
MANUAL FOR PUBLIC FOR NEW REGISTRATION ON BAPEQS



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



لمبائك اركيٲيك جوروترا قروفيسيونل دان جورواوكور باهن نڅارا 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** 

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




6) Here sample of user for signup



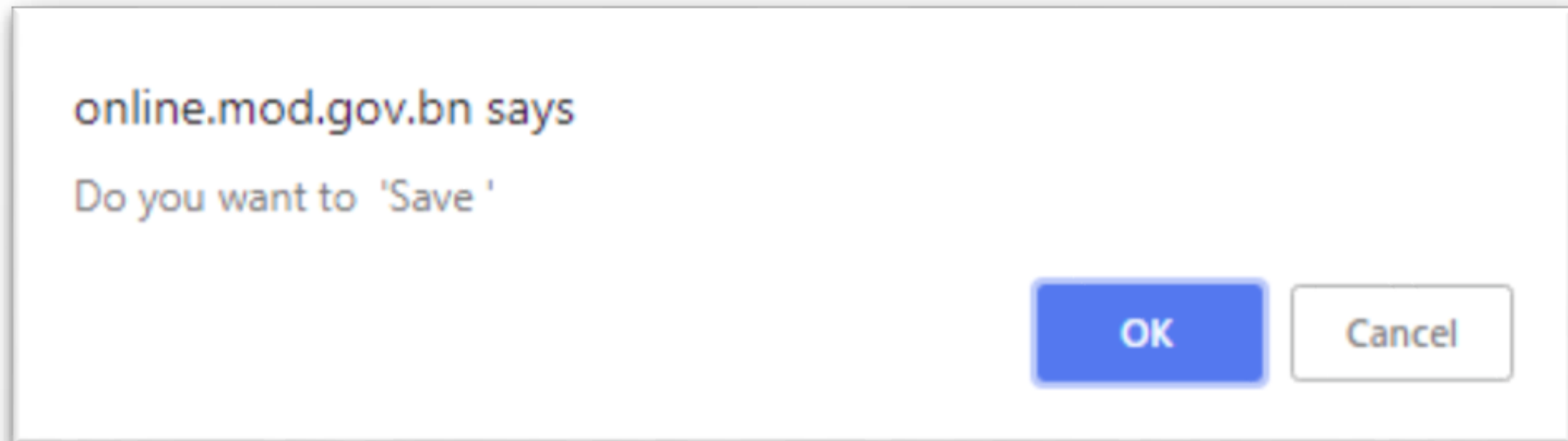
User Master- New



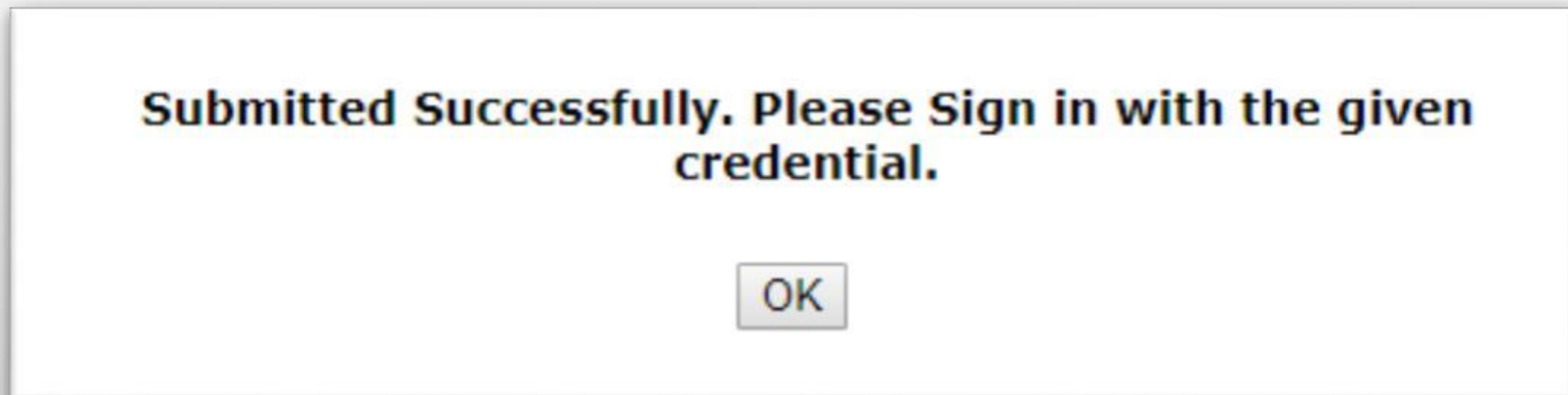
Login Id :	<input type="text" value="musa2018"/>	
Password :	<input type="password" value="••••••••"/>	*Password Must Include at least 1 uppercase 1 Lowercase,1 Special Character,1 Number and Minimum 8 Characters
Name :	<input type="text" value="Musa bin Ali Hassan"/>	
Date of Birth :	<input type="text" value="01/01/1980"/>	
Email Id :	<input type="text" value="musa.alihassan2018@gmail.com"/>	*
NRIC	<input type="text" value="01-123456"/>	
Address :	<input type="text" value="No 9, Jln 9, Spg 9,
RPN Rimba, NBD"/>	
Postal Code :	<input type="text" value="BT1234"/>	* Enter 6 Digit Postal Code
Phone :	<input type="text" value="2123456"/>	* Enter 7 Digit Phone Number
Mobile :	<input type="text" value="8123456"/>	* 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.



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



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



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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

Login ID:

musa2018

Password:

Sign In

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

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

Welcome Musa bin Ali Hassan

APEQS لمبڤاڠ ارکيټيک جوروترا فروفيسيونل دان جورواوکور باهن نگارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

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

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.

The screenshot shows a web registration form with a blue header bar containing the text "Registration- New". Below the header are two buttons: "Save Draft" (orange) and "Submit" (blue). The form is divided into two main sections: "Application for Registration" and "Personal Particulars".

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 Year Obtained

Bachelor Degree or Equivalent

Title Year Obtained

Postgraduate Diploma / Master Degree or Equivalent

Title Year Obtained

Title Date / Month / Year Obtained


Membership No. Valid Until

Title Date / Month / Year Obtained

Membership No. Valid Until

- 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

End

Role

- 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

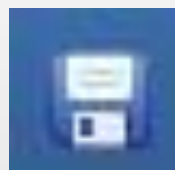
	Name	Address of Architect	Contract Admin
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



The screenshot shows a window titled "File Upload (New)" with a blue header bar containing window control icons. The main content area contains a form with the following fields:

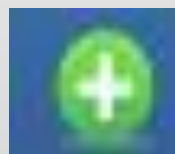
Folder	General
Category	General
File Name	
File to Upload	Choose File tenda.jpg
Remarks	ic musa



save button



delete button



add new file



close button

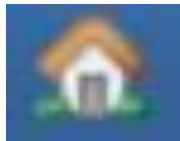
16) After done, click SAVE BUTTON. Browser will save draft, and user can continue at any times. After completed everything, kindly click SUBMIT button.



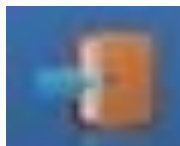
save draft and can continue anytime



submit application after complete



go to home page / main page



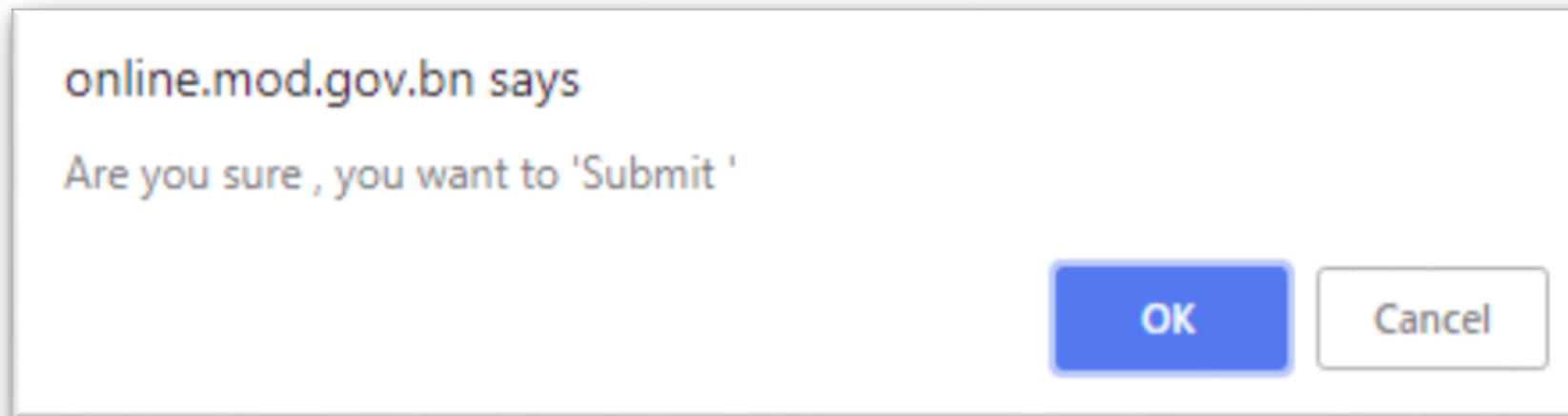
exit from system

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

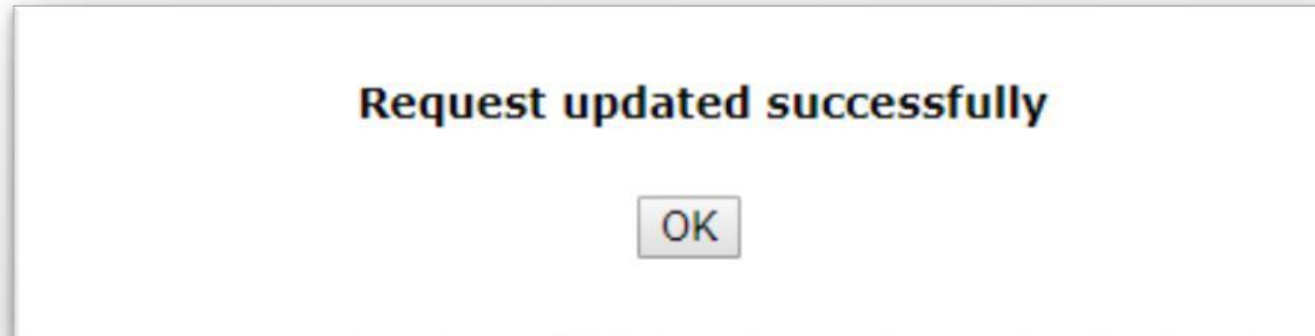
Request updated successfully (DRAFT)


OK

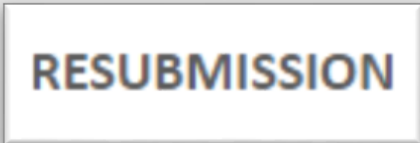
18) If submit application, browser will show Are you sure, you want to Submit, then click OK to continue.



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) Upload document as checklist below:

A. For Registration Application

Bil.	Description	Attachment Field at BAPEQS Online Portal
1	Photo.	Recent passport Size Photograph
2	Annex A (Obtain at BAPEQS Website)	Current Project
3	Copy of Identification Card (IC) / Passport.	Copy of Smart Identity Card
4	Certified True Copy: All Higher Educational Certificates with Transcript.	Certified True Copies of Academic Qualifications
5A	Certified True Copy of Professional Membership Certificate.	Certified True Copy of Valid Professional Qualification
5B	Copy of Payment Receipts of Professional / Institutions Membership OR	Certified True Copy of Valid Professional Qualification
6	Certified True Copy of Valid Professional Membership Card.	Certified True Copy of Valid Professional Qualification
7	Registration fees	Registration Fee
8	Declaration Form (Obtain at BAPEQS Website)	Valid Insurance Policy

List of Documents to be Submitted with the Completed Form	
Items Required	
Recent Passport Size Photograph (colour)	(1)
Copy of Smart Identity Card Issued by the Government of Brunei Darussalam	(1)
Certified True Copies of Academic Qualifications	(1)
Certified True Copy of Valid Professional Qualification	(1)
Length of Stay in Brunei	(0)
Current Project	(0)
Start <input type="text"/>	
End <input type="text"/>	
Role <input type="text"/>	
Name of Local Practicing Architect That the Applicant Collaborate with	(0)
Evidence of Project (Contract Document / Letter of Award / Declaration Letter from the Company)	(0)
Registration Fee(B\$50)	(0)
Valid Insurance Policy	(0)

23) Upload document as checklist below:


A. For Practising Certificate Application

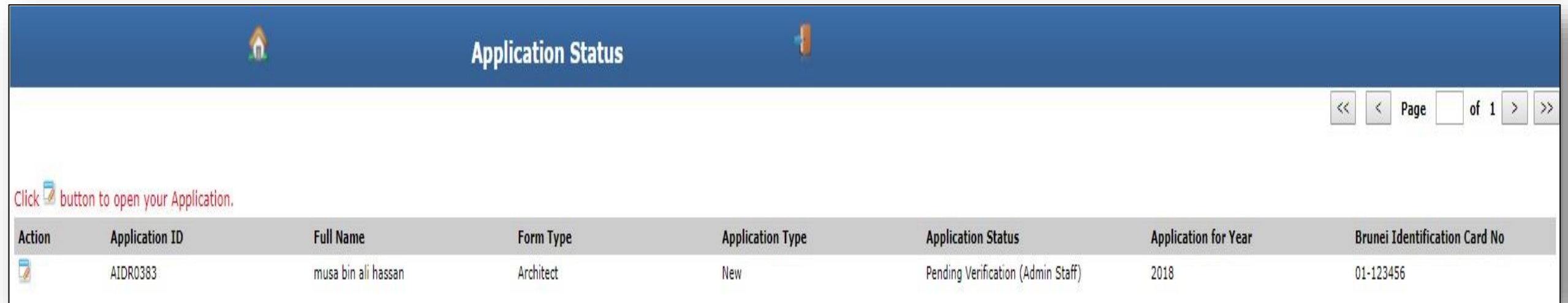
Bil.	Description	Attachment Field at BAPEQS Online Portal
1	Copy Registration Certificate by BAPEQS.	Section 16/17
2	Duplicate of Professional Indemnity Insurance certified by Insurance company.	Insurance Policy
3A	Copy of Payment Receipts of Professional / Institutions Membership OR	Section 16/17
3B	Certified True Copy of Professional Membership Card.	Section 16/17
4	CPE Form with supporting documents (preceding year of application).	See Step 26 (next slide)
5	Fees	Section 16/17
6	Declaration Form (Obtain at BAPEQS Website)	Section 16/17


List of Documents to be Submitted with the Completed Form

Section 16/17
(0)

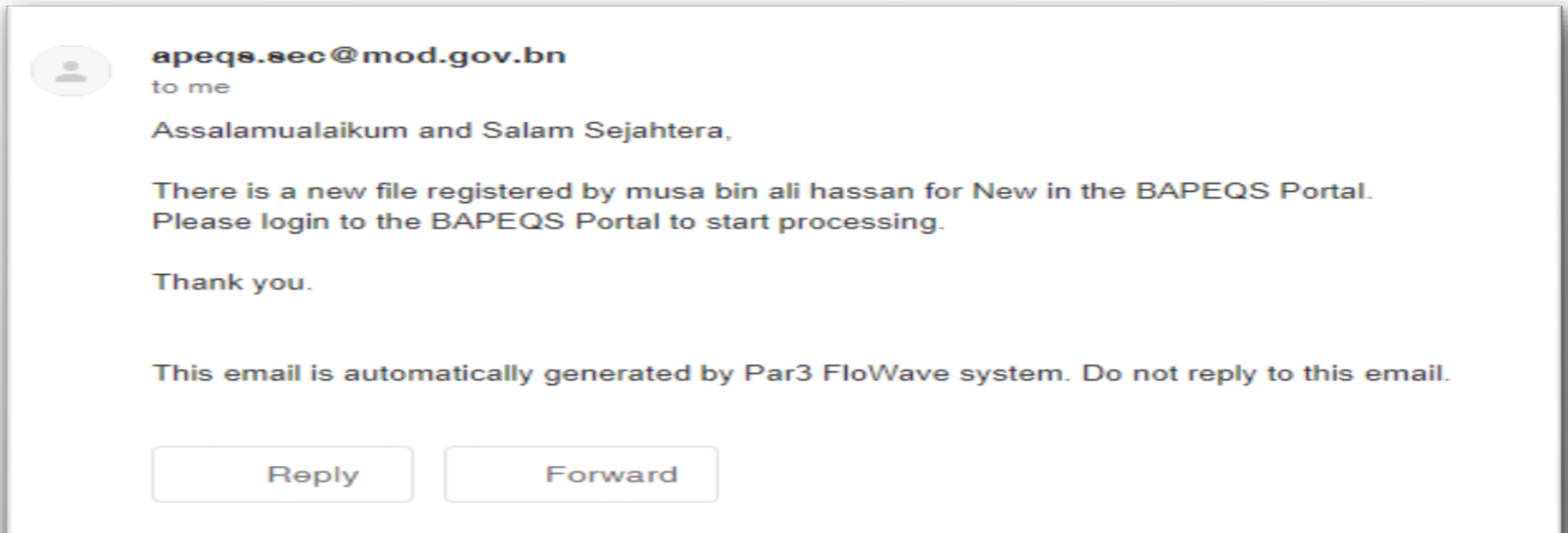
Insurance Policy
(0)


24) 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

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



26) 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.

Application Status							
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification
   	AIDR0378	test 2018	Architect	Renew	Application Certified	2019	51-306213
   	AIDR0379	Test teknologi	Professional Engineer	New	Application Certified	2018	51-306213

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



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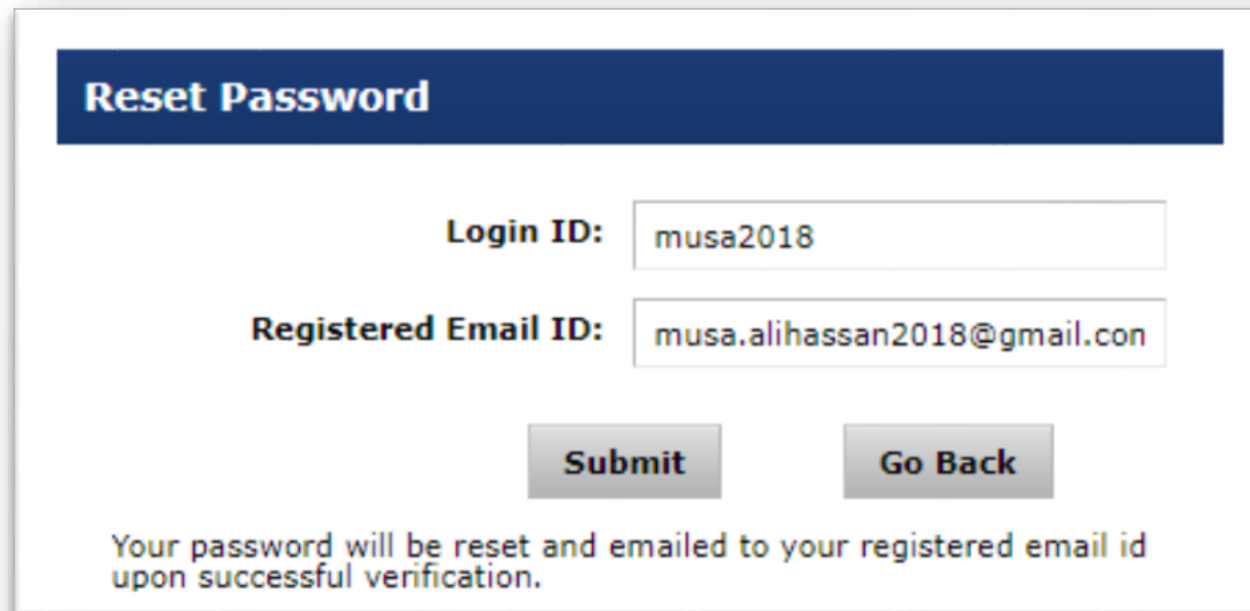
Login ID:

Password:

Sign In

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

28) 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.

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



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Login ID:

Password:

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

30) 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.