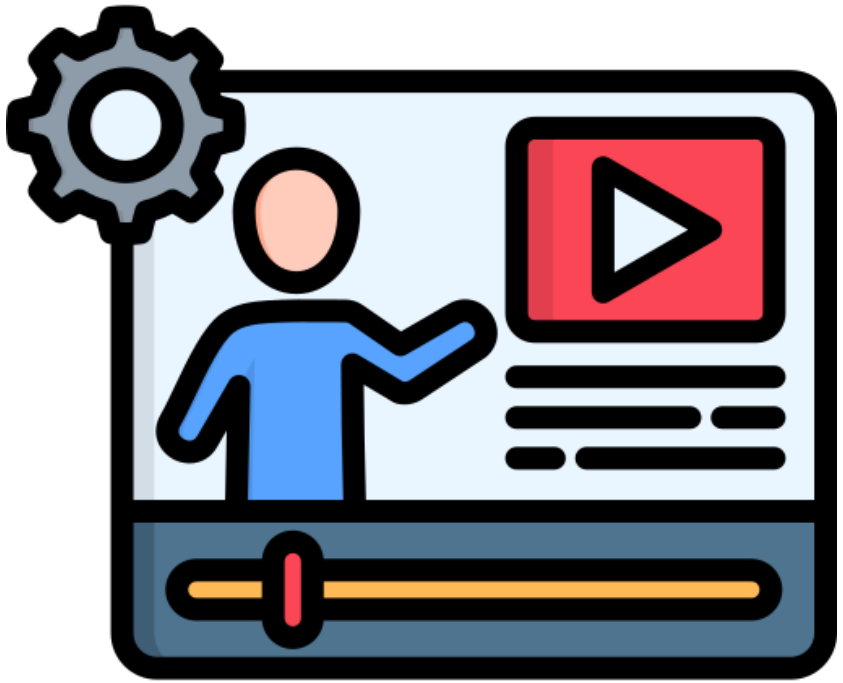


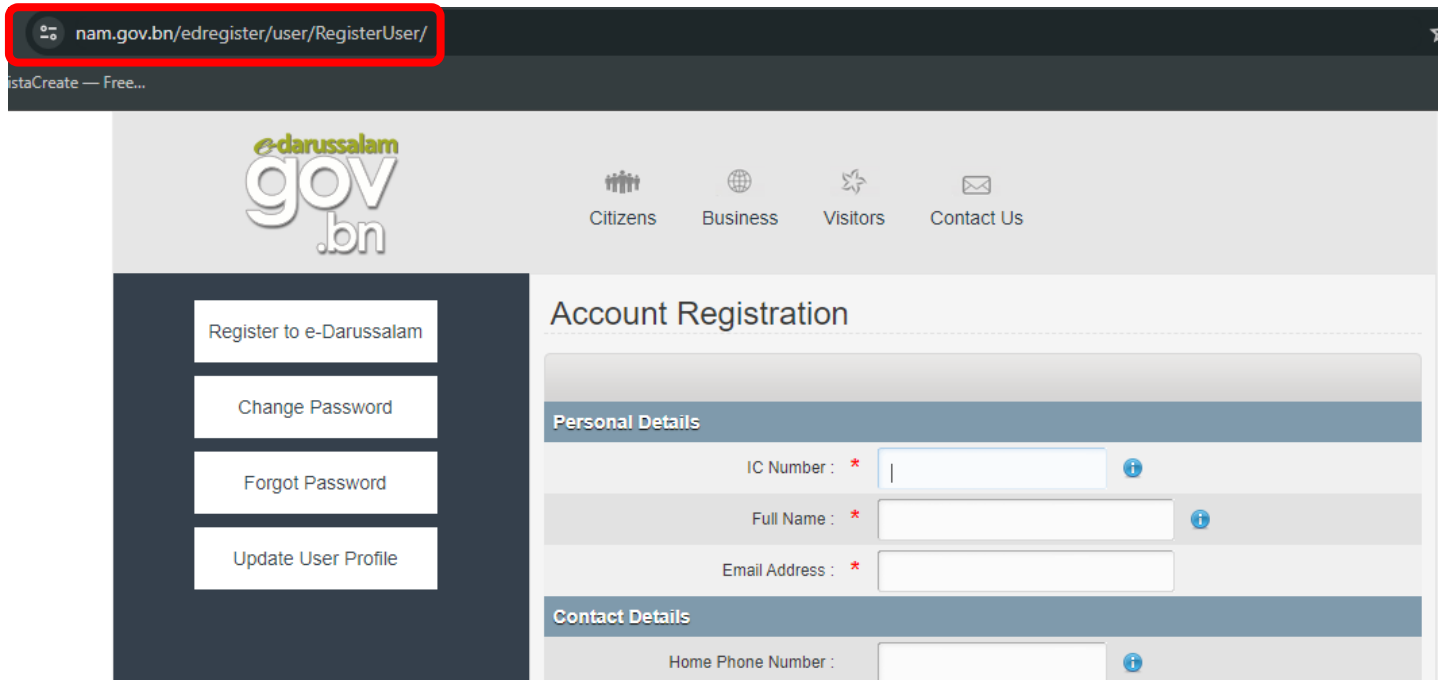
TUTORIAL ON SUBMITTING THE ANNUAL EMPLOYER & EMPLOYEE CENSUS VIA ONLINE BUSINESS REPORTING PORTAL(OBR)

CONTENT

- Accessing the OBR Portal: Prerequisites and Instructions
- Accessing the OBR Portal via Internet Browser
- Navigating to the Business Reporting Section
- Signing in to e-darussalam
- Tutorial for EXISTING User
- Tutorial for NEW User
- Reference
- Contact Us

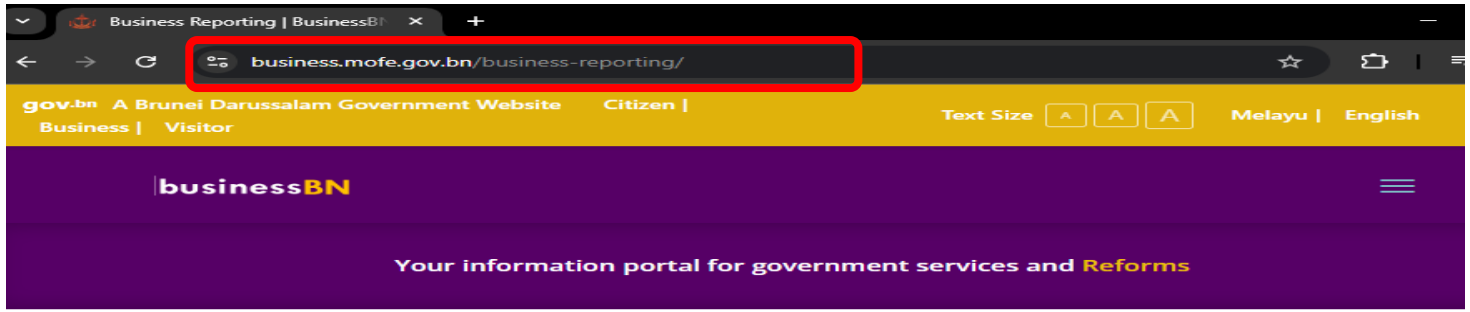
1. Accessing the OBR Portal: Prerequisites and Instructions

- The employer/user must have an e-Darussalam account.
- If you do not have one, please register at: https://nam.gov.bn/edregister/user/RegisterUser/



2. Accessing the OBR Portal via Internet Browser

- Open any internet browser (Google Chrome is recommended) and go to the OBR Portal by typing: https://business.mofe.gov.bn/business-reporting/



Welcome to the Business Reporting

The Business Reporting is an initiative to streamline all business data collection from various government systems. This initiatives is developed by Industry and Business Ecosystem, Ministry of Finance and Economy with Department of Economic Planning & Statistics (JPES), E-Government National Centre and Darussalam Enterprise (DARe) with the support from the other Government agencies.

Through this initiative, all companies information from various government systems will be channeled/linked into the Business Reporting and all companies in Brunei Darussalam will only be required to send their business data & performance report through the Business Reporting Portal.

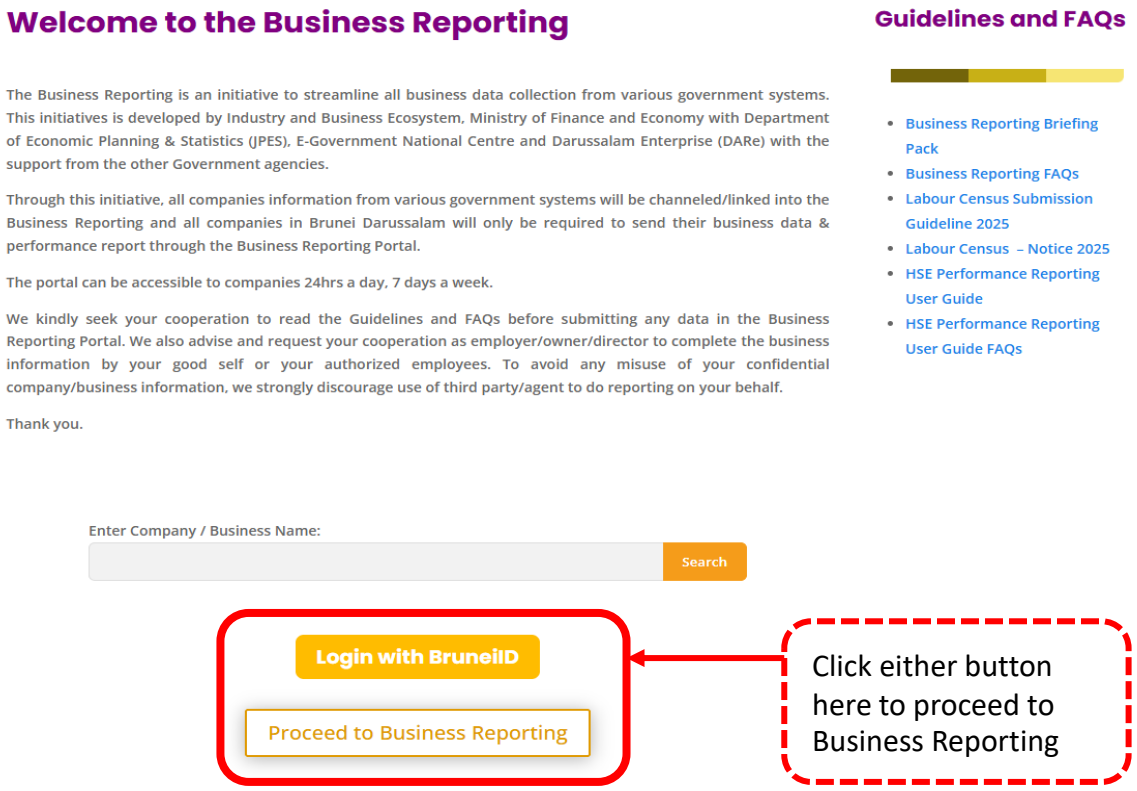
The portal can be accessible to companies 24hrs a day, 7 days a week.

We kindly seek your cooperation to read the Guidelines and FAQs before submitting any data in the Business Reporting Portal. We also advise and request your cooperation as employer/owner/director to complete the business information by your good self or your authorized employees. To avoid any misuse of your confidential company/business information, we strongly discourage use of third party/agent to do reporting on your behalf.

Thank you.

3. Navigating to the Business Reporting Section

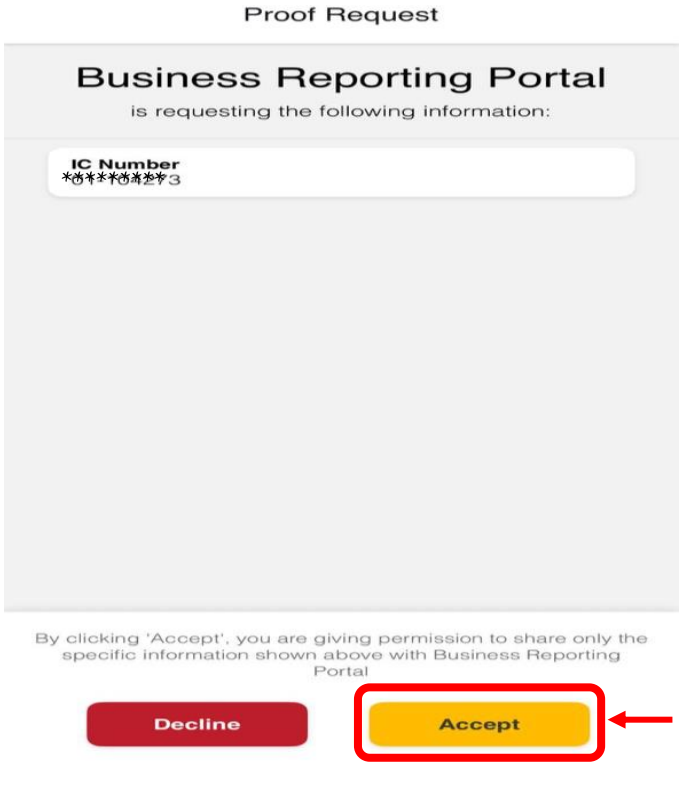
- Next, select and click either the "Login with BruneiID" icon or "Proceed to Business Reporting" icon.



4. If signing in to BruneiID

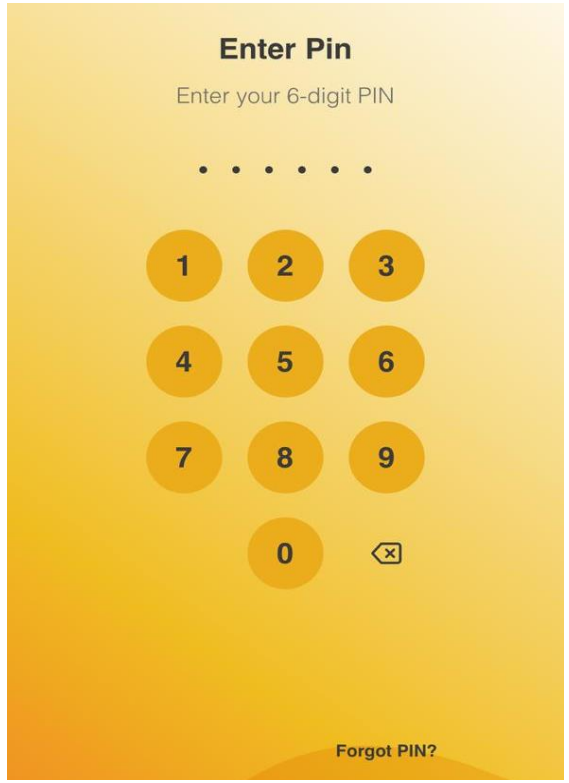
- Sign in to BruneiID by scanning the QR code using BruneiID App on your phone and then click the "Accept" icon

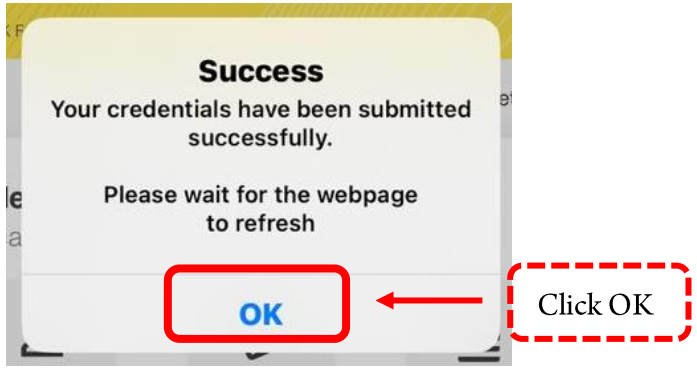


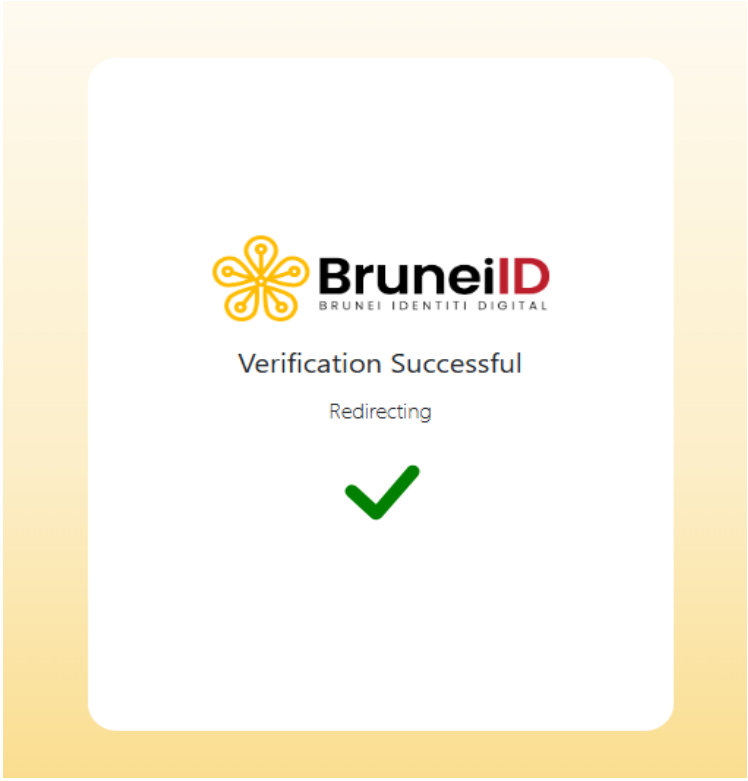


4. If signing in to BruneiID

- Next, Enter your 6-digit PIN and then click the "OK" icon

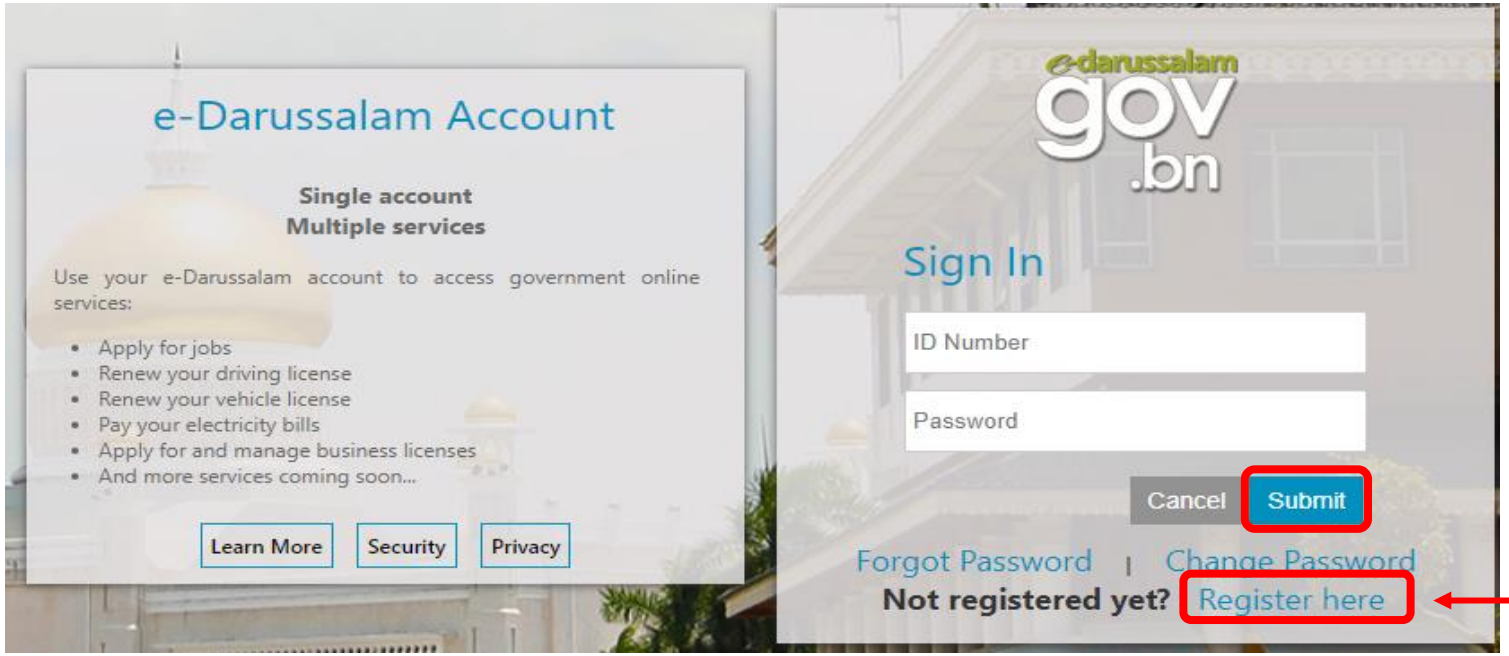






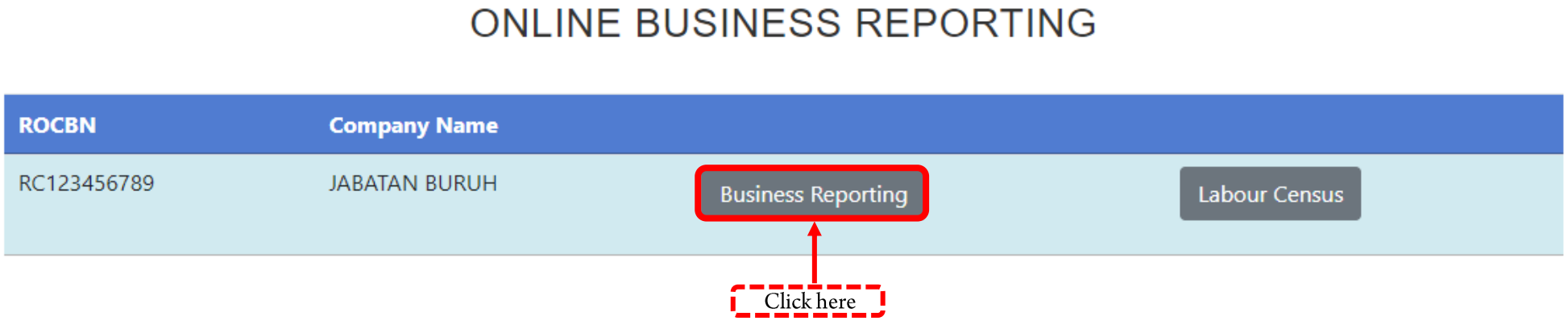
5. If signing in to e-Darussalam

- Sign in to e-Darussalam by entering your "ID Number" (Smart Card or Identity Card number)" and "Password," then click the "Submit" icon



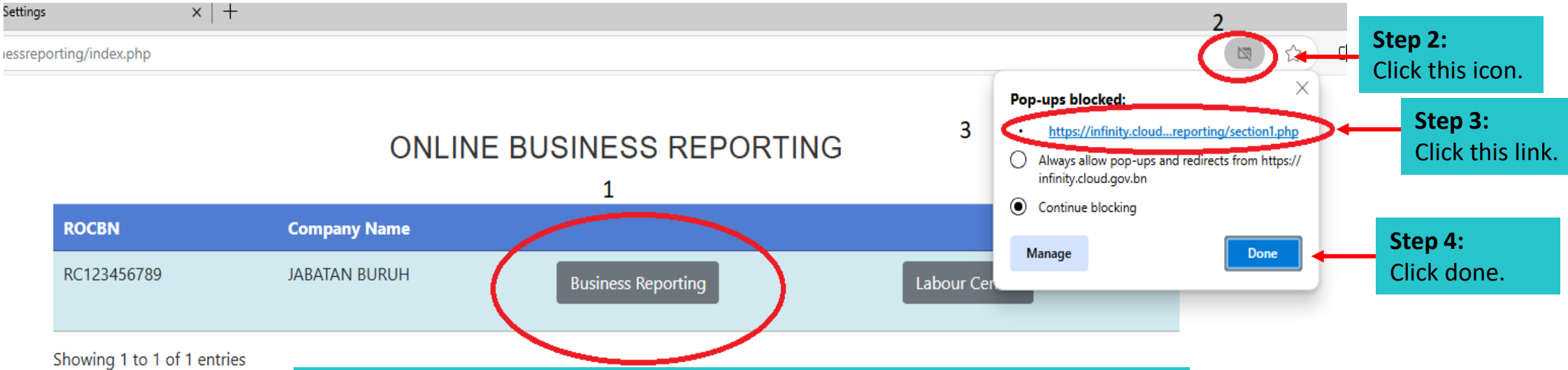
A) For Existing User

1. Click "Business Reporting" to review, update, or correct the details as required.



Pop-Up Blocked:

IMPORTANT:
If the homepage remains unchanged after clicking the Business Reporting button, please follow the following steps:



Step 2:
Click this icon.

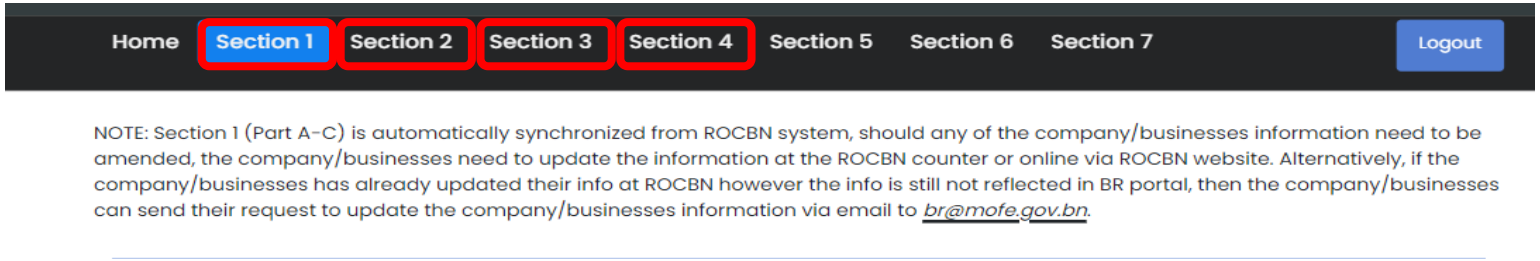
Step 3:
Click this link.

Step 4:
Click done.

Step 1:
If you click “Business Reporting” or “Labour Census” and the page does not change, this indicates that the site is blocking access. Kindly proceed to Step 2.

A) For Existing User (cont..)

3. Please review and update the following sections:

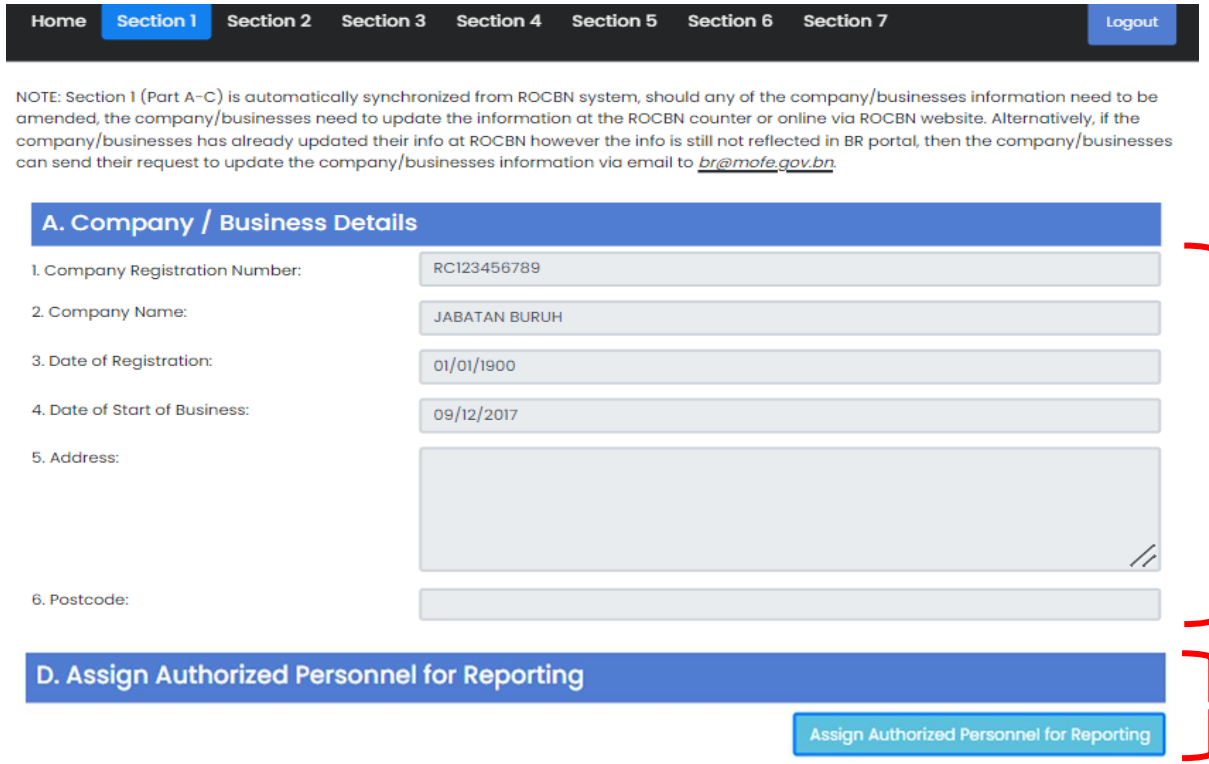


Section 1 : Company Detail
Section 2 : A) Type of business and B) Contact Person.
Section 3 : Business Status
Section 4 : Employee Detail

Please ensure you click the “SAVE” icon after any updates.

Section 1 : Company Details

- Review and check the company/business details, as these are uneditable and linked with ROCBN.
- Please contact the BR admin if you find that your company details are incorrect.

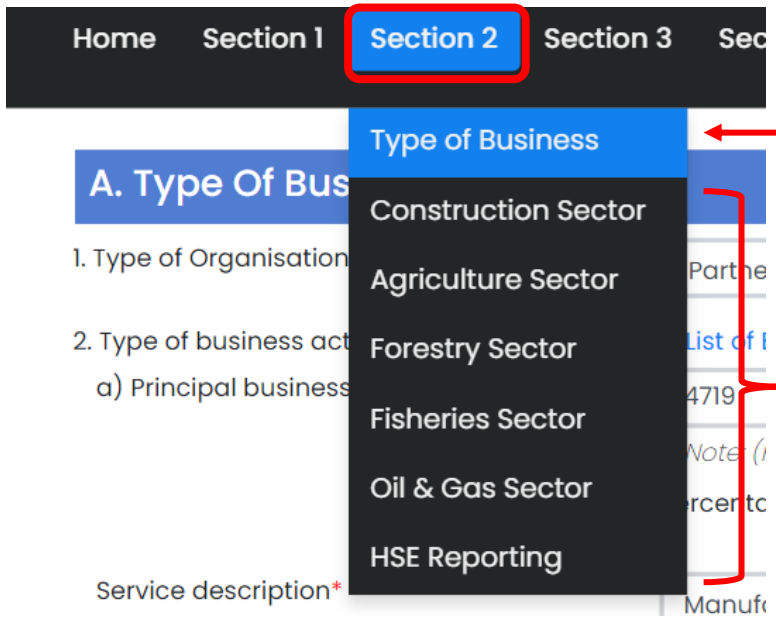


This part cannot be edited as it is automatically linked from ROCBN information. If updates are needed, contact the BR Team.

The company owner can assign roles for Admin and HR by clicking the "Assign Authorized Personnel for Reporting". However, admins cannot edit employee details in Section 4; only those assigned as HR can make edits.

Section 2 : Type of Business

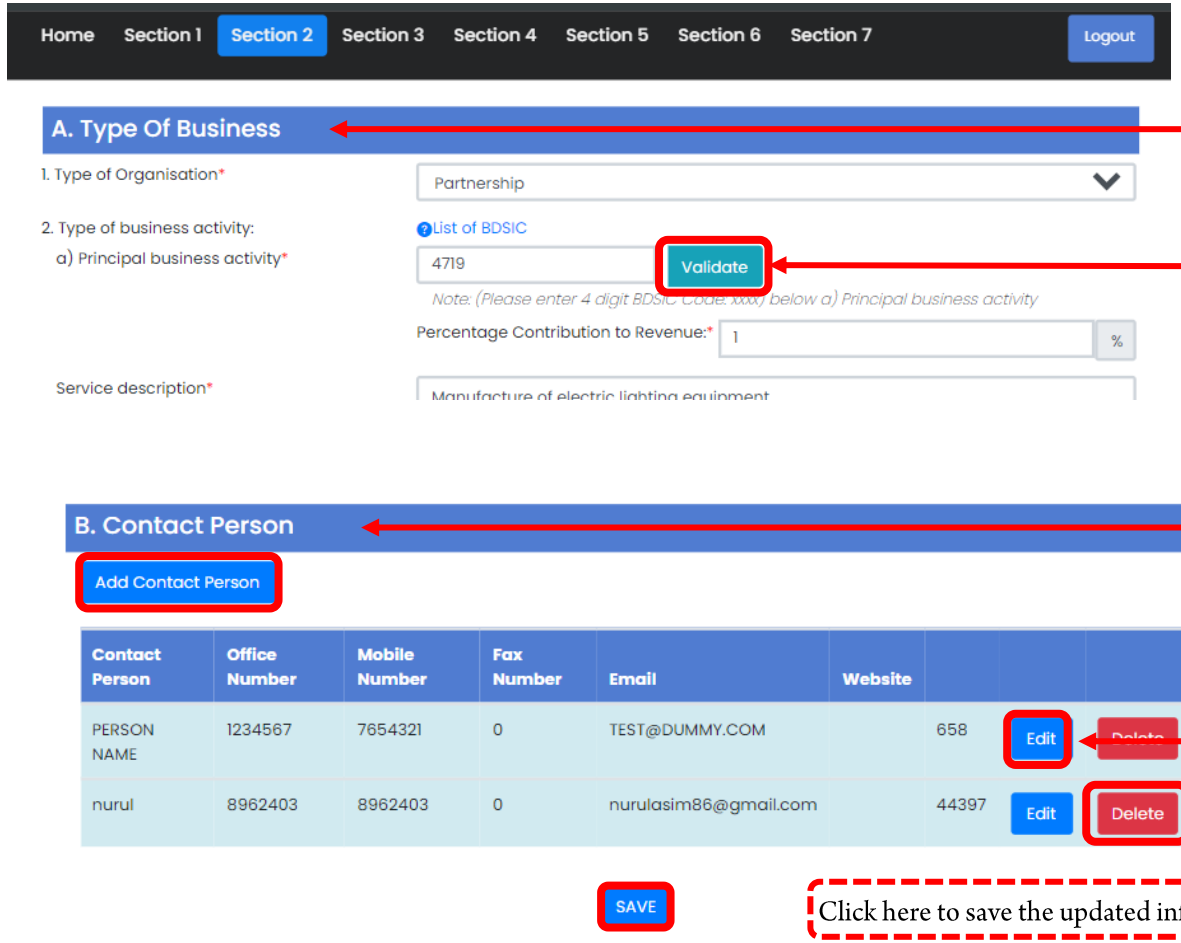
- Please review all the details under "Type of Business" and update them accordingly.



For Section 2, you are only required to complete the Type of Business information, which includes:
A. Type of Business
B. Contact Person

These fields are not required for the Employer and Employee Census verification. However, they may be required by other agencies outside the Department of Labour.

Section 2 : Type of Business (cont..)



Please review and update all the details in Section 2A: Type of Business, and ensure that all information is entered correctly.

After entering the activity code, click the "Validate" button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

Please also review and update all the details in Section 2B: Contact Person , and ensure that all information is entered correctly.

Click here to edit

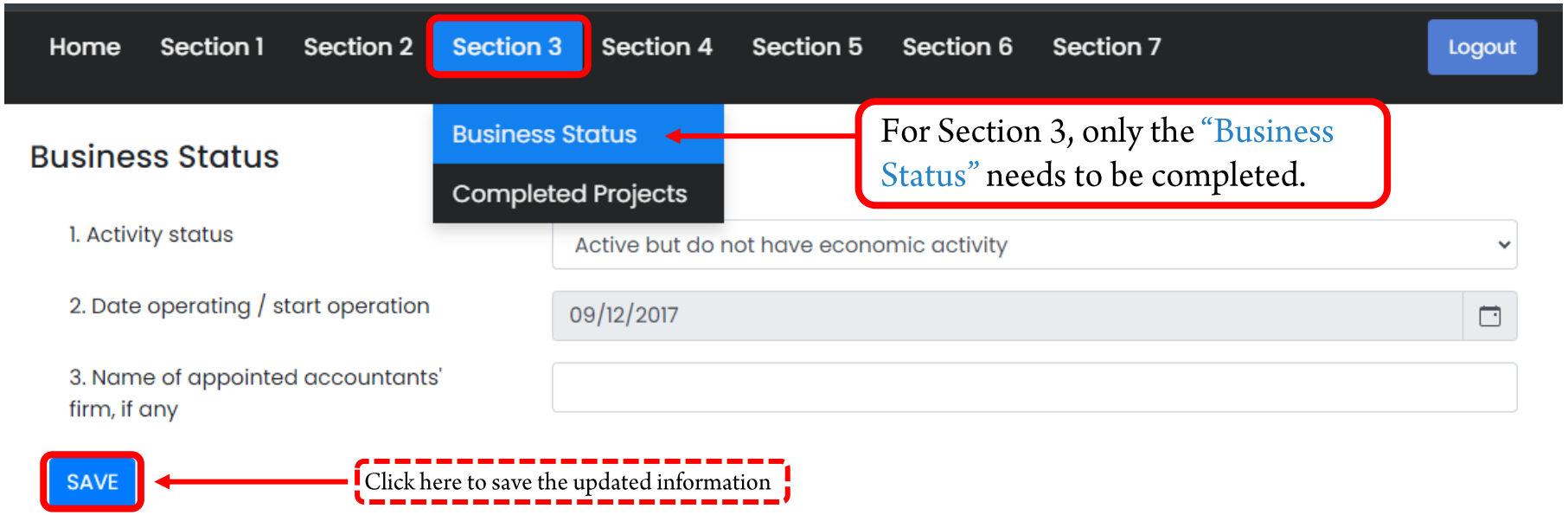
Click here to remove information

Click here to save the updated information

IMPORTANT:
Please ensure that your contact details are entered correctly and not left blank, as all queries and the official receipt will be sent to the provided address.

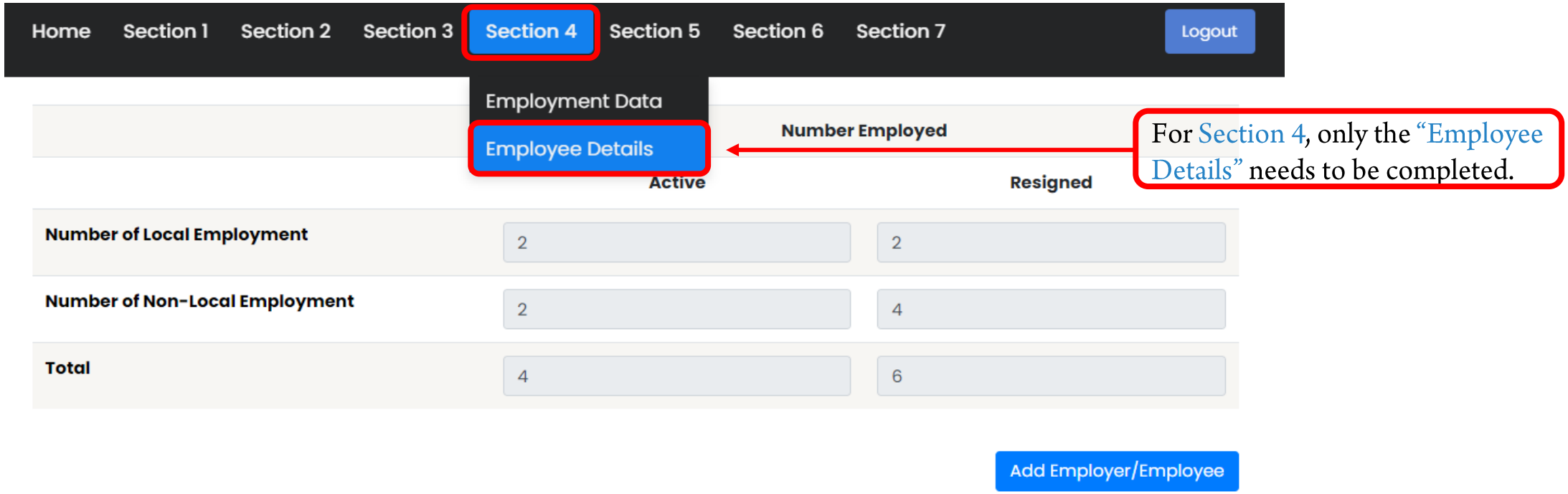
Section 3 : Business Status

- Please review all the details under "Business Status" and update them accordingly.



Section 4 : Employee Details

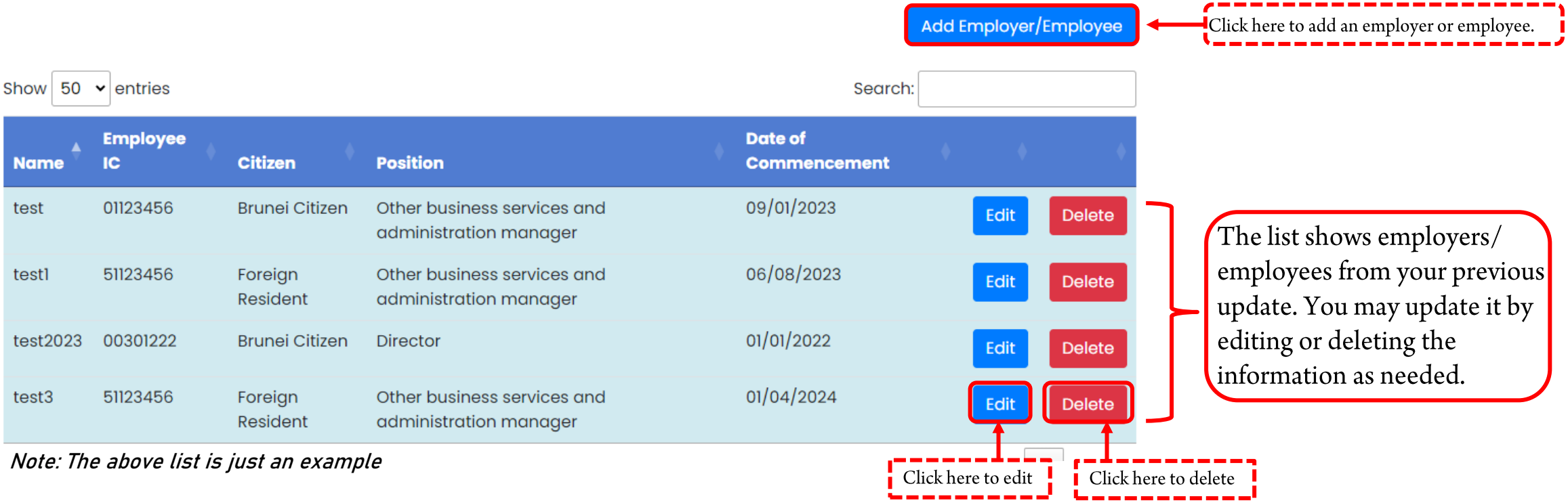
- Please review all the details under "Employee Details" and update them accordingly.



Note: Only those assigned as HR role can make edits.

Section 4 : Employee Details (cont..)

- Please review all the details under "Employee Details" and update them accordingly.
- You may add or delete information where necessary..



Note: The above list is just an example

Section 4 : Employee Details (cont..)

Once you have reviewed and updated the employee details, they will appear on the dashboard as shown for verification. If errors are found, click the "Edit" icon to update and rectify the errors. Remember to click "Save" for each update made.



	Number Employed	
	Active	Resigned
Number of Local Employment	2	2
Number of Non-Local Employment	2	4
Total	4	6

Add Employer/Employee

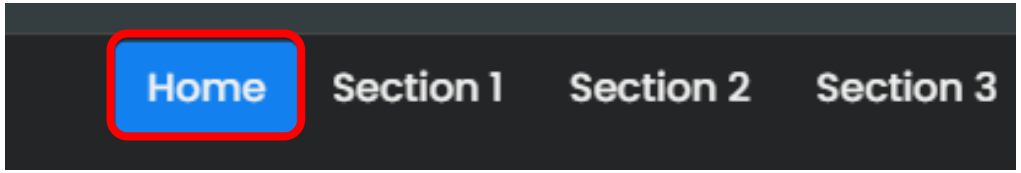
Show 50 entries Search:

Name	Employee IC	Citizen	Position	Date of Commencement		
test	01123456	Brunei Citizen	Other business services and administration managers n.e.c.	09/01/2023	Edit	Delete
test1	51123456	Foreign Resident	Other business services and administration manager	06/08/2023	Edit	Delete
test2023	00301222	Brunei Citizen	Director	01/01/2022	Edit	Delete
test3	51123456	Foreign Resident	Other business services and administration manager	01/04/2024	Edit	Delete

Showing 1 to 4 of 4 entries Previous 1 Next

Final Review and Submission

- Once you have completed reviewing, updating or rectifying the information, click "Home" at the top left of the page.

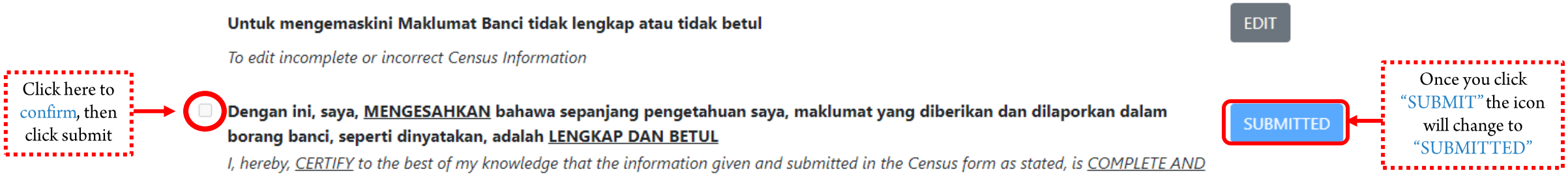


- Click the "Labour Census", for submission of Census information.



Final Review and Submission (cont..)

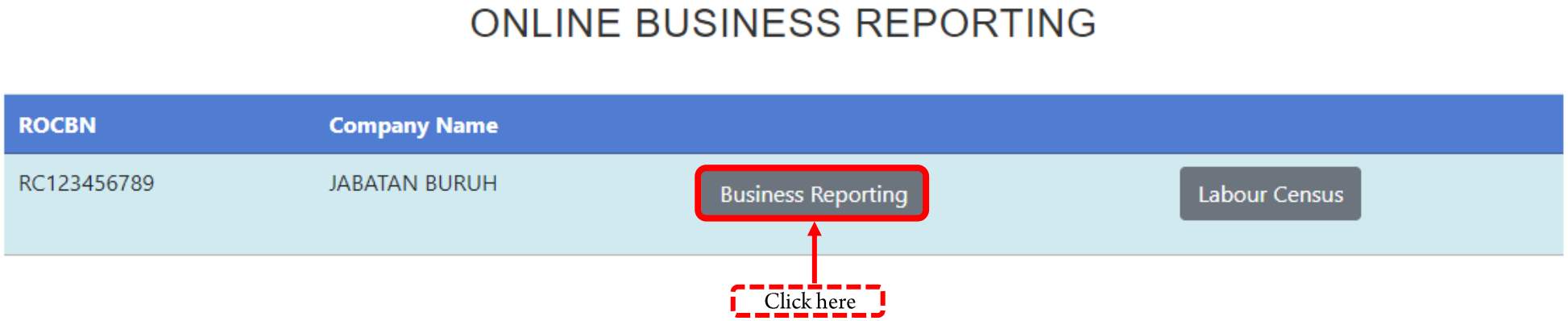
- Re-check and ensure that all Census information is complete and correct. Once verified, confirm and submit by clicking the "Submit" icon.



- After submitting, please wait five (5) working days for an email notification. The email will inform you whether the Census information is:
  - Verified and the Census receipt has been sent via e-mail, or
  - Incomplete and require update
- The notification will be sent to the e-mail address registered/entered in Section 2 of the Business Reporting System. Please ensure to read the e-mail carefully.

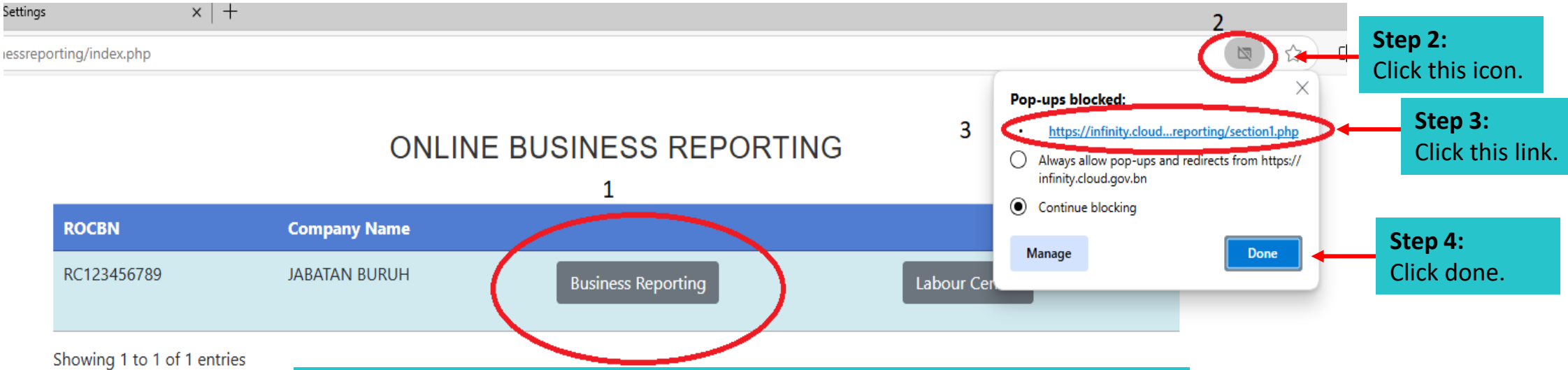
B) For NEW User

1. Click "Business Reporting" and fill in the information in the sections required with complete, up-to-date, and correct details.



Pop-Up Blocked:

IMPORTANT:
If the homepage remains unchanged after clicking the Business Reporting button, please follow the following steps:



Step 2:
Click this icon.

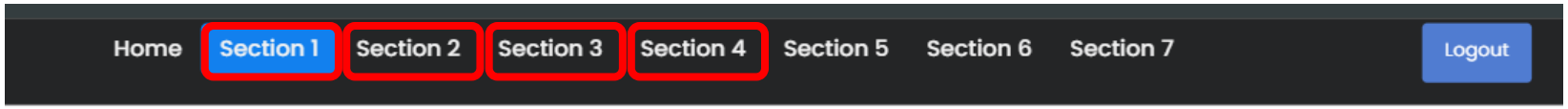
Step 3:
Click this link.

Step 4:
Click done.

Step 1:
If you click “Business Reporting” or “Labour Census” and the page does not change, this indicates that the site is blocking access. Kindly proceed to Step 2.

B) For NEW User (cont..)

2. Please complete and ensure that all information is entered correctly for the following sections:



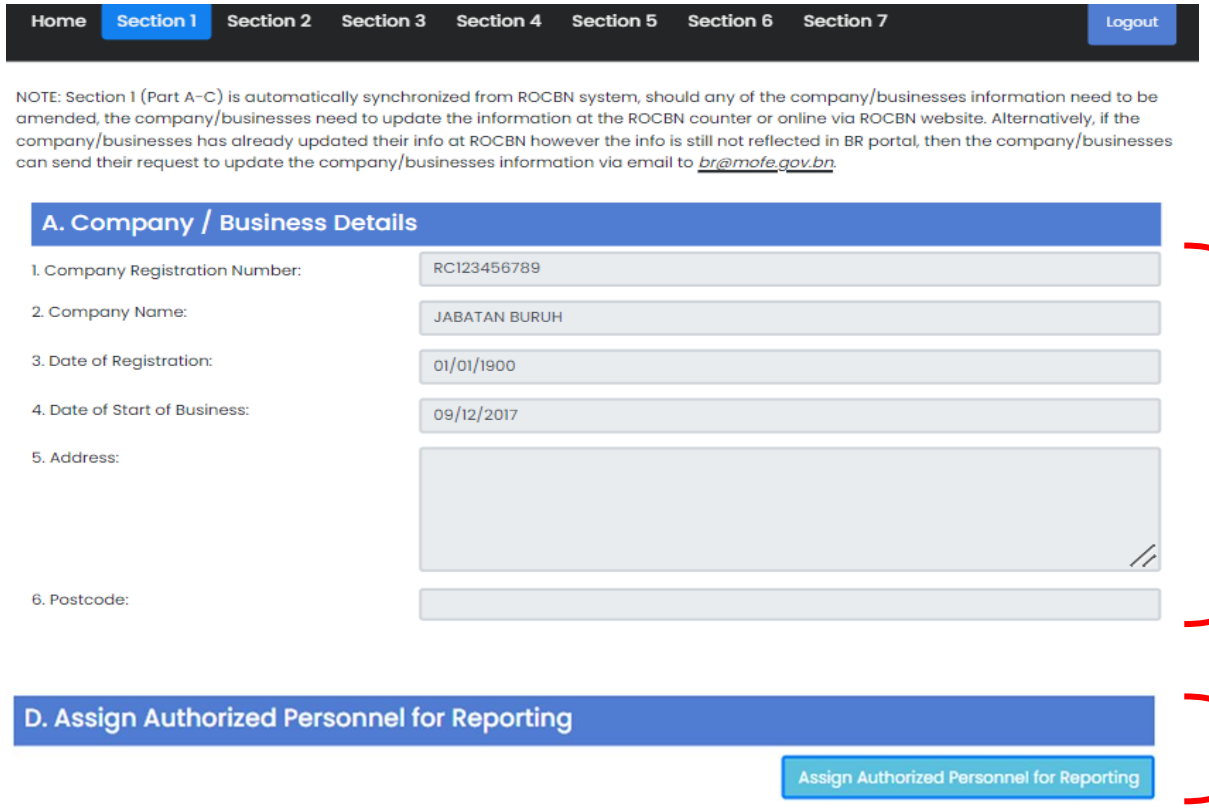
NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already 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@mofe.gov.bn*.

Section 1 : Company Details
Section 2 : A) Type of business and B) Contact Person.
Section 3 : Business Status
Section 4 : Employee Details

Please ensure you click the "SAVE" icon after any updates.

Section 1 : Company Details

- Review and check the company/business details, as these are uneditable and linked with ROCBN.
- Please contact the BR admin if you find that your company details are incorrect.

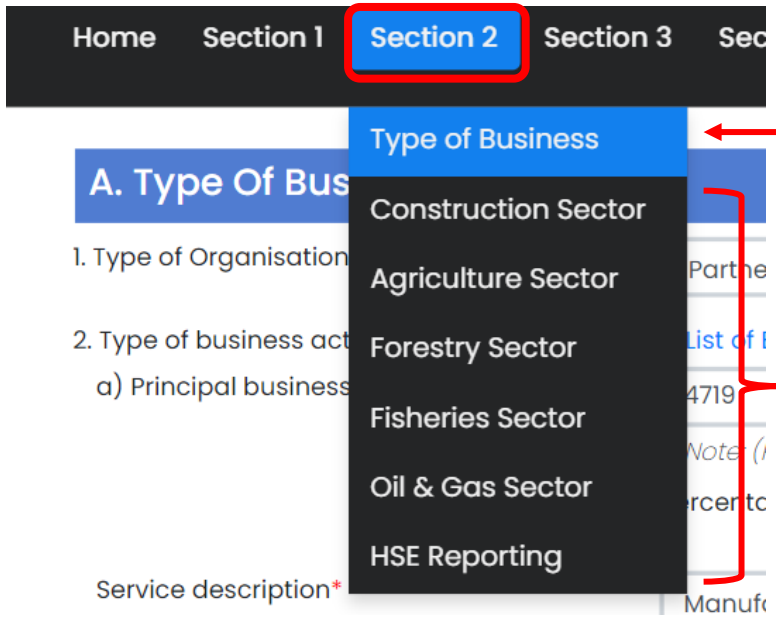


This part cannot be edited as it is automatically linked from ROCBN information. If updates are needed, contact the BR Team.

The company owner to assign roles for Admin and HR by clicking the "Assign Authorized Personnel for Reporting". However, admins cannot edit employee details in Section 4; only those assigned as HR can make edits.

Section 2 : Type of Business

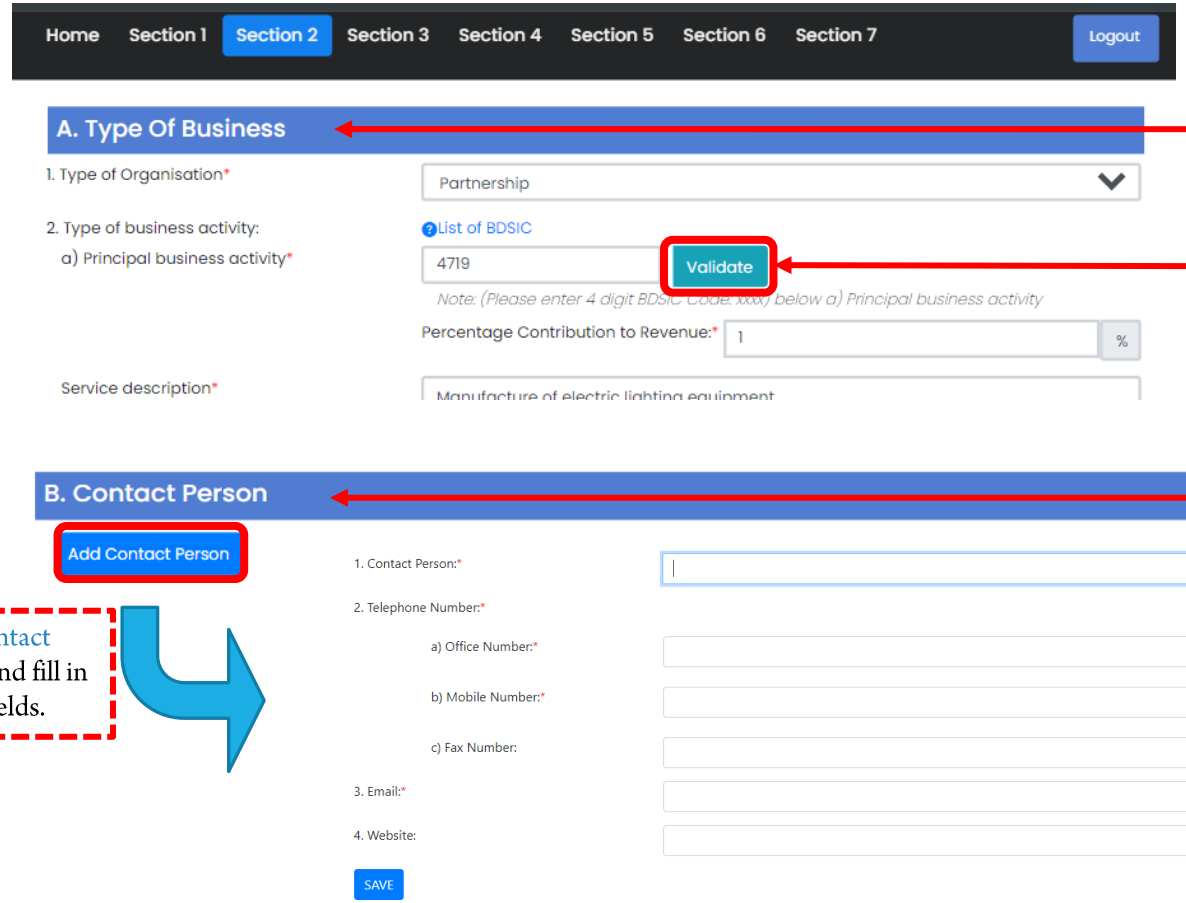
- Please complete all the details under "Type of Business" and ensure that all information is entered correctly.



For Section 2, the assigned HR is only required to complete the Type of Business information, which includes:
A. Type of Business
B. Contact Person

These fields are not required for the Employer and Employee Census verification. However, they may be required by other agencies outside the Department of Labour.

Section 2 : Type of Business (cont..)



Please complete all the details in Section 2A: Type of Business, and ensure that all information is entered correctly .

After entering the activity code, click the "Validate" button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

Click add "Contact Person" icon and fill in the required fields.

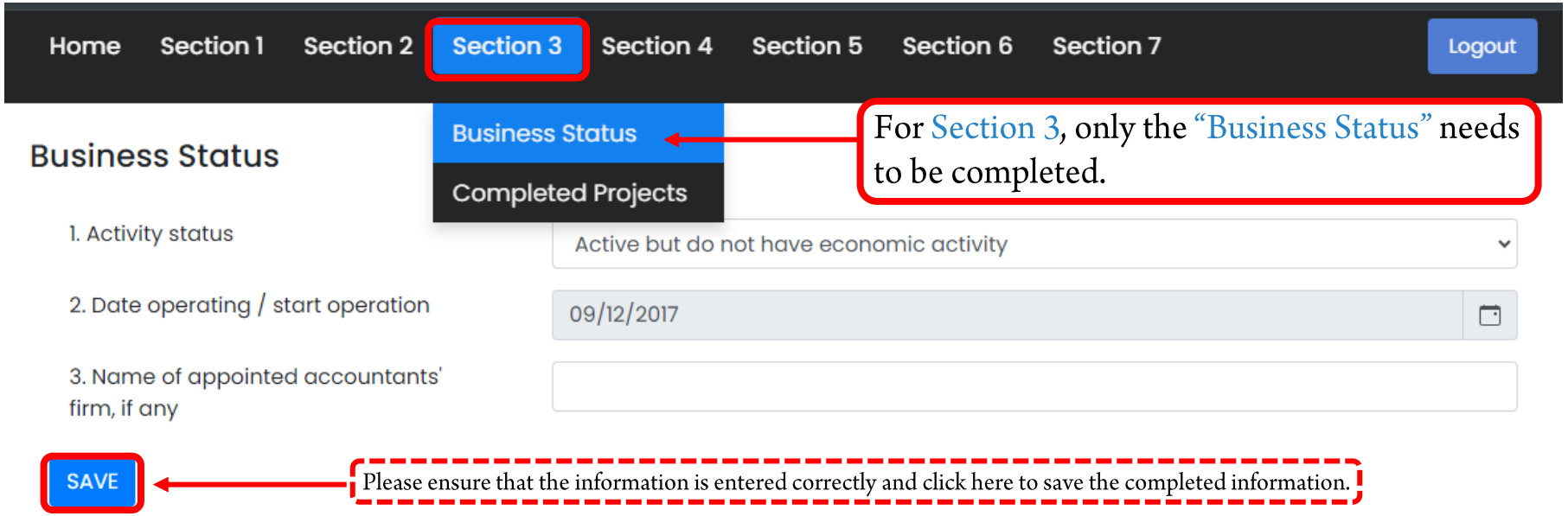
Please also complete all the details in Section 2B: Contact Person, and ensure that all information is entered correctly .

Note:
This person shall be responsible for receiving all notifications from Business Reporting System including updates and the issuance of digital census receipt.

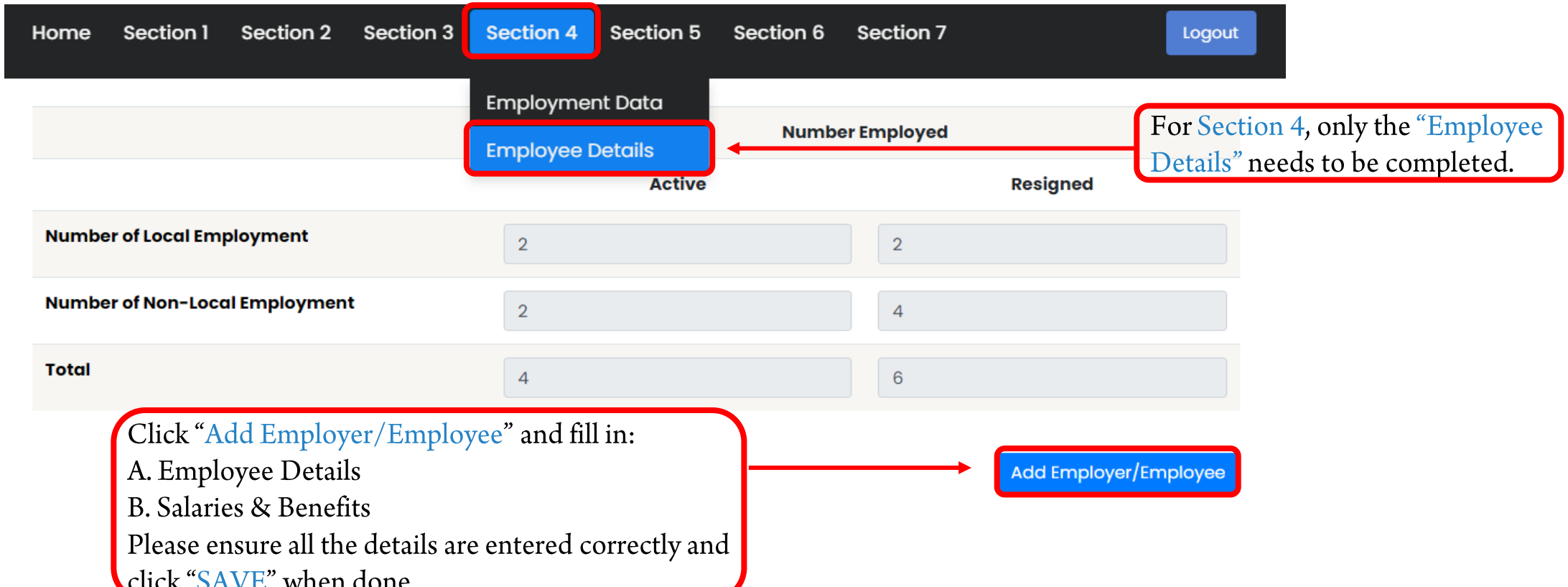
IMPORTANT:
Please ensure that your contact details are entered correctly and not left blank, as all queries and the official receipt will be sent to the provided address.

Section 3 : Business Status

- Please complete all the details under "Business Status" and ensure that all information is entered correctly.



Section 4 : Employee Details



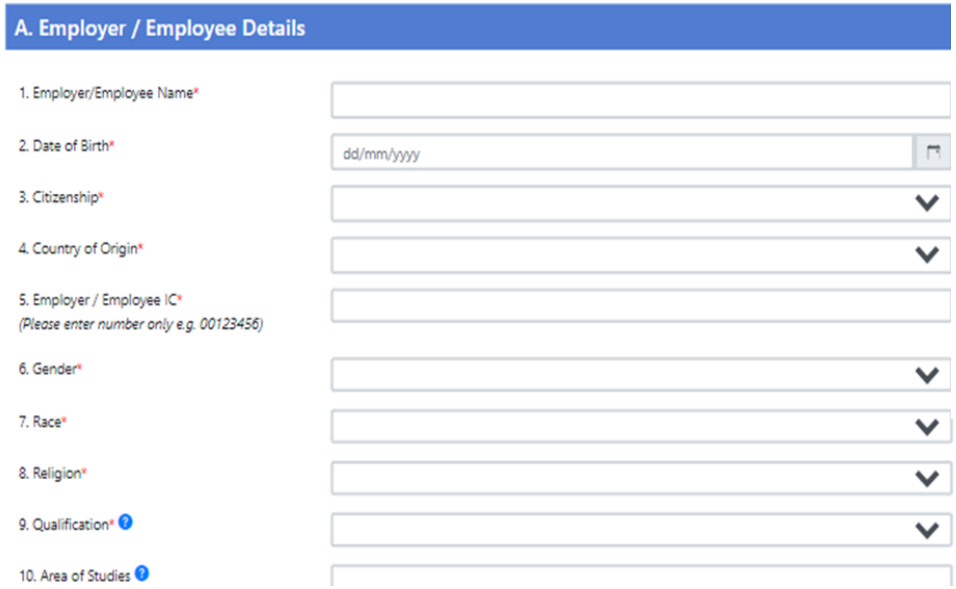
For Section 4, only the "Employee Details" needs to be completed.

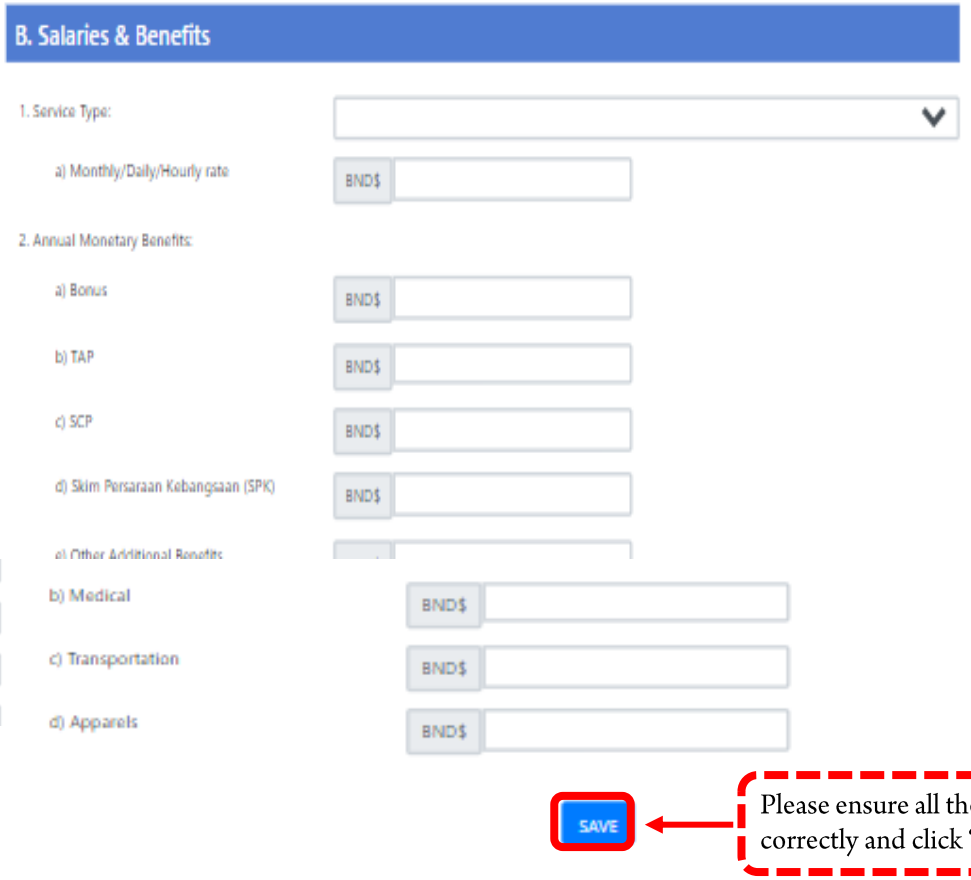
Click "Add Employer/Employee" and fill in:
A. Employee Details
B. Salaries & Benefits
Please ensure all the details are entered correctly and click "SAVE" when done.

Note: Only those assigned as HR role can make edits.

Section 4 : Employee Details (cont..)

Here are some example screenshots of the employee details that need to be filled in:

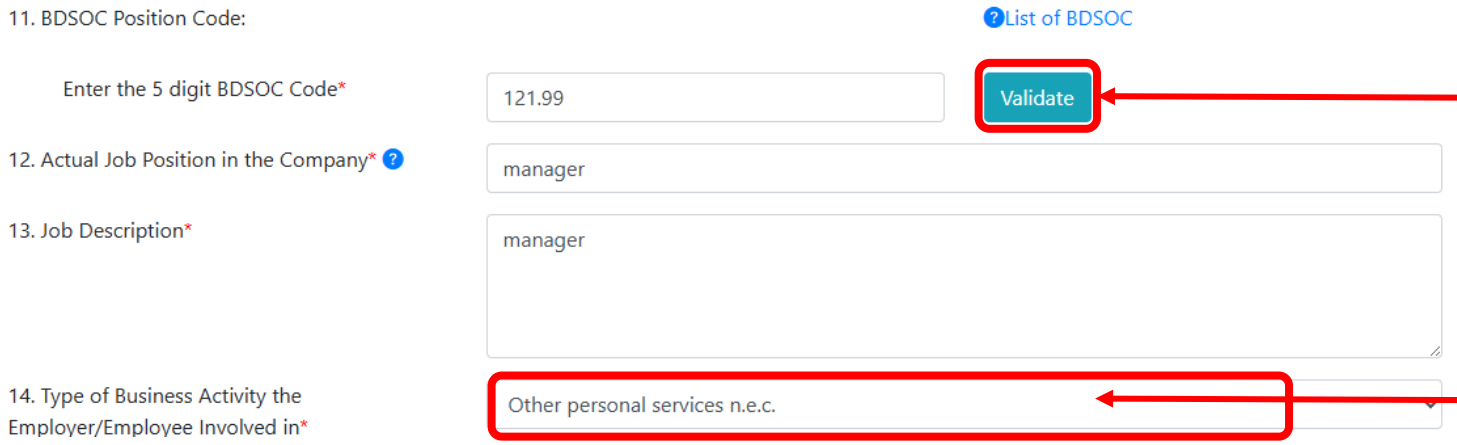




Please ensure all the details are entered correctly and click "SAVE" when done.

Section 4 : Employee Details (cont..)

Important Note for item no.11-14:



After entering the activity code, click the "Validate" button and ensure that it matches the activity stated in your Foreign Worker License (LPA) application in the NLMS (for entities employing foreign workers).

Ensure that this worker is assigned to the correct type of business activity, and that it matches the Foreign Worker Licence (LPA) in the NLMS, especially for companies with multiple business activities.

IMPORTANT:

- Please validate and ensure that the positions, especially for foreign workers, are consistent with the positions and activities applied for under the Foreign Worker Licence (LPA) in the NLMS.
- If the job position is not listed in the BDSOC, kindly select the closest match, enter it under the job description, or contact the Labour Department (refer to the last page for contact details) for confirmation on the appropriate code.
- If you are unclear about the position listed, please contact the Labour Department for assistance.

Section 4 : Employee Details (cont..)

Once you have completed the employee details, they will appear on the dashboard as shown for verification. If errors are found, click the "Edit" icon to update and rectify the errors. Remember to click "Save" for each update made.



	Number Employed	
	Active	Resigned
Number of Local Employment	2	2
Number of Non-Local Employment	2	4
Total	4	6

Add Employer/Employee

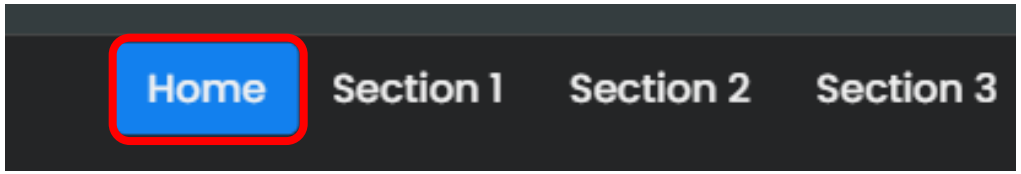
Show 50 entries Search:

Name	Employee IC	Citizen	Position	Date of Commencement		
test	01123456	Brunei Citizen	Other business services and administration managers n.e.c.	09/01/2023	Edit	Delete
test1	51123456	Foreign Resident	Other business services and administration manager	06/08/2023	Edit	Delete
test2023	00301222	Brunei Citizen	Director	01/01/2022	Edit	Delete
test3	51123456	Foreign Resident	Other business services and administration manager	01/04/2024	Edit	Delete

Showing 1 to 4 of 4 entries Previous 1 Next

Final Review and Submission

- Once all employer and employee information has been completed, click "Home" at the top left of the page.

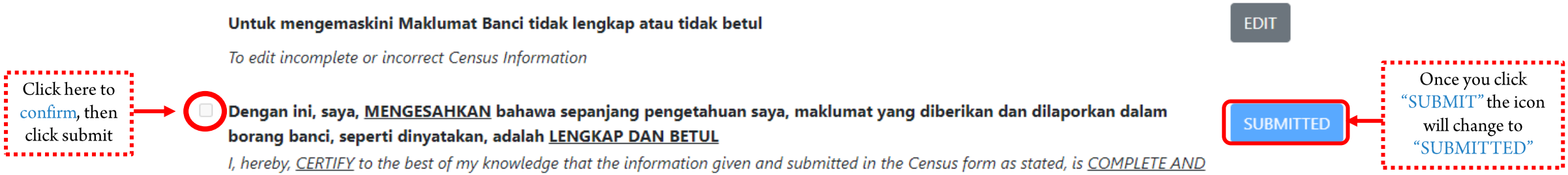


- Click the "Labour Census", for submission of Census information.



Final Review and Submission (cont..)

- Re-check and ensure that all Census information is complete and correct. Once verified, confirm and submit by clicking the "Submit" icon.



- After submitting, please wait five (5) working days for an email notification. The email will inform you whether the Census information is:
  - Verified and the Census receipt has been sent via e-mail, or
  - Incomplete and require update
- The notification will be sent to the e-mail address registered/entered in Section 2 of the Business Reporting System. Please ensure to read the e-mail carefully.

Offences and Penalties



Under the Employment Information Act 1974 (Chapter 99), **failure to submit the required information or the provision of incorrect or false information** constitutes an offence and may result in:

- a fine of **BND2,500 and imprisonment for six months**; and
- an additional fine of **BND50 for each day the offence continues.**

References:

- List of Brunei Darussalam Standard Industrial Classification, 2011 (BDSIC 2011):

Click on the image: 

- List of Brunei Darussalam Standard Occupation Classification, 2011 (BDSOC 2011):

Click on the image: 

Note:
This reference serves as a guide to the list of codes available in the BDSOC and BDSIC. Should there be any uncertainty, kindly contact the Department of Labour for further assistance.

Contact Us

- For any queries, please contact us at the following:

Employer & Employee Census Counter,
Lobby area
Department of Manpower and Employment,
Jalan Dewan Majlis,
Bandar Seri Begawan, BE3910,
Negara Brunei Darussalam.

Phone No.: 2383006/2380256 (Ext: 1104/4503/4504)

Email: banci@jtmp.gov.bn