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(تناك دان تناك مانسي) دان قرايندوسترين  
MINISTRY OF ENERGY, MANPOWER AND INDUSTRY  
BRUNEI DARUSSALAM



# FAQs

**BUSINESS  
REPORTING  
PORTAL**



**PORTAL  
LAPORAN  
PERNIAGAAN**

INDUSTRY COMMERCIAL & DATA DIVISION

**businessBN**  
www.business.gov.bn

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## BUSINESS REPORTING PORTAL

Please click to **links below** to access FAQ related to various sections.  
*Sila tekan **link** di bawah untuk mengakses seksyen berikut:*

### GENERAL QUESTIONS | SOALAN AM

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## GENERAL QUESTIONS | SOALAN AM

### 1) Q: How to report and log in to Business Reporting (BR) portal?

**S: Bagaimana untuk membuat laporan dan log masuk ke dalam portal Laporan Perniagaan (BR)?**

A: Business reporting is an online reporting system through website: <http://business.gov.bn/SitePages/OBR.aspx>. **NO hardcopy form to be downloaded and NO printed report to be submitted.** The requirement to log-in are the owner/director's identity card (IC) and active e-Darussalam account and password.

J: Laporan Perniagaan adalah sistem laporan secara 'online' yang dapat diakses melalui laman sesawang: <http://business.gov.bn/SitePages/OBR.aspx>. **TIADA borang perlu dimuat turun dan TIADA laporan bercetak perlu dihantar.** Keperluan untuk log masuk ialah Kad Pintar (KP) pemilik/pengarah dan kata laluan akaun e-Darussalam yang aktif.

### 2) Q: How to go to Business Reporting Portal?

**S: Bagaimana hendak melayari Portal Laporan Perniagaan (BR)?**

A: Once you go to [www.business.gov.bn](http://www.business.gov.bn), there is a 'Business Reporting' icon under 'Tools' category at the middle section of the website. Next, it will proceed you to Business Reporting homepage and you may search your company/businesses name in the search box to check if your company/businesses has been registered. If your company/businesses's name appeared then click "**Proceed to Business Reporting**" button and you will be prompt to log-in using e-Darussalam account.

J: Di laman web [www.business.gov.bn](http://www.business.gov.bn), terdapat ikon 'Business Reporting' di bawah kategori 'Tools' di bahagian tengah laman web. Seterusnya, ia akan membawa awda ke laman utama Laporan Perniagaan dan awda boleh mencari nama perniagaan atau syarikat/perusahaan awda dalam kotak carian untuk memeriksa sama ada perniagaan atau syarikat/perusahaan awda telah didaftarkan. Jika nama perniagaan atau syarikat/perusahaan awda tertera, sila klik butang "**Proceed to Business Reporting**" dan awda seterusnya dikehendaki untuk log masuk menggunakan akaun eDarussalam.

### 3) Q: How to ensure the business has registered in Business Reporting?

**S: Bagaimana untuk memastikan perniagaan telah didaftarkan dalam Laporan Perniagaan (BR)?**

A: Every businesses registered after year 2015 under Registry of Companies and Business Names (ROCBN) in Ministry of Finance and Economy will automatically registered in Business Reporting Portal. However, businesses registered prior 2015 may need to register in Business Reporting Portal if the company/businesses name does not appeared in the search box result.

J: Perniagaan-perniagaan yang berdaftar di bawah Pendaftar Syarikat/perusahaan-Syarikat/perusahaan dan NamaNama Perniagaan (ROCBN) di Kementerian Kewangan dan Ekonomi selepas tahun 2015 akan didaftarkan secara automatik ke dalam Portal Laporan Perniagaan. Walaubagaimanapun, perniagaan-perniagaan yang didaftarkan sebelum 2015 perlu mendaftar di Portal Laporan Perniagaan jika nama perniagaan atau syarikat/perusahaan tidak tertera di dalam kotak carian.

### 4) Q: How to register an e-Darussalam account?

**S: Bagaimana untuk mendaftar akaun e-Darussalam?**

A: You may visit: [www.gov.bn](http://www.gov.bn) to register. Once you fill in the e-form, you have to activate your e-Darussalam account by visiting the authorized e-Darussalam counters, for example; Job Centre, Business Support Centre (DARe), Labour Department, Land Transport Department etc. Please bring your Identity Card (I.C) for activation.

*J: Awda boleh mendaftar di laman sesawang: [www.gov.bn](http://www.gov.bn). Selepas awda mengisi e-borang, awda perlu mengaktifkan akaun e-Darussalam melalui kaunter-kaunter khas e-Darussalam seperti: Job Center, Business Support Centre (DARe), Jabatan Buruh, Jabatan Pengangkutan Darat. Sila bawa Kad Pintar awda untuk mengaktifkan.*

**5) Q: What if the owner/director of the company/businesses forgot the e-Darussalam password?**

**S: Bagaimana jika pemilik/pengarah syarikat/perusahaan terlupa kata laluan e-Darussalam?**

A: There are three (3) ways to reset the password, either: (1) the owner/director to call Darussalam Hotline at 123, (2) go to e-darussalam homepage and click the "I forgot my password", or (3) visit any authorized e-darussalam counters.

*J: Terdapat tiga (3) cara untuk menetapkan semula kata laluan, sama ada (1) pemilik/pengarah menghubungi Hotline e-Darussalam di 123, (2) pergi ke laman web e-darussalam dan sila tekan "I forgot my Password", atau (3) mengunjungi kaunter-kaunter khas e-darussalam.*

**6) Q: How to reach us if the company/businesses require any assistance for business reporting matter?**

**S: Bagaimana untuk menghubungi kami sekiranya sesuatu perniagaan memerlukan sebarang bantuan untuk urusan Laporan Perniagaan?**

A: You may visit Business Support Centre at Darussalam Enterprise (DARe) located in Design & Technology Building, Simpang 32-37, Kg. Anggerek Desa or call DARe hotline at **+6738363442**. Alternative lines are **+6732384488 ext 3434/3110/1437**. You may also send us an email regarding BR query to [br@memi.gov.bn](mailto:br@memi.gov.bn)

*J: Awda boleh pergi ke 'Business Support Centre' di Darussalam Enterprise (DARe) yang terletak di Bangunan Design & Technology, Simpang 32-37, Kg. Anggerek Desa atau hubungi hotline DARe di **+6738363442**. Talian alternatif ialah **+6732384488 ext 3434/3110/1437**. Awda juga boleh menghantar e-mel pertanyaan ke emel berikut [br@memi.gov.bn](mailto:br@memi.gov.bn)*

**7) Q: What if the owner log in using his/her e-Darussalam account, there is 'no match found' message or no company/businesses name listed.**

**S: Bagaimana jika pemilik log masuk menggunakan akaun e-Darussalamnya, terdapat mesej 'no match found' atau tiada nama perniagaan disenaraikan.**

A: This may occur due to owner's/shareholder's IC number is not updated in ROCBN. The owner may need to update the information at ROCBN counter or online via ROCBN website.

*J: Ini mungkin berlaku kerana nombor KP pemilik/pemegang saham tidak dikemaskini di dalam ROCBN. Pemilik/pemegang saham perlu mengemaskini maklumat di kaunter ROCBN atau melalui laman web ROCBN.*

**8) Q: Do I have to click 'save' in every sections that I have filled in?**

**S: Adakah saya perlu menekan butang 'save' di setiap bahagian yang telah saya isi?**

A: Yes. After you clicked the "save" button, a notification in green color will appear stating "Updated Successfully" on top of the "Save" button.

*J: Ya. Selepas awda menekan butang "save", pemberitahuan dalam warna hijau di atas butang "save" akan tertera yang menyatakan "Updated Successfully" bermaksud data-data awda telah diterima/disimpan.*

**9) Q: Will my data in all sections be saved if I just click 'save' in one section?**

**S: Adakah data saya di semua bahagian telah tersimpan jika saya hanya menekan 'save' dalam satu seksyen?**

A: No. You must click 'save' in every sections that you have filled in to avoid loss of data. The 'save' button is located at the bottom of every section. Once saved, data will be automatically updated in BR system.

J: Tidak. Awda mesti menekan butang 'save' di setiap seksyen yang telah awda isi untuk mengelakkan kehilangan data. Butang 'save' terletak di bahagian bawah setiap seksyen. Sebaik sahaja awda menekan butang 'save', data akan dikemaskini secara automatik di dalam sistem BR.

**10) Q: How frequent do I need to update my data?**

**S: Berapa kerapkah saya perlu mengemaskini data saya?**

A: It is recommended for you to update your data every end of the month or depending on the reporting cycle as advised by relevant government agencies. For eg. oil and gas companies are required to submit their report every April, August and December.

J: Awda adalah disyorkan untuk mengemaskini data awda setiap penghujung bulan atau bergantung kepada kitaran laporan seperti yang disarankan oleh agensi-agensi kerajaan yang berkaitan. Contohnya, syarikat/perusahaansyarikat/perusahaan minyak dan gas dikehendaki memberikan laporannya setiap bulan April, Ogos dan Disember.

**11) Q: Which Sections in the Business Reporting portal is related to Labour Census?**

**S: Seksyen-seksyen mana di dalam portal Laporan Perniagaan yang berhubungkait dengan Banci Buruh?**

A: In order to complete the Labour Census, companies are required to complete Section 1-4. Once all of the four (4) sections have been completed, you may inform Labour Department via email: [banci.buruh@buruh.gov.bn](mailto:banci.buruh@buruh.gov.bn) to get the census receipt and bring the receipt to the labour department for the official stamp.

J: Untuk melengkapkan Banci Buruh, awda dikehendaki melengkapkan Seksyen 1-4. Setelah kesemua empat (4) seksyen-seksyen diisi, awda boleh menghantar e-mel kepada Jabatan Buruh di alamat emel berikut: [banci.buruh@buruh.gov.bn](mailto:banci.buruh@buruh.gov.bn) bagi mendapatkan resit banci dan membawa resit berkenaan kepada jabatan buruh bagi mendapatkan cap rasmi.

**12) Q: My company has recently converted to Private Limited Companies. However, I want to retain the business data in BR Portal. What are the steps that I should do?**

**S: Syarikat saya baru bertukar ke Sendirian Behad. Walau bagaimanapun, saya mahu mengekalkan data bisnes saya di dalam BR Portal. Apa langkah-langkah yang patut saya buat?**

A: It is recommended for the company to contact Business Reporting Team at [br@memi.gov.bn](mailto:br@memi.gov.bn) for further information or call ICD hotlines at **+6732384488 ext 3434/3110/1437**.

J: Awda disarankan untuk mengemel ke Business Reporting Team di alamat emel: [br@memi.gov.bn](mailto:br@memi.gov.bn) untuk mendapatkan maklumat lanjut atau menghubungi pihak ICD di talian **+6732384488 ext 3434/3110/1437**.

## SECTION 1 – COMPANY DETAILS | KETERANGAN SYARIKAT

**1) Q: Why does Section 1 not editable? For example if the company/businesses has a new business address or there is a mistake in shareholder details.**

**S: Mengapa Seksyen 1 tidak boleh diubah butirannya? Contohnya jika sesuatu perniagaan itu mempunyai alamat baru atau terdapat kesilapan dalam butiran pemegang saham.**

A: Section 1 is automatically synchronize from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to [br@memi.gov.bn](mailto:br@memi.gov.bn)

J: Seksyen 1 adalah secara automatik diselaraskan dari sistem ROCBN, sekiranya maklumat sesuatu perniagaan perlu dipinda, syarikat/perusahaan perlu mengemaskini maklumat di kaunter ROCBN atau melalui laman web ROCBN. Alternatif lain, jika butiran syarikat/perusahaan telah dikemaskini di ROCBN akan tetapi butiran tersebut tidak tertera diportal Laporan Perniagaan, syarikat/perusahaan boleh menghantar e-mel kepada [br@memi.gov.bn](mailto:br@memi.gov.bn) untuk mengemas kini maklumat perniagaan.

**2) Q: What if the “Date of registration/incorporation” does not match with company/businesses actual date of registration/incorporation?**

**S: Bagaimana jika "Date of registration/incorporation" tidak sama dengan tarikh sebenar pendaftaran syarikat/perusahaan?**

A: Company/businesses can send their request to update the company/businesses date of registration via email to [br@memi.gov.bn](mailto:br@memi.gov.bn) by attaching a copy of their company/businesses registration certificate.

J: Peniaga boleh menghantar e-mel dan sertakan lampiran salinan sijil pendaftaran syarikat/perusahaan mereka ke [br@memi.gov.bn](mailto:br@memi.gov.bn) bagi mengemaskini tarikh pendaftaran.

**3) Q: What if the owner/director wants to assign or remove a personnel to access the business reporting portal?**

**S: Bagaimana jika pemilik/pengarah mahu memberikan atau mengeluarkan kakitangan bagi mengakses portal Laporan Perniagaan?**

A: Owner/Director can assign or remove authorized personnel to access the company/businesses account by clicking “**Assign Authorized Personnel for Reporting**” button at the bottom of section 1 and fill-in the authorized personnel details. Normally, access to authorized personnel will be granted immediately and he/she can access using his/her own e-darussalam account.

J: Pemilik/Pengarah boleh memberikan atau mengeluarkan akses kepada akaun syarikat/perusahaan kepada kakitangannya dengan menekan butang “**Assign Authorized Personnel for Reporting**” di bahagian bawah seksyen 1 dan mengisi butiran kakitangan yang akan diberikuasa. Lazimnya, akses akan diberi serta-merta dan kakitangan tersebut boleh mengakses akaun syarikat/perusahaan dengan menggunakan akaun e-Darussalam kakitangan tersebut.

**4) Q: What is the difference between 'Admin' and 'HR' access type?**

**S: Apakah perbezaan jenis akses antara 'Admin' dan 'HR'?**

A: Once a personnel was being assigned, owner/director can choose to assign the person as an 'HR' or 'Admin' user. 'HR' user can access all of the sections in Business Reporting whereas 'Admin' user can access all the sections except section 4.

J: *Pemilik/pengarah boleh menetapkan kakitangan yang diberikan kuasa sebagai pengguna 'HR' atau 'Admin'. Pengguna 'HR' boleh mengakses kesemua seksyen dalam Laporan Perniagaan manakala pengguna 'Admin' hanya boleh mengakses lain-lain seksyen kecuali seksyen 4.*

**5) Q: Why does the director appointed date in section 1 under 'Director Details' set as default date "01 Jan 1990"?**

**S: Kenapa tarikh perlantikan menjadi pengarah dalam seksyen 1 di bawah butiran 'Director Details' ditetapkan kepada "01 Jan 1990"?**

A: This is because the director appointed date is not reflected in e-registry system. As mentioned, Section 1 is automatically synchronize from e-registry/ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, you can also send their request to update the company/businesses information via email to [br@memi.gov.bn](mailto:br@memi.gov.bn) by attaching copy of company/businesses registration and director certificate.

J: *Ini kerana tarikh penetapan jawatan pengarah tidak ada didalam rekod sistem e-registry. Seperti penjelasan sebelumnya, Seksyen 1 secara automatik diselaraskan dengan sistem e-registry/ROCBN, jika sekiranya maklumat syarikat/perusahaan perlu dipinda, syarikat/perusahaan perlu mengemaskini maklumat di kaunter ROCBN atau melalui laman web ROCBN. Awda boleh juga menghantar e-mel dengan melampirkan salinan sijil pendaftaran dan pengarah syarikat/perusahaan kepada [br@memi.gov.bn](mailto:br@memi.gov.bn) untuk mengemas kini maklumat syarikat/perusahaan.*

**6) Q: Do company/businesses registered after 2015 need to fill in BR Registration Form?**

**S: Adakah syarikat/perusahaan yang didaftarkan selepas tahun 2015 perlu mengisi Borang Pendaftaran BR?**

A: No. Company/businesses registered after 2015 are using ROCBN new system, hence will automatically be registered into Business Reporting Portal. Owner/Director can immediately access their company/businesses account in the Business Reporting by log in using their e-Darussalam account.

J: *Tidak. Syarikat/perusahaan yang menggunakan pendaftaran sistem baru ROCBN selepas tahun 2015 akan secara automatik didaftarkan di Portal Laporan Perniagaan. Pemilik/Pengarah boleh terus mengakses akaun perniagaan mereka diportal Laporan Perniagaan (BR).*

## SECTION 2 – BUSINESS INFORMATION | MAKLUMAT PERNIAGAAN

**1) Q: What does Principal Business Activity means?**

**S: Apakah maksud 'Principal Business Activity'?**

A: Principal business activity means the main activity that the business ventures in. For example, if the business mainly selling car care products and at the same time the business also have branch or in the same place provide services in repairing car (workshop). In this case, the principal business is selling car care products and the workshop will be listed under other business activity.

*J: 'Principal business activity' bermaksud aktiviti utama yang diusahakan sesuatu perniagaan. Contohnya, jika aktiviti utama itu perniagaan menjual produk penjagaan kereta dan dalam pada masa yang sama, ia juga menyediakan perkhidmatan dalam membaiki kereta (bengkel) di tempat perniagaannya atau di cawangan lain. Maka, 'principal business activity' adalah menjual produk penjagaan kereta dan bengkel dianggap sebagai 'other business activity'.*

**2) Q: What does percentage contribution to revenue means?**

**S: Apakah maksud 'Percentage Contribution to Revenue'?**

A: Percentage contribution to revenue refers to how many percent of revenue from the respective business activity contributes to the overall revenue from all business activities. For example, if the revenue generated from selling of car care products amounting BND8k and the revenue from services in repairing car (workshop) amounted BND2k, hence overall revenue from both business activities is BND10k. Therefore the percentage contribution to revenue for the 'Principal business activity' (selling of car care products) and 'Other business activity 1' (services in repairing car) is 80% and 20% respectively.

*J: 'Percentage contribution to revenue' adalah peratus pendapatan dari setiap aktiviti perniagaan dalam menyumbang kepada pendapatan keseluruhan semua aktiviti-aktiviti perniagaan. Sebagai contoh, sekiranya pendapatan yang dijana daripada penjualan produk penjagaan kereta berjumlah BND8k dan pendapatan daripada perkhidmatan membaiki kereta (bengkel) berjumlah BND2k, maka hasil keseluruhan dari kedua-dua aktiviti perniagaan adalah BND10k. 'Percentage contribution to revenue' bagi 'principal business activity' (penjualan produk penjagaan kereta) dan 'other business activity 1' (perkhidmatan dalam membaiki kereta) masing-masing adalah 80% dan 20%.*

**3) Q: What if my company/business does not have any other Business Activity?**

**S: Bagaimana jika syarikat/perusahaan saya tidak mempunyai 'Other Business Activity' yang lain?**

A: Please key in 100% for the percentage contribution to revenue for the Principal business activity.

*J: Awda cuma perlu memasukkan 100% 'percentage contribution to revenue' dibawah 'principal business activity'.*

**4) Q: What if I did not fill in the percentage contribution to revenue?**

**S: Bagaimana jika saya tidak mengisi 'percentage contribution to revenue'?**

A: You need to fill in the percentage contribution to revenue for the 'Principal business activity' as this is a mandatory field, otherwise, you will not be able to save data for Section 2.

*J: Awda tidak akan dapat menyimpan (save) data bagi Seksyen 2 kerana 'Percentage contribution to revenue' adalah data yang wajib diisi.*

**5) Q: What is BDSIC code and why this need to be fill in?**

**S: Apakah kod BDSIC dan mengapa syarikat/perusahaan perlu mengisi kod tersebut?**

A: BDSIC code is the Brunei Darussalam Standard Industrial Classification (BDSIC) used for classification of economic activities.

*J: Kod BDSIC ialah Kod 'Brunei Darussalam Standard industrial classification' yang digunakan untuk mengenalpasti klasifikasi sektor perniagaan awda.*



**6) Q: How to select a correct BDSIC code for your business?**

**S: *Bagaimana memilih kod BDSIC yang betul untuk perniagaan awda?***

A: Please check "List of BDSIC" in section 2 (right side of Principal business activity field) to search for the correct 4-digit BDSIC code for your business activity. You may also use the search function (Ctrl + F) and look for the correct 4-digit BDSIC code based on "Activity Description 3" column.

*J: Sila semak "List of BDSIC" dalam Seksyen 2 (sebelah kanan 'Principal business activity') untuk mencari 4 angkakod BDSIC yang betul untuk aktiviti perniagaan awda. Awda juga boleh menggunakan fungsi carian (Ctrl + F) dan cari 4 angka kod BDSIC yang betul berdasarkan kolom "Activity Description 3".*

**7) Q: What if there is a change in 'type of organization'? For example from a sole proprietorship to a private limited company/businesses.**

**S: *Bagaimana jika terdapat perubahan dalam jenis organisasi? Contohnya dari persendirian ('sole proprietorship') ke Sendirian Berhad (Private Limited Company/businesses).***

A: You may change the type of organisation in section 2 by selecting the correct type of organisation from the dropdownlist.

*J: Awda boleh menukar jenis organisasi dalam Seksyen 2 dengan memilih jenis organisasi yang betul dari senarai yang disediakan.*

**8) Q: What if the business has more than 4 type of business activity?**

**S: *Bagaimana jika sesuatu perniagaan mempunyai lebih dari 4 jenis aktiviti perniagaan?***

A: Please click "Add Other Business Activity" in section 2 to fill in the details of your 'Other Business Activity'.

*J: Sila tekan "Add Other Business Activity" di Seksyen 2 untuk mengisi butiran-butiran perniagaan awda.*

**9) Q: What if the business has multiple branches?**

**S: *Bagaimana jika sesuatu perniagaan mempunyai banyak cawangan?***

A: Please click "Add Branches" in section 2 to fill in the branch's details including the branch name; address; start date of opening the branch; number of workers; and the contribution to revenue from the overall total revenue of the company/businesses.

*J: Sila tekan "Add Branches" di Seksyen 2 untuk mengisi butiran-butiran cawangan seperti nama cawangan; alamat; tarikh mula membuka cawangan; jumlah pekerja; dan sumbangan kepada pendapatan dari hasil keseluruhan syarikat/perusahaan.*

## SECTION 3 – BUSINESS STATUS | STATUS PERNIAGAAN

**1) Q: What is meant by 'Activity Status'?**

**S: *Apa yang dimaksudkan dengan 'Activity status'?***

A: Section 3 requires company/businesses to state the status of the business whether the business is currently 'Active and have economic activity', 'Active but do not have economic activity' or 'Not active'.

*J: Seksyen 3 memerlukan perniaga untuk menyatakan status perniagaan sama ada perniagaan itu pada masa ini 'Active and have economic activity', 'Active and have no economic activity' atau 'Not Active'.*

**2) Q: What if my business status is now inactive because my business is based on project awarded?**

**S: *Bagaimana jika syarikat/perusahaan saya tidak aktif buat masa ini kerana perniagaan saya bergantung kepada tender projek?***

A: In this case, please select your current business status as 'Active but do not have economic activity'. However, upon awarded with project please change your business status to 'Active'.

J: *Dalam hal ini, sila pilih status perniagaan awda sebagai 'Active but do not have economic activity'. Walau bagaimanapun, setelah berjaya mendapat tender projek sila tukar status perniagaan awda kepada 'Active' semula.*

**3) Q: Do I have to fill-in other sections since the business status is inactive?**

**S: *Adakah saya perlu mengisi seksyen-seksyen lain jika status perniagaan saya tidak aktif?***

A: If you select the business status as "Not active" for example in June 2018, the company/businesses may only report business data up until May 2018.

J: *Jika awda memilih status perniagaan sebagai "Not active" misalnya pada bulan Jun 2018, awda hanya perlu melaporkan data perniagaan sehingga bulan Mei 2018.*

**4) Q: What should I fill in the 'Completed Project' tab in section 3?**

**S: *Apa yang perlu saya isikan didalam bahagian 'Completed Project' dalam Seksyen 3?***

A: This tab is to be filled by companies engaged in Construction sector only as this is one of the requirement from Authority for Building Control & Construction Industry (ABCI), Ministry of Development.

J: *Bahagian ini hanya perlu diisi oleh syarikat/perusahaan dibawah Sektor Pembinaan sahaja, kerana ia adalah salah satu keperluan yang diminta oleh Autoriti Kawalan Bangunan & Industri Pembinaan (ABCI), Kementerian Pembangunan.*

## SECTION 4 – EMPLOYMENT | PEKERJAAN

**1) Q: Do company/businesses need to include benefits such as bonus, TAP and overtime in reporting payroll in section 4?**

**S: *Adakah syarikat/perusahaan perlu memasukkan faedah lain seperti bonus, TAP dan kerja lebih masa didalam membuat laporan gaji dibawah seksyen 4?***

A: Yes, payment to employees including wages, salaries, allowances, bonus, other benefits, contribution to the employees trust fund and supplemental contributory pension must be included in reporting payroll and employment spending.

J: *Ya, pembayaran pekerja termasuk gaji, upah, elaun, bonus, lain-lain kemudahan, caruman kepada Tabung Amanah Pekerja (TAP) dan skim pencen caruman tambahan (SCP) hendaklah dimasukkan kedalam laporan gaji dan perbelanjaan pekerjaan.*

**2) Q: Does director/owner need to be included as employee?**

**S: Adakah pengarah/pemilik perlu dimasukkan sebagai pekerja?**

A: Yes, as long as the director/owner received salary from the company/businesses, the expenses shall be reported as part of the payroll and employment spending.

J: Ya, selagi pengarah/pemilik menerima gaji dari perniagaan, perbelanjaan tersebut hendaklah dilaporkan sebagai sebahagian daripada gaji dan perbelanjaan pekerjaan.

**3) Q: What does local payroll and non-local payroll means?**

**S: Apakah dimaksudkan dengan 'local payroll' dan 'non-local payroll'?**

A: Local payroll refers to total employment expenses (salaries plus benefits) for local employees. Meanwhile non-local payroll refers to total employment expenses for non-local employees.

J: 'Local Payroll' ialah jumlah perbelanjaan pekerjaan (pembayaran gaji dan faedah) bagi pekerja tempatan. Manakala 'non-local payroll' ialah jumlah perbelanjaan pekerjaan untuk pekerja asing.

**4) Q: What if the company/businesses do not employ any employee directly, but instead the employees come from sub-contractor.**

**S: Bagaimana jika syarikat/perusahaan tidak mengambil sebarang pekerja, tetapi syarikat/perusahaan hanya bergantung kepada pekerja-pekerja syarikat sub-kontraktor.**

A: The company/businesses may only report the employees working and receiving payroll under the company/businesses. Those working as sub-contract employees must be separately reported under their subcontractor Business Reporting account.

J: Syarikat/perusahaan itu hanya perlu melaporkan pekerja yang menerima gaji di bawah perniagaan itu. Manakala, pekerja yang dibawah syarikat/perusahaan sub-kontraktor hendaklah mengisi laporan perniagaan dibawah akaun subkontraktor berkenaan.

**5) Q: What need to be reported in 'Monthly information on Employment'?**

**S: Apa yang perlu dilaporkan di bawah tajuk 'Monthly information on employment'?**

A: Please fill in the total number of employees of the month reported and the total payment to employees for that month. This include paid employees, working owners/partners and unpaid family workers. You may fill in the monthly information data every end of the month or depending on the reporting cycle as advisable by relevant government agencies. For eg. Oil & gas companies are required to submit their report every April, August and December.

J: Sila masukkan jumlah pekerja dan jumlah gaji untuk bulan tersebut. Ini termasuk pekerja bergaji, pemilik/rakan kongsi yang bekerja, dan pekerja dari kalangan ahli keluarga yang tidak bergaji. Awda juga disarankan untuk mengisi data maklumat bulanan pada setiap hujung bulan atau tertakluk kepada kitaran laporan yang disarankan oleh agensi-agensi kerajaan yang berkenaan. Contohnya, syarikat/perusahaan minyak dan gas dikehendaki memberikan laporannya setiap April, Ogos dan Disember.

## SECTION 5 – EXPENDITURES | PERBELANJAAN

### 1) Q: What is meant by ‘Goods and Services Spending’?

**S: Apakah yang dimaksudkan dengan “Goods and Services spending”?**

A: Goods and Services spending is the expenses on any kind of goods and services except for payment to employees (salary and benefits).

J: *“Goods and Services spending” adalah perbelanjaan barangan dan perkhidmatan bagi kegunaan syarikat/perusahaan tetapi tidak termasuk pembayaran kepada pekerja (gaji dan faedah).*

### 2) Q: What is goods and services spending in Brunei and outside Brunei?

**S: Apakah “goods and services spending in Brunei and outside Brunei”?**

A: Goods and services spending in Brunei refers to expenses made by your company/businesses that are bought from local vendor in Brunei, meanwhile any expenses from foreign vendor will be considered as goods and services spending outside Brunei.

J: *“Goods and services spending in Brunei” merujuk kepada perbelanjaan yang dibeli oleh syarikat/perusahaan awda dari vendor tempatan, manakala perbelanjaan dari vendor di luar negara dianggap sebagai “Goods and services spending outside Brunei”.*

### 3) Q: What need to be reported in Monthly information on Goods & Services Spending? Does it include Employment Expenditure?

**S: Apa yang perlu dilaporkan didalam “Monthly information on Goods & Services Spending”? Adakah ianya termasuk perbelanjaan pekerjaan?**

A: Goods & Services Spending is the cost of spending (expenses) for running the business. Goods and Services Spending includes purchase of goods, rental of premises, rental and maintenance of machinery and equipment, electricity and water, telecommunication, other professional services such as legal, other general expenses that are connected with the operation of the business EXCEPT employment expenditure which should be reported in Section 4.

J: *Perbelanjaan operasi ialah kos perbelanjaan untuk menjalankan perniagaan. Perbelanjaan operasi termasuklah pembelian barang, sewa bangunan, sewa dan pemeliharaan peralatan kenderaan dan mesin dan peralatan, perkhidmatan elektrik dan air, telekomunikasi, perkhidmatan profesional seperti undang-undang, dan lain-lain perbelanjaan yang berkaitan dengan operasi perusahaan KECUALI perbelanjaan pekerjaan yang mana telah dilaporkan di seksyen 4.*

## SECTION 6 – REVENUE | HASIL PENDAPATAN

### 1) Q: What is Total Revenue?

#### **S: Apakah maksud 'Total Revenue'?**

A: Total revenue is the total amount of sales (gross) made by the company/businesses. The revenue received or receivable from the business activities carried out during the reference year, such as sales of goods, rendering of services, value of work done, rental income from buildings/structures and machinery & equipment and other operating revenue.

*J: "Total revenue" ialah jumlah jualan (kasar) yang diperolehi oleh syarikat/perusahaan. Pendapatan yang telah diterima atau akan diterima yang berkaitan dengan aktiviti perusahaan/perniagaan yang dijalankan dalam tahun rujukan, misalnya penjualan barang, perkhidmatan yang diberikan, nilai kerja yang telah dilaksanakan, pendapatan sewa dari bangunan/binaan dan mesin & peralatan, dan lain-lain pendapatan dari aktiviti perusahaan/perniagaan.*

### 2) Q: What is Oil and Gas revenue?

#### **S: Apakah 'Oil and Gas revenue'?**

A: Oil and gas revenue is specifically for businesses that engaged in the oil and gas sector. Those company/businesses that are not related with oil and gas sector, please key in '0'. Please do not leave any box empty, otherwise, you will not be able to save your data.

*J: 'Oil and Gas Revenue' adalah khusus untuk perniagaan yang terlibat dalam sektor minyak dan gas. Syarikat/perusahaan yang tidak berkaitan dengan sektor minyak dan gas hendaklah memasukkan angka '0'. Sila jangan tinggalkan kotak jawapan tidak berisi, jika tidak diisi awda tidak akan dapat menyimpan (save) data awda.*

### 3) Q: What need to be reported in Monthly information on Revenue? Are we required to fill in every month?

#### **S: Apa yang perlu dilaporkan didalam "Monthly information on Revenue"? Adakah ianya perlu di isi setiap bulan?**

A: The revenue received or receivable from the business activities carried out such as sales of goods, rendering of services, value of work done, rental income from buildings/structures and machinery & equipment and other operating revenue.

You may fill in the monthly information data every end of the month or depending on the reporting cycle as advisable by relevant government agencies. For eg. Oil & gas companies are required to submit their report every April, August and December.

*J: Pendapatan yang telah diterima atau akan diterima yang berkaitan dengan aktiviti perusahaan/perniagaan yang dijalankan dalam tahun rujukan, misalnya penjualan barang, perkhidmatan yang diberikan, nilai kerja yang telah dilaksanakan, pendapatan sewa dari bangunan/binaan dan mesin & peralatan, dan lain-lain pendapatan dari aktiviti perusahaan/perniagaan.*

*Awda juga disarankan untuk mengisi data maklumat bulanan pada setiap hujung bulan atau tertakluk kepada kitaran laporan yang disarankan oleh agensi-agensi kerajaan yang berkenaan. Contohnya, syarikat/perusahaan minyak dan gas dikehendaki memberikan laporannya setiap April, Ogos dan Disember.*

**4) Q: Why I cannot fill in the revenue according to sectors under Principal Activity?**

**S: Kenapa saya tidak dapat mengisi 'Revenue according to sectors' dibawah 'Principal Activity'?**

A: This is because you have not fill in and validate the **4 digit BDSIC** code from 'List of BDSIC' for Principal business activity in Section 2.

J: Ini kerana awda belum mengisi **4 digit kod BDSIC** dan menekan butang 'validate' di 'Principal business activity' didalam seksyen 2.

**5) Q: What is meant by Export Revenue?**

**S: Apa yang dimaksudkan dengan 'Export Revenue'?**

A: Export revenue is the revenue generated from selling of goods and services produced in the country and selling to another country (outside Brunei).

J: "Export revenue" adalah pendapatan yang dihasilkan daripada penjualan barangan dan perkhidmatan yang diperbuat di dalam negara dan menjualnya di negara luar.

**6) Q: What is Oversea Revenue?**

**S: Apakah 'Oversea Revenue'?**

A: Oversea revenue is revenue generated from selling of goods and services in branch outside Brunei but the parent company/businesses is registered in Brunei.

J: "Oversea revenue" adalah hasil yang dijana daripada penjualan barangan dan perkhidmatan oleh cawangan yang berada diluar negara yang mana cawangan induk didaftarkan di Negara Brunei Darussalam.

## SECTION 7 – FOREIGN DIRECT INVESTMENT

**1) Q: Do company/businesses need to fill in section 7?**

**S: Adakah perniaga perlu mengisi seksyen 7?**

A: Section 7 is to be fill in by company/businesses that engage in foreign direct investment only.

J: Seksyen 7 hanya diisi oleh perniagaan yang terlibat dalam pelaburan langsung asing sahaja.

**Note/Makluman:**

We kindly seek your cooperation to read the Briefing Pack before submitting any data in Reporting Portal Portal. Thank you.

Dipohonkan kerjasama Tuan/Puan untuk membaca 'Briefing Pack' sebelum menghantar data syarikat/perusahaan di Portal Laporan Perniagaan. Terima Kasih.