

## Manual for Public for New Registration on BAPEQS

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



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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

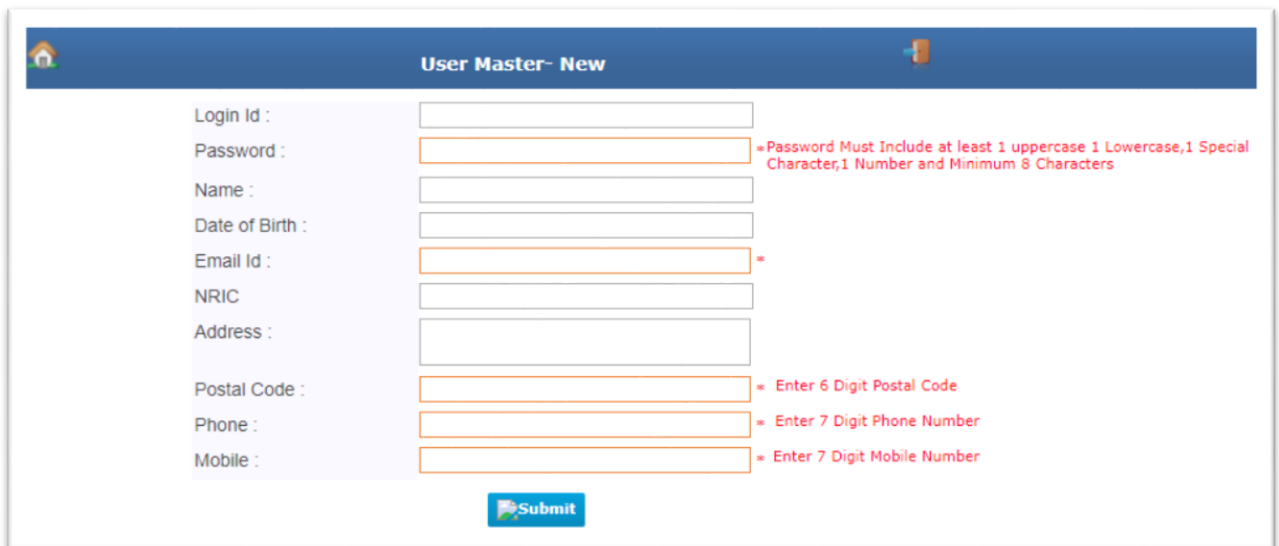
Login ID:

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

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

[Submit](#)

6) Here sample of user for signup

**User Master- New**

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

7) After done, kindly click submit button

8) Browser will ask, Do you want to 'Save', then click OK for next step.

online.mod.gov.bn says

Do you want to 'Save '

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

**Submitted Successfully. Please Sign in with the given credential.**



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.

**Registration- New**

Save Draft Submit

**Application for Registration**

Application ID	<input type="text"/>	Application Status	Applicant Registration
Form Type	Architect	Application for year	2018
Application Type	New		

**Personal Particulars**

Full Name	<input type="text"/>	Telephone No.	<input type="text"/>
Place of Birth	<input type="text"/>	Mobile No.	<input type="text"/>
Citizenship	Please Choose	Email	<input type="text"/>
Gender	Please Choose		
Date of Birth	<input type="text"/>		
Brunei Identification Card No.	<input type="text"/>		
Colour	Please Choose		
Issuing Country	Brunei		
Correspondence Address	<input type="text"/>		

**Qualifications (To be completed in BLOCK LETTERS)**

Higher National Diploma or Equivalent			
Title	<input type="text"/>	Year Obtained	<input type="text"/>

Bachelor Degree or Equivalent			
Title	<input type="text"/>	Year Obtained	<input type="text"/>

Postgraduate Diploma / Master Degree or Equivalent			
Title	<input type="text"/>	Year Obtained	<input type="text"/>
Title	<input type="text"/>	Date / Month / Year Obtained	<input type="text"/>
Membership No.	<input type="text"/>	Valid Until	<input type="text"/>
Title	<input type="text"/>	Date / Month / Year Obtained	<input type="text"/>
Membership No.	<input type="text"/>	Valid Until	<input type="text"/>

Click Button to save.  
Click Button to edit.  
Click Button to delete.

**Employment Particulars**

Name of Company	Position	Date	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**List of Documents to be Submitted with the Completed Form**

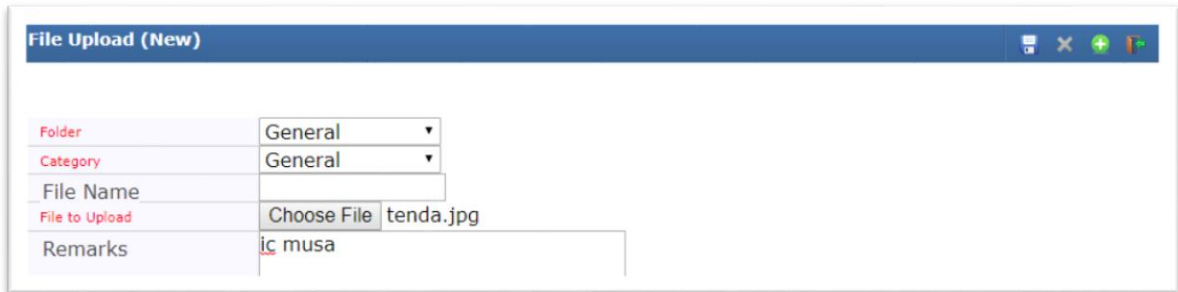
Items Required	
Recent Passport Size Photograph (colour)	📄
Copy of Smart Identity Card Issued by the Government of Brunei Darussalam	📄
Certified True Copies of Academic Qualifications	📄
Certified True Copy of Valid Professional Qualification	📄
Length of Stay in Brunei	📄
Current Project	📄
Start	<input type="text"/>
End	<input type="text"/>
Role	<input type="text"/>
Name of Local Practicing Architect That the Applicant Collaborate with	📄
Evidence of Project (Contract Document / Letter of Award / Declaration Letter from the Company)	📄
Proof of Payment	📄
Valid Insurance Policy	📄


**Professional Experience Architect**

Name	Address of Architect	Contract Admin
<input type="text"/>	<input type="text"/>	<input type="text"/>


Save Draft Submit

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.




 save button

 delete button


 add new file

 close button

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

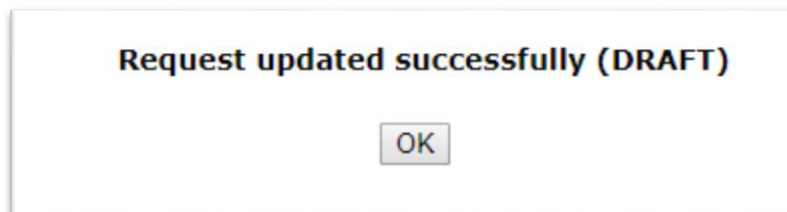
 save draft and can continue anytime

 submit application after completed

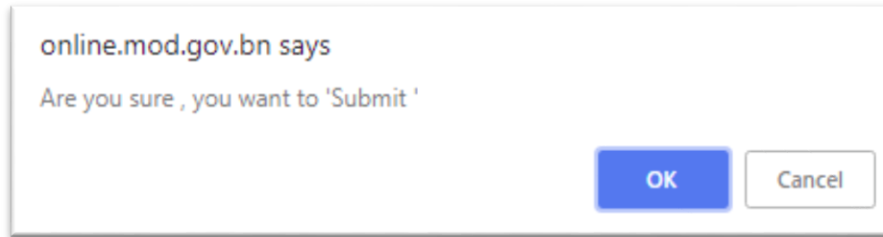
 go to home page/main page

 exit from system

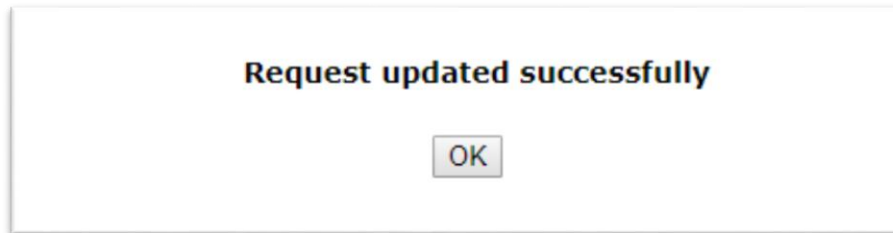
17) When save draft, browser will show Request updated successfully (DRAFT), kindly click OK to continue.




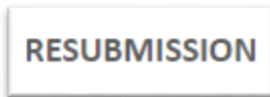
18) If submit application, browser will show Are you sure, you want to Submit, then click OK to continue.

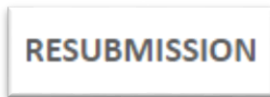


19) Then browser will show Request updated successfully, then click OK to continue.



20) Click  home button to go main page.

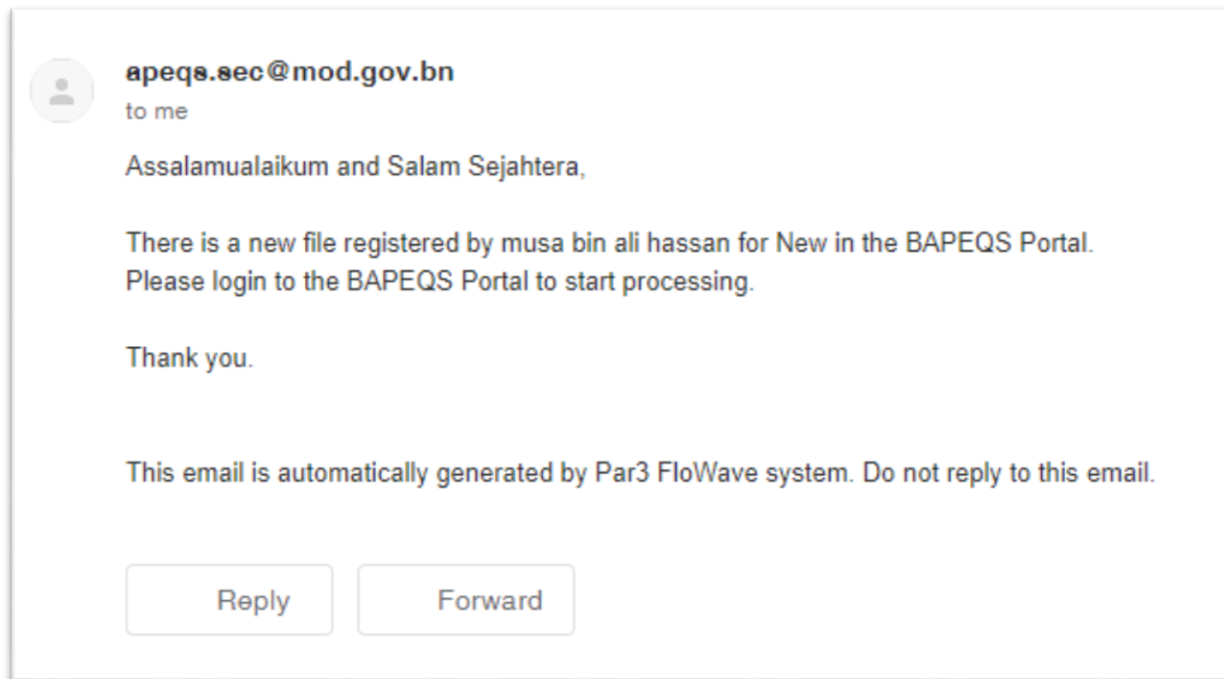



21) Click  button and user can see/view application detail from their entry.







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

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

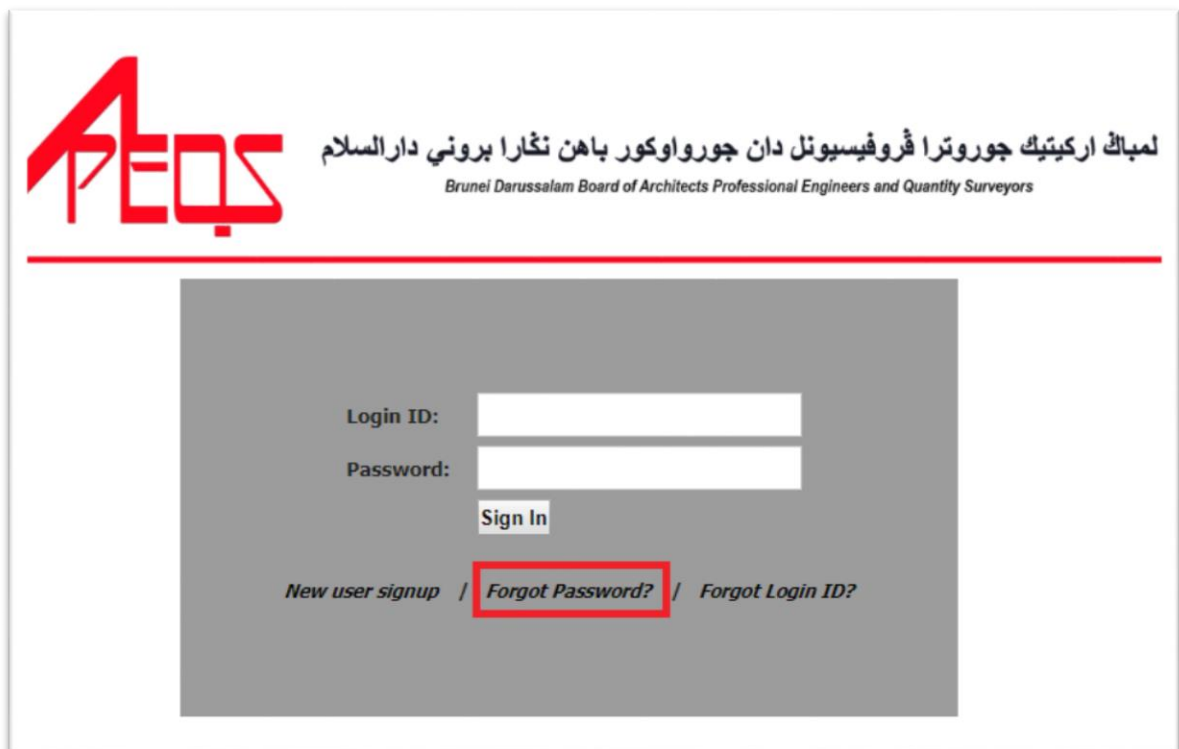
23) After submit application, user will received email notify about registration. Kindly check email that register with this system.



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.

Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identifi
  	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.



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Login ID:

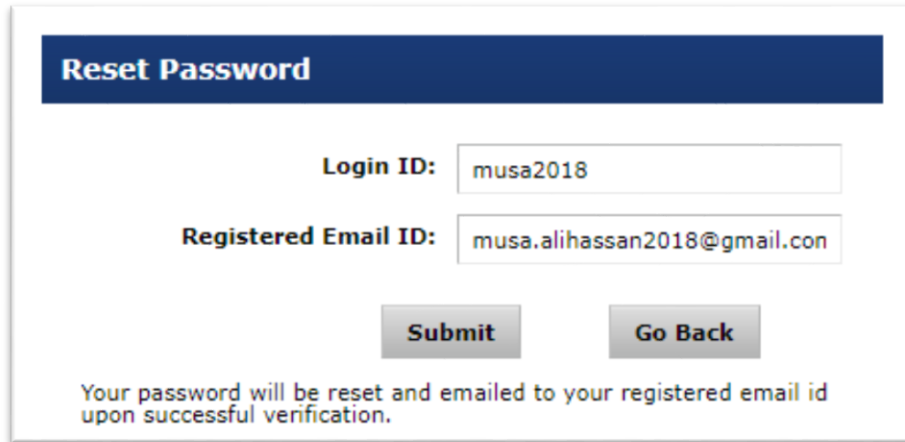
Password:

Sign In

[New 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.



**Reset Password**

Login ID:

Registered Email ID:

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.



**BAPEQS** لمباڤك اركيٲيك جوروترا فرؤفيسيونل دان جورواوكور باهن نڠارا بروني دارالسلام  
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Login ID:

Password:

[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:**

**Mobile:**

Note: This action will reset your password.

Your Login id and new password will be emailed to your registered email id upon successful verification.

If you do not remember your registered email id or mobile, please contact administrator.