

Business Reporting User Guidelines

(Updated: 16th October 2017)



Foreword

Welcome to the Business Reporting Portal. For your ease of use, it is highly recommended to peruse this guide before commencing your report.

The report is a joint effort between various government agencies to provide businesses with a single reporting portal. Please bear in mind that some questions are compulsory and should be completed before submission of your report, whereas some questions will only apply to businesses in specific sectors.

Thank you for your cooperation in completing the report.

For further enquiries please contact:

Email

- 1) br@jpm.gov.bn
- 2) Lbd@energy.gov.bn

Telephone

- 1) Local Business Development, EIDPMO : +673 7299 111
- 2) Darussalam Enterprise (DARe): +673 2384 830 or +673 8363 442

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Before accessing to the Business Registration Portal

1. Companies are advised to check whether their ROC name and number exists in the system. Please go to business.gov.bn to key-in your ROC name and click search. If your company's ROC is detected, you can click "Proceed to Business Reporting". **[SC1]**

The screenshot shows the 'businessBN' portal. At the top, there's a navigation bar with a home icon, 'Text Size' options, a search icon, and a menu icon. The main heading is 'Welcome to the Business Reporting'. Below this, there's a paragraph explaining the initiative, followed by contact information: Email: br@pm.gov.bn / ibd@energy.gov.bn, Telephone: LBD: +673 7299111, DARE: +673 2384830 / 8363442. A 'Thank you.' message is followed by a red-bordered box containing a 'Proceed to Business Reporting' button and a search form with the label 'Enter Company / Business Name:', a text input field, and a 'Search' button. Below the search form is the 'OBR Registration' section, which includes a note about clicking the button if the company registration number is not available, an 'IMPORTANT NOTE' with three points, and an 'OBR Registration' button.

[SC 1]

2. Otherwise, if the search could not detect your company's ROC, you will need to register your company's ROC by clicking on the "OBR Registration" button. **[SC 2]**

This screenshot is identical to the one above, showing the 'businessBN' portal. The red-bordered box highlights the 'Proceed to Business Reporting' button and the search form. The 'OBR Registration' section is also visible, including the 'IMPORTANT NOTE' and the 'OBR Registration' button.

[SC 2]

3. After clicking “OBR Registration” icon you will be directed to the Business Reporting e-form.

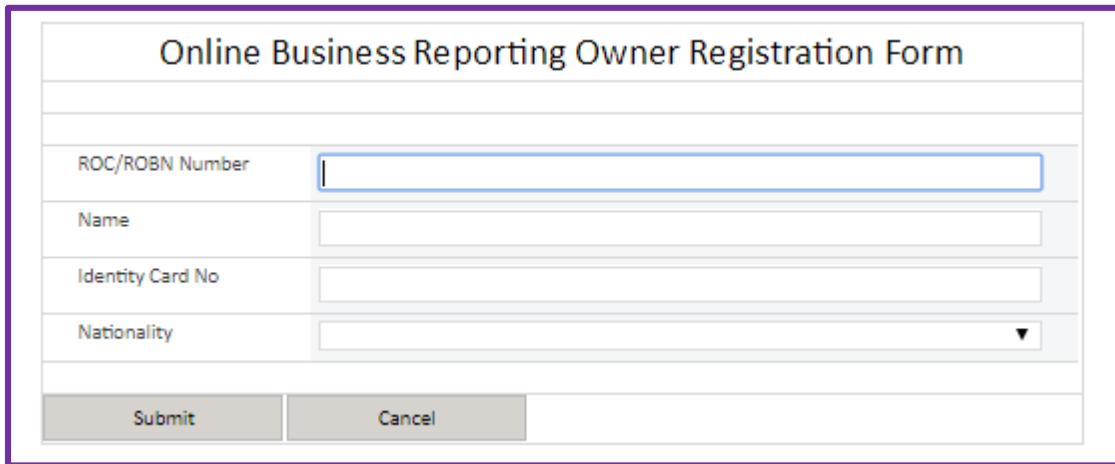
The image shows a web form titled "Online Business Reporting Registration Form". It contains several input fields with labels and validation stars. The fields are: "Please specify your type of company" (a dropdown menu with "Sole Proprietor" selected), "ROC/ROBN Number", "Company Name", "Date of Incorporation" (with a calendar icon), "Registered Address", "Postcode", "District" (a dropdown menu with "Brunei-Muara" selected), "Country" (a dropdown menu with "Brunei Darussalam" selected), "Contact Number", and "Email". Below these fields is a section titled "Owner Registration Form" with fields for "Name", "Identity Card No", and "Nationality" (a dropdown menu). At the bottom of the form are "Submit" and "Cancel" buttons. A red box highlights a link labeled "Add Owner Detail" at the very bottom of the form.

Online Business Reporting Registration Form	
Please specify your type of company	Sole Proprietor
ROC/ROBN Number	
Company Name	
Date of Incorporation	
Registered Address	
Postcode	
District	Brunei-Muara
Country	Brunei Darussalam
Contact Number	
Email	
Owner Registration Form	
Name	
Identity Card No	
Nationality	
Add Owner Detail	

[SC3]

- i) In this form you will need to fill in relevant details in the text boxes provided.
- Select your *type of company* accordingly, whether you are a sole proprietor or a partnership.
(Note: For companies that is registered as **SENDIRIAN BERHAD**, you will be automatically registered in the Business Reporting Portal).
 - It is advisable to use owner/shareholder email address in the “Email” tab.
 - You will also need to fill in the “Owner Registration Form”.

- ii) **Before submitting**, should your company have more than 1 owner, you can add their information by clicking the “Add Owner Detail” link, highlighted in **red box**. [SC 3]
- iii) When you clicked on the “Add Owner Detail”, you will be directed to a form as shown. [SC 4]

The image shows a web form titled "Online Business Reporting Owner Registration Form". The form is enclosed in a purple border. It contains several input fields: "ROC/ROBN Number" (a text box with a blue border), "Name" (a text box), "Identity Card No" (a text box), and "Nationality" (a dropdown menu with a downward arrow). At the bottom of the form are two buttons: "Submit" and "Cancel".

Online Business Reporting Owner Registration Form	
ROC/ROBN Number	<input type="text"/>
Name	<input type="text"/>
Identity Card No	<input type="text"/>
Nationality	<input type="text"/>
Submit	Cancel

[SC 4]

- iv) Fill in relevant details and click **submit** for both owner's and company's information.
- 4. The verification process for this will take around **5 working days**.
- 5. Once your company has been **verified**, you will receive an e-mail notification and you will be able to access the **BR portal** within **1 - 3 working days**.

Business Reporting Registration for Foreign Registered Company

For Foreign Registered Company that wants to register their company for Business Reporting, you will need to provide soft copy of the followings:

- 1) Certificate of Registration
- 2) Company address
- 3) Date of Incorporation
- 4) Form X
- 5) Shareholder details (Name, passport number and I.C. number, if any)
- 6) Authorization letter from the company stating the authorized local personnel / staff and IC number.

And email it to br@jpm.gov.bn

Business Reporting Registration for Cooperatives / Association / Other Entities

For Cooperatives / Association / Other Entities that wants to register their company for Business Reporting, you will need to provide soft copy of the followings:

- 1) Certificate of Registration
- 2) Office Address
- 3) Date of Incorporation
- 4) Member Details (Name and I.C. Number)
- 5) Authorisation letter from the company stating the authorised local personnel / staff and I.C. Number.

And email it to br@jpm.gov.bn

Registering to e-Darussalam and Accessing the Report

Registering e-Darussalam Account

The report is accessed through a registered E-Darussalam account at www.brunei.gov.bn

To activate, you must have already:

- Registered e-Darussalam account online by clicking 'Akaun' as follows [SC 5]:



Please enter the following details and click 'Next'.

Account Registration

Personal Details

IC Number : *

Full Name : *

Email Address : *

Contact Details

Home Phone Number :

Hand Phone Number : *

Office Phone Number :

Personal Question and Answer

The Personal Question will be prompted if you forget your password. You will need to give the answer provided here before a new password is send to you.

Key in your Question : *

Key in your Answer : *

CancelClearNext

[SC 5]

- After you confirm the details and you will receive an email from e-darussalam@egc.gov.bn.

Activate e-Darussalam Account

- Please visit any authorised Government counters, and bring along your original Identification Certificate (I.C.) for one-time activation.

The activation counters are as listed below:

- Land Transport Department Headquarters, Beribi
- Public Service Commission, 1st Floor
- Local Employment Agency and Workforce Development (APTK), Jalan James Pearce, B.S.B, Ministry of Home Affairs
- Darussalam Enterprise (DARE), Design & Technology Building, Simpang 32-37, Kg. Anggerek Desa Technology Park.
- Business Facilitation Centers, Ministry of Primary Resources and Tourism:

a) **Brunei dan Muara Branch**

Aras Bawah,
Bangunan Ibu Pejabat Kementerian Sumber-Sumber Utama dan Pelancongan
Jalan Menteri Besar

b) **Tutong Branch**

Aras Bawah
Jabatan Daerah Tutong
Kementerian Hal Ehwal Dalam Negeri

c) **Belait Branch**

Aras Bawah
Jabatan Bandaran Kuala Belait Dan Seria
Kuala Belait KA1131
Kementerian Hal Ehwal Dalam Negeri

d) **Temburong Branch**

Aras Bawah
Jabatan Daerah Temburong
Kementerian Hal Ehwal Dalam Negeri
Bangunan Jabatan-Jabatan Kerajaan
Pekan Bangar, Temburong

- Any Department of Electrical Services Counter.

Section 1 – ROCBN Information

1. Once signed in using the e-Darussalam account, user will be able to see a list of available ROCBN numbers linked to their Smart Card. Select “Update” on the selected companies to access Section 1 of the Business Reporting Portal (as shown in the red box). **[SC 6]**

Company Name	ROCBN	Type	Actions
COMPANY ABC	RC20000114	Company	Update
COMPANY DEF	RC20000769	Company	Update
COMPANY GHI	RC20000924	Company	Update
COMPANY JKL	RC20001039	Company	Update
COMPANY MNO	RC20001049	Company	Update
COMPANY PQR	RC20001101	Company	Update

[SC 6]

2. After you click on the “Update” button, the Company as well as the Owner and Director details should be visible as follows **[SC 7 & SC 8]**:

Section A (Owner/Principal Investors Details)			
Country	Name	Nationality	Shares
MY	Barbora Grexa	DE	7000
SK	Boris Grexa	DE	3000
MY	Vennera Maikin	MY	3000

[SC 7]

Section B (Director Details)				
Name	IC Number	Nationality	Appointed Date	Email
Reda Jasmine Abdul Rahman Taib	00120777	BN	26-May-16 12:00:00 AM	NULL
Reda Hana Sophin Abdul Rahman Taib	00125135	BN	26-May-16 12:00:00 AM	NULL
Mohamed Elwan Elwan	01000000	BN	26-May-16 12:00:00 AM	reda1000@gmail.com

[SC 8]

NB: Kindly take note that the details in Section is automatically synchronized from the ROCBN. In the event that changes have to be made for the fixed data in Section 1, please amend accordingly via the Registrar of Company and Business Names (ROCBN), Ministry of Finance.

3. In this section, you can authorize your employees to access the BR portal by clicking on the “Assign Authorized Personnel for Reporting” tab. [SC 9]

The screenshot shows the 'Online Business Reporting' portal with a navigation bar containing 'Section 1' through 'Section 7'. The main content area is titled 'Company / Business Details' and includes fields for 'Company Registration Number', 'Company Name', 'Date of Registration', 'Date of Start of Business', 'Address', and 'Postcode'. Below these fields are two sections: 'Section A (Owner/Principal Investors Details)' and 'Section B (Director Details)'. Section B contains a table with columns: Name, IC Number, Nationality, Appointed Date, and Email. At the bottom right, a button labeled 'Assign Authorized Personnel for Reporting' is highlighted with a red rectangular border.

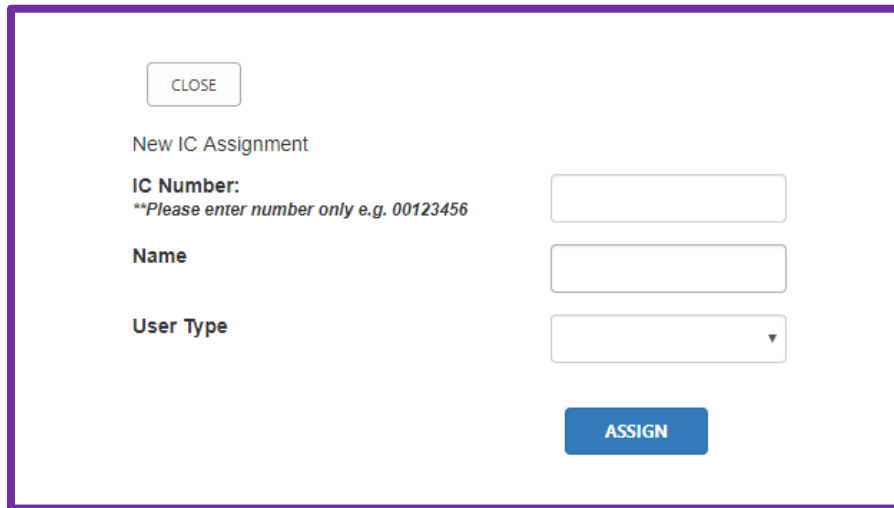
[SC 9]

After you click on the “Assign Authorized Personnel for Reporting” button, you will be prompted to a new web page: [SC 10]

The screenshot shows a new web page titled 'Add User'. It features a table with two columns: 'IC NUMBER' and 'NAME'. The table is currently empty. In the top right corner, there is a button labeled 'Add User' with a plus icon.

[SC 10]

In this page, you will be able to see a list of names that you have authorized to access the portal. Should you want to add more authorized personnel, you should click on the “add user” button. A new web page will appear: **[SC 11]**

A screenshot of a web form titled "New IC Assignment". At the top left is a "CLOSE" button. The form contains three input fields: "IC Number:" with a subtext "**Please enter number only e.g. 00123456", "Name", and "User Type" which is a dropdown menu. At the bottom right is a blue "ASSIGN" button. The entire form is enclosed in a purple rectangular border.

[SC 11]

In this page, you will need to enter the authorize personnel’s **IC number, Name, and User Type**. In the **User Type** tab, you will have to select one from the drop down list, whether you want to assign their role as **HR** or **Admin**. Click “Assign” at the end of the form to save your authorization.

- 1) **HR** – User could access all the sections in the form
- 2) **Admin** – User could access all the sections in the form **except** salary information (Section 4B).

Section 2 – Business Information

Business Information

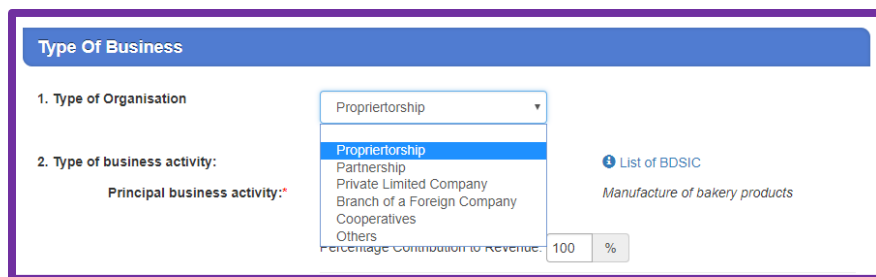
I. Type of Business

1. Type of Organization

1.1 In this section you will be asked to fill in your business' information.

1.2 Please select the "Type of Organization" from the drop down list as shown below:

[SC 12]

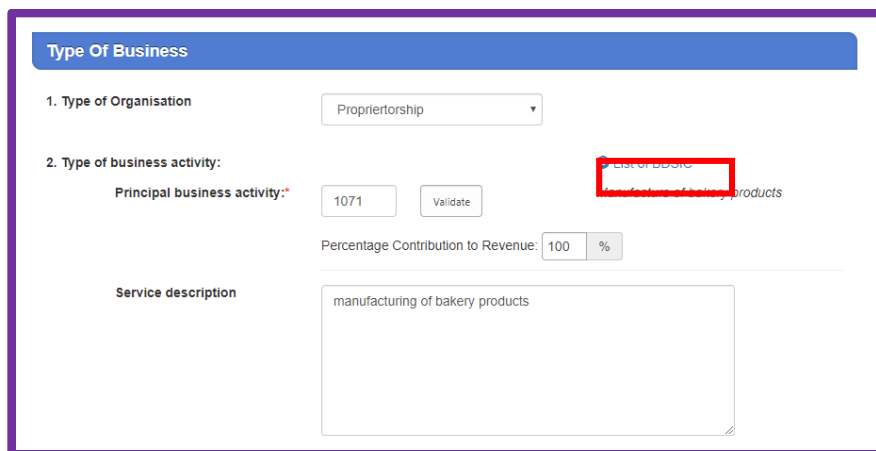


The screenshot shows a form titled "Type Of Business". Under "1. Type of Organisation", a dropdown menu is open, displaying options: "Proprietorship", "Partnership", "Private Limited Company", "Branch of a Foreign Company", "Cooperatives", and "Others". "Proprietorship" is selected. To the right, there is a link "List of BDSIC" and the text "Manufacture of bakery products". Below the dropdown, there is a field for "Percentage Contribution to Revenue" with the value "100" and a percentage sign.

[SC 12]

2. Type of Business Activity

2.1 For this section, the business activities relevant to the business will be indicated through the **Brunei Darussalam Standard Industrial Classification (BDSIC)** code. As shown below, please click the link (red box) to open a list containing the BDSIC codes and a description. **[SC 13]**



The screenshot shows the same "Type Of Business" form. Under "2. Type of business activity:", the "Principal business activity:" field contains the code "1071" and a "Validate" button. A red box highlights the "List of BDSIC" link. Below this, the "Percentage Contribution to Revenue" is set to "100 %". At the bottom, the "Service description" field contains the text "manufacturing of bakery products".

[SC 13]

2.2 After you click the “**List of BDSIC**” link, you will be prompted to the web page **SC 14**:

Industry ID	Industry Description	Activity ID 1	Activity Description 1	Activity ID 2	Activity Description 2	Activity ID 3	Activity Description 3
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0111	Growing of rice
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0112	Growing of other cereals, leguminous plants and seeds
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0113	Growing of leafy and fruit vegetables, roots and tubers
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0114	Growing of other non-perennial crops
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	12	Growing of perennial crops	0121	Growing of fruit trees

SC 14

Brunei Darussalam Standard Industrial Classification (BDSIC) is a standard classification used in Brunei Darussalam to classify a various economic activities exists in the country. There are 17 main sections of economic activities that are indicated in the BDSIC which is indicated by alphabetical code (A to T), in the “**Industry ID**” column. The description of the industry is indicated at the right side of the column. [SC 15]

Industry ID	Industry Description	Activity ID 1	Activity Description 1	Activity ID 2	Activity Description 2	Activity ID 3	Activity Description 3
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0111	Growing of rice
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0112	Growing of other cereals, leguminous plants and seeds
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0113	Growing of leafy and fruit vegetables, roots and tubers
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0114	Growing of other non-perennial crops
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	12	Growing of perennial crops	0121	Growing of fruit trees

[SC 15]

2.3 After you have identified your business category, you will then need to indicate the **business activities** that your company involved in, indicated by “Activity ID 1”, with its description in the column on the right, as shown in. [SC 16]

Industry ID	Industry Description	Activity ID 1	Activity Description 1	Activity ID 2	Activity Description 2	Activity ID 3	Activity Description 3
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0111	Growing of rice
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0112	Growing of other cereals, leguminous plants and seeds
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0113	Growing of leafy and fruit vegetables, roots and tubers
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0114	Growing of other non-perennial crops
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	12	Growing of perennial crops	0121	Growing of fruit trees

[SC 16]

2.4 After you have identified your business activities, you will then need to indicate the **business industry** that your company is involved in, indicated by “Activity ID 2”, with its description in the column on the right, as shown [SC 17] :

Industry ID	Industry Description	Activity ID 1	Activity Description 1	Activity ID 2	Activity Description 2	Activity ID 3	Activity Description 3
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0111	Growing of rice
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0112	Growing of other cereals, leguminous plants and seeds
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0113	Growing of leafy and fruit vegetables, roots and tubers
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0114	Growing of other non-perennial crops
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	12	Growing of perennial crops	0121	Growing of fruit trees

[SC 17]

- 2.5 After you have identified your business activities, you will then need to indicate the **four-digit code**, that indicates your **specific business activities** that your company is involved in. For example, the four-digit code “**0111**” indicates that the business is involved in the “**Growing of Rice**”, which is categorised by **Agriculture, Forestry and Fishing**, under the main heading of **Crop and Animal Production, Hunting and Related Services Activities**, and the Sub-heading of **Growing of Perennial Crops**. The Principal Business Activity should be the activity that generates the most revenue for the business. [SC 18]

Industry ID	Industry Description	Activity ID 1	Activity Description 1	Activity ID 2	Activity Description 2	Activity ID 3	Activity Description 3
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0111	Growing of rice
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0112	Growing of other cereals, leguminous plants and seeds
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0113	Growing of leafy and fruit vegetables, roots and tubers
A	AGRICULTURE, FORESTRY, FISHING	1	CROP AND ANIMAL PRODUCTION, HUNTING AND RELATED SERVICES ACTIVITIES	11	Growing of non-perennial crops	0114	Growing of other non-perennial crops

[SC 18]

- 2.6 Once you have indicated the specific business activities that your company is involved in, you will have to enter the **four (4) digit code** on the “Principal Business Activity”, as appeared in Section 2, and click on the “Validate” button and the business activity will automatically appeared in the blank field [SC 19]:

Type Of Business

1. Type of Organisation
Proprietorship

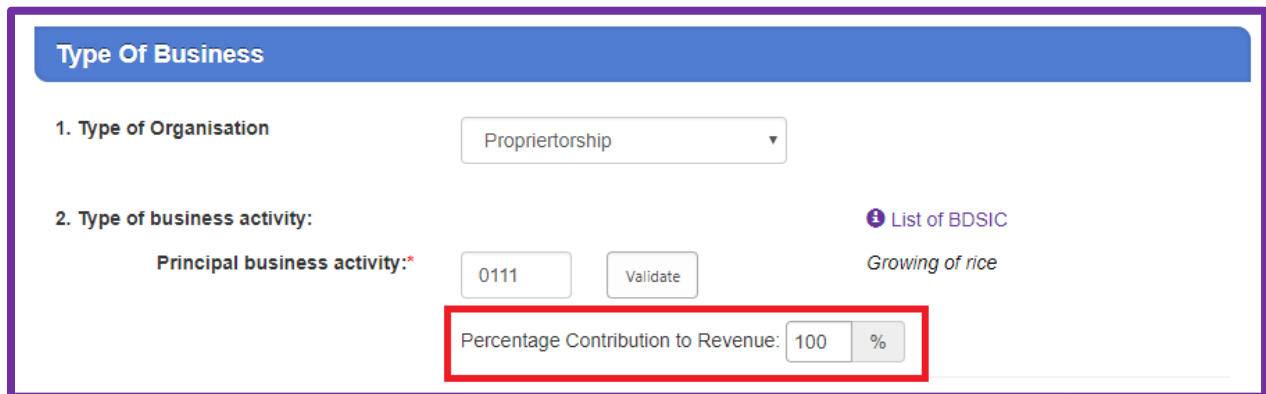
2. Type of business activity:

Principal business activity:*
0111
Validate
Growing of rice

Percentage Contribution to Revenue:
100
%

[SC 19]

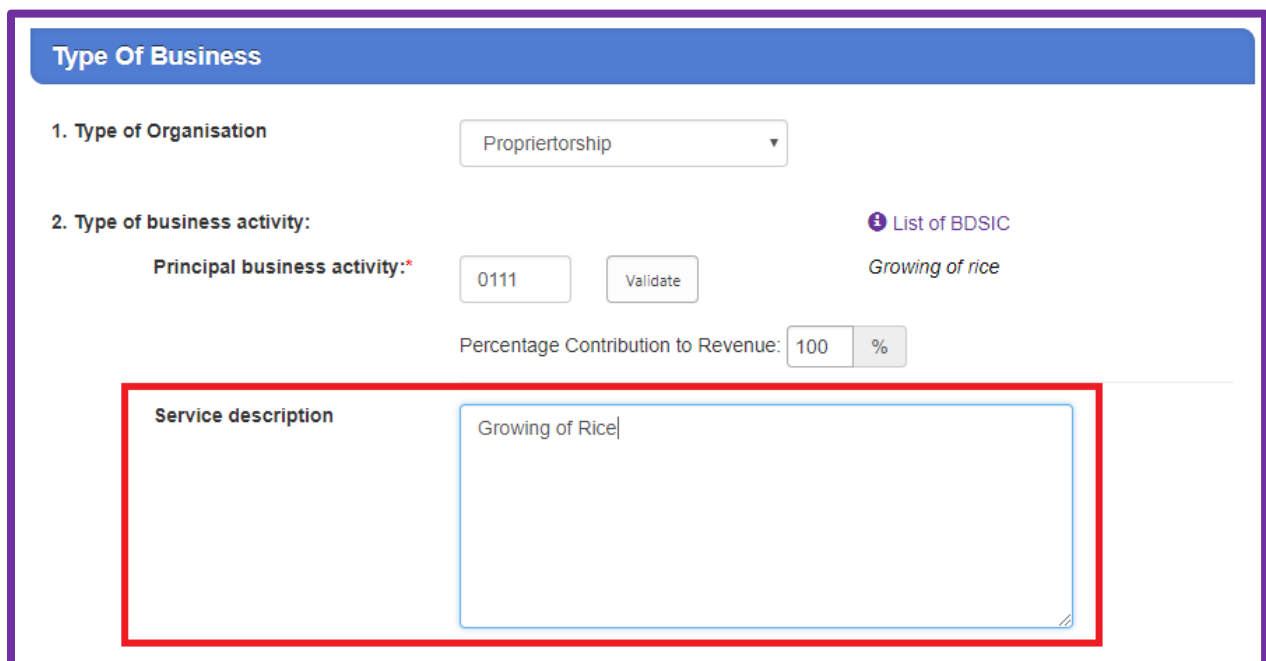
2.7 After you have validated the Principal Business Activity, you are then required to fill in the Percentage Contribution to Revenue your selected activity contributed to your company **[SC 20]**. This percentage should be manually calculated.



The screenshot shows a web form titled "Type Of Business". It has two main sections. The first section, "1. Type of Organisation", has a dropdown menu set to "Proprietorship". The second section, "2. Type of business activity:", includes a "Principal business activity:" label, a text input field containing "0111", and a "Validate" button. To the right of the "Validate" button is a link "List of BDSIC" and the text "Growing of rice". Below these elements, the "Percentage Contribution to Revenue:" is shown with a text input field containing "100" and a percentage symbol "%". This entire row is highlighted with a red rectangular box.

[SC 20]

Once you have calculated and keyed in your Percentage Contribution to Revenue, you can proceed to filling in a brief description of your company's business activity **[SC 21]**:



This screenshot shows the same "Type Of Business" form as the previous one, but with the "Service description" field highlighted by a red rectangular box. The "Percentage Contribution to Revenue:" field now shows "100" and "%". The "Service description" field is a large text area containing the text "Growing of Rice|".

[SC 21]

If your company / business have more than 1 business activity that contributes to the revenue of your business, you can proceed to filling in the remaining section as follows [SC 22]:

b) Other business activity 1	<input type="text"/>	<input type="button" value="Validate"/>
	Percentage Contribution to Revenue: <input type="text" value="0"/> <input type="text" value="%"/>	
Service description	<div></div>	
c) Other business activity 2	<input type="text"/>	<input type="button" value="Validate"/>
	Percentage Contribution to Revenue: <input type="text" value="0"/> <input type="text" value="%"/>	
Service description	<div></div>	
d) Other business activity 3	<input type="text"/>	<input type="button" value="Validate"/>
	Percentage Contribution to Revenue: <input type="text" value="0"/> <input type="text" value="%"/>	
Service description	<div></div>	

[SC 22]

3. You can also add more business activities by clicking on “Add Other Business Activity” if you have more activities related to your company / business. [SC 23]

3. Additional Other Business Activity:

[+ Add Other Business Activity](#)

[SC 23]

Otherwise, you can proceed to next part, which is Branches information.

4. You will need to update the branches section should your business have different branches operating.

4. Branches

[+ Add/Update Branches](#)

Branch Name	Main Branch	Address	Month and Year Started	No. of Workers	Contribution to Revenue
-------------	-------------	---------	------------------------	----------------	-------------------------

[SC 24]

To update this section you will need to click on the “Add/Update Branches” link as shown in the red box [SC 24]. After you click on the link, you will be prompted to a new web page as shown below [SC 25]:

[CLOSE](#)

1. Select Branch:

2. Branch Name:

☐ Main Branch

3. Address:

4. Started Date:

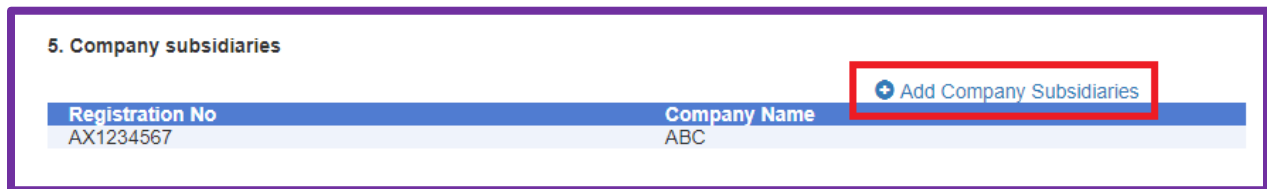
5. No. of workers:

6. Contribution to revenue: %

[ADD/UPDATE](#) [DELETE](#)

[SC 25]

5. After you have done updating the section, you can click on the “**Add/Update**” button to save your branch information. Then you will have to update your company’s subsidiary information, If any.



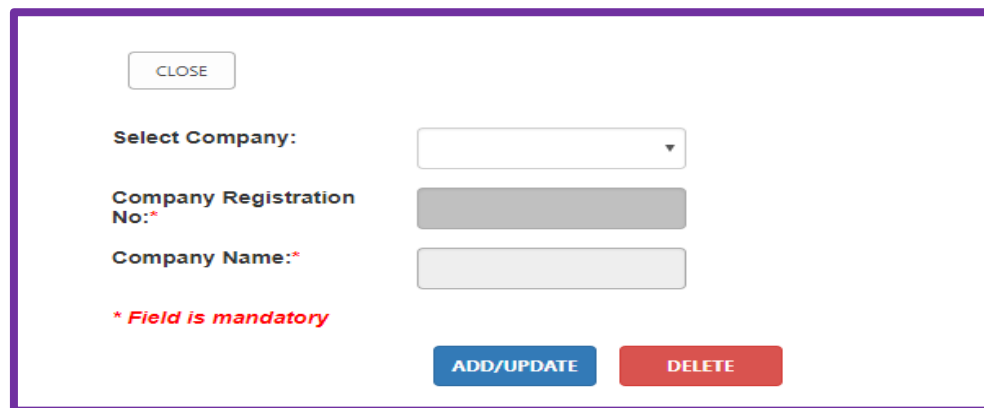
5. Company subsidiaries

Registration No	Company Name
AX1234567	ABC

+ Add Company Subsidiaries

[SC 26]

Click on the “Add Company Subsidiaries” as shown in [SC 26], and will be prompted to a new web page [SC 27]:



CLOSE

Select Company:

Company Registration No: *

Company Name: *

* Field is mandatory

ADD/UPDATE DELETE

[SC 27]

To save your Company’s Subsidiary, you can click the “Add/Update” button. After this is done you can proceed to the next part.

Next for Question 6 – 9, you will have to click “Yes” or “No” to the queries.

6. Select **Yes** if your business has made any overseas investments [SC 28].

6. Investment Abroad*
Does this company/business invest abroad?
☐ Yes ☒ No

[SC 28]

7. Select **Yes** if your business has received Foreign Direct Investment from foreign investors [SC 29].

7. Foreign Direct Investment*
☐ Yes ☒ No

[SC 29]

8. If your business holds a franchise or is franchising, select **Yes** [SC 30].

8. Franchise Activities*
Does this company/business involve in any franchise activities?
☐ Yes ☒ No

[SC 30]

9. Select **Yes** if the business exports any goods or services to clients not based in Brunei Darussalam [SC 31].

9. International Services*
Does this company provide/receive services to/from Brunei Darussalam?
☐ Yes ☒ No

[SC 31]

10. Please indicate certifications that your business has obtained (if any). Click Add/Update Certificate to enter the details [SC 32].

10. Certifications attained

Name of Certificate

Reference Number

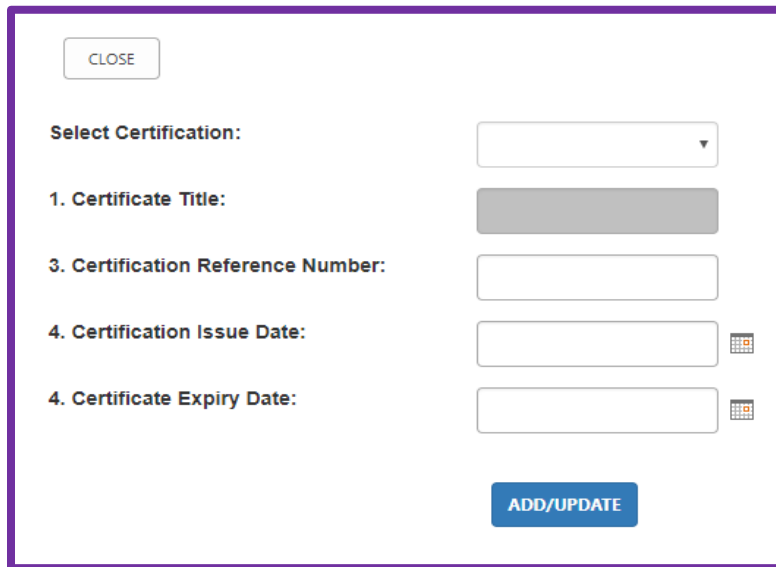
Issue Date

Expiry Date

[+ Add/Update Certificate Info](#)

[SC 31]


After you clicked on the link you will be prompted a new web page [SC 32]:



[SC 32]

Fill in the form and click **“add/update”** to save your certification information.

11. After you saved your certification information, you will then need to add your company's contact person information in section 2B as follows [SC 33]:



[SC 33]

Note: Kindly make sure that you have filled all fields. If you don't have any data for the fields 2.a) to 2.d), you can key in "0", please do not leave any field empty/blank.

II. Additional Sector Information


Type of Business	Construction Sector Only	Agriculture Sector Only	Forestry Sector Only	Fisheries Sector Only
------------------	--------------------------	-------------------------	----------------------	-----------------------

NB: If your company is involved in one of these sectors (Construction, Agriculture, Forestry and Fisheries), please click the appropriate tab and insert the necessary data.

Construction Sector Only [SC 34]

- Indicate the type of Registration Certificate from the drop-down list.
- Specify the Registration Certificate's serial number.
- Specify the expiry date of the Registration Certificate by clicking the calendar button.
- Indicate which Class the business is registered as, with the Ministry of Development (MoD).
- Specify the category.

For companies in the **Construction Sector ONLY**:

i) Type of registration certificate	<input type="text" value="Builder's Licence"/>
ii) Certificate serial number	<input type="text"/>
iii) Registration expiry date	<input type="text"/> 
iv) Class	<input type="text"/>
v) Category	<input type="text"/>

SAVE

[SC 34]

Agriculture Sector Only [SC 35]

- i. Specify farm location by district using the drop-down list.
- ii. Specify the status of the land that the farm is located in.
- iii. Indicate the size of the land the farm is operating in Hectares.
- iv. Categorise the farm as applicable.
- v. List the commodities produced, for multiple selections please click 'Ctrl' and left click the selections.

For companies in the **Agriculture Sector ONLY**:

i) Farm location

ii) Farm status

iii) Farm location area capacity: Ha

iv) Farm category

v) Lists of commodities

Broilers

Eggs

Buffalo & Cattle

Goat

Deer

Sheep

Day Old Chicks

Fertilized Eggs

Livestock Feeds

[SC 35]

Forestry Sector Only [SC 36]

- i. Indicate the location of the factory.
- ii. Indicate the factory's land location size (in Hectares).
- iii. Specify the district where the factory is located.
- iv. Select the commodities. For multiple selections, hold the 'Ctrl' button on your keyboard and choose as applicable.
- v. Indicate the machinery used for logging activities. For multiple selections, hold the 'Ctrl' button on your keyboard and choose as applicable.

For companies in the **Forestry Sector ONLY**:

i) Location of factory

ii) Factory location area capacity Ha

iii) Operation location

iv) List of commodities

Round Timber
Sawn Timber
Firewood
Bakau Poles
Wood Charcoals
Sawdust Briquette Charcoal
Wooden Door
Door & Window Frame
Wooden Furniture

v) Name of machinery used in logging activity

Horizontal Bandsaw
Vertical Bandsaw
Cross-cut
Four side planer
Single planer
Table saw
Surface planer
Borer machine
Grinding machine

SAVE

[SC 36]

Fisheries Sector Only [SC 37]

- i. Specify the sector which the business is involved. Depending on what is selected, the contents in the field below will change to reflect the choice.
- ii. Select the list of products of the business. For multiple selections, hold the 'Ctrl' button on your keyboard and choose as applicable.

For Companies in the **Fisheries Sector ONLY**:

1. Sectors Seafood Processing ▼

4. Location for **SEAFOOD PROCESSING SECTOR ONLY**:

a) Location TUTONG ▼

b) List of commodities OTHER PROCESSED SEAFOOD ▼

5. List of products (Capture, Aquaculture & Seafood Processing Sectors)

FRESH FISH

ROSTRIS SHRIMP

BLACK TIGER SHRIMP

GROUPER

POMPANO

SEABASS

TREVALLEY (IKAN PUTIH)

RED SNAPPER

Please specify:

Growing and harvesting Tiger Prawn and varieties of Grouper fish

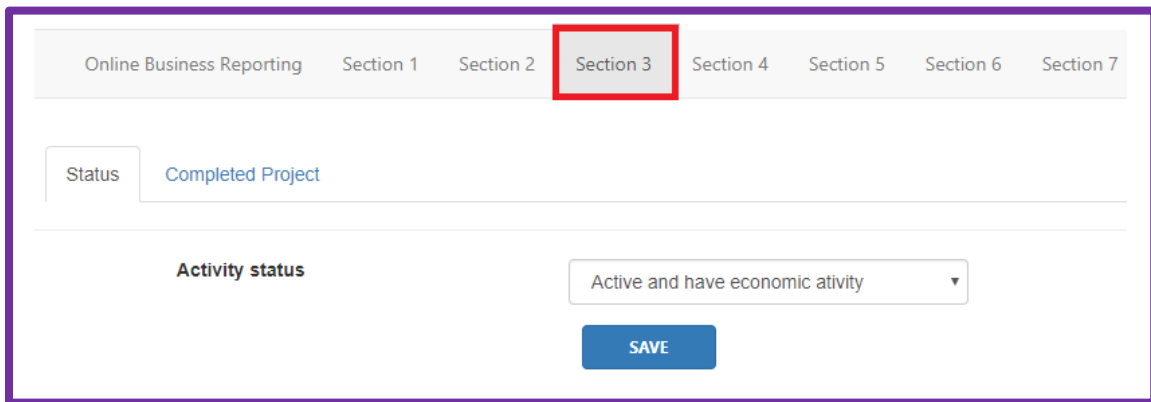
SAVE

[SC 37]

Section 3 – Operation Status

Operational Status

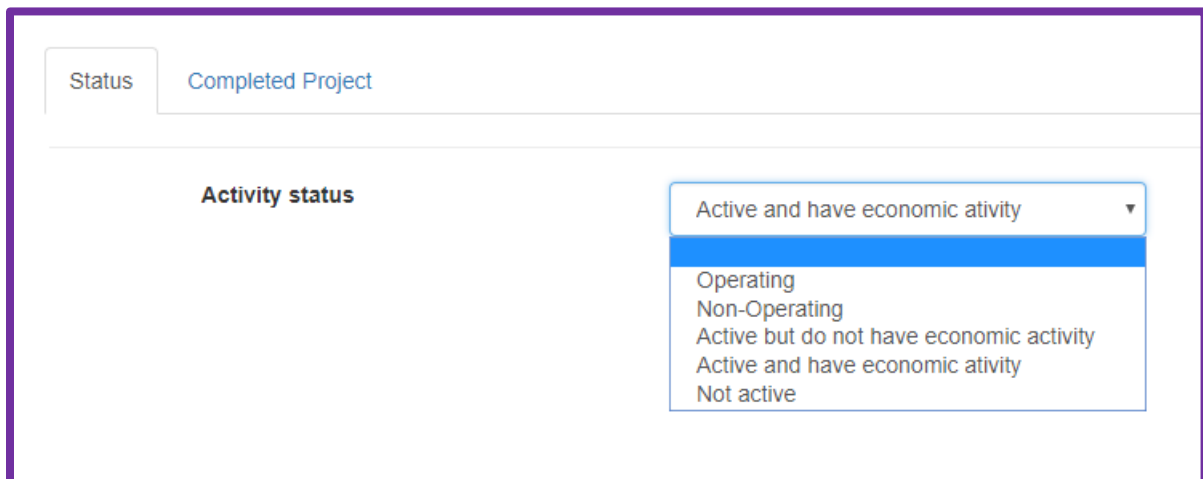
The section 3 of the Business Portal will need you to update the status of your business activity and information of projects completed by your project [SC 38]:



The screenshot shows the 'Section 3' tab highlighted in a red box within a navigation bar. Below the navigation bar, there is a 'Status' section with a 'Completed Project' link. Underneath, the 'Activity status' is displayed as 'Active and have economic activity' in a dropdown menu. A blue 'SAVE' button is located at the bottom right of the form area.

[SC 38]

In the main page of section 3, you can choose the status of your business' activity from a drop down list as shown below [SC 39]:



This screenshot shows the 'Activity status' dropdown menu expanded. The menu lists six options: 'Active and have economic activity' (the current selection), 'Operating', 'Non-Operating', 'Active but do not have economic activity', 'Active and have economic activity', and 'Not active'. The dropdown is highlighted with a blue border.

[SC 39]

If the business is operating, please specify the start date of operations, if non-operating, please specify the reason in the empty field as shown [SC 40].

1. Activity status

Non-Operating

2. Reason

SAVE

[SC 40]

On the **Completed Project** tab, you will need to key in your business' previously completed project, if any [SC 41].

Status: Completed Project

Completed Projects [+ Add Completed Project](#)

Contractors

No	Project Title	Client	Appointment Date	Project Values	% Fees	Completion Date

Consultant

No	Project Title	Client	Appointment Date	Project Values	% Fees	Completion Date

SC 41

To fill in the information, kindly click on the “**Add Completed Project**” Link.

In Completed Projects form, you will have to choose between “Contractor” and “Consultant” as shown below [SC 42].

Completed Projects

Project Type

SAVE

Contractor



Consultant

SC 42

a. Contractor

For **contractor**, you will need to fill in this form as follows [SC 43]:

Completed Projects

Project Type	<input type="text" value="Contractor"/>
1. No. / Contract Reference	<input type="text"/>
2. Project Title	<input type="text"/>
2.1. Type of Contractor	<input type="text"/>
2.2. Type of Projects	<input type="text"/>
3. Client	<input type="text"/>
4. Project Value (\$)	<input type="text"/>
5. Project Commencement Date	<input type="text"/> 
6. Project Completion Date	<input type="text"/> 
7. Total No. of Days	<input type="text"/>
8. No. of Workers	<input type="text"/>
9. No. of Working Hours per day	<input type="text"/>
10. Project Input	<input type="text"/>
11. Project Output	<input type="text"/> m ²
12. Productivity Index	<input type="text"/>

SAVE

[SC 43]

For Field 10, Project Input is equal to **Total Manhours**, as follows

Total Manhours

$$\begin{aligned} &= \text{Total No. of Workers} \\ &\times \text{Total No. of Working Hours (in 1 day)} \\ &\times \text{Total No. of Working Days (Project Period)} \end{aligned}$$

For Field 11, Project Output refers to **the size of the project**. For e.g (a) Size of building (in m²) or (b) Length of Road (in km).

For Field 12,

$$\textbf{Productivity Index} = \frac{\text{Project Output}}{\text{Project Input}}$$

Please Click “SAVE” at the end of the form to save your data.

b. Consultant

For **Consultant**, you will need to fill this form as follows **[SC 44]**:

Completed Projects

Project Type

Consultant

1. No. / Contract Reference

2. Project Title

3. Client

4. Project Value (\$)

4.1. % Fees

5. Appointment Date

6. Project Completion Date

SAVE

[SC 44]

Please click “SAVE” at the end of the form to save your data.

Section 4 – Employment Data

In section 4, there are three (3) tabs related to Employment Data that needs to be filled in, namely, Tab 1 – Employment Data, Tab 2 – Employment Data 2016, and Tab 3 – Employee.

Tab 1 – Employment Data [SC 45]

Section 4	
Local Payroll	BND\$ 1000
Non Local Payroll	BND\$ 500
Total Employment Spending	BND\$ 1500
Total Employment Spending in Brunei	BND\$ 1250
Total Employment Spending outside Brunei	BND\$ 250

[SC 45]

In section A, please key in your Local Payroll Data and Non-Local Payroll Data.

1. Local Payroll Data Calculation

Total Salaries + Contributions to Employee Trust Funds (TAP) + Contributions to Supplementary Contribution Pensions (SCP) + Other Benefits (e.g. Accommodations, Apparels etc.)

2. Non-Local Payroll Data Calculation

Total Salaries + Other Benefits (e.g. Accommodations, Apparels etc.)

After you have keyed in the Local and Non-Local Payroll Data, all the other informations including **Total Employment Spending, Total Employment Spending in Brunei and Total Employment Spending outside Brunei** will be automatically calculated.

Next you will have to enter the number of foreign workers holding the foreign workers license working under your company (if applicable). [

1. For company holding foreign worker FOREIGN WORKER LICENSE only:		
	Approved Male	Approved Female
Foreign Staff	<input type="text" value="0"/>	<input type="text" value="0"/>
Foreign Workers	<input type="text" value="0"/>	<input type="text" value="0"/>

Next please proceed to reporting your **Monthly Information on Employment** as follows:

2. Monthly Information on Employment:			
	Total Employment	Payment to Employees	
January	<input type="text" value="3"/>	BND\$	<input type="text" value="1500"/>
February	<input type="text" value="5"/>	BND\$	<input type="text" value="1900"/>
March	<input type="text" value="5"/>	BND\$	<input type="text" value="1900"/>
April	<input type="text" value="6"/>	BND\$	<input type="text" value="0"/>
May	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
June	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
July	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
August	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
September	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
October	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
November	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>
December	<input type="text" value="0"/>	BND\$	<input type="text" value="0"/>

After you have entered all the relevant information, you should click “Save” at the end of the form to confirm your employment data.

Tab 2 – Employment Data 2016

On the next tab, which is the “Employment Data 2016” page, you can update the employment information for your business for year 2016. Click “Save” at the end of the form to confirm your information.

	Persons	Male	Female
1. Local Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Foreign Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Employee Expenditure (BND\$)	BND\$ <input type="text"/>	BND\$ <input type="text"/>	BND\$ <input type="text"/>

[SAVE](#)

Tab 3 – Employee Details

Next you will have to update your employee’s detail by clicking on the “Employee” tab.

NAME	EMP_IC	CITIZEN	POSITION	Column1	ID
------	--------	---------	----------	---------	----

[+ Add Employee](#)

Add an Employee (Employee Details)

1. Provide the full name of the employee.

1. Employee Name:*

2. Please indicate employee citizenship by selecting from the drop down list.

2. Citizenship:* --Please Select-- ▼

If you chose **Foreign Resident** in the Citizenship option, a new box will appear asking for the employee's Passport Number.

Passport Number:*

3. Please indicate employee IC Number without the dash e.g. 00123456.

3. Employee IC:*
***Please enter number only e.g. 00123456*

4. Please indicate their gender.

4. Gender:* --Please Select-- ▼
--Please Select--
Male
Female

5. Please indicate their Qualification.

5. Qualification:* --Please Select-- ▼
--Please Select--
Postgraduate
Bachelor or equivalent
Advanced Diploma or equivalent
Technical/Vocational/Diploma/Certificate
Secondary Education
Primary Education or below
Others

6. Please Indicate their Area of Studies

A form field with the label "6. Area of Studies:*" in red. To the right of the input box is a small blue question mark icon.

For example:

For Primary or Secondary education, you can indicate either 'Primary' or 'Secondary'. For Degree or Master Degree, please indicate their major, e.g. Business Administration or Civil Engineering and etc.

7. Please Indicate their Position by entering relevant code according to the BDSOC (can be accessed by clicking on the "List of BDSOC") and click validate. The position name will appear in the position field.

A form field with the label "7. Position:" in red. Below it is the text "Enter the position code:*" in red. To the right is a text input box and a "Validate" button. In the top right corner, there is a link "List of BDSOC" with an information icon.

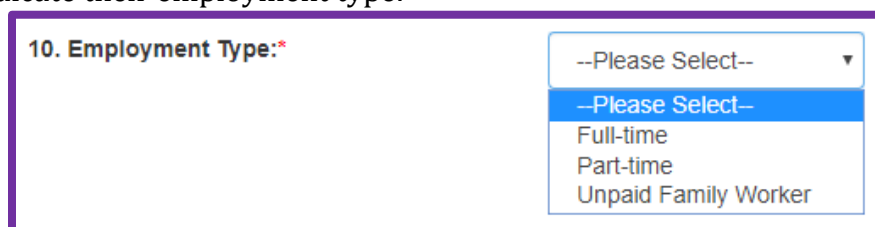
8. Please Indicate in 50 characters or less, their job-scope.

A form field with the label "8. Job Description:*" in red. It contains a large text area for input.

9. For Date of Commencement, please indicate when the employee started his/her employment.

A form field with the label "9. Date of Commencement*" in red. To the right of the input box is a calendar icon circled in red.

10. Please indicate their employment type.

A form field with the label "10. Employment Type:*" in red. To the right is a dropdown menu with the following options: "--Please Select--", "--Please Select--", "Full-time", "Part-time", and "Unpaid Family Worker".

Kindly note that Unpaid Family Worker refers to family members or relatives who are working for the business but do not receive regular pay. This category only applies to proprietorships and partnerships.

11. If worker is non-local, provide the expiry date of their work permits by clicking on the calendar button.

11. Work Pass Expiry Date: **If Employee is a foreign Resident	<input type="text"/>	
--	----------------------	---

12. Please specify the number of working days in a month.

12. Working Days:	<input type="text"/>
--------------------------	----------------------

13. Please specify the number of working hours in a week, and indicate the actual hours including overtime.

13. Working Hours per week:	
a) Normal:	<input type="text"/>
b) Actual (Normal + Overtime):	<input type="text"/>

B. Salaries and Benefits

(Note: This section is ONLY accessible by users assigned as HR)

1. Please specify how the employee is being paid i.e. daily, hourly or monthly. Please ensure that the right service type is selected to prevent errors in the Total Employment Spending calculations.

Service Type:

Monthly Pay

Daily Pay

Hourly Pay

2. Specify the monetary benefits in the relevant fields:
 - i. Please enter the total amount of fixed bonuses paid for the current reporting year in BND\$.
 - ii. Please enter the amount of TAP in BND\$.
 - iii. Please enter the amount of SCP in BND\$.
 - iv. Please enter the amount of Other Additional Pension Benefits paid if the companies offers additional pension benefits beyond TAP and SCP in BND\$.
 - v. Please enter the amount of Director Fee paid in the current reporting year in BND\$.

2. Annual Monetary Benefits:

i) Bonus:

BND\$

ii) TAP:

BND\$

iii) SCP:

BND\$

iv) Other Additional Pension Benefits:

BND\$

v) Director Fee:

BND\$

3. Please specify the number of working days applicable for Paid Leave Entitlement per year.

3. Paid Leave Entitlement:

**Working Days

Days

- Please specify any other annual monetary benefits your employee receive.

4. Annual Other Benefits:

Housing

BND\$

Medical

BND\$

Transportation

BND\$

Apparels

BND\$

If you have completely filled in the form, kindly click “add” to save your information.

Edit Employee

- If there are any amendments to an employee’s details, or the employee has resigned, please click “Edit” next to the employee’s name in the box.

+ Add Employee

	NAME	EMP IC	CITIZEN	POSITION	Column1	ID
Edit	Nazri	01123456	Brunei Citizen	Social work manager	01 Oct 2016	2045
Edit	Jamal	0123456	Brunei Citizen	Director	13 Apr 2016	3011
Edit	Yusry	00123457	Brunei Citizen	Training manager	10 Jan 2000	4736
Edit	Hairul	00123457	Brunei Citizen	Training manager	10 Jan 2000	4737
Edit	Abdul Aziz	00123457	Brunei Citizen	Training manager	10 Jan 2000	4738
Edit	Asdiana	00123457	Brunei Citizen	Training manager	10 Jan 2000	4739
Edit	Azizi	00123456	Brunei Citizen	Training manager	06 Feb 2017	4740
Edit	Alya Sofiyya	00123664	Brunei Citizen	Director	01 Aug 2017	7714

- The fields will remain the same as with the Add Employee form, with the exception of field 9 in which user will can choose whether the employee is still active or has resigned:

9. Is active?*

Active

Resigned

- If the employee has resigned, please select Resigned and click the Calendar button to indicate date of resignation

9. Is active?*

Resigned

a) Date of Commencement:*

1/10/2000

b) Date of Resignation:*

10/11/2016

Section 5 – Expenditure Information

In section 5, businesses are required to update their expenditure details for the year. This can be done by clicking on the “Section 5” tab as shown:

The screenshot shows the 'Online Business Reporting' interface. At the top, there is a navigation bar with tabs for Section 1 through Section 7. 'Section 5' is highlighted with a red box. Below the navigation bar, there is a sub-navigation bar with three tabs: 'Expenditure', 'Expenditure for 2016', and 'JPKE/DEPD Census Only'. The 'Expenditure' tab is selected. The main content area is titled 'A. Goods & Services Spending' and contains three input fields for expenditure details, each with a 'BND\$' label and a numeric value.

Category	Value
Total expenses*	5000
Total goods & services spending in Brunei*	4000
Total goods & services spending outside Brunei*	1000

In this section, there are 3 tabs that needs to be updated, which includes:

- 1) Expenditure
- 2) Expenditure for 2016
- 3) JPKE/DEPD Census Only

This screenshot is identical to the one above, showing the 'Online Business Reporting' interface with 'Section 5' selected. However, in this version, the three sub-navigation tabs ('Expenditure', 'Expenditure for 2016', and 'JPKE/DEPD Census Only') are highlighted with a red box, indicating they are the tabs that need to be updated.

Category	Value
Total expenses*	5000
Total goods & services spending in Brunei*	4000
Total goods & services spending outside Brunei*	1000

Expenditure

A. Goods and Services Spending

1. Total Expenses is automatically calculated from the two fields below.

- a. **Total Goods & Services Spending in Brunei:** Please specify how much was spent on companies based in Brunei for Total Goods & Services Spending in Brunei.
- b. **Total Goods & Services Spending Outside Brunei:** Please specify how much was imported from companies not based in Brunei for Total Goods & Services Spending outside Brunei.

A. Goods & Services Spending

Total expenses*	BND\$	5000
Total goods & services spending in Brunei*	BND\$	4000
Total goods & services spending outside Brunei*	BND\$	1000

B. Monthly Information on Operational Expenditure

B. Monthly Information on Operational Expenditure

Month	2017
January	1000
February	1000
March	1000
April	1000
May	1000
June	0
July	0
August	0
September	0
October	0
November	0
December	0

SAVE

In this section, kindly key in your monthly operational expenditure according to the respective months.

Expenditure for 2016

In this tab, you will need to key in your expenditure for year 2016.

Expenditure for 2016	
	Brunei Dollar (BND)
a) Payment to employees	<input type="text"/>
b) Business Operation Expenditure	<input type="text"/>
c) Capital / fixed assets expenditure	<input type="text"/>
<input type="button" value="SAVE"/>	

IPKE / DEPD Census

Goods and Services Breakdown

- For field 1, please provide the source of raw materials used and goods bought for resale, whether:
 - a) Locally manufactured
 - b) Imported goods
- For Field 2 -5, please record the value of goods which have been purchased by the business for the purpose of reselling them in the same condition or without further processing or transformation except repackaging, and the cost of packaging these goods.
- For field 6, please indicate the total value of spending on sub-contractor services (if any).
- For field 7 – 22, record the payments paid or payable for the purchase of goods and services that includes purchase of goods, rental of premises, rental and maintenance of machinery and equipment, other professional services such as legal and accounting, traveling and transportation, electricity and water, advertising, printing, telecommunication and other general expenses that are connected with the operation of the business (exclude payment to employees).
- For field 23, please report the total sum spent by the business on training costs.
- For field 24, please report the total payment for proprietors/partners/directors and family workers not under the company's payroll.
- For field 25, please report the total sum spent by the business on payment of gratuity, retirement/ retrenchment benefits

- For field 26, Allowance for depreciation refers to the value set aside for the decline in the current value of buildings and other structures, vehicles and equipment as a result of physical deterioration and normal accidental damage.
- For field 27 – 33, other expenditure includes other non-operating expenditure which is not directly related to the business operation such as payment of taxes, interest on loans, dividends, donations and others.

Section 6 – Revenue Information

In section 6, businesses are required to update their revenue details for the year. This can be done by clicking on the “Section 6” tab as shown below:

The screenshot shows the 'Online Business Reporting' interface. At the top, there is a navigation bar with tabs for 'Section 1' through 'Section 7'. 'Section 6' is highlighted with a red border. Below the navigation bar, there are four sub-tabs: 'Revenue', 'Revenue Breakdown', 'Overseas Revenue', and 'Revenue From Past Activities'. The 'Revenue' tab is selected. Below the sub-tabs, there is a blue header bar labeled 'A. Revenue'. Underneath, there is a label 'Total Revenue' followed by a text input field containing 'BND\$ 6000'.

SC38

NB: Please note that this section is requesting information on revenue, not profits. Values should be input as whole numbers with no symbols or special characters e.g. Twenty Thousand Two Hundred and Twenty Brunei Dollars should be written as 20220.

A. Revenue

1. State the revenue obtained from **Principal/Other Business Activities** (which were selected from Section 2). Please also indicate the percentage of these activities revenue contributes to your overall business activities.

The screenshot shows the 'Revenue According to Sectors' form. Under the heading 'a) Principal Activity:', there is a list of activities. The first activity, 'Manufacture of bakery products', is selected. To the right of this activity, there are two input fields: one for the revenue amount, labeled 'BND\$ 6000', and another for the percentage, labeled '100 %'.

2. Also state the revenue obtained from **Other Business Activities** should you have any side business activities selected from Section 2.

b) Other Business Activities:

BND\$	3000
20	%
BND\$	0
0	%
BND\$	0
0	%

3. Please specify revenue derived from exports (if any) and indicate the percentage out of total revenue.

Export revenue (estimated):

a) Total	BND\$	0
b) Percentage from total overall revenue	0	%

4. Please specify estimate exported revenue from your business activity.

4. Export revenue (estimated):

a) Total	BND\$	0
b) Percentage from total overall revenue	0	%

B. Revenue Breakdown

In the revenue breakdown, please specify all the information that are needed to be entered as shown.

C. Oversea Revenue

In Oversea Revenue, please select the country of the source of revenue from the drop-down list, and specify the revenue the company get in Brunei Dollar (BND).

C. Oversea Revenue: BND\$

Source Revenue (Country)	Revenue (BND)
<div>ANDORRA</div> <div>UNITED ARAB EMIRATES</div> <div>AFGHANISTAN</div> <div>ANTIGUA AND BARBUDA</div> <div>ANGUILLA</div> <div>ALBANIA</div> <div>ARMENIA</div> <div>ANGOLA</div> <div>ANTARCTICA</div> <div>ARGENTINA</div> <div>AMERICAN SAMOA</div> <div>AUSTRIA</div> <div>AUSTRALIA</div> <div>ARUBA</div> <div>ALAND ISLANDS</div> <div>AZERBAIJAN</div> <div>BOSNIA AND HERZEGOVINA</div> <div>BARBADOS</div> <div>BANGLADESH</div>	<div>1000</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

D. Revenue from Business Activities 2016

Please specify the revenue earned from the previous year's (2016) business activities.

D. Revenue from business activities 2016

1. Revenue from business activities

BND\$

2. Value (and % share) exported, if any

BND\$

%

SAVE

Section 7 – Foreign Direct Investment (FDI) Information

NB: This section is only applicable to companies receiving Foreign Direct Investment (FDI)

Investor Information

1. Click Add/Update investor as shown in the diagram below.



Businesses are required to list all investors with 10 percent or more of any class of shares (equity) or the equivalent (branch).

Particulars for investors owning less than 10 percent of the shares may be reported in aggregate ("other non-residents" in the case of foreign investors). The percentage of shares (or the equivalent) for all investors should total 100 percent.

Residents and non-residents: A non-resident is any individual, enterprise or other organization ordinarily domiciled in a country other than Brunei Darussalam. Brunei Darussalam branches and subsidiaries of non-resident companies are residents of Brunei Darussalam. Similarly, foreign branches and subsidiaries of Brunei Darussalam companies are non-residents.

Also, individuals with foreign passports who reside in Brunei for a period of one year or more are considered to be residents of Brunei.

Particulars for investors owning less than 10 percent of the shares may be reported in aggregate ("other non-residents" in the case of foreign investors). The percentage of shares (or the equivalent) for all investors should total 100 percent.

Add/Update Investors

1. Please select New Investor to enter details of an investor not yet listed in this section.

1. Select Investor:	<input type="text"/>
----------------------------	----------------------

2. Please state the Investor's IC without the dash (-).

2. Investor IC: <i>**Please enter number only</i> <i>e.g. 00123456</i>	<input type="text"/>
---	----------------------

3. Please state the Investor's name.

3. Investor Name:	<input type="text"/>
--------------------------	----------------------

4. Indicate the country of residence.

4. Country of Residence:	<input type="text"/>
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5. Please specify the types of shares, for example, common or ordinary shares and preferred shares. Investors may include corporations, governments and individuals.

5. Type of Shares:	<input type="text"/>
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6. Please specify the number of shares.

6. No. of Shares:	<input type="text"/>
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7. Please specify the percentage of shares that the investor holds.

7. Percentage of Shares:	<input type="text"/>
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Statement of Changes in Equity/Head Office Account

1. Issued and paid-up capital includes shares and other equity such as investment in branches (Transfers from Head Office) and partnerships in Brunei Darussalam.
2. Additions to capital include acquisition of additional shares and transfers from foreign Head Office (branches).
3. Retained earnings represent cumulated retained earnings, which may be negative.
4. Net operating profit (loss) should be reported after taxation.
5. Other reserves includes all types of reserves identified as equity in the company's balance sheet when accounting guidelines consider them a component of owner's equity.

2. Statement of Changes in Equity / Head Office Account				
	Issued And Paid-up Capital / Head Office Account	Retained Earnings	Other Reserves	Total
a) Balance As At 2016	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b) Addition to Capital / Transfers From Head Office	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c) Net Operating Profit (Loss) After Taxation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d) Dividends / Profits Remitted	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e) Other Additions / Subtractions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f) Balance As At 2017	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

NB:

- *Deposits with banks and other depository corporations domiciled in foreign countries should not be reported in this questionnaire.*
- *Banks in Brunei Darussalam are not required to complete No. 3, as the information is gathered from administrative sources.*

Selected Claims on / Liabilities to Non-residents

- ai. Foreign direct investors are foreign investors who own a ten-percent-or-more voting interest (or the equivalent) in your company.
- aii. Foreign related companies are those related to the foreign direct investor(s). Position vis-à-vis foreign direct investors and foreign related companies are reportable in rows 3.1.a i/ii. and 3.2 i/ii.

3. Selected Claims on / Liabilities to Non-residents of Brunei Darussalam		
	As of 2016	As of 2017
3.1 Assets:		
a) Loans trade credit and other advances to:		
i. Foreign Direct Investment	<input type="text" value="0"/>	<input type="text" value="0"/>
ii. Other foreign related companies	<input type="text" value="0"/>	<input type="text" value="0"/>
b) Loans to unrelated non-residents	<input type="text" value="0"/>	<input type="text" value="0"/>
c) Trade credit and advances to unrelated non-residents	<input type="text" value="0"/>	<input type="text" value="0"/>
3.2 Liabilities:		
a) Loans, trade credit and other advances from:		
i. Foreign Direct Investment	<input type="text" value="0"/>	<input type="text" value="0"/>
ii. Other foreign related companies	<input type="text" value="0"/>	<input type="text" value="0"/>
b) Loans from unrelated non-residents	<input type="text" value="0"/>	<input type="text" value="0"/>
c) Trade credit and advances from unrelated non-residents	<input type="text" value="0"/>	<input type="text" value="0"/>

Standard Operating Procedure for Technical Errors

Should you encounter any technical error during the Business Reporting process, kindly follow the following steps:

Step 1: Specify the sections where error occurred



Step 2: Prinscreen or Snapshot and save image



Step 3: Email it to lbd@energy.gov.bn



Common Technical Errors

- 1) Owner's eDarussalam account is not linked to their company due to owner forget to fill in the Owner details when filling in the BR e-form.
- 2) The owner or director is not automatically linked to their company in the BR Portal due to the company has not updated the company information at ROCBN.
- 3) "Something went wrong" message pop out after clicking the 'save' icon because some of the box does not accept special character.

Frequently Asked Questions (FAQs)

- 1. BR Registration approval takes five (5) working days. How will I be notified upon its approval?**

The companies will be notified via email within five (5) working days, should there be no notification received, please contact DARE Call Centre or Local Business Development Hotline for further assistance.

- 2. For a company having multiple owner/director, are all the owners/directors required to have an eDarussalam account in order to update their BR account?**

Only a minimum of one (1) owner/director is required to have an active eDarussalam account to update their BR. It is recommended for the account holder to be a local owner/director.

- 3. In Section 1 of the BR, the “Date of Registration / Incorporation” does not match my company’s actual Date of Registration / Incorporation.**

The company information reflected in Section 1 is automatically synchronize from ROCBN system, should any of the company information need to be altered, the company need to update the information at the ROCBN counter or online via ROCBN website.

- 4. What if the owner/director has forgotten his / her eDarussalam password and/or email address?**

They may call eDarussalam hotline at 123 for assistance.

- 5. What if a company fails to update their information in the BR Portal as and when required?**

The company will not be eligible to receive BR benefits such as participation in upcoming Government ICT projects, application for expat permits and support for other Government incentives.