

Steps on How to Apply Industrial Land & Ready-Built Factory



لهباك كماجوان ايكونو مي بروني

THE BRUNEI ECONOMIC DEVELOPMENT BOARD

About The InSiteAPS Guidelines

This document presents information about Industrial Site Application Processing System (InSiteAPS) and provides guidance and tips on how to apply



Second Edition | June 2021 Copyright © 2021 Brunei Economic Develoment Board Step 1: Go to BEDB website at www.bedb.gov.bn

Step 2: Click 'Find A Space'



Step 3: Click 'How to Apply'



Step 4: Read the 'Eligibility Criteria' to find out if your company is eligible

Eligibility Criteria

🚹 Land

- Locally incorporated Sdn Bhd
- Up to 100% foreign ownership

Ready-Built Factory

- Open to Sole Proprietorship, Partnership and Sdn Bhd registered under the Business Names Act and Companies Act (Chap 39)
- Owner(s)/Shareholders must be 100% Yellow IC holder
- Maximum up to 2 units only for Sole Proprietorship and Partnership

Youth Ground;

- Owner(s)/Shareholders must be of age 18 35
- Owner(s)/Shareholders must be 100% Yellow IC holder
- Open to Sole Proprietorship and Sdn Bhd businesses
- New startups and existing businesses are welcome to apply

🖉 Other Criteria

- Activity must be suitable and matches the purpose of the Land / Ready-Built Factory use (such as manufacturing, processing and value-added activities)
- Registered with JobCentre Brunei
- Registered and update business information with Online Business Reporting
- For existing tenant, applicant must have a valid and no breach of lease/tenancy agreement, and have no outstanding lease/rental fee and utilities (including electricity)
- Employment status: current & future local workforce (meeting minimum ratio based on industry sectors)
- Audit & tax returns status: regular audit, updated filing, tax paid (for Sdn Bhd)

Step 5: Ensure you prepare the '**Required Information**' before applying

Required information

Financial Information

• Audited and/or Management Account for the past 3 years (Balanced Sheet, Profit & Loss and Cashflow Statement)

• Projected Financial Account for the next 10 years

Upload Documents

- Shareholders/Owner's Identification Card
- Incorporation/Registration Certificate
- Shareholders' Certificate (for Sdn Bhd)
- Latest Annual Return (for Sdn Bhd)
- Tax Filling Receipts for the past 3 years from Revenue Division (for Sdn Bhd)
- Latest Form X
- Organization Structure
- Company Profile
- JobCentre Screenshot

Business Reporting Screenshot (Register at www.business.gov.bn/SitePages/OBR.aspx)

Proposed Layout Plan/Approve As Built Plan

Additional for Ex-TOL

- Approval Letter from Land Department, Ministry of Development
- Site Survey Plan from Survey Department, Ministry of Development

 $\boldsymbol{\cdot}$ Latest Receipt of Land Tax Payment from Land Department, Ministry of Development

Step 6: Click 'APPLY'

APPLICATION	
Aii iand & ready-built factory can apply through insiteAPS (industrial site Applicate	on Processing System)

Step 7: Click 'Register Here'



Step 8: Complete Registration Form and click '**Register**' to submit

Note: Please confirm your Business Entity (e.g. Sdn Bhd or Sole Proprietorship) and if you are an Ex-TOL (previously under the authority of TOL, Land Department)

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Step 9: Check your email to Verify Email Address



Dear Sha'adiq Hamid,

Thank you for registering with DARe.

Please verify your account and confirm your email address by clicking the link below.



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Step 10: Login using your ROCBN No./Email and Password



Step 11: Read and agree on the Terms & Conditions and Privacy Policy, click '**Submit**'

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Step 12: Home – click 'Company Details' to complete Step 1

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Step 13: Complete Company Details and Upload Attachments Required

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	*4. Organization Structure		Choose File No file chosen
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	*5. Company Profile		Choose File No file chosen
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Step 14: Once complete, click 'Save Step 1' and proceed to Step 2: Application Forms

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Step 15: Step 2 – Application Forms

(i) If you are a new applicant, please click 'here'



For new applicant, application forms as per below:

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(ii) If your business/company is an existing tenant under DARe or previously under the authority of BINA, BEDB and TOL, Land Department, please add your existing tenancy details

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	Version 3.0.0 @2021 Developed by Nextadoud Tech	nologies Sdn Bhd. All Rights Reserved.	Terms and Conditions Privacy Policy

Click 'Add', to fill in your existing tenancy

Once complete, click 'Save' to proceed

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For existing tenant, application forms as per below:



Step 16: Complete Application Form, Financial Information and Attachments Required (page 1–4)

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Step 17: Once complete (page 1–4), click 'View All & Submit'

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InSiteAPS	Guidelines

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application form.		, , ,			, , , ,
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Cashflow Statement					
*Cash at the beginning of the year	2.00	2.00	2.00	2.00	2.00
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Step 18: After successfully submitted, application will appear on your Home page 'Your Current Application' under status 'Submitted'

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Thank you for your submission!

Business Assessment team will contact you accordingly, should there be any further enquiries.

For general enquiries, please do not hesitate to contact







InSiteAPS Guidelines 2021

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