Manual for Public for New Registration on BAPEQS

- 1) Open any browser
- 2) Type <u>http://online.mod.gov.bn/bapeqs</u> then press enter
- 3) Browser will show online portal BAPEQS

| لمباڭ اركيتيك جوروترا قروفيسيونل دان جورواوكور باهن نڭارا 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? |

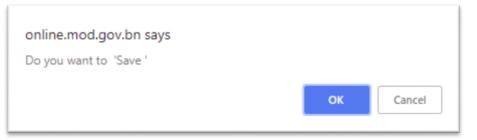
- 4) For first time use, kindly do signup by click New User Signup
- 5) Browser will show interface for new user to signup

| ☆ | | User Master- New | -0 |
|---|-----------------|------------------|--|
| | Login Id : | | |
| | Password : | | *Password Must Include at least 1 uppercase 1 Lowercase,1 Special Character,1 Number and Minimum 8 Characters |
| | Name : | | |
| | Date of Birth : | | |
| | Email Id : | | * |
| | NRIC | | |
| | Address : | | |
| | Postal Code : | | * Enter 6 Digit Postal Code |
| | Phone : | | * Enter 7 Digit Phone Number |
| | Mobile : | | * Enter 7 Digit Mobile Number |
| | | PSubmit | |

6) Here sample of user for signup

| a | | User Master- New | |
|----------|-----------------|---------------------------------------|---|
| | Login Id : | musa2018 | |
| | Password : | ••••• | *Password Must Include at least 1 uppercase 1 Lowercase,1 Specia Character,1 Number and Minimum 8 Characters |
| | Name : | Musa bin Ali Hassan | |
| | Date of Birth : | 01/01/1980 |] |
| | Email Id : | musa.alihassan2018@gmail.com | * |
| | NRIC | 01-123456 |] |
| | Address : | No 9, Jin 9, Spg 9, RPN Rimba, NBD | |
| | Postal Code : | BT1234 | * Enter 6 Digit Postal Code |
| | Phone : | 2123456 | * Enter 7 Digit Phone Number |
| | Mobile : | 8123456 | * Enter 7 Digit Mobile Number |
| | | Submit | |

- 7) After done, kindly click submit button
- 8) Browser will ask, Do you want to 'Save', then click OK for next step.



9) Browser will show like this, then click OK.



| اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors | لمباڭ |
|---|-------|
| Login ID: musa2018 Password: Sign In New user signup Forgot Password? Forgot Login ID? | |

10) User need to login follow as per during registration. Then click Sign In.

11) Browser will show main page. Have 3 type of registration,

- Registration : for first time need do registration
- Practicing Services : after done do registration, user can do practicing services
- License for Multi Discipline and Corporate Practice : additional services either Body Corporate or Partnership

| 4 | وروترا قروفبسوزنل دان جورواوكور باهن نقارا برونى دارالسلام | <i>Welcome</i> Musa bin Ali Hassan لىنىڭ (كىتىك ھ |
|---------------------------------------|--|---|
| REGISTRATION | Brand Desisation Barrel of Architects Professional Engineers and Quantity Save | |
| | | AND CORPORATE PRACTICE |
| | | |
| ARCHITECT | ARCHITECTURAL WORK | BODY CORPORATE |
| PROFESSIONAL ENGINEER | PROFESSIONAL ENGINEERING WORK | PARTNERSHIP |
| QUANTITY SURVEYOR | QUANTITY SURVEYOR WORK | |
| SPECIALIST ARCHITECT | | |
| SPECIALIST PROFESSIONAL ENGINEER | | |
| SPECIALIST QUANTITY SURVEYOR | | |
| ASEAN ARCHITECT(AA) | | |
| ASEAN CHARTERED PROFESSIONAL ENGINEER | ACDE) | |

12) User can select for :

- New : do new registration
- Renewal : renewal application
- Resubmission : update or check their application status
- My Profile : update their profile
- 13) For first time, kindly click select any type of registration, then click New button for registration.

14) Browser will show form for user to fill up.

| | 0 | Registration- New | | | |
|--|---|---|-----------------------|---|--|
| | | | Sav | e Draft Submit | |
| | | Application for Registrat | ion | | |
| Application ID | | Applicatio | | Applicant Registration | |
| form Type | Architect | Application | | 2018 | |
| pplication Type | New | • | | | |
| | | Personal Particulars | | | |
| ull Name | | * Telephone | No. | | |
| lace of Birth | | Mobile No | h. | | |
| itizenship | Please Choose | • Email | | | |
| ender | Please Choose | • | | | |
| ate of Birth | | | | | |
| runei Identification Card No. | | | | | |
| olour | Please Choose | | | | |
| suing Country | Brunei | • | | | |
| orrespondence Address | | | | | |
| | | | | | |
| | Qualifica | tions (To be completed in BL | OCK LETTERS) | | |
| ligher National Diploma or Equ | | | | | |
| itle | | Year Obta | ned | | |
| | | Tear Obtai | ned | | |
| achelor Degree or Equivalent | | | | | |
| itle | | Year Obtai | ined | | |
| ostgraduate Diploma / Master | Degree or Equivalent | | | | |
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15) User need fill up everything in the field. For attachment, kindly button attachment, then browser will popup new window. Select Folder (general), Category (general) and click choose file for upload file. File supported (PDF/JPEG/PNG) with not more than 2mb per file. After done, click SAVE button, to add click button (+) for another file attachment. For close, kindly click button close.

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



16) After done, click SAVE BUTTON. Browser will save draft, and user can continue at any times. After completed everything, kindly click SUBMIT button.

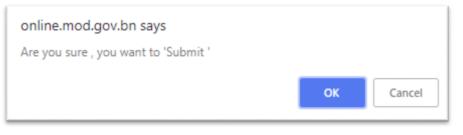
Save Draft save draft and can continue anytime submit submit application after completed go to home page/main page

exit from system

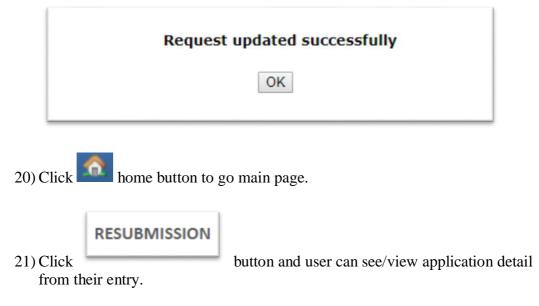
17) When save draft, browser will show Request updated successfully (DRAFT), kindly click OK to continue.

| Request updated successfully (DRAFT) |
|--------------------------------------|
| ОК |

18) If submit application, browser will show Are you sure, you want to Submit, then click OK to continue.



19) Then browser will show Request updated successfully, then click OK to continue.



22) Browser will show application status and if anything need to update if application not completed, user can click button edit

| | | Ô | Application Status | -0 | | | |
|--------------|-------------------------------|---------------------|--------------------|------------------|------------------------------------|----------------------|-------------------------------|
| | | | | | | | << < Page of 1 > >> |
| Click 코 butt | ton to open your Application. | | | | | | |
| Action | Application ID | Full Name | Form Type | Application Type | Application Status | Application for Year | Brunei Identification Card No |
| | AIDR0383 | musa bin ali hassan | Architect | New | Pending Verification (Admin Staff) | 2018 | 01-123456 |

23) After submit application, user will received email notify about registration. Kindly check email that register with this system.

| | apeqs.sec@mod.gov.bn to me Assalamualaikum and Salam Sejahtera, | | | | |
|--|---|--|--|--|--|
| | There is a new file registered by musa bin ali hassan for New in the BAPEQS Portal. Please login to the BAPEQS Portal to start processing. | | | | |
| | Thank you. | | | | |
| | This email is automatically generated by Par3 FloWave system. Do not reply to this email. | | | | |
| | Reply Forward | | | | |

24) Applicant can download or view their certificate by go to menu Renewal, system will show application which has been certified, then click button 🖨 to view certificate, then download for print process.

| | ۵ | | Application Status | | | | |
|---------|----------------|----------------|-----------------------|------------------|-----------------------|----------------------|--------------------|
| | | | | | | | < < Page |
| | | | | | | | |
| Action | Application ID | Full Name | Form Type | Application Type | Application Status | Application for Year | Brunei Identificat |
| 🔁 🐺 🖨 💨 | AIDR0378 | test 2018 | Architect | Renew | Application Certified | 2019 | 51-306213 |
| 🔁 🐺 🖨 📀 | AIDR0379 | Test teknologi | Professional Engineer | New | Application Certified | 2018 | 51-306213 |
| | | | | | | | |

25) If user want to reset password, kindly go to home page. Then click Forget Password.

| PEQS | لمباڭ اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors |
|------|---|
| м | Login ID: Password: Sign In ew user signup / Forgot Password? / Forgot Login ID? |

26) Keyed in login id and registered email id then click submit. User will received new reset password, then keyed in new password from email to enter into system.

1

£

| Reset Password | | | |
|--|----------|---------|--|
| Login ID: | musa2018 | | |
| Registered Email ID: musa.alihassan2018@gmail.con | | | |
| Sub | omit | Go Back | |
| Your password will be reset and emailed to your registered email id upon successful verification. | | | |

27) If user not remember login id, user can click on home page. Then click button forgot login id.

| PEQS | لمباڭ اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا 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? |

28) Keyed in registered email id and mobile number, then click button submit. User will received login id from email. Kindly keyed in login id follow from email that received, then login.

| Login ID Retrieval | | | |
|---|---|--|--|
| Registered Email ID: | musa.alihassan2018@gmail.con | | |
| Mobile: | 8123456 | | |
| Submit Go Back | | | |
| Note: This action will reset your p | assword. | | |
| Your Login id and new password v email id upon successful verificati | vill be emailed to your registered on. | | |
| If you do not remember your registered email id or mobile, please contact administrator. | | | |