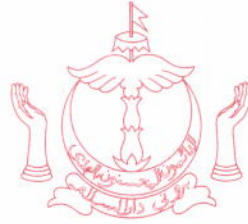


Tel. : 2383006  
Fax : 2383244



جَبَاتِن بُوْرُوَا  
مَكْنِيْتِن خَالِ الْجَوَالِدِ الْمَرْكَزِي

DEPARTMENT OF LABOUR  
MINISTRY OF HOME AFFAIRS  
BANDAR SERI BEGAWAN BB3910  
BRUNEI DARUSSALAM

Rujukan Kami :

Our Reference : **PJB/7300/3**

16 Muharram 1441

16 September 2019

To,  
Employer / Owner / Manager  
**Business Entities, Private Institutions,  
Cooperatives, Associations, Clubs and  
Statutory Bodies**  
Brunei Darussalam

Dear Sir / Madam,

**Re: CENSUS OF EMPLOYERS / EMPLOYEES, SALARIES, INCOME AND EMPLOYMENT  
HOURS FOR THE YEAR 2019 - BUSINESS REPORTING SYSTEM [BRS]**

Kindly referring the above matter, the **Annual Census of Employers / Employees 2019**, is now being conducted via the **BUSINESS REPORTING SYSTEM [BRS]**.

2. Submission of census information will be via online at website [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx), using the employer's/owner's/manager's username, obtainable through online registration at *E-Darussalam*.
3. Therefore, as required in the *Business Reporting System*, the Department will like to seek your kind cooperation to update the information of all employees/staff (local and foreign), employed under your **Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies** **until/or 30<sup>th</sup> October 2019**, including your information as an employer/ owner/ manager.
4. Completed Census information can ONLY be accepted via the *Business Reporting System* **effective 31<sup>st</sup> October 2019**. Last day of submission is on **30<sup>th</sup> November 2019**. Those employing local workers only (no foreign workers) are also required to register and complete the information in the *Business Reporting System*. Whilst *Business Entities, Private Institutions, Cooperatives, Associations, Clubs and Statutory Bodies* yet to operate/not operating are also required to update the information in the system.
5. The Department would also like to advise and request your kind cooperation as employer/owner/manager to complete the census information by your kind selves. This is to avoid the misuse of your confidential census information by a third party that you have trusted to complete the census information on your behalf.

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6. An email notification of issuance of Census receipt will be sent to the email address registered in the system, once the required census information has been completed and verified. A notification for incomplete Census Information will also be forwarded to the email, should any matter to incomplete of Census information arises. The guidelines on how to access *Business Reporting System* can be downloaded through the website at [www.business.gov.bn/SitePages/OBR.aspx](http://www.business.gov.bn/SitePages/OBR.aspx) or [www.labour.gov.bn](http://www.labour.gov.bn).
7. For your kind information, **Census of Employer/Employee 2018 Receipt** issued for **Census of Employer/Employees 2018** will **expire and void** effective **31 October 2019**.
8. For further information, please contact the Department's Survey and Statistics Division Counter, Lobby Area Ground Floor, Department of Labour Headquarters, Jalan Dewan Majlis, or via telephone 2383006 ext: **1104/4503/4504 [during counter hours only]**. The service counter operates on the following times: -

Day:-	Morning:-	Afternoon:-
Monday - Thursday & Saturday	8.00 a.m. - 11.30 a.m.	1.45 p.m. - 3.30 p.m.

9. Please be duly informed, Annual Census of Employers/Employees, Salary Rate and Working Hours is implemented under the provisions of the Employment Information Act 1974, Caps. 99 under Section 3 (1). Under Section 8 (1) of the Act, **any employer, a) wilfully refuses or neglects to furnish the particulars or information required within the time allowed for furnishing the same, or to furnish the same in the form specified Or prescribed, or to authenticate the same at the place or in the manner specified or prescribed or delivery thereof; or, b) wilfully furnishes or causes to be furnished any false particulars of information in respect of any matter specified in the notice requiring particulars of information to be furnished; orrefuses to answer, or, c) wilfully gives a false answer to any question necessary for obtaining any information or particulars required to be furnished under this Act is committing an offense and liable to a fine of Two Thousand Five Hundred Dollars (\$ 2,500.00) and imprisonment of six (6) months, and if continuously, a further fine of Fifty Dollar (\$50.00) a day will be charged.**

Your kind cooperation is highly appreciated. Thank you.

*"Perkhidmatan Berasaskan Kesabaran dan Keyakinan"*  
*"Guru Inovatif, Pelajar Cemerlang"*

Yours Sincerely,

[MUHAMMAD SAUFI BIN AWANG HAJI IBRAHIM]  
Acting Commissioner of Labour  
Brunei Darussalam