

BORANG MENDAPATKAN LESEN AGENSI PEKERJAAN (KATEGORI A)
(LESEN AGENSI PEKERJAAN KATEGORI A: MENGURUSKAN/ MENDATANGKAN PEKERJA ASING KHUSUS UNTUK PERKHIDMATAN RUMAHTANGGA SAHAJA)

1. Borang **hendaklah diisi dengan lengkap**. Borang yang tidak lengkap tidak akan diterima.
2. Borang yang sudah lengkap hendaklah **di hantar oleh pemohon sendiri kepada Unit Agensi Pekerjaan** berserta salinan dokumen-dokumen seperti yang dikehendaki dibawah:
 - a. Salinan Kad Pengenalan Pintar pemohon.
 - b. Salinan Kad Pengenalan Pintar bagi setiap rakan kongsi (jika berkenaan sahaja).
 - c. 4 keping gambar berukuran pasport yang terkini bagi pemohon dan rakan kongsi.
 - d. Salinan sijil Pendaftaran 16/ 17 syarikat agensi pekerjaan (Syarikat agensi pekerjaan hendaklah dinamakan "XXX Employment Agency" dan hendaklah berdaftar untuk menjalankan kegiatan agensi pekerjaan sahaja. Mana-mana syarikat yang mempunyai kegiatan yang lain dalam sijil 16/ 17 tidak akan diterima/ akan ditolak).
 - e. Salinan sijil 16/ 17 syarikat atau "Form X" bagi syarikat-syarikat lain yang dimiliki oleh pemohon/ rakan kongsi (Jika berkenaan sahaja).
 - f. Kertas kerja mengenai agensi pekerjaan **hendaklah** termasuk profil syarikat, struktur organisasi, perkhidmatan yang ditawarkan (termasuk harga dikenakan untuk memproses dan mendatangkan pekerja asing), tempoh "*warranty / guarantee*" dan lain-lain maklumat. Pemohon **hendaklah** menyertakan tatacara (secara terperinci) pemohon/ agensi pekerjaan menangani aduan/ masalah/ isu-isu yang mungkin timbul seperti pekerja tidak datang, majikan dan pekerja tidak bersefahaman, pekerja lari dan seumpamanya.

MUSTAHAK: Harga keseluruhan bagi mendatangkan pekerja asing (termasuk pekerja asing khusus bagi pembantu rumahtangga) hendaklah dihadkan kepada \$1,500 seorang sahaja.

 - g. Salinan perjanjian/ persefahaman/ lantikan dengan agensi pekerjaan diluar negara (bagi membekalkan pekerja asing).

Permohonan hendaklah dihadkan sebelum **30hb Disember 2017, jam 3:30 petang** ke:

KAUNTER UNIT AGENSI PEKERJAAN, TINGKAT 1,
JABATAN BURUH, KEMENTERIAN HAL EHWAL DALAM NEGERI,
JALAN DEWAN MAJLIS,
BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.

PERHATIAN:

- Permohonan dari warga asing tidak akan diterima/ akan ditolak.
- Permohonan dari syarikat-syarikat khusus untuk kegunaan syarikat tersebut tidak akan diterima/ akan ditolak.
- Tarikh tutup bagi memohon untuk mendapatkan Lesen Agensi Pekerjaan adalah sehingga **30hb Disember 2017, jam 3:30 petang**. Mana-mana permohonan yang dihadkan selepas tarikh/ jam tersebut tidak akan dilayan.
- Permohonan yang tidak menyatakan harga yang dikenakan untuk perkhidmatan yang diberikan akan ditolak.
- Permohonan yang menyatakan harga yang dikenakan bagi memproses/ mendatangkan seorang (satu orang) pekerja asing lebih daripada \$1,500 akan ditolak.
- Pada peringkat ini, premis/ ofis tidaklah dimestikan.

EMPLOYMENT AGENCY LICENSE APPLICATION FORM (CATEGORY A)
(EMPLOYMENT AGENCY LICENSE CATEGORY A: PROCESS/ RECRUIT
FOREIGN DOMESTIC WORKERS ONLY)

1. Form **should be completed**. Incomplete form will not be accepted.
2. Completed form must be **submitted in person by the applicant to Employment Agency Unit** together with the following documents:
 - a. A copy of the Applicant's Identity Card.
 - b. A copy of partners' IC (if applicable).
 - c. 4 copies of applicant (and partner's most recent passport size photo).
 - d. A copy of the employment agency's Certificate of Registration 16/ 17. (The company must be registered as "XXX Employment Agency" and must be registered to conduct employment agency activities only. Any companies with other activities registered in the 16/ 17 Certificate will not be accepted/ will be rejected).
 - e. A copy of Certificate of Registration 16/17 or Form X that is owned by applicant or partners (If applicable only).
 - f. Paperwork on the employment agency **must** include company profile, organisational struktur, services offered (including costs to process and recruit foreign workers), warranty/ guarantee period and other relevant information. Applicant **must** include a detailed plan of action for how the applicant/ employment agency deals with complaints/ problems/ issues raised such as when workers fail to arrive in Brunei, misunderstanding between employers and employees, workers absconds and so on.

IMPORTANT: The total recruiting cost of any foreign workers (foreign domestic workers included) must be capped at \$1,500 per person only.

- g. A copy of contract/ understanding/ appointment by employment agency outside of Brunei (to supply foreign workers).

Application must be sent by **30th December 2017, 3:30 pm** to:

EMPLOYMENT AGENCY UNIT COUNTER, LEVEL 1,
DEPARTMENT OF LABOUR, MINISTRY OF HOME AFFAIRS,
JALAN DEWAN MAJLIS,
BANDAR SERI BEGAWAN, BRUNEI DARUSSALAM.

ATTENTION:

- Applications by foreign nationals will not be accepted/ rejected.
- Applications by companies specifically for own use will not be accepted/ rejected.
- Deadline to apply for the Employment Agency License is **30th December 2017, 3:30 pm**. Any applications sent after the date/ time stated will not be entertained.
- Applications that does not state the charges/ prices for services will be rejected.
- Applications who's total charges/ prices to process and recruits 1 (one) foreign worker exceeds \$1,500 will be rejected.
- At this stage, premise/ office is not a requirement.



FIRST SCHEDULE

**FORM I
EMPLOYMENT AGENCIES ORDER, 2004
APPLICATION FOR GRANT OF LICENCE**

1. Status of applicant -

Individuals / partnership/limited company

2. Particulars of applicant -

I. Name : Mr / Miss / Mrs / Messrs _____

II. Residential address : _____

III. Present employment or business : _____

IV. Identity Card no : _____

V. Whether undischarged bankrupt : Yes / No

VI. Whether convicted of any offence : Yes / No

Detail of conviction: _____

Penalty : _____

3. Particulars of person in charge in agency -

I. Name : _____

II. Residential address : _____

III. Present employment or business : _____

IV. Identity Card no : _____

V. Whether undischarged bankrupt : Yes / No

VI. Whether convicted of any offence : Yes / No

Detail of conviction : _____

Penalty : _____

4. Name / intended name of employment agency : _____

5. Place / intended place of business of employment agency : _____

6. If applicant is a limited company , please state -

I. Paid up capital : _____

II. Percentage of shares held by citizens of Brunei Darussalam : _____

7. Date intended to commence business : _____

8. Date first commenced business :

I do solemnly and truly declare that the facts stated in this application are correct to the best of my knowledge and belief and I undertake to carry on the business in a morally irreproachable manner.

I undertake that I will place a cash bond and provide a surety bond for the issue of a licence as required by the order.

.....

(Signature of applicant)

Name :.....

Designation :

Date :

For official use only -

Date received : _____

Checked by : _____

Date applicant interviewed : _____

Licence approved / refused : _____

Licence no : _____

**PART 2 - DECLARATION BY APPLICANT
FOR APPLICANT AND ON BEHALF OF PARTNERS
(Only applicable for applicants with more than 1 owners)**

Please indicate where applicable by crossing out the word(s) within the brackets:

1. I _____ (name of applicant) declare that I have been authorised by my partners to declare on their behalf in this application.
2. I declare that my partners and I (are/ are not) undischarged bankrupt.
3. I declare that we (have / have never) been charged in any court of law or detained under the Provision of any written law (Please furnish details of court conviction if any).
4. I declare that the information we have given in this application form is true and correct. we understand that if any of the information given is found to be untrue or incorrect, we will cease to be eligible to have an employment agency licence and may be liable for prosecution in a court of law.
5. I declare that if we have been succesfully awarded with the Employment Agency License, we will do our utmost best to deal with any issues arising from processing and recruitment of workers.
6. I declare that if we have been succesfully awarded with the Employment Agency License, we will recruit locals as workers in the employment agency company.
7. I declare that if we have been succesfully awarded with the Employment Agency License, we will run the company in line with the Employment Agency Order, 2004 as well as the Department of Labour guidelines.
8. I declare that if we have been succesfully awarded with the Employment Agency License, we will carry out the business in a morally and irreproachable manner.

Date of Declaration

Signature of Declarant

For officials use only

Date received : _____

Checked by : _____

