

No. S 85

**EMPLOYMENT AGENCIES ORDER, 2004**

**EMPLOYMENT AGENCIES (FORMS, FEES AND MISCELLANEOUS PROVISIONS)  
REGULATIONS, 2004**

**ARRANGEMENT OF REGULATIONS**

**Regulation**

1. Citation and commencement.
2. Application for grant or renewal of licence.
3. Form of licence.
4. Records.
5. Fees.

**FIRST SCHEDULE — FORMS**

**SECOND SCHEDULE — FEES**

**EMPLOYMENT AGENCIES ORDER, 2004**

**EMPLOYMENT AGENCIES (FORMS, FEES AND MISCELLANEOUS PROVISIONS)  
REGULATIONS, 2004**

In exercise of the power conferred by subsection (1) of section 33 of the Employment Agencies Order, 2004, the Minister of Home Affairs, with the approval of His Majesty the Sultan and Yang Di-Pertuan, hereby makes the following Regulations —

**Citation and commencement.**

1. These Regulations may be cited as the Employment Agencies (Forms, Fees and Miscellaneous Provisions) Regulations, 2004 and shall commence on the same day as the Employment Agencies Order, 2004.

**Application for grant or renewal of licence.**

2. (1) An application under subsection (1) of section 7 of the Order for the grant of a licence shall be in Form 1 of the First Schedule and shall also contain such other information as the Commissioner may require.

(2) An application under section 12 of the Order for renewal of a licence shall be in Form 2 of the First Schedule and shall also contain such other information as the Commissioner may require.

**Form of licence.**

3. A licence granted or renewed under the Order shall be in Form 3 in the First Schedule.

**Records.**

4. Records required to be maintained under section 24 of the Order shall be in Form 4 and Form 5 of the First Schedule and shall include such other records as the Commissioner may require.

**Fees.**

5. An applicant for the grant or renewal of a licence shall pay the fees prescribed in the Second Schedule.

FIRST SCHEDULE

(regulations 2(1) and  
(2), 3 and 4)

FORM 1  
EMPLOYMENT AGENCIES ORDER, 2004  
APPLICATION FOR GRANT OF LICENCE

1. Status of applicant —

Individual / partnership / limited company

2. Particulars of applicant —

(i) Name : Mr / Miss / Mrs / Messrs .....

.....

(ii) Residential address : .....

.....

..... Tel : .....

(iii) Present employment or business : .....

.....

(iv) Identity Card no. : .....

(v) Whether undischarged bankrupt : Yes / No

(vi) Whether convicted of any offence : Yes / No

Details of conviction : .....

Penalty : .....

3. Particulars of person in charge of agency —

(i) Name : .....

(ii) Residential address : .....

- (iii) Present employment or business : .....
- .....
- (iv) Identity Card no. : .....
- (v) Whether undischarged bankrupt : Yes / No
- (vi) Whether convicted of any offence : Yes / No
- Details of conviction : .....
- Penalty : .....
- 4. Name / intended name of employment agency : .....
- .....
- 5. Place / intended place of business of employment agency : .....
- .....
- .....
- .....
- 6. If applicant is a limited company, please state —
  - (i) Paid up capital : .....
  - (ii) Percentage of shares held by citizens of Brunei Darussalam : .....
  - .....
- 7. Date intended to commence business : .....
- 8. Date first commenced business : .....

I do solemnly and truly declare that the facts stated in this application are correct to the best of my knowledge and belief and I undertake to carry on the business in a morally irreproachable manner.

I undertake that I will place a cash bond and provide a surety bond for the issue of a licence as required by the Order.

.....  
(Signature of applicant)

Name : .....

Designation : .....

Date : .....

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**For official use only –**

Date received : .....

Checked by : .....

Date applicant interviewed : .....

Date premises inspected : .....

Licence approved / refused : .....

Licence no. : .....

FORM 2  
EMPLOYMENT AGENCIES ORDER, 2004

APPLICATION FOR RENEWAL OF LICENCE

Name of applicant : .....

Address of applicant : .....

.....

..... Tel. No. : .....

Identity Card no. : .....

Name of employment agency : .....

Address of employment agency : .....

..... Tel. No. : .....

Present licence no. : .....

Date of expiry of present licence : .....

.....  
*(Signature of applicant)*

Name : .....

Designation : .....

Date : .....

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**For official use only –**

Date received : .....

Checked by : .....

Date applicant interviewed : .....

Date premises inspected : .....

Licence approved / refused : .....

Licence no. : .....

FORM 3

LICENCE NO. : .....

EMPLOYMENT AGENCIES ORDER, 2004

LICENCE TO CARRY ON BUSINESS OF EMPLOYMENT AGENCY

*(issued under section 7(1) / section 12 of the Employment Agencies Order, 2004)*

(1) ..... of .....  
*(Name of person / partnership / company) (Address)*

.....

is hereby licensed under the provisions of the Employment Agencies Order,  
2004 to carry on at .....

.....  
*(situation of the premises)*

the business of an employment agency.

- (2) This licence is issued subject to the provisions of the Employment Agencies Order, 2004 and all regulations made thereunder.
- (3) This licence is valid for the period of 2 years from the date of issue.

.....  
*Commissioner of Labour*

Date of issue : .....

**FORM 4**  
**EMPLOYMENT AGENCIES ORDER, 2004**  
**REGISTER OF APPLICANTS FOR EMPLOYMENT**

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

Serial number	Date of registration	Particulars of applicants						Fees received			Details of employment secured		
		Name and address	Identity Card no.	Date of birth	Sex	Race	Qualifications and experience	Registration	Placement	Date employed	Name and address of employer	Wage /salary per month	Occupation



FORM 5  
EMPLOYMENT AGENCIES ORDER, 2004

RECORDS OF VACANCIES RECEIVED

Serial number	Name and address of employer	Nature of business	Name of vacancy	Number of vacancies	Date vacancy notified	Place of work	Terms and conditions of employment	Qualifications and experience required	Number engaged

SECOND SCHEDULE

(regulation 5)

FEES

On application for grant of licence	\$ 500
On application for renewal of licence	\$ 500

Made this 10th. day of Zulkaedah, 1425 Hijriah corresponding to the 22nd. day of December, 2004.

PEHIN ORANG KAYA JOHAN PAHLAWAN  
DATO PADUKA HAJI AWANG ADANAN BIN  
BEGAWAN PEHIN SIRAJA KHATIB  
DATO SERI SETIA HAJI MOHD. YUSOF  
Acting Minister of Home Affairs,  
Brunei Darussalam.