikhri Bin Hashim	Architect	New	Application Certified	2019	01-091280

STEP 15: Follow the remarks given.

1. If your application is completed, you are required to make payment.
2. Check your email for **BAPEQS e-Bill** to make the **BIBD Online payment**

STEP 16: Transfer via the BIBD Online payment as per BAPEQS e-Bill Information


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 Royal Commission - Board of Architects, Professional Engineers and Quantity Surveyors

SCHEDULE - FEES

BAPEQS E-BILL APEQS/2022 REVISION 02
Date: 05/06/2022

[ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS RULES, 2016]
[Rule 5 (2), 8, 10, 14, 17 (1), 24 (2), 27 (1), 28 (2), 29, 32 and 40 (2)]

BIBD PAYEE: : MOD/ABC
 REFERENCE 1 : AIDP0001 Renew 2022 Electrical
 REFERENCE 2 : Ir. Lattice Design
 REFERENCE 3 : M2

DESCRIPTION	RATE \$	UNITS	AMOUNT \$
1. Application to sit for examination	85 400.00		
2. Application to sit for examination for registration:			
- Specialist Architect	85 350.00		
- Specialist Professional Engineer	85 450.00		
- Specialist Quantity Surveyor	85 350.00		
3. Registration:			
- Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor	85 200.00		
- Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor	85 1,050.00		
4. Renewal for registration:			
- Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor	85 350.00 per year		
- Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor	85 1,000.00 per year		
5. Practising Certificate:			
- Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor	85 250.00	1 year	\$250.00
- Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor	85 300.00		
6. Certificate of Registration:			
- Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor	85 350.00		
- Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor	85 350.00		
7. License to supply services	85 1,000.00		
8. Late Application (Complete submission received on 02 Dec 2022)	85 350.00	02/Dec	\$350.00
9. Application for Duplicate Certificate	85 50.00 per copy		
Total amount to be paid:			\$400.00

For BIBD Office Use Only

Prepared by : SUR / ZIM / MME *05/05/2022*

Checked by :

Verified by : PSI *05/05/22*

To be filled in by:
FINANCE SECTION, MINISTRY OF DEVELOPMENT

Payment Particulars: BAPEQS

Reference 1:

Reference 2:

Reference 3: M2

Total Amount Paid:

Mode of Payment:

Receipt Number:

Date:

Payment received by:

Signature:

BIBD NEXGEN

From Account: Please select

Preferred Payees All Payees

MOD/ABC

Bill/Reference No. 1:
AIDP0001 Renew 2022 Electrical

Reference No. 2:
Ir. Lattice Design

Reference No. 3:
M2

Amount:
400

Next

Accounts Transfers Payments QuickPay

IMPORTANT NOTE TO APPLICANT:

- FORWARD this BAPEQS E-Bill and proof of deposit to hasil.kewangan@mod.gov.bn cc apeqs.sec@mod.gov.bn
- The updated e-bill and receipt will be emailed to you within 3 days.
- UPLOAD the updated e-bill and receipt to your online application.
- Your physical receipt can be scheduled by appointment for collection upon your request.
- Working hours: Mondays to Thursdays & Saturday (8am-2pm)
- Kindly email apeqs.sec@mod.gov.bn for assistance.

END

STEP 17: Submit proof of payment and BAPEQS E-bill

1. Forward **BAPEQS e-Bill** and proof **BIBD Online payment** to hasil.kewangan@mod.gov.bn and CC to apeqs.sec@mod.gov.bn
2. In reply, you will receive the scanned receipt from Government of Brunei (3 working days to process) and the e-Bill as updated by MOD accountant

STEP 18: Upload receipt and updated BAPEQS E-bill to collect your certificate

1. Upload receipt from Government of Brunei and updated BAPEQS E-bill to collect your certificate to the online application (as usual)
2. Save draft and Submit
3. Your certificate will be issued on notification by the online system.

Your renewed certificate

- On notification to download certificate please check the correctness of the certificate for your safe keeping
- A Charge will be imposed for corrections request is received 30 days after it is issued.
- Request for a copy of the certificate can be made by emailing to [apeqs.sec@mod.gov.bn](mailto:apeqsec@mod.gov.bn) and released upon submission of receipt of payment of \$50.00