



BUKU PANDUAN GUIDE BOOK

CARA MELENGGAPKAN BORANG TAHUNAN
BANCI MAJIKAN/PEKERJA,
GAJI, PENDAPATAN DAN JAM BEKERJA
(BUR 700A, BUR 700B DAN BUR 702)

*HOW TO COMPLETE ANNUAL CENSUS OF
EMPLOYERS' /EMPLOYEEES' WAGES, EARNINGS
AND HOURS OF WORK FORM
(BUR 700A, BUR 700B AND BUR 702)*

**TARIKH TUTUP PENGHANTARAN BORANG:
30HB NOVEMBER TAHUN BANCI
LAST DAY OF FORM SUBMISSION:
30TH NOVEMBER CENSUS YEAR**

Bahagian Kajian Dan Perangkaan
Jabatan Buruh
Kementerian Hal Ehwal Dalam Negeri
Negara Brunei Darussalam

*Survey And Statistics Division
Labour Department
Ministry Of Home Affairs
Brunei Darussalam*

PERINGATAN:

1. Mengikut kehendak Peruntukan didalam Akta Maklumat Pekerjaan 1974, Penggal 99, Bab 3(1), setiap majikan adalah dikehendaki untuk mengisi borang Banci Tahunan Majikan/Pekerja, Kadar Gaji, Pendapatan dan Jam-Jam Bekerja dengan lengkap dan hendaklah dikembalikan sebelum atau pada **30HB NOVEMBER** pada Tahun Banci berkenaan. Tindakan bersesuaian akan diambil jika borang lewat dikembalikan.
2. Adalah menjadi suatu kesalahan dibawah AKTA MAKLUMAT PEKERJAAN 1974 Penggal 99, Bab 8, bagi mana-mana majikan dengan sengaja gagal memberikan maklumat dan keterangan, ataupun memberikan maklumat dan keterangan palsu, yang diperlukan dalam borang ini dalam masa yang telah ditetapkan, jika sabit kesalahan boleh didenda sebanyak DUA RIBU LIMA RATUS RINGGIT [BND 2,500.00] dan penjara Enam [6] bulan dan jika ianya berterusan denda tambahan sebanyak LIMA PULUH RINGGIT [BND 50.00] sehari akan dikenakan.
3. Borang-borang ini mestilah dilengkapkan bersama saluhan dokumen seperti berikut:
 - Salinan Sijil Pendaftaran Bab 16 & 17 / Borang X / Lesen Perniagaan dibawah Perintah Perundangan yang berkenaan (Contoh Insurance Order 2006)
 - Salinan Lesen [Kuota Buruh] Bagi Pengambilan Pekerja Asing (Bab 112(1)), jika berkenaan sahaja.
4. Bagi sebarang pertanyaan mengenainya, bolehlah menghubungi terus ke:

Kaunter Kajian dan Perangkaan
Ruang Legar Tingkat Bawah,
Jabatan Buruh
Jalan Dewan Majlis
Bandar Seri Begawan BB3910
Negara Brunei Darussalam
Tel: 2383006 sambungan: 4501-4504
5. Borang-borang yang telah lengkap bolehlah dikembalikan ke kaunter-kaunter di alamat yang dinyatakan diatas atau kaunter-kaunter di Cawangan-Cawangan Daerah. Sila ambil maklum bahawa waktu kaunter dibuka adalah dari jam 8.00 pagi – 11.30 pagi dan jam 1.45 petang – 3.30 petang, pada hari Isnin sehingga Khamis dan Sabtu.

**PERKARA
ITEM**

**PANDUAN
GUIDELINE**

- Sila tulis dalam petak kosong yang berkenaan perkara berikut:
- ii. Tarikh Lesen Buruh Dikeluarkan
 - iv. Tarikh Lesen Buruh Mansuh.

Please write accordingly to the empty boxes the below information

- iii. Labour Licence Date of Issue.
- iv. Labour Licence Date of Expiry.

**KETERANGAN KEBENARAN PENGAMBILAN PEKERJA ASING SAHAJA
DETAILS OF PERMIT FOR RECRUITING FOREIGN WORKERS ONLY**

Jenis Kuota Type of Quota	Kekatangan Asing (Dalam Pejabat) Foreign Staff (In Office)	Pekerja Asing (Tuar Pejabat) Foreign Workers (Outside Office)	Jumlah Pekerja Asing Total No. Of Foreign Workers
Jumlah Dibenarkan Total Approved	↓	↓	↓

Ruang Dibenarkan:
Sila tulis bilangan KAKTANGAN ASING yang dibenarkan mengikut Lesen Mengambil Pekerja Asing yang dikeluarkan oleh Jabatan Buruh.

Column Approved:
Please write number of foreign STAFF approved according to Labour (quota) Licence issued by Department of Labour.

Ruang Dibenarkan:
Sila tulis bilangan PEKERJA ASING yang dibenarkan mengikut Lesen Mengambil Pekerja Asing yang dikeluarkan oleh Jabatan Buruh.

Column Approved:
Please write number of FOREIGN WORKERS approved according to Labour (quota) Licence issued by Department of Labour.

Ruang Jumlah:
Sila tulis jumlah keseluruhan kuota yang dibenarkan.
Column Total:
Please write the overall total of quota approved.

MUKA SURAT DUA / SECOND PAGE

PERKARA ITEM	PANDUAN GUIDELINE
PENGESAHAN MAKLUMAT SYARIKAT DAN PEKERJA	Sila tulis TARIKH pengembalian borang dan pastikan borang ditandatangani serta di cop dengan cop syarikat sebagai pengesahan semua maklumat dalam borang-borang yang dikembalikan adalah BETUL dan LENGKAP .
CERTIFICATION OF COMPANY'S INFORMATION AND WORKERS	Please write the DATE of submission of forms and ensure the form is signed and stamped with the company stamp, as a certification that information given in the forms are CORRECT and COMPLETE .

BUR 700B
MUKA SURAT DEPAN / FRONT PAGE

PERKARA ITEM	PANDUAN GUIDELINE
NAMA SYARIKAT COMPANY'S NAME	Sila tulis nama syarikat diruang yang disediakan. Please write company's name on the box provided.
ALAMAT SURAT-MENYURAT CORRESPONDENCE ADDRESS	Sila tulis alamat penuh surat-menyurat syarikat. Please write full correspondence address of the company.
SEKSYEN A: MAKLUMAT AM SYARIKAT SECTION A: GENERAL INFORMATION OF COMPANY	
ADA SYARIKAT INI PERNAH BEROPERASI?	Sila tandakan ✓ di dalam kotak yang disediakan jenis perniagaan yang bersesuaian.
HAS THIS COMPANY OPERATE BEFORE?	Please mark ✓ the appropriate type of business.
TARIKH OPERASI SYARIKAT DITUTUP	Sila nyatakan tarikh tutup, jika berkenaan.
DATE COMPANY HAS CEASED OPERATIONS	Please state the date when it ceased operations, if applicable.
JENIS PERNIAGAAN	Sila tandakan ✓ di dalam kotak yang disediakan jenis perniagaan yang bersesuaian.
TYPE OF BUSINESS	Please mark ✓ the appropriate type of business.
ORANG YANG DIHUBUNGI	Sila tulis nama orang yang mudah dihubungi untuk syarikat berkenaan .
CONTACT PERSON	Please write the name of person that can be easily contacted on the company behalf.
TELEFON (RUMAH / BIMBIT)	Sila tulis di dalam ruangan yang disediakan nombor telefon rumah, pejabat, telefon bimbit dan fax yang mudah dihubungi.
TELEPHONE (HOME / MOBILE)	Please write the space provided telephone number for home, office, mobile and fax that can easily contacted.
BAGI MAJIKAN YANG MEMEGANG FOR EMPLOYER HOLDING FOREIGN WORKER	LESEN KUOTA BURUH BAGI PEKERJA ASING SAHAJA: LABOUR QUOTA LICENSE ONLY.
NO. PJB/PJB NO: BAGI SYARIKAT YANG MEMPUYAI LESEN PENGAMBILAN PEKERJA ASING SAHAJA	Sila tulis nombor rujukan PJB dalam petak disediakan. Nombor rujukan PJB adalah seperti yang ada dinyatakan didalam lesen kuota pengambilan pekerja asing syarikat.
FOR COMPANY HAVING LICENCE FOR RECRUITMENT OF FOREIGN WORKERS ONLY	Please write the PJB reference number in the box. PJB reference number is as stated in the company's licence quota for foreign workers.

REMINDER:

- Under the provision of Employment Information Act 1974, Chapter 99, Section 3(1), all employers must fill in the Annual Census of Employer's/Employees' Wages, Earnings and Hours of Work and all forms must be returned before or on 30TH NOVEMBER of the Census Year. Appropriate actions will be taken for late submission of forms.
- It is an offence under Employment Information Act 1974, Chapter 99, Section 8, for any employer, who without any lawful excuse, wilfully refuses or neglects to furnish, or wilfully gives a false answer to any question necessary for obtaining any information or particulars required the particulars or information required in this form within the time allowed, shall be guilty of an offence and will be fined **TWO THOUSAND FIVE HUNDRED DOLLARS [BND 2,500.00]** and serve a jail term of Six [6] months, and in the event of a continuing offence, a further fine of **FIFTY DOLLARS [BND 50.00]** per day will be incurred during which the offence continues.
- These forms must be completed with copies of the following documents:
 - A copy of Registered Certificate Section. 16 & 17 / Form X / Business License under relevant Law Order (eg. Insurance Order 2006)
 - A copy of Recruitment of Foreign Workers License (Section 112(1)) [Labour Quota], if relevant only.
- For any queries regarding this matter, please contact directly to:

Survey and Statistics Counter
Lobby Area, Ground Floor
Department of Labour
Jalan Dewan Majlis
Bandar Seri Begawan BB3910
Negara Brunei Darussalam
Tel: 2383006 extension: 4501-4504
- Completed forms can be return at the counters of the above address or District Branch counters. Please be reminded that counter hours are from **8.00 a.m. – 11.30 a.m.** and **1.45 p.m. – 3.30 p.m.**, on **Monday until Thursday and Saturday.**

**PANDUAN BAGI MELENGKAPKAN BORANG TAHUNAN
BANCI MAJIKAN/PEKERJA, GAJL, PENDAPATAN DAN
JAM BEKERJA (BUR 700A, BUR 700B & BUR 702)**

*INSTRUCTIONS FOR COMPLETING ANNUAL CENSUS OF
EMPLOYERS' EMPLOYEES' WAGES, EARNINGS AND
HOURS OF WORK FORM (BUR 700A, BUR 700B & BUR 702)*

PERINGATAN:

Sila baca panduan ini dengan teliti dan pastikan pihak tuan/ puan
melengkapkan maklumat yang diperlukan dalam borang BUR 700A dan
BUR 702 berdasarkan panduan ini.

Dipohonkan kerjasama pihak tuan/ puan untuk dapat melengkapkan
maklumat dalam borang BUR 702 mengikut susunan jenis jawatan dan
kemudian negeri asal pekerja tuan/puan.

Jika syarikat **TIDAK BEROPERASI** ATAU **TUTUP**, sila lengkapkan dan
kembalikan BUR 700B sahaja.

REMINDER:

*Please read and follow the instructions carefully and fill in the BUR 700A and
BUR 702 forms according on this guide book.*

*Your kind cooperation is requested in filling the BUR 702 and the forms are to
be arranged according to your employees' occupation and then their country of
origin.*

*If the company has ceased operations or closed, only BUR 700B needs to be
completed and submitted.*

**PANDUAN BAGI BORANG
BUR 700B**

***GUIDE FOR
BUR 700B FORM***

**PANDUAN BAGI BORANG
BUR 700A
GUIDE FOR
BUR 700A FORM**

BUR 700A
MUKA SURAT DEPAN / FRONT PAGE

PERKARA ITEM	PANDUAN GUIDELINE
NO. PJB/PJB NO: BAGI SYARIKAT YANG MEMPUNYAI LESEN PENGAMBILAN PEKERJA ASING SAHAJA FOR COMPANY HAVING LICENCE FOR RECRUITMENT OF FOREIGN WORKERS ONLY	<p>Sila tulis nombor rujukan PJB dalam petak disediakan. Nombor rujukan PJB adalah seperti yang ada dinyatakan didalam lesen kuota pengambilan pekerja asing syarikat. Ruang ini adalah bagi majikan yang diberikan lesen yang berkenaan sahaja.</p> <p><i>Please write the PJB reference number in the box. PJB reference number is as stated in the company's licence quota for foreign workers. This box is only for employers issued with the relevant licence.</i></p>
NAMA SYARIKAT COMPANY'S NAME	<p>Sila tulis nama syarikat diruang yang disediakan.</p> <p><i>Please write company's name on the box provided.</i></p>
ALAMAT BERDAFTAR REGISTERED ADDRESS	<p>Sila tulis alamat penuh mengikut alamat syarikat berkenaan didaftarkan.</p> <p><i>Please write full address according to the company's registered address.</i></p>
ALAMAT SURAT-MENYURAT CORRESPONDENCE ADDRESS	<p>Sila tulis alamat penuh surat-menyurat syarikat.</p> <p><i>Please write full correspondence address of the company.</i></p>
ALAMAT TEMPAT SYARIKAT BEROPERASI: COMPANY'S ADDRESS OF OPERATION:	<p>Sila tulis alamat penuh tempat syarikat sedang beroperasi.</p> <p><i>Please write full address where the company is currently operating.</i></p>
PENGESAHAN MAKLUMAT SYARIKAT DAN PEKERJA CERTIFICATION OF COMPANY'S INFORMATION AND WORKERS	<p>Sila tulis TARIKH pengembalian borang dan pastikan borang ditandatangani serta di cop dengan cop syarikat sebagai pengesahan semua maklumat dalam borang-borang yang dikembalikan adalah BETUL dan LENGGAP.</p> <p><i>Please write the DATE of submission of forms and ensure the form is signed and stamped with the company stamp, as a certification that information given in the forms are CORRECT and COMPLETE.</i></p>

BIL NO	PERKARA ITEM	PANDUAN GUIDELINE
(i)	HAK CUTI BERGAJI PAID LEAVE ENTITLEMENT	<p>Sila tulis jumlah cuti bergaji tahunan yang diberikan.</p> <p><i>Please write total paid leave entitlement given.</i></p>
(ii)	KEMUDAHAN LAIN OTHER BENEFITS	<p>Sila tulis jika orang berkenaan menerima kemudahan yang disenaraikan, samada dalam bentuk elau atau sebagainya dengan menandakan [✓] ke dalam kotak-kotak yang tertentu.</p> <p><i>Please indicate whether the person is receiving the listed benefits in terms of allowance or other means, by indicating [✓] in the appropriate boxes.</i></p>

MUKA SURAT DUA / SECOND PAGE

BIL NO	PERKARA ITEM	PANDUAN GUIDELINE
(q)	JENIS PERKHIDMATAN SERVICE TYPE	Sila [✓] perkhidmatan pekerja yang bersesuaian. Jika pekerja berkhidmat secara bergaji hari, sila tulis kadar gaji yang diterima sehari. Please [✓] the appropriate type of services. If employees are under DAILY PAID services, please write the daily salary rate.
(r)	1. GAJI SEBULAN 1. MONTHLY WAGES	Sila tulis berapa gaji (gaji pokok) yang diterima sebulan. Bagi yang BERGAJI HARI, pengiraan gaji sebulan ialah seperti berikut: Gaji sebulan = Kadar Sehari X Hari Bekerja dalam Sebulan. Please write the wage (salary) received every month. For DAILY PAID, the calculation of monthly wages is as follows: Monthly wages = Daily Rate X Working Days per month.
	2. PENDAPATAN LAIN 2. OTHER EARNINGS	Sila tulis jumlah pendapatan lain yang diterima dalam sebulan. Please write total other earnings received every month.
	3. JUMLAH 3. TOTAL	Sila tulis jumlah keseluruhan yang diterima sebulan. JUMLAH = Gaji Sebulan + Pendapatan Lain Contoh: 500.00 + 250.00 = \$750.00. Please write the total of earnings received per month. TOTAL = Monthly Wages + Other Earnings. Example: 500.00 + 250.00 = \$750.00.
(s)	KEMUDAHAN KEWANGGAN MONETARY BENEFITS 1. BONUS 2. TAP (Untuk pekerja tempatan sahaja) (For local worker only)	Sila tulis jumlah bonus diterima pada tahun banci, jika ada. Jika bagi tahun banci belum lagi menerima sila tulis jumlah yang diterima pada tahun banci sebelumnya. Please write total bonus received on census year, if any. If for census year, bonus is yet to be received, please write the total received on previous census year. Sila tulis jumlah caruman TAP diterima secara bulanan, dari potongan gaji dan caruman dari majikan. Please write total TAP contribution received monthly, via salary cut and contribution from employer.

PERKARA ITEM	PANDUAN GUIDELINE
SEKSYEN A: MAKLUMAT AM SYARIKAT SECTION A: GENERAL INFORMATION OF COMPANY	
JENIS PERNIAGAAN TYPE OF BUSINESS	Sila tandakan ✓ di dalam kotak yang disediakan jenis perniagaan yang bersesuaian. Please mark ✓ the appropriate type of business
KETERANGAN PERNIAGAAN/PERUSAHAAN YANG DIJALANKAN DESCRIPTION OF BUSINESS OPERATED	Sila tulis dengan ringkas mengenai perniagaan/perusahaan utama yang dijalankan oleh syarikat. Please write brief description of the company's major business operation.
ORANG YANG DIHUBUNGI CONTACT PERSON	Sila tulis nama orang yang mudah dihubungi untuk syarikat berkenaan. Please write the name of person that can be easily contacted on the company behalf.
TELEFON TELEPHONE	Sila tulis di dalam ruangan yang disediakan nombor telefon rumah, pejabat, telefon bimbit dan fax yang mudah dihubungi. Please write the space provided telephone number for home, office, mobile and fax that can easily contacted.
EMEL EMAIL	Sila tulis alamat emel syarikat (jika ada). Please write the company's email address (if any).
LAMAN WEB WEBSITE	Sila tulis laman web syarikat (jika ada). Please write the company's website (if any).

PERKARA ITEM	PANDUAN GUIDELINE
SEKSYEN B: JUMLAH PEKERJA TERMASUK MAJIKAN DI BAWAH SYARIKAT PADA MASA INI MENGIKUT WARNA KAD PINTAR SECTION B: CURRENT NUMBER OF WORKERS INCLUDING EMPLOYER, UNDER THE COMPANY ACCORDING TO COLOUR OF SMART CARD	
Sila tulis jumlah pekerja yang bekerja bersama syarikat berdasarkan warna kad pintar dan jantina pekerja, semasa bulan kajian dijalankan. Bagi pekerja asing yang belum mempunyai Kad Pintar atau yang dijamin oleh suami/isteri warga tempatan hendaklah dimasukkan ke dalam jumlah pekerja yang memegang Kad Pintar Hijau. Please write the number of workers working with the company during the census month based on their smart card colour and sex. Foreign workers who do not have their smart cards yet or those with local spouse as a guarantor should be included into the number of workers with Green smart cards.	
Ruang Kuning: Sila tulis bilangan PEKERJA yang memegang Kad Pintar KUNING <i>Column Yellow:</i> Please write number of workers holding YELLOW Smart Card	Ruang Ungu: Sila tulis bilangan PEKERJA yang memegang Kad Pintar UNGU <i>Column Purple:</i> Please write number of workers holding Purple Smart Card
Ruang Hijau: Sila tulis bilangan PEKERJA yang memegang Kad Pintar HIJAU <i>Column Green:</i> Please write number of workers holding GREEN Smart Card	
Kuning / Yellow Ungu / Purple *Hijau / Green JUMLAH KESELURUHAN/OVERALL TOTAL	LELAKIMALE PEREMPUAN/FEMALE JUMLAH/TOTAL
* Termasuk Pekerja Asing yang belum mempunyai Kad Pintar Including Foreign Workers who do not have their Smart Cards yet	

BIL NO	PERKARA ITEM	PANDUAN GUIDELINE
MAKLUMAT PEKERJAAN/OCCUPATION PARTICULARS:		
(k)	JAWATAN OCCUPATION	Sila tulis nama penuh jawatan yang dipegang oleh orang berkenaan. Contoh jawatan penuh: Kerani Akaun atau Kerani Umum, Juruteknik Komputer atau Juruteknik Kapalterbang dan sebagainya Please write in full the person's position or occupation. Example of the type of occupation: Accounts Clerk or General Clerk, Computer Technician or Aircraft Technician, etc.
(l)	KETERANGAN PEKERJAAN JOB DESCRIPTION	Sila tulis keterangan pekerjaan yang ditugaskan kepada orang berkenaan. Please write the person's job description.
(m)	1. TARIKH MULA BERKHIDMAT 1. COMMENCEMENT OF DUTIES 2. TARIKH MANSUH PAS KERJA 2. WORK PASS EXPIRY DATE	Sila tulis tarikh orang berkenaan mula berkhidmat di syarikat berkenaan, mengikut format tarikh (hh/bb/ttt). Contoh: 01/01/2001 Please write the date when the person starts working with the company, using the date format (dd/mm/yyyy). Example: 01/01/2001 Sila tulis tarikh mansuh pas kerja orang berkenaan (bagi pekerja asing SAHAJA), mengikut format tarikh (hh/bb/ttt). Please write the expiry date of the person work pass (for foreign workers ONLY), using the date format (dd/mm/yyyy).
(n)	JENIS PEKERJAAN EMPLOYMENT TYPE	Sila tandakan [<input checked="" type="checkbox"/>] jenis pekerjaan yang bersesuaian. Please tick [<input checked="" type="checkbox"/>] the appropriate employment type.
(o)	HARI BEKERJA DALAM SEBUAH BULAN WORKING DAYS IN A MONTH	Sila tulis jumlah hari bekerja dalam bulan Oktober. Please write the total number of working days in the month of October.
(p)	JAM KERJA SEMINGGU WORKING HOURS PER WEEK	Sila tulis jumlah jam bekerja seminggu bagi: 1. Biasa 2. Sebenar (Biasa+Lebih Masa) Please write in the total number of working hours per week for: 1. Normal 2. Actual (Normal + Overtime)

BIL NO	PERKARA ITEM	PANDUAN GUIDELINE
(e)	WARNA	Sila tandakan [<input type="checkbox"/>] warna kad pintar orang berkenaan seperti berikut: Kuning = Bagi rakyat Negara Brunei Darussalam Ungu = Penduduk Tetap Hijau = Pekerja Asing Bagi pekerja asing yang belum mempunyai kad pintar, sila tandakan hijau. <i>COLOUR</i> <i>Please [<input type="checkbox"/>] the appropriate smart card colour for employees/employers as below:</i> Yellow = Citizen of Brunei Darussalam Purple = Permanent Residents Green = Foreigners <i>For foreign workers who have yet to receive their smart card, please select green.</i>
(f)	BANGSA RACE	Sila tandakan [<input type="checkbox"/>] bangsa orang berkenaan. <i>Please tick [<input type="checkbox"/>] the appropriate race for the person.</i>
(g)	NEGERI ASAL	Sila tulis nama negeri asal orang berkenaan. Sekiranya orang berkenaan yang lahir di Negara Brunei Darussalam, tetapi bukan RAKYAT BRUNEI atau PENDUDUK TETAP, tuliskan negeri mengikut NEGERI KERAKYATAN orang berkenaan. <i>Please write name person's country of origin. If the person was born in Brunei Darussalam but NOT a BRUNEI CITIZEN nor a PERMANENT RESIDENT, please write the name of the COUNTRY OF CITIZENSHIP the person is holding.</i>
(h)	UGAMA RELIGION	Sila tandakan [<input type="checkbox"/>] agama pekerja/ majikan yang tersenarai di dalam borang. <i>Please tick [<input type="checkbox"/>] the employes/ employer's religion as listed in the form.</i>
(i)	TARAF PENDIDIKAN EDUCATION LEVEL	Sila tulis taraf pendidikan atau kelulusan tertinggi yang diperolehi oleh orang berkenaan <i>Please write the highest education level or qualification attained by person.</i>
(j)	BIDANG KELULUSAN QUALIFICATION FIELD	Sila tulis bidang kelulusan diperolehi oleh orang berkenaan, bagi yang memegang taraf pendidikan atau kelulusan TEKNIKAL, PERGURUAN ATAU SEBANDING, DIPLOMA DAN KE ATAS SAHAJA <i>Please write the qualification field gained by person. Only for person holding level of education or qualification in TECHNICAL, TEACHING EDUCATION OR EQUIVALENT, DIPLOMA HOLDERS AND ABOVE ONLY.</i>

PERKARA ITEM	PANDUAN GUIDELINE																							
SEKSYEN C: BAGI MAJIKAN YANG MEMEGANG SAHAJA: SECTION C: FOR EMPLOYER HOLDING FOREIGN WORKER LABOUR QUOTA LICENCE ONLY.	Sila tulis dalam petak kosong yang berkenaan perkara berikut: i. Tarikh Lesen Buruh Dikeluarkan ii. Tarikh Lesen Buruh Mansuh. <i>Please write accordingly to the empty boxes the below information</i> i. Labour Licence Date of Issue. ii. Labour Licence Date of Expiry.																							
KETERANGAN KEBENARAN PENGAMBILAN PEKERJA ASING SAHAJA DETAILS OF PERMIT FOR RECRUITING FOREIGN WORKERS ONLY	<p>Ruang Dibenarkan: Sila tulis bilangan PEKERJA ASING yang dibenarkan mengikut Lesen Mengambil Pekerja Asing yang dikeluarkan oleh Jabatan Buruh. <i>Column Approved:</i> Please write number of foreign workers approved according to Labour (Iqana) Licence issued by Department of Labour.</p> <p>Ruang Digunakan: Sila tulis bilangan pekerja asing mengikut jantina yang bekerja bersama syarikat semasa bulan kajian. <i>Column Used:</i> Please write total number of male and female foreign workers working with the company during the census month.</p> <table border="1"> <thead> <tr> <th rowspan="2">Bilangan Number</th> <th rowspan="2">Dibenarkan Approved</th> <th colspan="2">Digunakan Used</th> <th rowspan="2">Baki Balance</th> </tr> <tr> <th>Lelaki Male</th> <th>Pemampuan Female</th> <th>Jumlah Total</th> </tr> </thead> <tbody> <tr> <td>Kekangan Asing (Dalam Pejabat) Staff (In Office)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pekerja Asing (Luar Pejabat) Workers (Outside Office)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jumlah Pekerja Asing Total No. Of Foreign Workers</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Ruang Baki: Sila tulis jumlah baki kuota pekerja yang belum digunakan. <i>Column Balance:</i> Please write the balance of unused number in quota.</p>	Bilangan Number	Dibenarkan Approved	Digunakan Used		Baki Balance	Lelaki Male	Pemampuan Female	Jumlah Total	Kekangan Asing (Dalam Pejabat) Staff (In Office)					Pekerja Asing (Luar Pejabat) Workers (Outside Office)					Jumlah Pekerja Asing Total No. Of Foreign Workers				
Bilangan Number	Dibenarkan Approved			Digunakan Used			Baki Balance																	
		Lelaki Male	Pemampuan Female	Jumlah Total																				
Kekangan Asing (Dalam Pejabat) Staff (In Office)																								
Pekerja Asing (Luar Pejabat) Workers (Outside Office)																								
Jumlah Pekerja Asing Total No. Of Foreign Workers																								
NAMA INSURAN PEKERJA NAME OF THE WORKERS' INSURANCE	Sila tulis nama syarikat insuran pekerja yang melindungi pekerja syarikat. <i>Please write the name of the insurance company that covers the workers.</i>																							

BUR 702

Nota: Setiap pekerja termasuk nama majikan/ pengurus dimestikan mengisikan satu keping borang setiap seorang.

Note: Every employee including the employer must fill in one form per person.

PANDUAN BAGI BORANG

BUR 702

GUIDE FOR

BUR 702 FORM

BIL NO	PERKARA ITEM	PANDUAN GUIDELINE
(a)	BIL NO	Nombor berlari dari 0001, 0002 dan seterusnya mengikut jumlah pekerja <i>Running number from 0001, 0002 etc. according to total number of workers</i>
MAKLUMAT PERIBADI / PERSONAL PARTICULARS:		
(b)	NAMA NAME	Sila tulis nama orang berkenaan. <i>Please write the name of the relevant person.</i>
(c)	JANTINA SEX	Sila tandakan [<input type="checkbox"/>] jantina orang berkenaan Please tick [<input type="checkbox"/>] the relevant person's sex.
(d)	TARIKH LAHIR DATE OF BIRTH	Sila tulis tarikh lahir orang berkenaan mengikut format tarikh (hh/bb/tttt) <i>Please indicate the person's date of birth using the date format (dd/mm/yyyy).</i>
(e)	KAD PINTAR SMART CARD	Sila tulis NOMBOR KAD PINTAR SAHALA bagi orang berkenaan. Jangan ditulis nombor passport. Sekiranya orang berkenaan belum mempunyai kad pintar, tulis 'BELUM ADA' dibawah petak. Sila ambil perhatian: <ul style="list-style-type: none">➢ Mengikut peraturan Jabatan Imigresen dan Pendaftaran Kebangsaan, setiap pekerja asing dimestikan membuat kad pintar:➢ Dalam masa sebulan selepas tarikh pengeluaran pas kerja➢ Bekerja diBrunei lebih dari TIGA (3) BULAN,➢ Jika didapati belum lagi mempunyai kad pintar boleh didenda➢ Lewat sebulan – Denda BND\$20.00 sehari➢ Mengikut Peraturan 24(3) Akta Pendaftaran Kebangsaan (Pindaan 2000), denda kompaun maximum tidak melebihi BND\$200.00 <p><i>Please write SMART CARD NUMBER ONLY of the person. Do not write the passport number. If the person is yet to have a smart card please write 'NOT AVAILABLE' below the provided box. Please be informed:</i></p> <ul style="list-style-type: none">➢ <i>In accordance to Department of Immigration and National Registration, every foreign employee must make a smart card::</i>➢ <i>Within a month after issuance of the work pass</i>➢ <i>Work in Brunei for more than THREE (3) MONTHS,</i>➢ <i>If it is found the person did not have a smart card, he/she can be fine:</i>➢ <i>One month late – Fine of BND\$20.00 per day</i>➢ <i>According to Regulation 24(3) National Registration Act (Amended 2000), a maximum compound fine of not more than BND\$200.00</i>