Manual for Public for Renew Application in 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

PEQ	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?

- 4) 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

		افروفېسبوټل دان چورواوکور پاهن تقارا پروټي دار السلام Boom Devenue Boord of Architects Professional Cogimers and Go	باڭ اركېتيك چوروترا مائير لمېنېد	Welcome Musa bin Ali Hassan
REGISTRATION	$\overline{\ }$	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 ENGIN	EER(ACPE)	ARCHITECTURAL WORK PROFESSIONAL ENGINEERING WORK QUANTITY SURVEYOR WORK		 BODY CORPORATE PARTNERSHIP
	NEW /	RENEWAL / RESUBMISSION	/ MY P	ROFILE

5) For renew application, user need to click on Renewal button at bottom.



6) System will show application that can be renewal as below sample.

		<u>6</u>	Арр	lication Status	1		
						<<	< Page c
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identifi No
🔁 🖗 🖓	AIDR0385	Ahmad Zulfikhri Bin Hashim	Architect	New	Application Certified	2019	01-091280

- 7) Click on edit button \square for renewal process.
- 8) System will show full detail of registration form that need to renewal. User need

to click button Renewal **Renew** for renewal application for next year. System will ask to confirm renewal then click OK button.

Are you sure , you want to 'Renew '		
	ок	Cancel

9) After do renewal process, user can update any information on white field (example: address, mobile number or email and any related to update). After done

update, kindly click button Save Draft	Save Draft	then all information are	
updated.			

<u>6</u>		Registra	tion (Edit,Process NameId-30878)	
		s	ave Draft Submit	
	Ар	plication	for Registration	
Remarks	\$15,000.00 need to paid for thi	is applicat	ion	
Application ID	AIDR0385		Application Status	Pending Renewal
Form Type	Architect	•	Application for year	2019
Application Type	Renew	•	Last Renewal Year	
Renewal Registration No If Renew, Please State Previous Registration No.			If Renew,Please State Previous Practicing Certificate No.	
		Persona	I Particulars	
Full Name	Ahmad Zulfikhri Bin Hashim	*	Telephone No.	-
Place of Birth	Brunei Darussalam		Mobile No.	+6738202676
Citizenship	Bruneian	۲	Email	azulfikhri@gmail.com
Gender	Male	•		
Date of Birth	18/03/1997			
Brunei Identification Card No.	01-091280	2		

10) After do update, user now can submit the application for next year by click button

Submit Submit. Then system will confirm for submit by click Ok. System will show Application for Year is 2020 (mean for next year).

Application ID	AIDR0385		Application Status	Pending Verification (Admin Staff)
Form Type	Architect	•	Application for year	2020
Application Type	Renew	٣	Last Renewal Vear	2019
Renewal Registration No	00120AR			2013
If Renew, Please State Previous Registration No.			If Renew,Please State Previous Practicing Certificate No.	

11) Under application status page, will show application for year as 2020.