

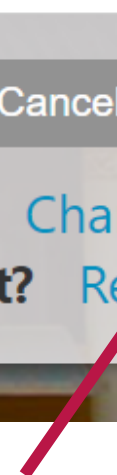
USER MANUAL

FOR RENEW SERVICES



STEP 1 : LOGIN

1.1 Click "Login"



1.2 Enter E-Darussalam account and click "Submit"

STEP 2 : RENEW SERVICES

2.1 Choose type of application (e.g. "Renew Services" tab)

The screenshot shows the NEbiz portal interface. At the top, there are navigation buttons for Home, Retrieve Draft, Check Status, Login, and Help. A search bar is present with the text 'Search Application number'. Below this, a horizontal menu contains 'Home', 'Apply New Services', 'Update Services', 'Renew Services' (highlighted with a red circle and a red arrow), and 'Terminate Services'. A progress bar below the menu shows five steps: 1. Select Licences (active), 2. Login, 3. Fill-in Forms, 4. Attach Documents, and 5. Send Application. The main content area is titled 'Please select one or more services' and features a 'Services' tab. A list of services is displayed, with 'Tourist Accommodation Premise Registration - NEW' highlighted by a red bracket and a red arrow. Other services include 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); Fish Culture Farm / Processing License - NEW; Fishing Gear License - NEW; Forest Worker Sub-License (Form 4) - NEW; Operate Sawmill License (Form 6) - NEW; Tourist Guide License / Accreditation - NEW; Car Park Operator Licence; Public Entertainment License Continuous; and Application of Organising Expo and Trade Fairs. On the left side, there are sections for 'E-darussalam Account', 'Menu' (with Retrieve Draft, Check Status, and Do you need help? options), and 'My Licence Cart' (with a Manage Carts button).

2.2 Choose services (e.g. **Tourist Accommodation Premise Registration or Tourist Guide License**)

STEP 2 : RENEW SERVICES

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NEbiz
Brunei Darussalam

Home Retrieve Draft Check Status Logout 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

E-darussalam Account
I.C. Number : 01093161
Name : NADHIRAH BINTI MUSTAPA

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. mprt
2. Financial Closing 2022
3. Covid
4. Announcement
5. Panduan Pengguna Establishment Kecantikan dan Kesihatan
6. Approval Letter User Manual
7. Online Credit Card & Debit Card Payment User Manual

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)
- Fish Culture Farm / Processing License - NEW
- Fishing Gear License - NEW
- Forest Worker Sub-License (Form 4) - NEW
- Operate Sawmill License (Form 6) - NEW
- Tourist Accommodation Premise Registration - NEW
- Tourist Guide License / Accreditation - NEW
- Car Park Operator Licence
- Public Entertainment License Continuous
- Application of Organising Expo and Trade Fairs

You Require

Tourist Accommodation Premise Registration - Renew [read more](#)

You May Also Need...

Add To Cart

2.3 Click "Add to Cart"

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Home Retrieve Draft Check Status Logout 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

E-darussalam Account
I.C. Number : 01093161
Name : NADHIRAH BINTI MUSTAPA

Menu
Retrieve Draft
Check Status
Do you need help ?

My Licence Cart
Tourist Accommodation Premise Registration - Renew
Manage Carts **Checkout**

Announcement
1. mprt
2. Financial Closing 2022
3. Covid
4. Announcement
5. Panduan Pengguna Establishment Kecantikan dan Kesihatan
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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)
- Fish Culture Farm / Processing License - NEW
- Fishing Gear License - NEW
- Forest Worker Sub-License (Form 4) - NEW
- Operate Sawmill License (Form 6) - NEW
- Tourist Accommodation Premise Registration - NEW
- Tourist Guide License / Accreditation - NEW
- Car Park Operator Licence
- Public Entertainment License Continuous
- Application of Organising Expo and Trade Fairs

You Require

Tourist Accommodation Premise Registration - Renew [read more](#)

You May Also Need...

No licences.

Add To Cart

2.4 Click "Checkout"

STEP 2 : RENEW SERVICES

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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

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. Tourist Accommodation Premise Registration - Renew	-	-	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

2.5 Click **"Proceed"**

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Home Retrieve Draft Check Status Login Help Print

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

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.

Tourist Accommodation Premise Registration - Renew

- Copy of previous Tourist Accommodation Premises Registration Certificate
- Copy of NRIC Owners
- Organisation Chart *
- Premises / Building / House Floor Plan *
- Copy of Fire Certificate *
- Copy of First Aid Certificate (Minimum 2 People) *
- Statistics Information *
- Copy of Premise Grading Certificate or Basic Food Handling Training or Cleanliness Inspection Certificate (MOH)

Back Proceed

2.6 Click **"Proceed"**

STEP 2 : RENEW SERVICES

Please select the profiler and organisation details

2.7 For **Profiler Details:**

For **Company:** select "**Director**"

For **Individual:** select "**An Individual**"

2.8 For **My Organisation:**

For **Company:** select "**Business/Company Registered**"

For **Individual:** select "**Non Business/Company Registered/Co-operative**"

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

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
- Non-business/Company Registered/Co-operative/Co-operative For individuals who are not registered with MOF.

Proceed

2.9 Click "**Proceed**"

STEP 2 : RENEW SERVICES



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Home Retrieve Draft Check Status Logout Help

Search Application number

Home Apply New Services Update Services Renew Services Terminate Services

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

Personal Particulars

Welcome Mohd Syafiq bin Hj Badar
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 :	01093161
Name :	Mohd Syafiq bin Hj Badar
Nationality :	BRUNEI DARUSSALAM
Date of Birth :	04/04/1997

• Please verify that all information above is correct.

Proceed



Your personal particulars will be display. Please verify that your personal particulars is correct.

**Note: If there is any discrepancies in your personal particulars displayed. Please check with Department of Immigration and National Registration (DINR)*

2.10 Click "**Proceed**"

Proceed

STEP 2 : RENEW SERVICES

General Information

Applicant's Particulars

* Authorized for Business (Yes) / Person (No): Yes No
Please select "Yes" for Audit application, Liquidation and request for co-operative document Please select "No" for registration of co-operative (Form A)

* Name :

* Identification Type : Yellow IC Green IC Purple IC Passport

* NRIC No. :

* Nationality :

* Gender : Female Male

* Date of Birth :

Designation :

* Address Type : Local Foreign

* Address :

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

* Country :

State :

District :

Contact

Office Telephone No. : Example: 673-9999999

* Mobile No. : Example: 673-9999999

Receive SMS Notification : Yes No

Fax No. : Example: 673-9999999

Email : Example: mail@hotmail.com

Mobile No. : Example: 673-9999999

Receive SMS Notification : Yes No

Email : Example: mail@hotmail.com

Receive Email Notification : Yes No

Client's detail

* Name :

* Mobile No. : Example: 673-9999999

* Receive SMS Notification : Yes No

* Email : Example: mail@hotmail.com

* Receive Email Notification : Yes No

2.11 Fill in all of the "**General Information**"

2.12 Click "**Proceed**"

