

**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 13-19:

- [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:

A. Select the forms you wish to submit
(Registration or Practicing or Licence).

B. Select your profession.

C. Click ‘Renewal’ .

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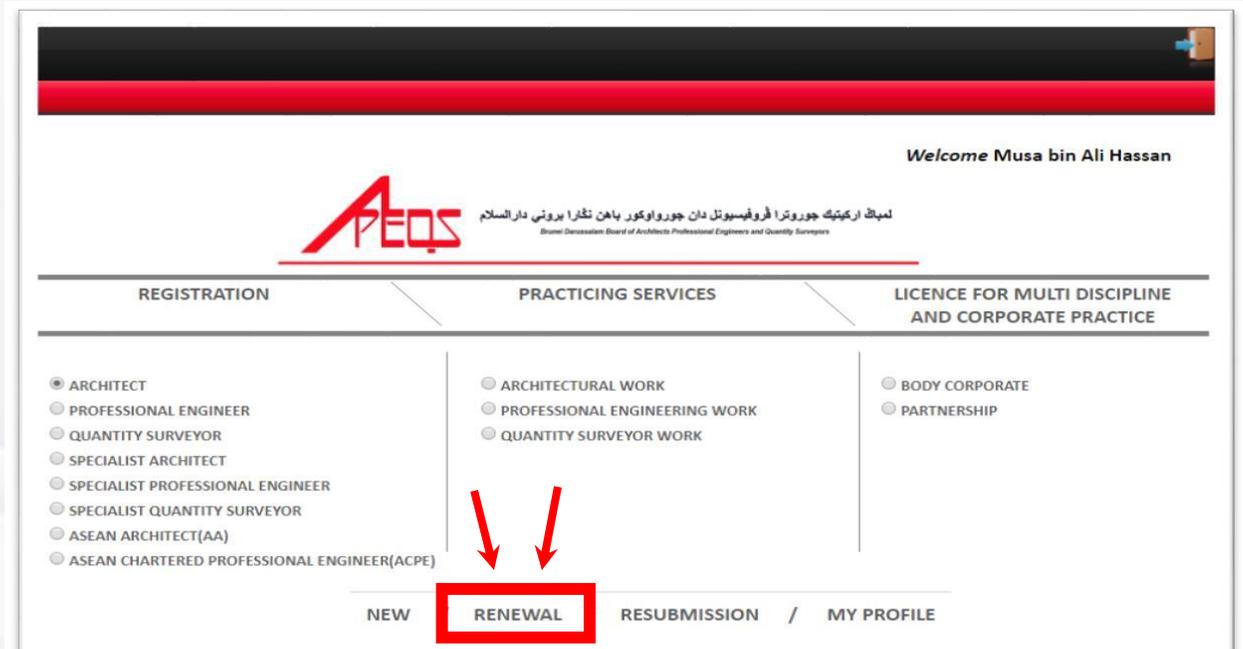
لمبائك اركيٲيك جوروترا فروقيسيونل دان جورواوكور باهن نغارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

Login ID:

Password:

Sign In

[New user signup](#) / [Forgot Password?](#) / [Forgot Login ID?](#)



Welcome Musa bin Ali Hassan

لمبائك اركيٲيك جوروترا فروقيسيونل دان جورواوكور باهن نغارا بروني دارالسلام
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REGISTRATION PRACTICING SERVICES LICENCE FOR MULTI DISCIPLINE AND CORPORATE PRACTICE

ARCHITECT
 PROFESSIONAL ENGINEER
 QUANTITY SURVEYOR
 SPECIALIST ARCHITECT
 SPECIALIST PROFESSIONAL ENGINEER
 SPECIALIST QUANTITY SURVEYOR
 ASEAN ARCHITECT(AA)
 ASEAN CHARTERED PROFESSIONAL ENGINEER(ACPE)

ARCHITECTURAL WORK
 PROFESSIONAL ENGINEERING WORK
 QUANTITY SURVEYOR WORK

BODY CORPORATE
 PARTNERSHIP

NEW **RENEWAL** RESUBMISSION / MY PROFILE

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.



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.



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 25 or 20 or 15 points 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 or 20 or 15 – 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

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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.



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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 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. Your certificate will be issued on notification by the online system.**

Step 19 Downloading your certificate

- It is mandatory to download your certificate
- Select the application form (Registration/PC/Licence)
- Select Renewal (otherwise submission)
- Click on the small printer if your application status 'Application Certified'



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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 requests received 30 days after it was issued.
- Save the downloaded certificate and make a printed copy for safe keeping.
- Request for a copy of the certificate can be made by emailing to apeqs.sec@mod.gov.bn and released upon submission of receipt of payment of \$50.00