



Version 2.0 - 15 June, 2020

# **Manual Pengguna Bagi Permohonan Establismen Kecantikan dan Kesihatan**

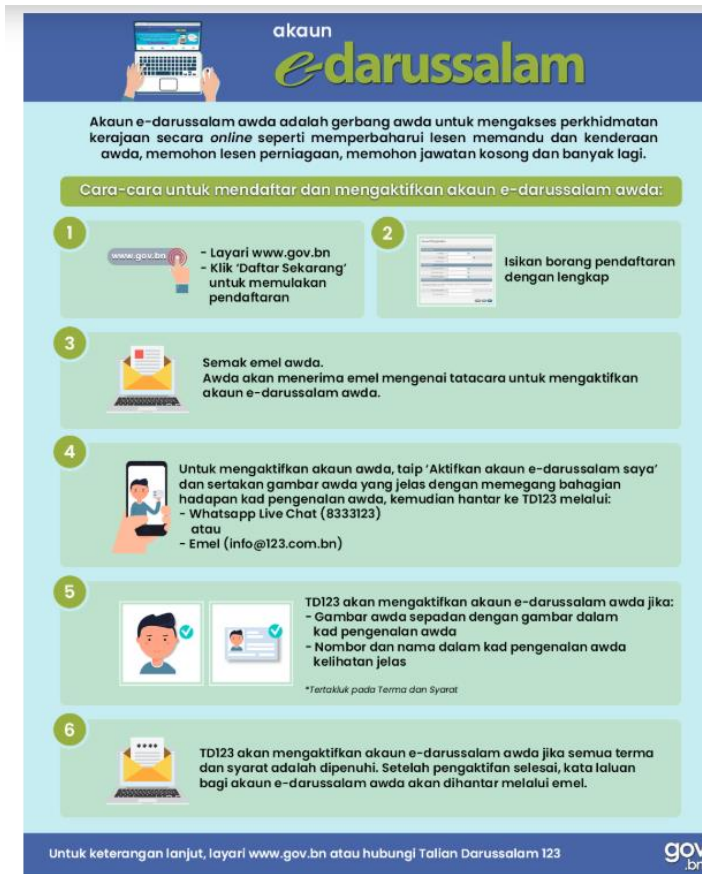
*User Guide for Establishment of  
Beauty and Health Application*

Penting | *important*

Pemohon hendaklah mendaftar **akaun e-darussalam** sebelum membuat permohonan di OneBiz  
*Applicant must register **e-darussalam account** before apply any service in OneBiz*

Mendaftar akaun e-darussalam di [www.gov.bn](http://www.gov.bn) | Register e-darussalam account at [www.gov.bn](http://www.gov.bn)







Nota:  
pendaftaran hanya  
dibuat **sekali**  
sahaja




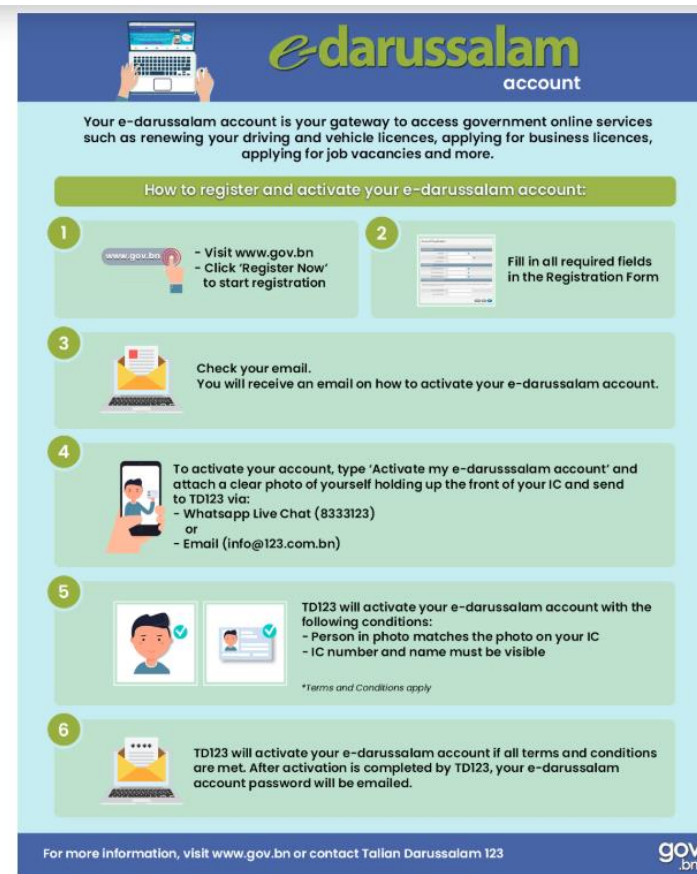
**akaun e-darussalam**

Akaun e-darussalam awda adalah gerbang awda untuk mengakses perkhidmatan kerajaan secara *online* seperti memperbaharui lesen memandu dan kenderaan awda, memohon lesen perniagaan, memohon jawatan kosong dan banyak lagi.

Cara-cara untuk mendaftar dan mengaktifkan akaun e-darussalam awda:

- 1  - Layari [www.gov.bn](http://www.gov.bn)  
- Klik 'Daftar Sekarang' untuk memulakan pendaftaran
- 2  Isikan borang pendaftaran dengan lengkap
- 3  Semak emel awda. Awda akan menerima emel mengenai tatacara untuk mengaktifkan akaun e-darussalam awda.
- 4  Untuk mengaktifkan akaun awda, taip 'Aktifkan akaun e-darussalam saya' dan sertakan gambar awda yang jelas dengan memegang bahagian hadapan kad pengenalan awda, kemudian hantar ke TD123 melalui:  
- Whatsapp Live Chat (8333123)  
atau  
- Emel ([info@123.com.bn](mailto:info@123.com.bn))
- 5  TD123 akan mengaktifkan akaun e-darussalam awda jika:  
- Gambar awda sepadan dengan gambar dalam kad pengenalan awda  
- Nombor dan nama dalam kad pengenalan awda kelihatan jelas  
\*Tertakuk pada Terma dan Syarat
- 6  TD123 akan mengaktifkan akaun e-darussalam awda jika semua terma dan syarat adalah dipenuhi. Setelah pengaktifan selesai, kata laluan bagi akaun e-darussalam awda akan dihantar melalui emel.







Untuk keterangan lanjut, layari [www.gov.bn](http://www.gov.bn) atau hubungi Talian Darussalam 123 




**e-darussalam account**

Your e-darussalam account is your gateway to access government online services such as renewing your driving and vehicle licences, applying for business licences, applying for job vacancies and more.

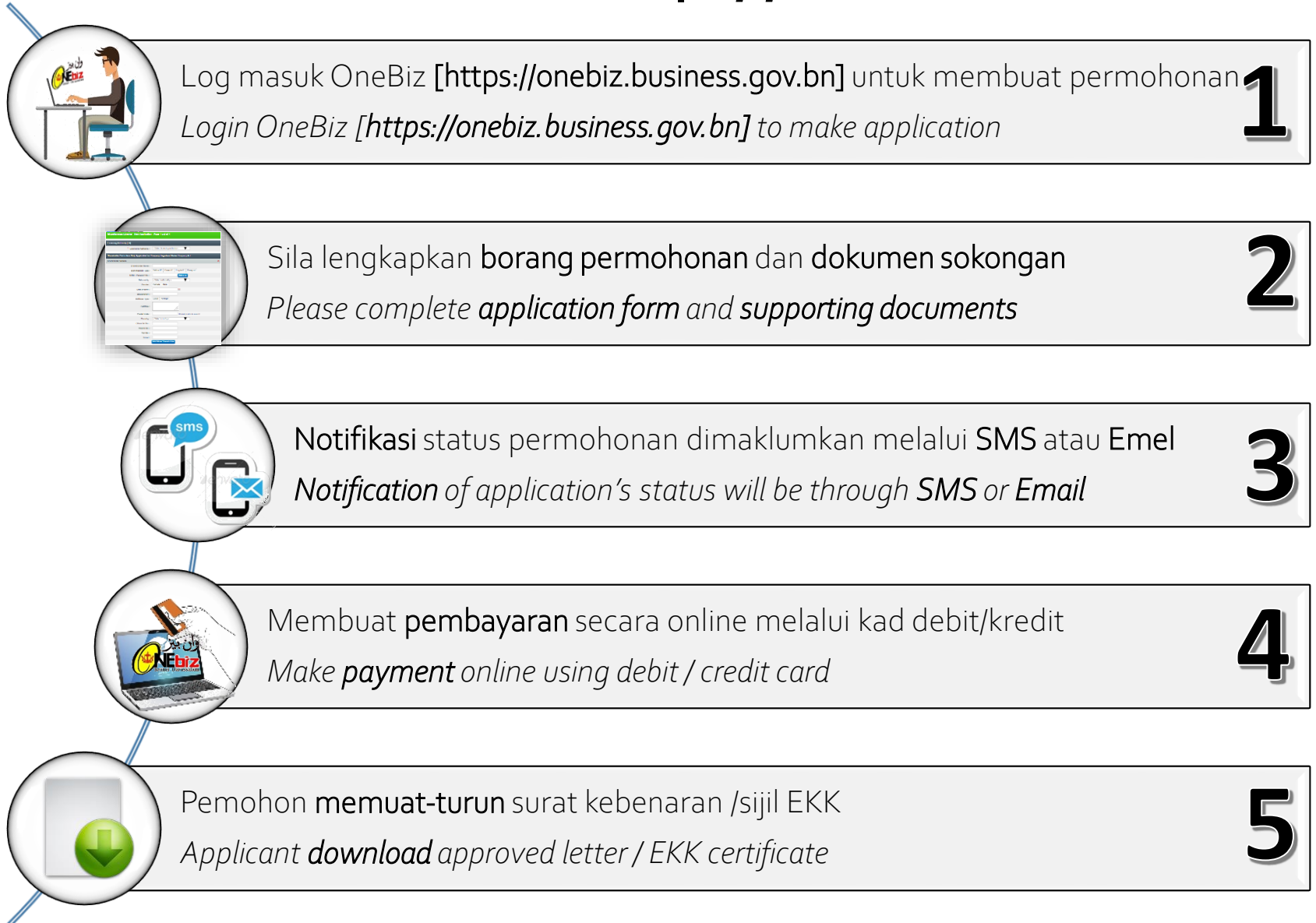
How to register and activate your e-darussalam account:

- 1  - Visit [www.gov.bn](http://www.gov.bn)  
- Click 'Register Now' to start registration
- 2  Fill in all required fields in the Registration Form
- 3  Check your email. You will receive an email on how to activate your e-darussalam account.
- 4  To activate your account, type 'Activate my e-darussalam account' and attach a clear photo of yourself holding up the front of your IC and send to TD123 via:  
- Whatsapp Live Chat (8333123)  
or  
- Email ([info@123.com.bn](mailto:info@123.com.bn))
- 5  TD123 will activate your e-darussalam account with the following conditions:  
- Person in photo matches the photo on your IC  
- IC number and name must be visible  
\*Terms and Conditions apply
- 6  TD123 will activate your e-darussalam account if all terms and conditions are met. After activation is completed by TD123, your e-darussalam account password will be emailed.

For more information, visit [www.gov.bn](http://www.gov.bn) or contact Talian Darussalam 123 

Nota:  
Registration is  
done **one time only**

# Aliran Proses Permohonan | *Application Process Flow*



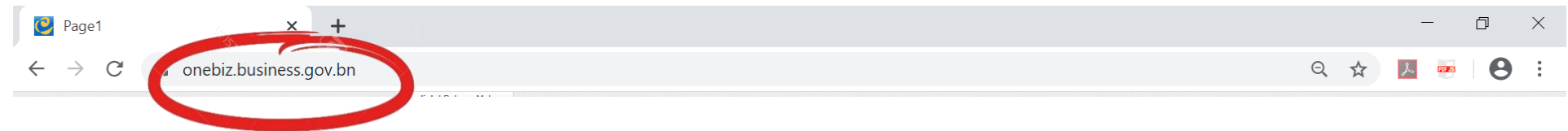


Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan

Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1

## 1.1. akses OneBiz homepage [[onebiz.business.gov.bn](https://onebiz.business.gov.bn)] | access OneBiz homepage [[onebiz.business.gov.bn](https://onebiz.business.gov.bn)]

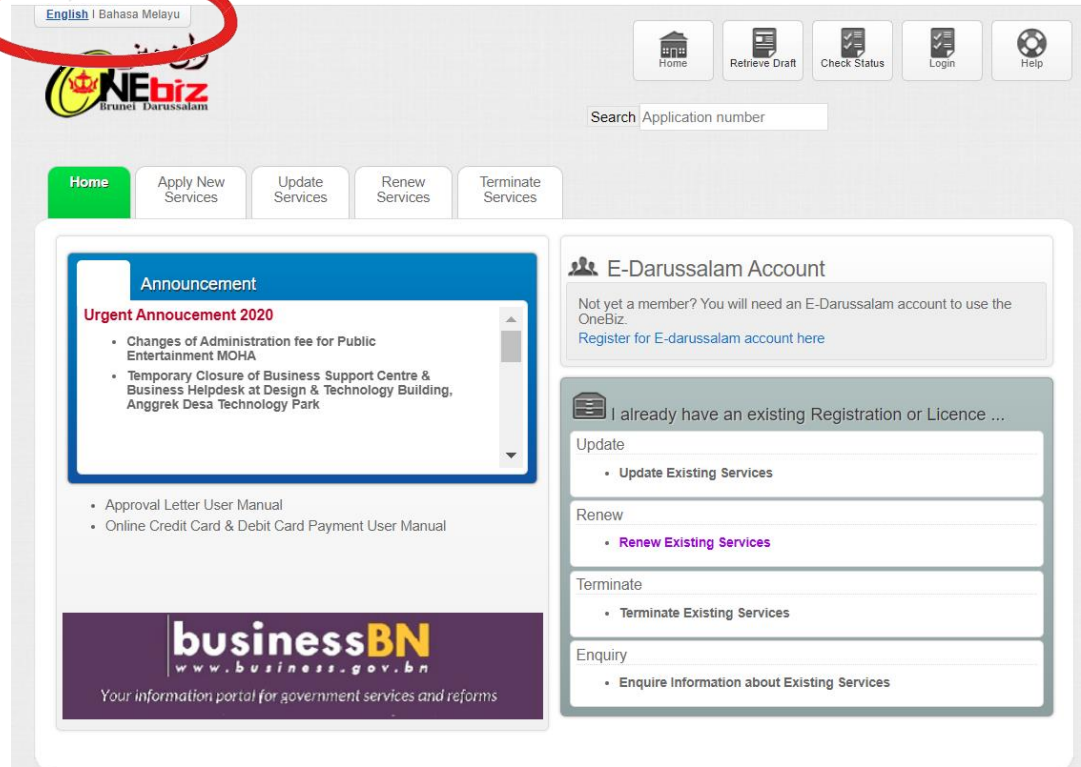


## 1.2. sila pilih Bahasa yang akan digunakan choose preferable language

1.2.



## Homepage



English | Bahasa Melayu

Home Retrieve Draft Check Status Login Help

Search Application number

Home Apply New Services Update Services Renew Services Terminate Services

**Announcement**

**Urgent Announcement 2020**

- Changes of Administration fee for Public Entertainment MOHA
- Temporary Closure of Business Support Centre & Business Helpdesk at Design & Technology Building, Anggrek Desa Technology Park

• Approval Letter User Manual  
• Online Credit Card & Debit Card Payment User Manual

**businessBN**  
www.business.gov.bn  
Your information portal for government services and reforms

**E-Darussalam Account**

Not yet a member? You will need an E-Darussalam account to use the OneBiz.  
[Register for E-darussalam account here](#)

**I already have an existing Registration or Licence ...**

Update

- Update Existing Services

Renew

- Renew Existing Services

Terminate

- Terminate Existing Services

Enquiry

- Enquire Information about Existing Services



Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan

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1

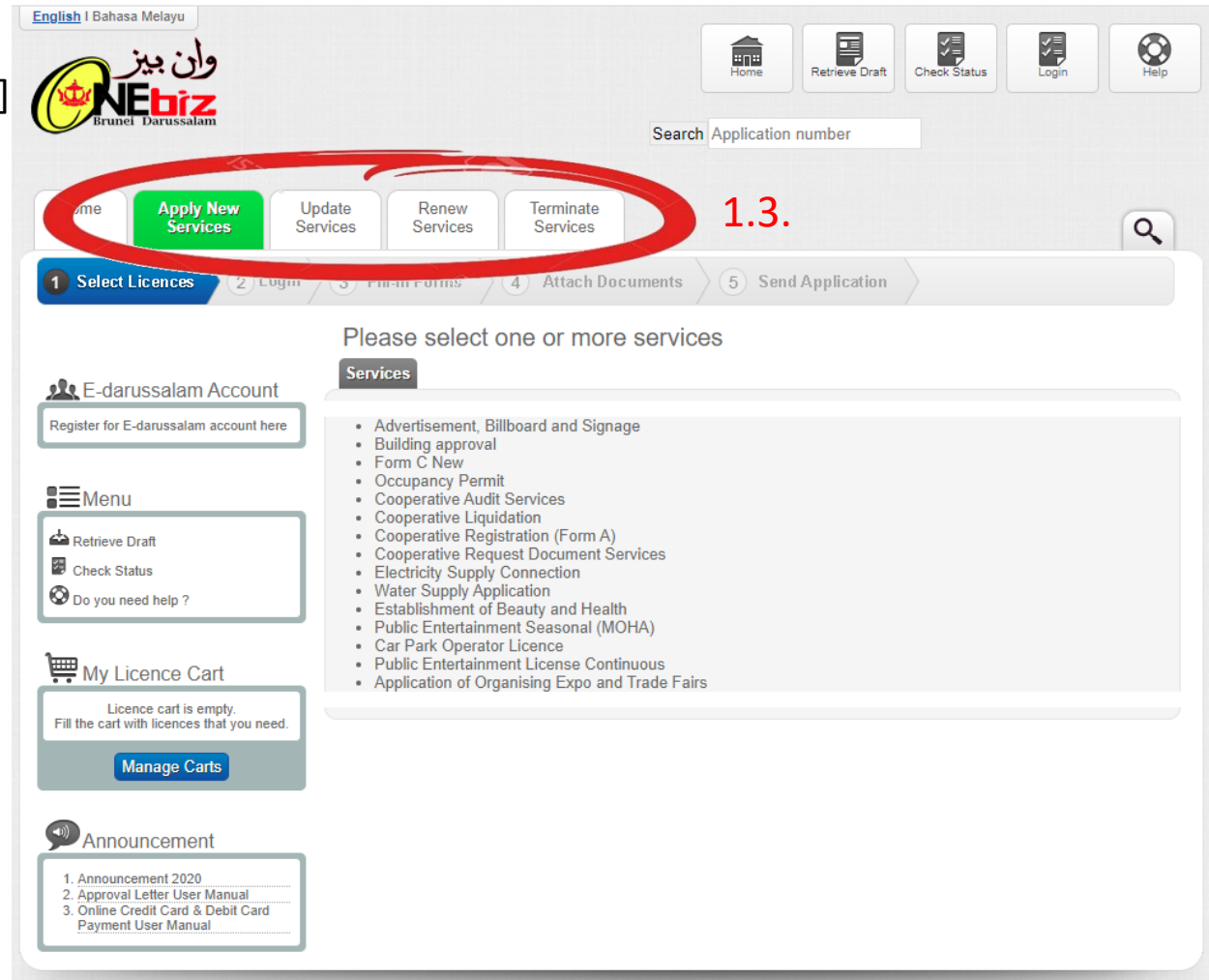
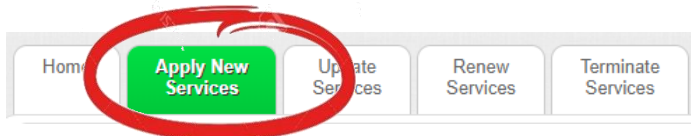
## Service page

- 1.3. sila pilih jenis permohonan [baru / kemaskini / pembaharuan / pembatalan]  
*Please select type of application [new / update / renew / terminate]*

Contoh :

Pilih "Permohonan Perkhidmatan Baru"

Select "Apply New Services"



English | Bahasa Melayu

Home Retrieve Draft Check Status Login Help

Search Application number

Home Apply New Services Update Services Renew Services Terminate Services

1.3.

1 Select Licences 2 Login 3 Fill Forms 4 Attach Documents 5 Send Application

Please select one or more services

Services

- Advertisement, Billboard and Signage
- Building approval
- Form C New
- Occupancy Permit
- Cooperative Audit Services
- Cooperative Liquidation
- Cooperative Registration (Form A)
- Cooperative Request Document Services
- Electricity Supply Connection
- Water Supply Application
- Establishment of Beauty and Health
- Public Entertainment Seasonal (MOHA)
- Car Park Operator Licence
- Public Entertainment License Continuous
- Application of Organising Expo and Trade Fairs

E-darussalam Account

Register for E-darussalam account here

Menu

- Retrieve Draft
- Check Status
- Do you need help ?

My Licence Cart

Licence cart is empty. Fill the cart with licences that you need.

Manage Carts

Announcement

1. Announcement 2020
2. Approval Letter User Manual
3. Online Credit Card & Debit Card Payment User Manual



Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan

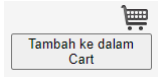
Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1

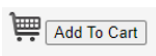
#### 1.4. Sila pilih lesen “Establismen Kecantikan dan Kesihatan”

Please select “Establishment of Beauty and Health” license

1.5. klik

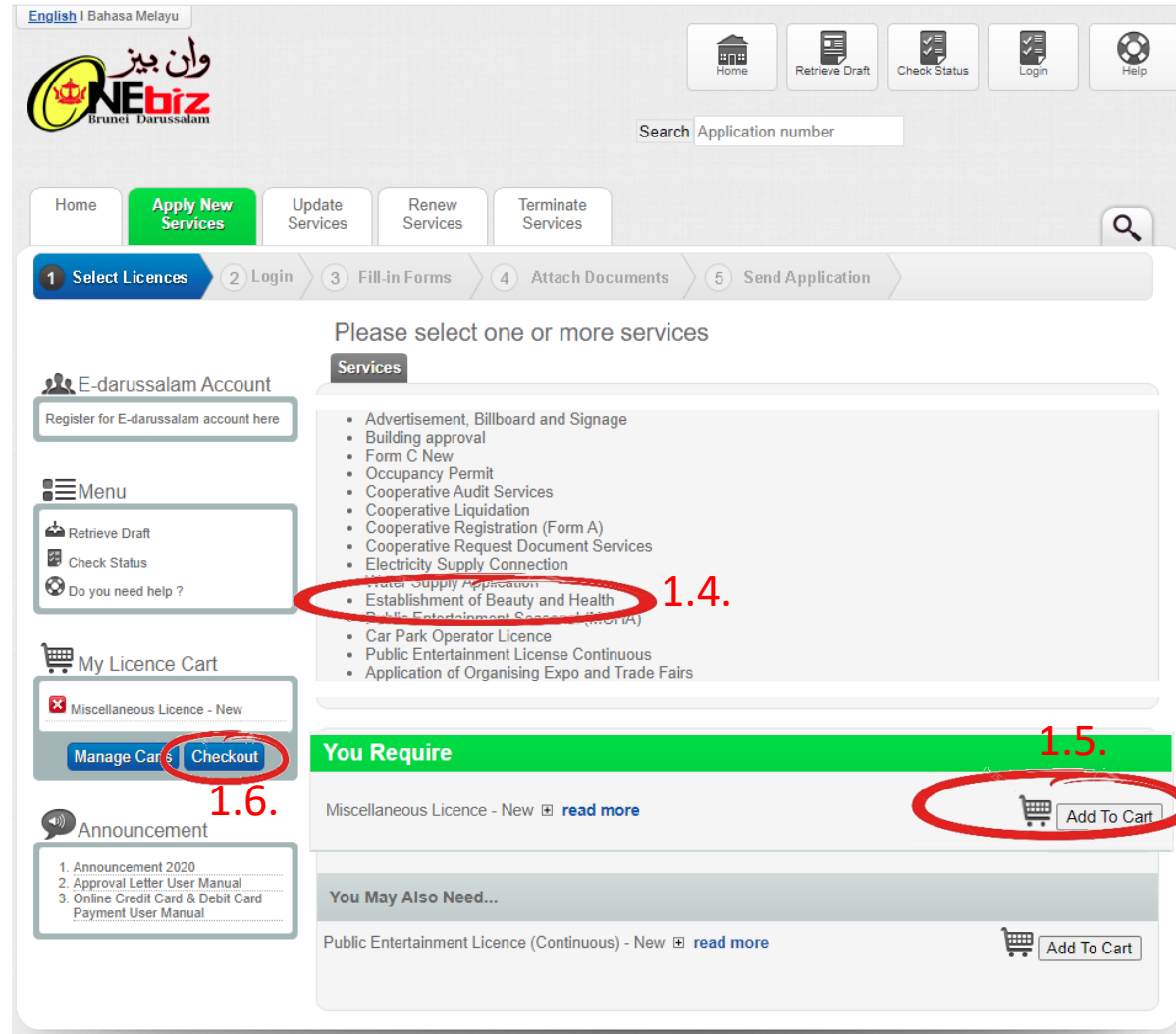


| click



#### 1.6. Setelah lesen masuk dalam ruang “cart lesen saya” sila klik **Teruskan**

When the selected license is in “My License cart” please click **Checkout**



English | Bahasa Melayu

Home Retrieve Draft Check Status Login Help

Search Application number

Home Apply New Services Update Services Renew Services Terminate Services

1 Select Licences 2 Login 3 Fill-in Forms 4 Attach Documents 5 Send Application

Please select one or more services

**Services**

- Advertisement, Billboard and Signage
- Building approval
- Form C New
- Occupancy Permit
- Cooperative Audit Services
- Cooperative Liquidation
- Cooperative Registration (Form A)
- Cooperative Request Document Services
- Electricity Supply Connection
- Water Supply Application
- Establishment of Beauty and Health**
- Public Entertainment Licence (MIRA)
- Car Park Operator Licence
- Public Entertainment Licence Continuous
- Application of Organising Expo and Trade Fairs

**You Require**

Miscellaneous Licence - New [read more](#)

**You May Also Need...**

Public Entertainment Licence (Continuous) - New [read more](#)

My Licence Cart

Miscellaneous Licence - New

Manage Cart **Checkout**

Announcement

- Announcement 2020
- Approval Letter User Manual
- Online Credit Card & Debit Card Payment User Manual



Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan **1**  
Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1.7. Skrin mengenai maklumat yuran lesen akan tertera. Klik **Teruskan**

License fee screen will be displayed. Click **Proceed**

### Confirm Certificate/Licence/Permit Selection

Please Note: You will not be able to modify your choice of licences after proceeding!

You Have Chosen to Apply for the following Licences :

Agency/Licence Name	Amount to pay upon:			Remove Licence
	Submission	Processing	Approval	
1. Miscellaneous Licence - New	-	-	To be determined	<input type="checkbox"/>
Total Amount Payable :		To be determined		

- The actual fees may vary depending on your application.
- To continue to fill in the form, please click the "Proceed" button.
- To Remove any of the licences, please tick the box beside the licence and click "Proceed" button.
- To add more licences, please click "back" button.

**Back Proceed**

1.8. Skrin mengenai dokumen sokongan akan tertera. Klik **Teruskan**

Supporting document screen will be displayed. Click **Proceed**

### Required Documents for Submission

Please Note: You may upload supporting documents at the end of this licence application.

Please prepare the following documents to complete your online submission. All documents marked with (\*) are mandatory.

Miscellaneous Licence - New

- Business Registration 16/17 or Company Registration Form X \*
- Copy of applicant IC \*
- Copy of Tenancy Agreement (TA) \*
- Other Document

**Back Proceed**



Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan **1**  
Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1.9. Pilih profil pemohon dan masukkan nombor pendaftaran ROCBN. Klik **Teruskan**  
Enter applicant profile and ROCBN registration number. Click **Proceed**

**Tell us more about Yourself/Organisation :**

**I am applying as a:**

- Director | Business Owner ( Sole Proprietor ) | Would be Licencee applying for my Business
- Qualified Person applying on the behalf of Client
- Authorized Person| Agent | Advertising Agent to submit on behalf of my Client | Organisation| Co-Operative
- An individual

**My Organisation is :**

- Business/Company Registered  
Enter registration number :  
(do not include / , - or space)  
**ROCBN1234**  
Forgot Your Registration Number ?  
Please ensure that you have your Registration Number ready. If you do not have one, you will need to apply for a Business Registration or Company Incorporation.
- Non-business/Company Registered/Co-operative/Co-operative  
For individuals who are not registered with MOF.

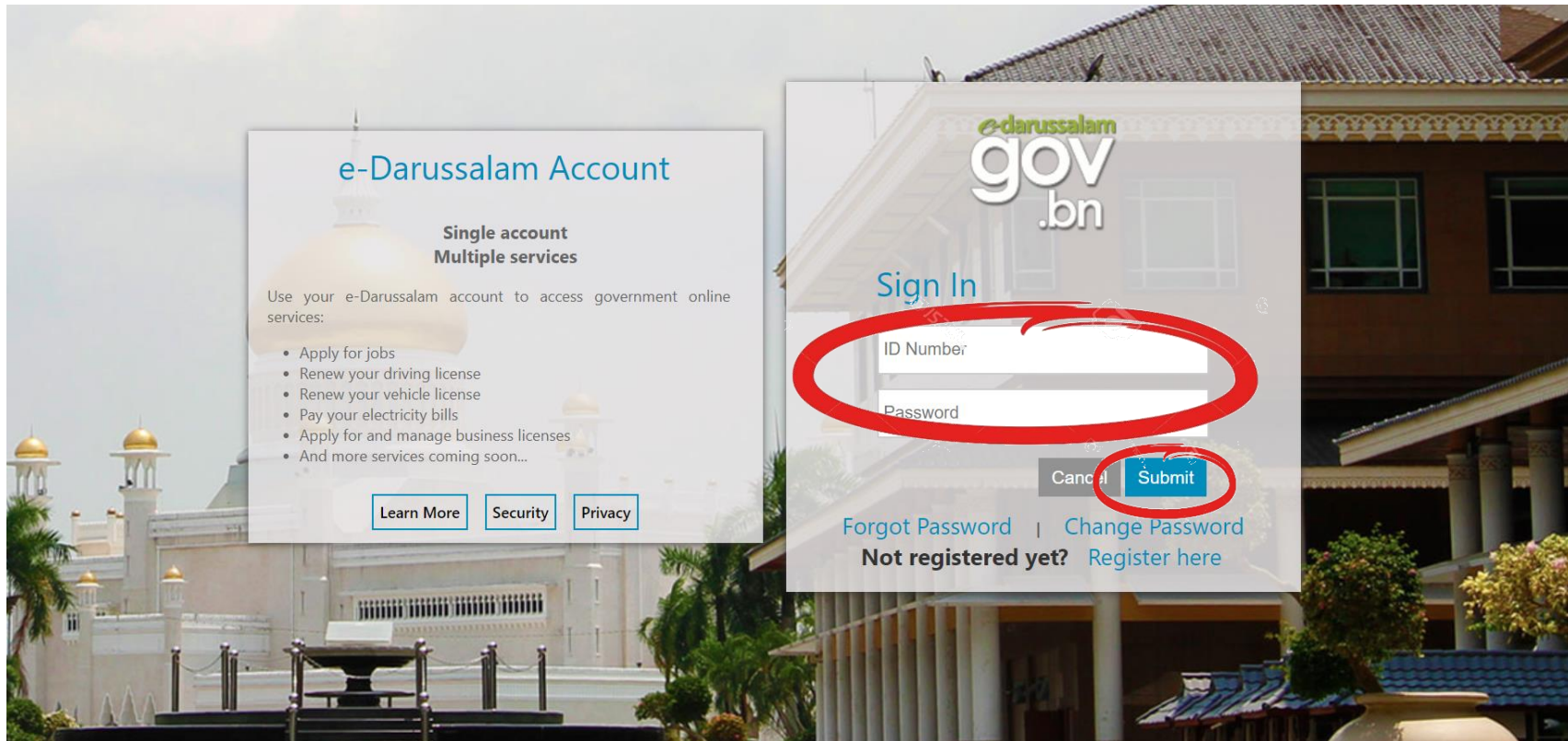
**Proceed**





Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan **1**  
Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1.10. Masukkan “ID Number” dan “Password” akaun e-darussalam pemohon. Klik **Submit**  
Enter applicant “ID Number” and “Password” e-Darussalam account. Click **Submit**





Log masuk OneBiz [<https://onebiz.business.gov.bn>] untuk membuat permohonan **1**

Login OneBiz [<https://onebiz.business.gov.bn>] to make application

1.11. Keterangan Pemohon akan tertera. Klik

Teruskan

Personal Particulars will be displayed. Click

Proceed

### Personal Particulars

Welcome **ABD LADIS BIN MOHD SALLEH**.  
Your personal particulars as shown below will be shared with other Government agencies for the processing of your application. Please refer to the [Privacy Statement](#) for more information. If you do not agree, please logout from this licence application. If the personal information is not correct please update your personal information at Department of Immigration and National Registration.

**Personal Particulars**

Identification Type :	Yellow IC
Identification Number :	00047190
Name :	ABD LADIS BIN MOHD SALLEH
Nationality :	BRUNEI DARUSSALAM
Date of Birth :	19/01/1955


- Please verify that all information above is correct.

**Proceed**

Nota / Note:

maklumat di ambil daripada sistem Jabatan Imigresen dan Pendaftaran Kebangsaan (JIPK) tetapi jika sistem JIPK "down", maklumat peribadi akan kosong

Information is retrieved from Department of Immigration and National (DINR) system but if DINR system down, personal particulars will be blank



Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete *application form* and *supporting documents*

2



Untuk makluman  
For information

Borang permohonan terbahagi kepada dua (2) bahagian iaitu :-

- a) Maklumat Am
- b) Maklumat permohonan lesen

Sila isi dan lengkapkan borang Maklumat Am [\* mandatori]

- a) Keterangan pemohon
- b) Maklumat Bisnes/Syarikat
- c) maklumat perhubungan tambahan

*Application form is divided into two (2) section:-*

- a) General information*
- b) License-specific information*

*Please enter and complete the General Information form [\* mandatory]*

- a) Applicant particular*
- b) Business / Company Detail*
- c) Additional Contact*

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

- 2.1. Sila isi dan lengkapkan borang **Maklumat Am - Keterangan pemohon** [\* mandatori – mesti di isi]  
2.1. Please fill in and complete **General Information – Applicant's particular** [\* mandatory – need to fill in]

Sila lengkapkan maklumat yang bertanda ✓ untuk menerima notifikasi melalui sms atau email | please complete information label ✓ to receive sms or email notification

**General Information**

**Applicant's Particulars**

\* Name:

\* Identification Type:  Yellow IC  Green IC  Purple IC  Passport

\* NRIC No.:

\* Nationality:

\* Gender:  Female  Male

\* Date of Birth:

Designation:

**Address**

\* Address Type:  Local  Foreign

\* Address:

\* Postal Code:  [Brunei postcode search](#)

\* Country:

State:

District:

**Contact**

Office Telephone:  Example: 873-0000000

\* Mobile No.:  Example: 873-0000000

Receive SMS Notification:  Yes  No

Fax No.:  Example: 873-0000000

Email:  Example: mail@hotmail.com

Receive Email Notification:  Yes  No

**Mailing Address**

\* Same as Applicant Address:  Yes  No

\* Address Type:  Local  Foreign

\* Address:

\* Postal Code:  [Brunei postcode search](#)

\* Country:

State:

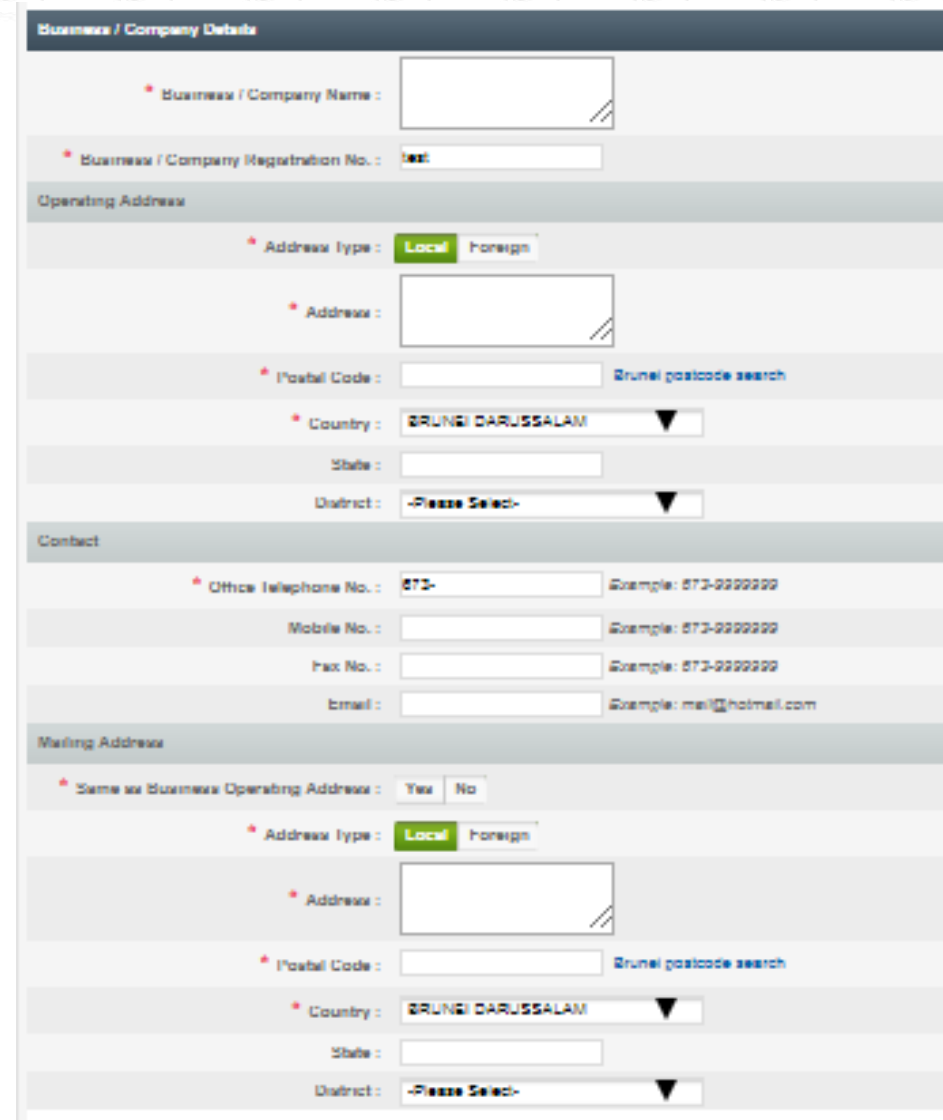
District:

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

## 2.2. Sila isi dan lengkapkan borang **Maklumat Am – maklumat bisnes / syarikat** [**\* mandatori** ]

Please fill in and complete **General Information – Business / Company Details** [**\* mandatory** ]

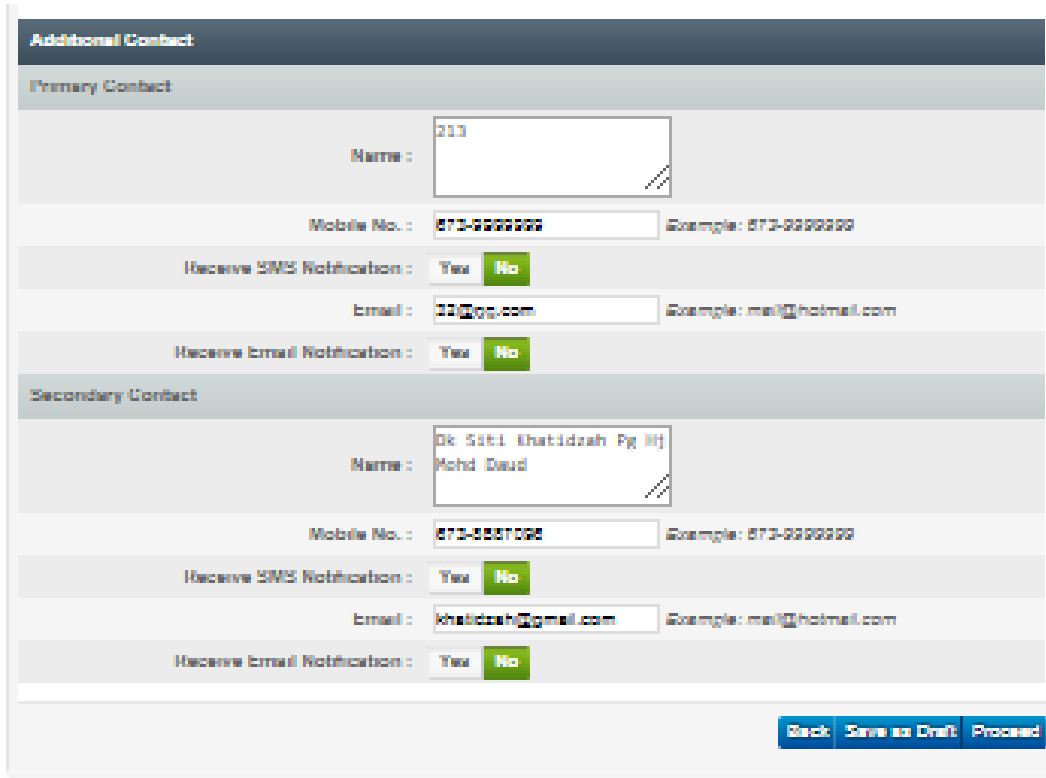


The screenshot displays a web form titled "Business / Company Details". The form is organized into several sections:

- Business / Company Name:** A text input field with a red asterisk indicating it is mandatory.
- Business / Company Registration No.:** A text input field with a red asterisk.
- Operating Address:**
  - Address Type:** Radio buttons for "Local" (selected) and "Foreign".
  - Address:** A text input field with a red asterisk.
  - Postal Code:** A text input field with a "Brunei postcode search" link.
  - Country:** A dropdown menu currently showing "BRUNEI DARUSSALAM".
  - State:** A text input field.
  - District:** A dropdown menu currently showing "-Please Select-".
- Contact:**
  - Office telephone No.:** A text input field with a red asterisk, a "073-" prefix, and an example "Example: 073-9999999".
  - Mobile No.:** A text input field with an example "Example: 073-9999999".
  - Fax No.:** A text input field with an example "Example: 073-9999999".
  - Email:** A text input field with an example "Example: mail@holmail.com".
- Mailing Address:**
  - Same as Business Operating Address:** Radio buttons for "Yes" and "No".
  - Address Type:** Radio buttons for "Local" (selected) and "Foreign".
  - Address:** A text input field with a red asterisk.
  - Postal Code:** A text input field with a "Brunei postcode search" link.
  - Country:** A dropdown menu currently showing "BRUNEI DARUSSALAM".
  - State:** A text input field.
  - District:** A dropdown menu currently showing "-Please Select-".

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2



**Additional Contact**

**Primary Contact**

Name :

Mobile No. :  Example: 873-9999999

Receive SMS Notification :  Yes  No

Email :  Example: mail@hotmail.com

Receive Email Notification :  Yes  No

**Secondary Contact**

Name :

Mobile No. :  Example: 873-9999999

Receive SMS Notification :  Yes  No

Email :  Example: mail@hotmail.com

Receive Email Notification :  Yes  No

2.3. Sila isi dan lengkapkan borang **Maklumat Am - Keterangan pemohon** [**\* mandatori**]

*Please fill in and complete **General Information – Additional Contact** [**\* mandatory**]*

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents


**2**

Setelah Maklumat Am telah lengkap di isi, status akan bertukar jadi "Complete"  
After General Information completed, status will be change to "Complete"

Your Draft ID is : **10077325**

You will need this ID to retrieve the draft application.

### Complete Online Application Form

Section	Description	Estimated Filling Time	Status	Actions
1	General Information	6 Mins	✓ Complete	
2	Miscellaneous Licence - New	10 Mins	✗ Incomplete	

#### Please read the instructions below.

- To proceed to fill up the form, please click on the "Form Icon" beside the status.
- If you wish to fill up the form at a later time, please click "Save as Draft".

Save as Draft Proceed

Reference Application Guide

Back Save as Draft Proceed

2.4. Klik sini dan sila isi serta lengkapkan borang permohonan

Click here and please fill in and complete the application form

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

Your Draft ID is: **10077325**

Back Save as Draft Proceed

Guidelines

All fields marked with (\*) are mandatory.

Page 1 Page 2 Page 3 Page 4

**Miscellaneous Licence - New Application - Page 1 out of 4**

**Licencing Authority (LA)**

\* Licencing Authority : - Select licencing authority -

**Shareholder Particulars Only Applicable For Company Registered Under Company Act**

**Shareholder Details**


Shareholder Name :

Identification Type :  Yellow IC  Green IC  Purple IC  Passport

NRIC / Passport No. :  Retrieve

Nationality : - Select nationality -

Gender :  Female  Male

Date of Birth :  

Designation :

Address Type :  Local  Foreign



Untuk makluman  
For information

Skrin borang permohonan EKK akan mengandungi 4 muka surat

*EKK Application form screen will be displayed, consist of 4 pages*



Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

**2****Page 1**

Page 1 Page 2 Page 3 Page 4

**Miscellaneous Licence - New Application - Page 1 out of 4**

**Licensing Authority (LA)**

\* Licensing Authority :

**Shareholder Particulars Only Applicable For Company Registered Under Company Act**

**Shareholder Details**

Shareholder Name :

Identification Type :  Yellow IC  Green IC  Purple IC  Passport

NRIC / Passport No. :

Nationality :

Gender :  Female  Male

Date of Birth :

Designation :

Address Type :  Local  Foreign

Address :

Postal Code :

Country :

Office Tel No. :

Mobile No. :

Fax No. :

Email :

2.5. Sila isi dan lengkapkan borang permohonan  
[\* **mandatori**]. Klik  setelah selesai

Please fill in and complete the form [\* **mandatory**].  
Click  after finish

**Business Activities**

Business Activity

\* Category :

**Business Details**

Branch :

Registration Type :

\* Duration Applied :  year(s)

\* Address of Place Which Licence Proposed :

\* Address Type :  Local  Foreign

\* Postal Code :

\* Country :

State if Application Relates to an Existing Trade/Business/Occupation of Applicant in the Proposed Place to be Licensed :

State the Name of Previous Business in the Proposed Place to be Licensed :

Licence Holder Name :

Company Name :

Business Type :

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

**2****Page 2**

2.6. Sila isi dan lengkapkan borang permohonan  
[\* **mandatori**]. Klik **Teruskan** setelah selesai

Please fill in and complete the form [\* **mandatory**].  
Click **Proceed** after finish

Page 1 Page 2 Page 3 Page 4

**Miscellaneous Licence - New Application - Page 2 out of 4**

**Land Information**

Asset Status :

EDR :

\* LOT :  Not Applicable for Kampong Ayer

TOL :

Simpang :

\* Land Title / Strata Title :

**Additional Information For Applicant**

Position in the Company :

\* Business Manager Name :

\* Date of Business Operation :

Previous Next

Back Save as Draft **Proceed**

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

Page 3

2.7. Sila isi dan lengkapkan borang permohonan [**\* mandatori**]. Klik **Teruskan** setelah selesai

Please fill in and complete the form [**\* mandatory**]. Click **Proceed** after finish

Page 1 Page 2 Page 3 Page 4

**Miscellaneous Licence - New Application - Page 3 out of 4**

**Building Details**

Original Building  
 Renovated Building  
 Shop House  
 Commercial Building  
**\* Building Category :**  Government Properties  
 Bungalow  
 Others

**This information is required.**

Approval of Development/Addition/Renovation from Planning Commissioner :

Permission Reference :

Area of Business :  (sq. meter)

Floor Level :  Ground Floor  
 Upper Floor  
 Basement  
 Mezzanine  
 Others

Ownership :  Owner-Occupier  Tenant

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

Page 4

2.8. Sila isi dan lengkapkan borang permohonan [**\* mandatori**]. Klik **Teruskan** setelah selesai

Please fill in and complete the form [**\* mandatory**]. Click **Proceed** after finish

Page 1 Page 2 Page 3 Page 4

**Miscellaneous Licence - New Application - Page 4 out of 4**

**Workers Particulars**

Worker Details ✕


Worker Name :


Identification Type :  Yellow IC  Green IC  Purple IC  Passport

NRIC / Passport No. :  **Retrieve**

Designation :

Medical Certificate No. :

Medical Certificate Expiry Date :  

Date of Birth :  

Address in Brunei Darussalam :

Postal Code :  [Brunei postcode search](#)


Country of Origin :

Religion :

**Add More Worker**

**Previous**

**Back Save as Draft Proceed**



Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

**2**

- 2.9. Status akan bertanda “Complete” setelah selesai mengisi borang. Klik **Teruskan** untuk seterusnya  
*Status will display “Complete” after finish fill in the application form. Click **Proceed** to next page*

## Complete Online Application Form

Section	Description	Estimated Filling Time	Status	Actions
1	General Information	6 Mins	✓ Complete	
2	Miscellaneous Licence - New	10 Mins	✓ Complete	

Please read the instructions below.

- To proceed to fill up the form, please click on the "Form Icon" beside the status.
- If you wish to fill up the form at a later time, please click "Save as Draft".

Back Save as Draft **Proceed**

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

2

2.10. Sila lampir dokumen sokongan [**\* mandatori**]  
dan tekan **Semak seimbans** kemudian tekan **Upload Semua**

Please attach supporting document [**\* mandatory**]  
by click **Browse** then click **Upload All**

Your Draft ID is : **10077329** Back Clear All Upload All Proceed

### Attach Supporting Documents

#### Miscellaneous Licence - New

All fields marked with (\*) are mandatory. Submit Offline  
You may upload files of no more than **10MB** each.

Business Registration 16/17 or Company Registration Form X	* No file selected...	<b>Browse</b> Upload
Copy of Tenancy Agreement (TA)	* No file selected...	Browse Upload
Copy of applicant IC	* No file selected...	Browse Upload
Other Document	No file selected...	Browse Upload

Back Clear All **Upload All** Proceed

Sila lengkapkan borang permohonan dan dokumen sokongan

Please complete application form and supporting documents

2

2.11. Klik **Teruskan** setelah selesai

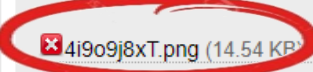
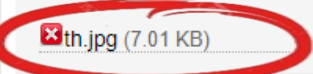
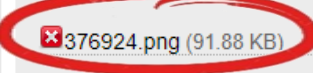
Click **Proceed** after finish

Jika muatturun berjaya, dokumen akan tertera  
If download is successful, the document will be displayed

### Attach Supporting Documents

#### Miscellaneous Licence - New

All fields marked with (\*) are mandatory. You may upload files of no more than 10MB each. [Submit Offline](#)

Business Registration 16/17 or Company Registration Form X	* No file selected... <b>Browse</b> <b>Upload</b>
Document upload is successful.	
 4i9o9j8xT.png (14.54 KB)	
Copy of Tenancy Agreement (TA)	* No file selected... <b>Browse</b> <b>Upload</b>
Document upload is successful.	
 th.jpg (7.01 KB)	
Copy of applicant IC	* No file selected... <b>Browse</b> <b>Upload</b>
Document upload is successful.	
 376924.png (91.88 KB)	
Other Document	No file selected... <b>Browse</b> <b>Upload</b>

**Back** **Clear All** **Upload All** **Proceed**

Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

**2**

2.12. klik *checkbox* dan tekan **Teruskan**

*click checkbox dan Click* **Proceed**

**Declaration**

**General Information**

I have read and agree to the declaration [here](#).

I declare that I have read, understood, and agreed to the terms [here](#).

Applications will be processed according to service level agreement (TPOR) should be made during the working day and if the application is made outside of working hours, the application will exceed department service level agreement (TPOR) because the application was made out of working time.

**Miscellaneous Licence - New**

I declare and certify that all details are true. I also declare that I will comply with the provisions of the law and the conditions of this licence. Any action can be taken against me or the organization which I represent or both if the above details are found to be false.

I declare that I have read, understood, and agreed to the terms [here](#).

ABD LADIS BIN MOHD SALLEH 00047190

**Back** **Proceed**



Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete application form and supporting documents

**2**

## 2.13. Keterangan Permohonan

(a) Nombor Rujukan Permohonan

(b) Status permohonan

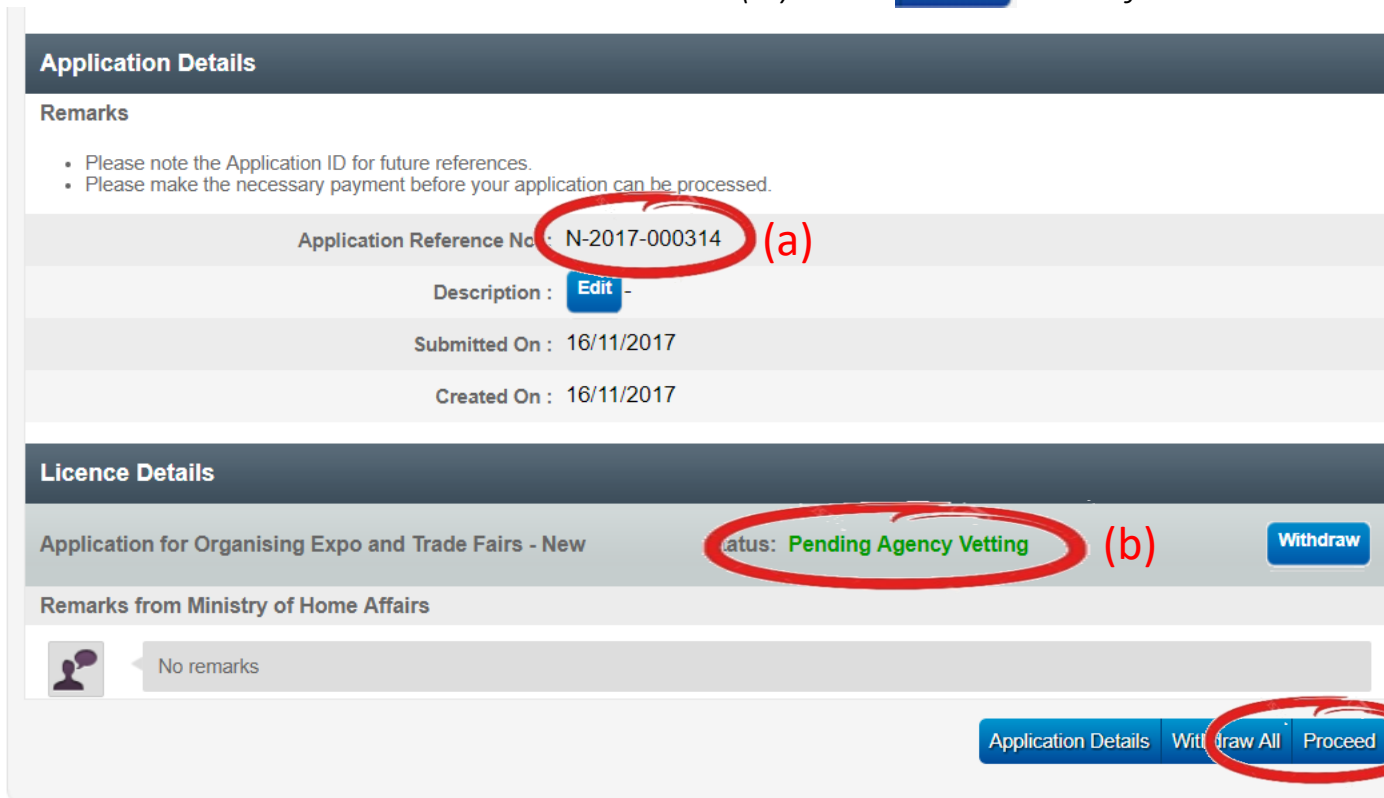
(c) Klik **Teruskan** setelah selesai

*Application Detail*

(a) Application Reference No

(b) Application Status

(c) Click **Proceed** when finish



**Application Details**

**Remarks**

- Please note the Application ID for future references.
- Please make the necessary payment before your application can be processed.

Application Reference No : N-2017-000314 (a)

Description : **Edit**

Submitted On : 16/11/2017

Created On : 16/11/2017

**Licence Details**

Application for Organising Expo and Trade Fairs - New Status: Pending Agency Vetting (b) **Withdraw**

**Remarks from Ministry of Home Affairs**

No remarks

Application Details **Withdraw All** **Proceed** (c)



Sila lengkapkan borang permohonan dan dokumen sokongan  
Please complete *application form* and *supporting documents*

2

2.14. Skrin ini tertera setelah tatacara permohonan telah selesai

*When application flow is done, this screen will be displayed*

**Thank you for using OneBiz**

- You will be informed of any updates or follow-up actions via **email** or **SMS**
- You can click on the "Check Application Status" button to check your application status / details or return later via <http://www.business.gov.bn>

**Check Application Status**

### 3.1. Pemohon akan menerima notifikasi mengenai status permohonan *Applicant will be notified regarding the application status*



Notifikasi mengenai status permohonan melalui SMS atau Emel

*Notification of application's status will be through SMS or Email*

**3**

**A** Permohonan dihadapkan  
*Application submitted*

Permohonan OneBiz N-2020-005172 awda telah pun di terima. Untuk keterangan lanjut, sila hubungi 123.

**B** Permohonan dalam penelitian  
*Application vetting stage*

Permohonan OneBiz untuk Establismen Kecantikan dan Kesihatan sedang menunggu pengesahan daripada agensi yang berkenaan. Untuk keterangan lanjut, sila hubungi 123.

**C** Permohonan dalam proses  
*Application processing stage*

Permohonan OneBiz awda Establismen Kecantikan dan Kesihatan (N-2020-005172) telah dihadapkan untuk proses selanjutnya. Untuk keterangan lanjut, sila hubungi 123.

**D** Permohonan memerlukan tindakan  
- Minta pindaan  
- Minta dokumen sokongan  
*Application pending:-*

- *Request amendment*
- *Request supporting document*

Permohonan OneBiz untuk Establismen Kecantikan dan Kesihatan – New N-2020-005172 awda memerlukan perhatian. Sila login [onebiz.business.gov.bn](http://onebiz.business.gov.bn). Untuk keterangan lanjut, sila hubungi 123.

**E** Permohonan di sokong  
*Application approved*

Permohonan lesen awda melalui OneBiz (N-2020-005172) telah diluluskan. Sila hubungi 123 SEBELUM membuat pembayaran / mengambil lesen awda

**F** Pembayaran telah di buat  
*Payment been made*

Pembayaran bagi permohonan OneBiz (N-2020-005172) awda telah pun di terima. Untuk keterangan lanjut, sila hubungi 123.



Membuat pembayaran secara online melalui kad debit/kredit.  
Make *payment* online using debit / credit card

4



Untuk makluman  
For information

Pemohon hendaklah membuat pembayaran setelah mendapat notifikasi pembayaran

*Applicant will make payment after receive payment notification*



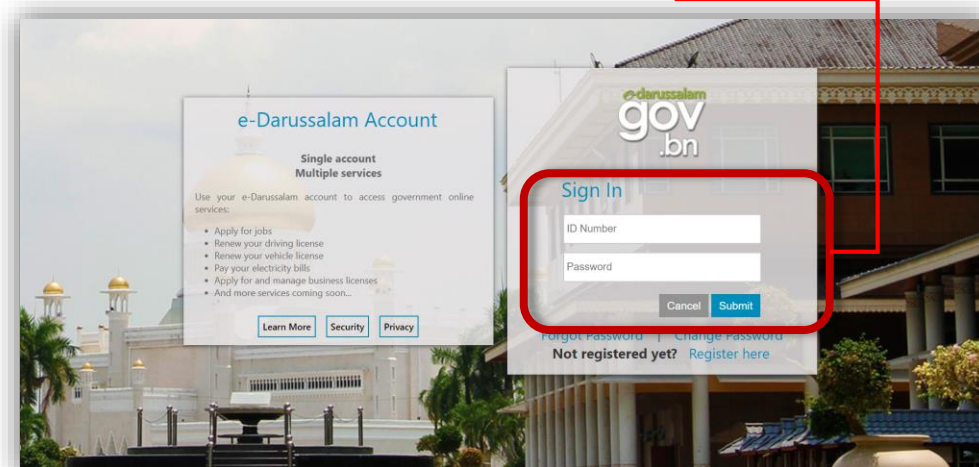
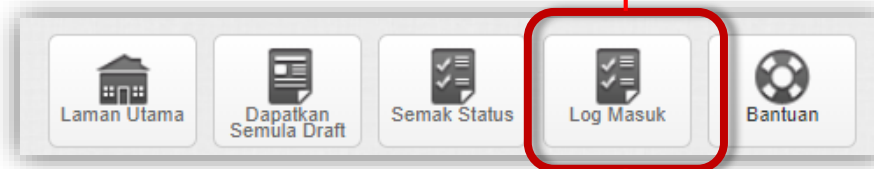
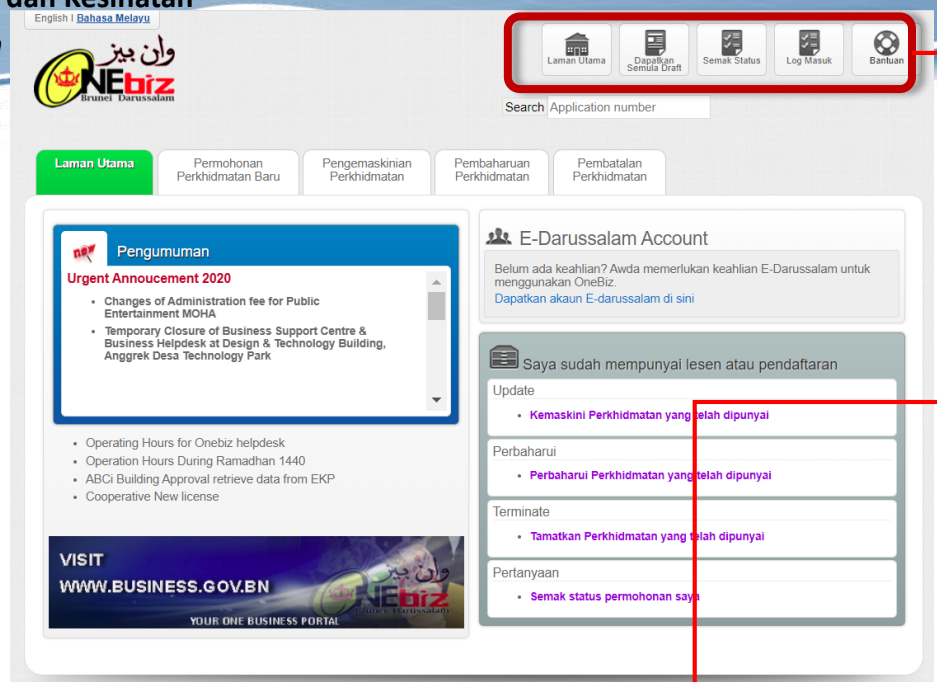


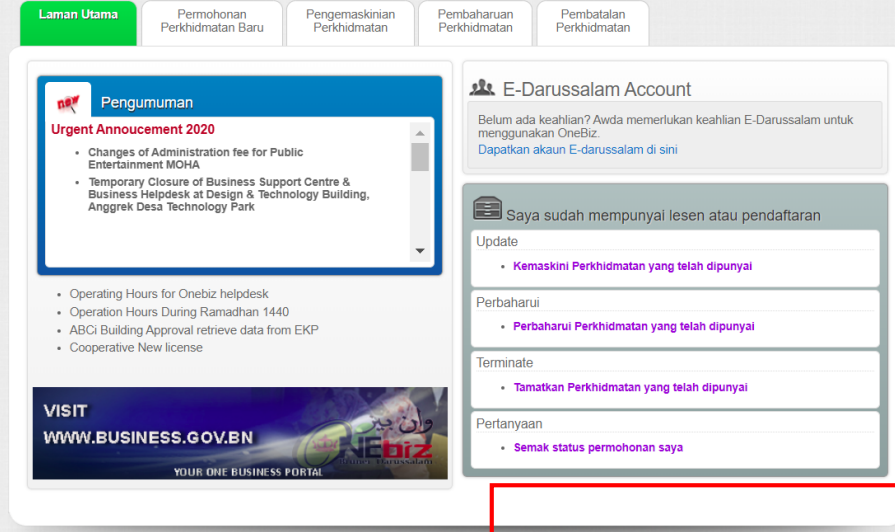
Membuat pembayaran secara online melalui kad debit/kredit.  
Make payment online using debit / credit card

# 4

4.1. Klik “Log Masuk” dan masukkan **Nombor ID** dan **kata laluan** akaun eDarussalam awda kemudian tekan “Submit”

Click “Login” then enter your eDarussalam account ID Number and Password then click “Submit”





**Laman Utama** | Permohonan Perkhidmatan Baru | Pengemaskinian Perkhidmatan | Pembaharuan Perkhidmatan | Pembatalan Perkhidmatan

**Pengumuman**  
**Urgent Annoucement 2020**

- Changes of Administration fee for Public Entertainment MOHA
- Temporary Closure of Business Support Centre & Business Helpdesk at Design & Technology Building, Anggrek Desa Technology Park

• Operating Hours for Onebiz helpdesk  
• Operation Hours During Ramadhan 1440  
• ABCI Building Approval retrieve data from EKP  
• Cooperative New license

**VISIT**  
**WWW.BUSINESS.GOV.BN**

**E-Darussalam Account**

Belum ada keahlian? Awda memerlukan keahlian E-Darussalam untuk menggunakan OneBiz.  
Dapatkan akaun E-darussalam di sini

Saya sudah mempunyai lesen atau pendaftaran

Update

- [Kemaskini Perkhidmatan yang telah dipunyai](#)

Perbaharui

- [Perbaharui Perkhidmatan yang telah dipunyai](#)

Terminate

- [Tamatkan Perkhidmatan yang telah dipunyai](#)

Pertanyaan

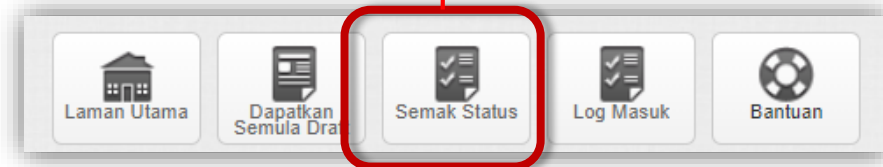
- [Semak status permohonan saya](#)

Membuat pembayaran secara online melalui kad debit/kredit  
Make payment online using debit / credit card

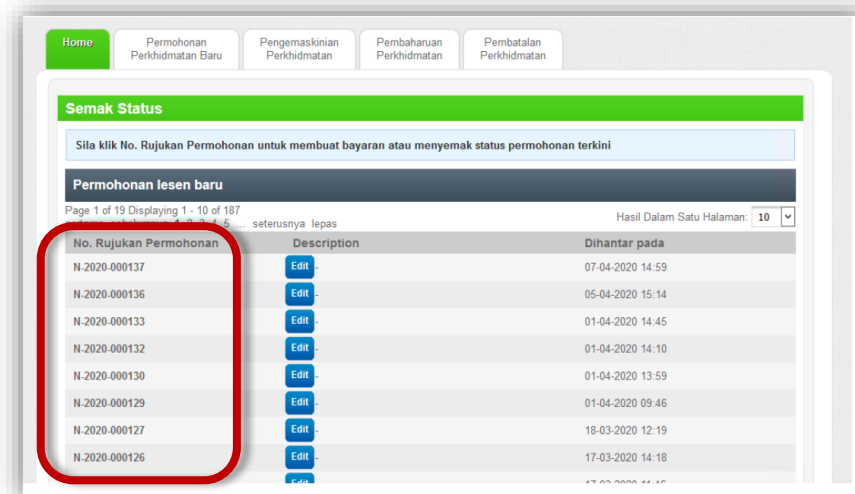
4

#### 4.2. Klik “Semak Status” dan pilih nombor rujukan permohonan untuk membuat pembayaran

*Click “Check Status” then choose application reference no. for payment*



Laman Utama | Dapatkan Semula Draft | **Semak Status** | Log Masuk | Bantuan



**Semak Status**

Sila klik No. Rujukan Permohonan untuk membuat bayaran atau menyemak status permohonan terkini

Permohonan lesen baru

Page 1 of 19 Displaying 1 - 10 of 187

No. Rujukan Permohonan	Description	Dihantar pada
N.2020-000137	seterusnya lepas	07-04-2020 14:59
N.2020-000136		05-04-2020 15:14
N.2020-000133		01-04-2020 14:45
N.2020-000132		01-04-2020 14:10
N.2020-000130		01-04-2020 13:59
N.2020-000129		01-04-2020 09:46
N.2020-000127		18-03-2020 12:19
N.2020-000126		17-03-2020 14:18



Membuat pembayaran secara online melalui kad debit/kredit.  
Make **payment** online using debit / credit card

4

### 4.3. Klik “Membuat Pembayaran”

Click “Make Payment”

#### Butiran Permohonan

**Remarks**

- Sila perhatikan ID Permohonan tersebut untuk rujukan pada masa depan
- Sila buat pembayaran yang perlu sebelum permohonan awda boleh diproses.

No. Permohonan Rujukan : N-2020-000133

Perihal : [Edit](#)

Diserahkan Pada : 01/04/2020

Dicipta pada : 01/04/2020

#### Butiran Lesen

Establismen Kecantikan dan Kesihatan – Permohonan Baru

Status: **Diluluskan Menunggu Pembayaran Modified** [Tarik balik](#)

Jumlah: **10.00**

#### Resit Bayaran

Tiada resit bayaran.

#### Approval letter

[Back](#) [Butiran Permohonan](#) [Tarik balik Semula](#) [Membuat Pembayaran](#)



Membuat pembayaran secara online melalui kad debit/kredit.  
Make payment online using debit / credit card

4

4.4. Pilih dan tekan jenis **kad** yang bersesuaian  
*Select and click the required card*

#### SELECT YOUR PREFERRED PAYMENT METHOD

Pay securely using SSL+ by clicking on the card logo below:



4.4.

© 2005-2019 Mastercard

ERCHANT NAME:

#### ENTER YOUR CARD DETAILS

4.5. Masukkan keterangan kad  
*Enter card details*

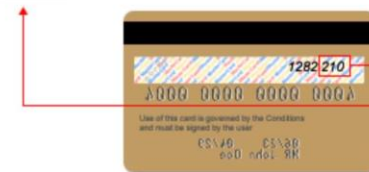
4.5.

 **VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :::

Expiry Date :::  /  **month/year**

Security Code :::  The 3 digits after the card number on the signature panel of your card.



Purchase Amount ::: **BND \$14.53**

4.6.

4.6. Klik "Pay"  
*Click "Pay"*



Verified by  
**VISA**

live TV broadcast



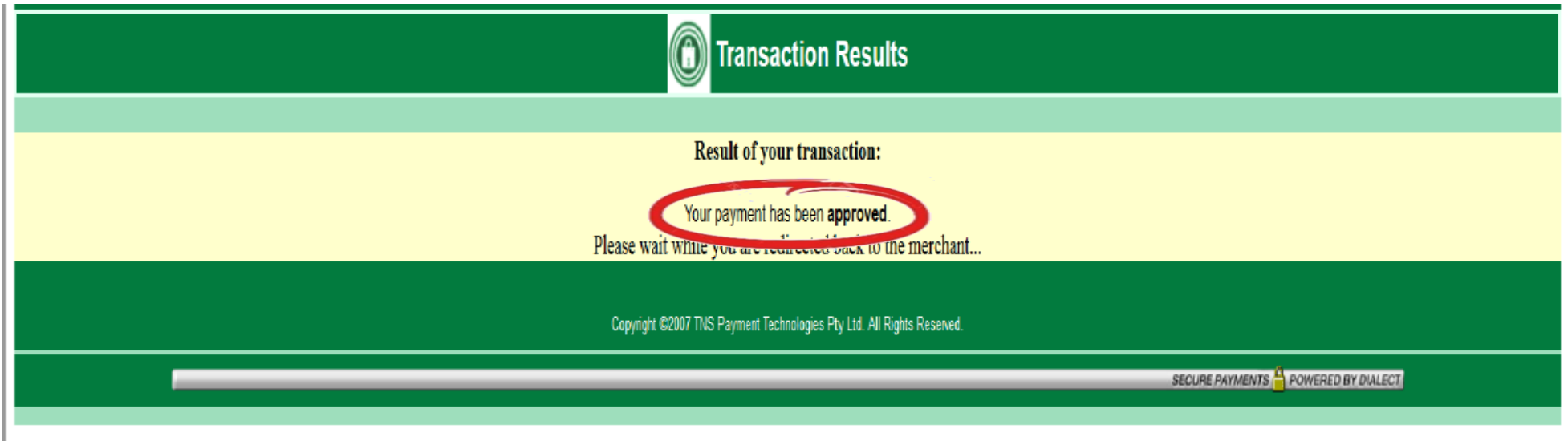


Membuat pembayaran secara online melalui kad debit/kredit.  
Make **payment** online using debit / credit card

4

#### 4.7. Jika transaksi **berjaya**, skrin di bawah akan terpapar

*If the transaction is **successful**, this screen will be displayed*





Membuat pembayaran secara online melalui kad debit/kredit.

Make payment online using debit / credit card

**4**

4.8. Jika transaksi **tidak berjaya**, sistem akan kembali semula ke halaman *merchant* dan seterusnya kembali ke Portal OneBiz.

*In case that the transaction is **unsuccessful**, you will be redirected back to the merchant page. From the merchant page, you will be redirected back to the OneBiz page*

---

**MERCHANT NAME:**

---

---

**TRANSACTION RESULTS**

---

**Result of your transaction:**

**Your payment has NOT been processed. It has been cancelled.**

**Please wait while you are redirected back to the merchant...**

© 2005-2019 Mastercard

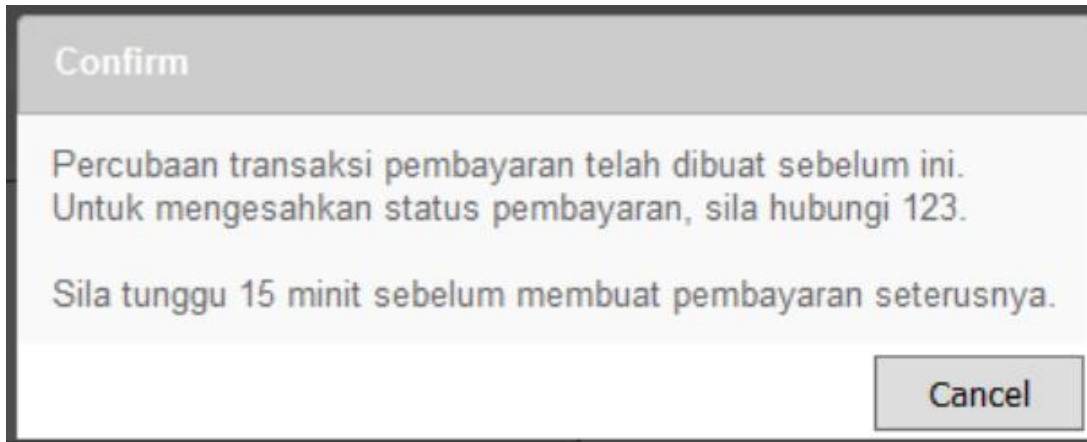


Membuat pembayaran secara online melalui kad debit/kredit.  
Make payment online using debit / credit card

4

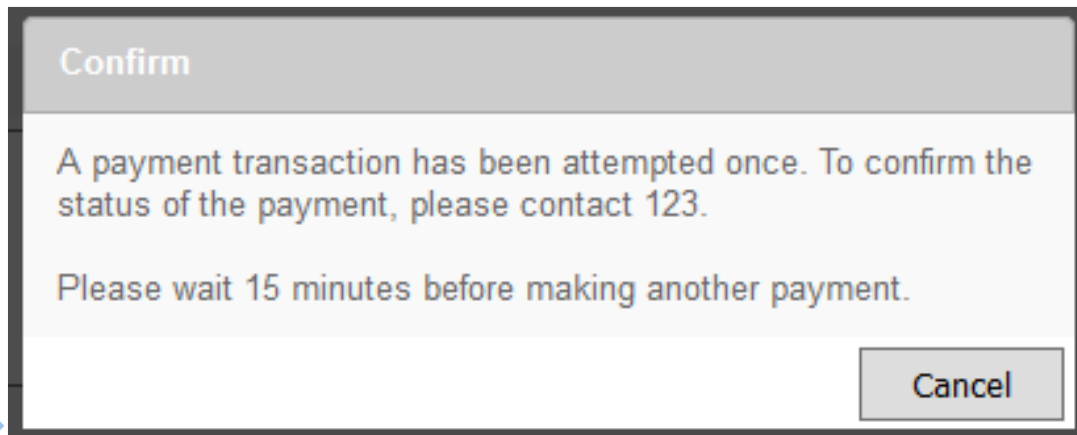


Untuk makluman  
For information



Mesej ini akan dipaparkan apabila pemohon cuba membuat pembayaran yang sama dalam masa 15 minit.

Ini adalah untuk mengelakkan **transaksi pembayaran berganda** (double payment).



*This error message will be displayed when the applicant makes another payment within 15minutes.*

*This is to avoid double **payment transaction**.*



Membuat pembayaran secara online melalui kad debit/kredit.  
Make *payment* online using debit / credit card

4

#### Butiran Permohonan

##### Remarks

- Sila perhatikan ID Permohonan tersebut untuk rujukan pada masa depan
- Sila buat pembayaran yang perlu sebelum permohonan awda boleh diproses.

No. Permohonan Rujukan : N-2020-000129

Perihal : [Edit](#) -

Diserahkan Pada : 01/04/2020

Dicipta pada : 01/04/2020

#### Butiran Lesen

Establismen Kecantikan dan Kesihatan – Permohonan Baru

Status: **Diluluskan dengan pembayaran**

#### Resit Bayaran

Nombor Resit: ON-2020-000018

Tarikh: 01-04-2020 09:52

[Print Receipt](#)

#### Approval letter

4.9. Mencetak resit pembayaran dengan klik “Print Receipt”

*Print Receipt by clicking “Print Receipt”*




Membuat pembayaran secara online melalui kad debit/kredit

Make payment online using debit / credit card

4



**Untuk makluman  
For information**

 PAYMENT RECEIPT ORIGINAL KERAJAAN BRUNEI DARUSSALAM GOVERNMENT OF BRUNEI DARUSSALAM					
Receipt No :		ON-2016-000022			
Receipt Date :		13/04/2016			
Application Reference No :		N-2016-001969			
No	Licence Reference No	Licence Description	Business Unit	Revenue Code	Amount BND (\$)
1.	U201604130001777	Establishment of Beauty and Health - New	SE01A	SE01A/300100/R93002	BND 2.00
Total Amount Paid BND (\$) :		BND 2.00 Two dollars only.			
Company Name :		Company ABC			
Payee Name :		Name			
Payee I.C. :		01078966			
Payment method :		Credit Card Online			
Credit Card Type :		-			
Issuing Bank :		-			
Approval Code :		-			
Payment channel :		Bank			
Payment Location :		Online			
Received By :		Not Applicable			
THIS IS A COMPUTER GENERATED DOCUMENT. NO SIGNATURE IS REQUIRED.					

Pemohon akan mencetak sendiri resit pembayaran dan pastikan keterangan pembayaran adalah betul

*Applicant will self print payment receipt and making sure the payment details are correct.*



Pemohon memuat-turun surat kebenaran /sijil EKK  
Applicant download approved letter / EKK certificate

5



### 5.1. Klik “Semak Status”

Contoh:

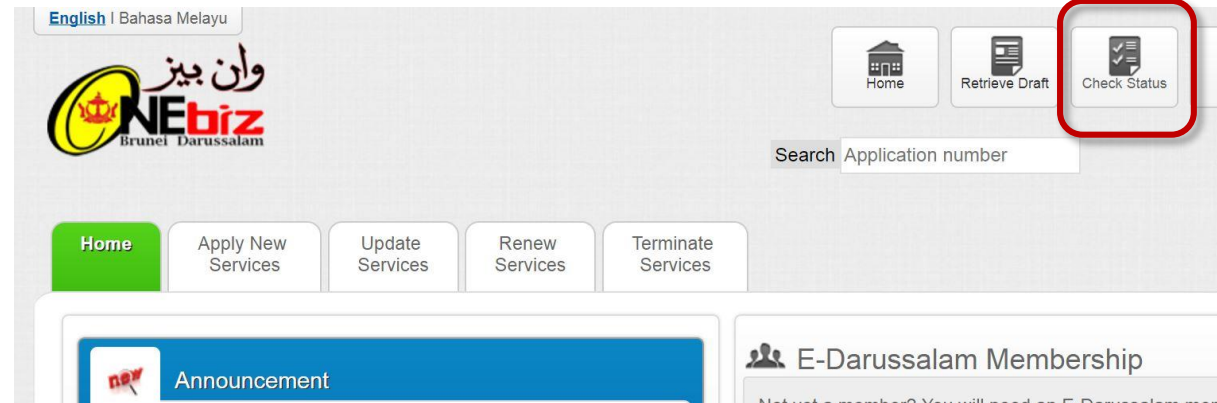
Pilih nombor Rujukan permohonan  
e.g. N-2017-005492

click “Check Status” button

Example:

select your application reference number.

e.g. N-2017-005492

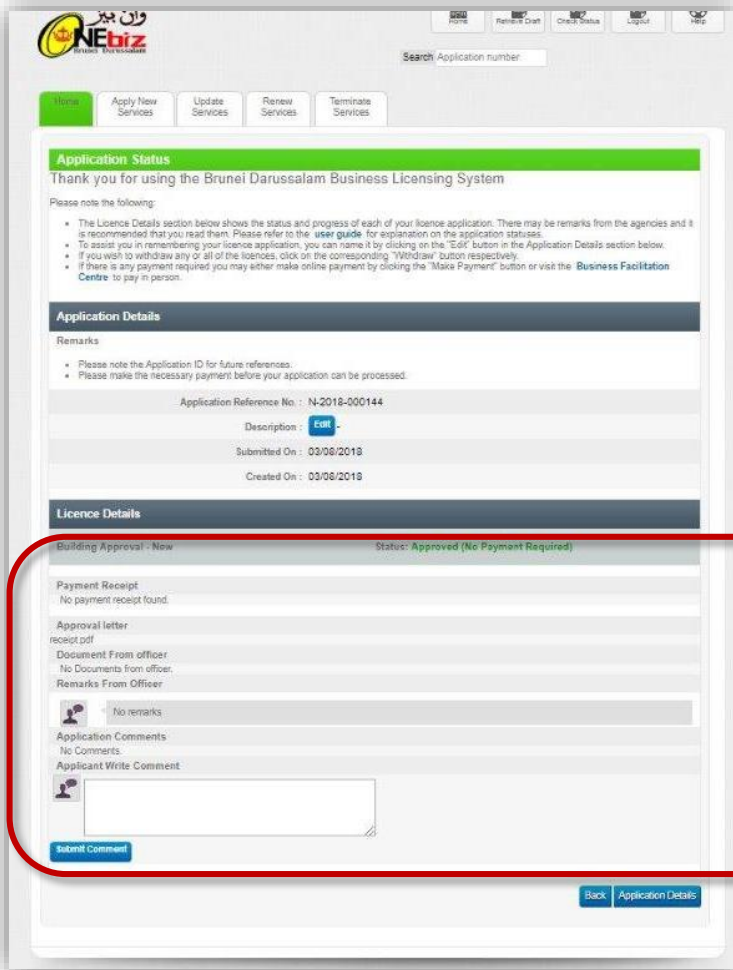


Check Status		
You can click on the respective application reference No. to make payment or check the current status of the application		
New Licence Application		
Page 1 of 2 Displaying 1 - 10 of 17 First Previous 1 2 Next Last		
Results Per Page: 10		
Application Reference No.	Description	Submitted On
N-2017-005492	Edit	08-07-2017 08:46
N-2017-000633	Edit	26-01-2017 09:23
N-2017-000285	Edit	12-01-2017 15:25
N-2017-000280	Edit	12-01-2017 14:36
N-2016-007952	Edit	12-01-2017 14:25
N-2016-006273	Edit	05-10-2016 15:27
N-2016-006253	Edit	05-10-2016 08:48



Pemohon memuat-turun surat kebenaran /sijil EKK  
Applicant **download** approved letter / EKK certificate

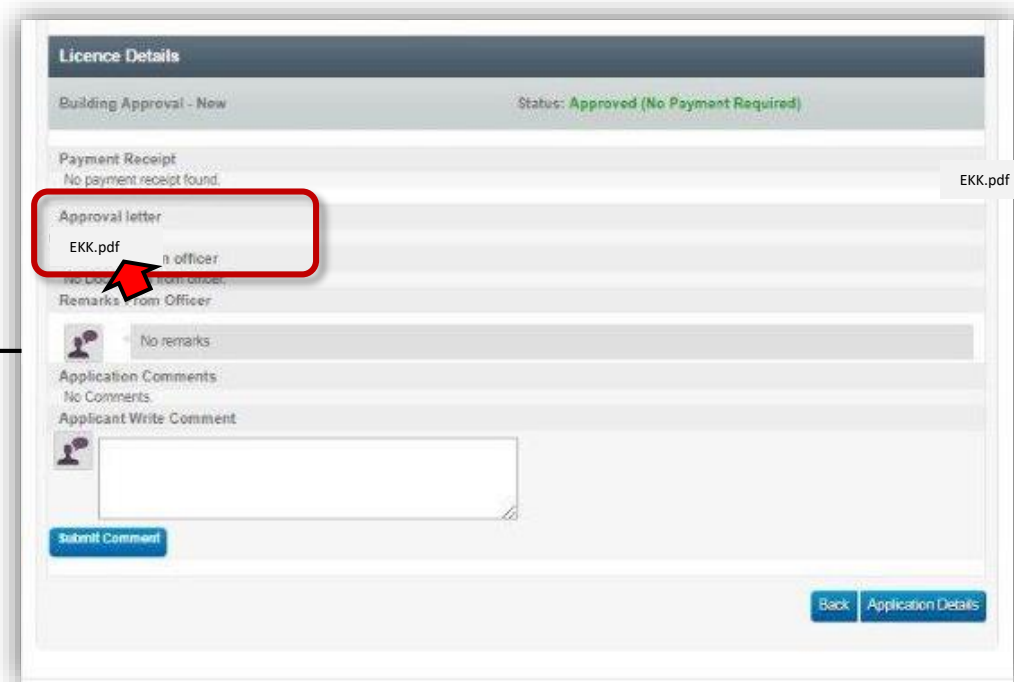
5



The screenshot shows the 'Application Status' page in the NEbiz system. The page title is 'Application Status' and it includes a thank you message and instructions. The 'Licence Details' section is highlighted with a red box and contains the following information:

- Building Approval - New
- Status: **Approved (No Payment Required)**
- Payment Receipt: No payment receipt found.
- Approval letter: receipt.pdf
- Document From officer: No Documents from officer.
- Remarks From Officer: No remarks
- Application Comments: No Comments
- Applicant Write Comment: [Text area]

Buttons for 'Back' and 'Application Details' are visible at the bottom right of the section.



This is a zoomed-in view of the 'Licence Details' section from the previous screenshot. A red box highlights the 'Approval letter' field, which contains the text 'EKK.pdf'. A red arrow points to this field. The 'Document From officer' field also contains 'receipt.pdf'. The 'Remarks From Officer' field is empty with the text 'No remarks'. The 'Application Comments' and 'Applicant Write Comment' fields are also empty. A 'Submit Comment' button is located at the bottom left of the section. 'Back' and 'Application Details' buttons are at the bottom right.

EKK.pdf

5.1. Muatturun EKK.pdf  
download EKK.pdf



Untuk makluman  
For information

### Format Nombor Rujukan Permohonan | *Application Reference No Format*

Permohonan Baru | *New Application*

**N**-2020-005172

Pengemaskinian Permohonan | *Update Application*

**U**-2020-005172

Pembaharuan Permohonan | *Renew Application*

**R**-2020-005172

Pembatalan Permohonan | *Terminate Application*

**T**-2020-005172





Untuk makluman  
*For information*

Sebarang Pertanyaan atau Aduan, Sila Hubungi  
*Any Queries or Complain, Please call*

**OneBiz Hotline**

**123**