MANUAL FOR RENEWAL APPLICATIONS (REGISTRATION | PC | LICENCE)

Manual Content

GUIDELINES TO RENEW APPLICATION STE

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

STEP 1:	 Log on to your existing account
STEP 2 & 3:	 <u>Select Application Form</u>
STEP 4-9:	 <u>Renew, upload, save, update,</u> <u>save draft and submit form</u>
Step 10-12:	 <u>Returned applications</u>
Step 13-19:	<u>Online Payment and download</u> <u>certificate</u>

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:

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A. Select the forms you wish to submit

(Registration or Practicing or Licence).

- B. Select your profession.
- C. Click 'Renewal' .



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





Renewal requirements

TYPE OF APPLICATION	REQUIREMENTS
Registration	 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	 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/Continuous%20Professional%20Education.aspx Valid insurance
Licence	 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 \bigcup icon > A file upload window will pop up:

File Upload (New))	
Folder	General	
Category	General	
File Name		save button 🛛 🚺 add new file
File to Upload	Choose File tenda.jpg	
Remarks	ic musa	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

BACK TO MANUAL CONTENT **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.

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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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Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identifi No
i	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



لمیاڭ اركیتیک جوروترا قروقیسیونل دان جورواوكور باهن نقارا برونی دارالسلام

SCHEDULE - FEES

BAPEQS F-BE APEQS2/005 REVISION 30 Date-0. 20/08/2025

[ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS RULES, 2016] [Rules 5 (2), 3, 10, 15, 17 (1), 24 (2), 27 (1), 28 (2), 29, 33 and 45 (2)]

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

- Forward BAPEQS e-Bill and proof BIBD Online payment to hasil.kewangan@mod.gov.bn and CC to apeqs.sec@mod.gov.bn
- 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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Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identifi	
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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 <u>apeqs.sec@mod.gov.bn</u> and released upon submission of receipt of payment of \$50.00

