

No. S 10

EMERGENCY (TABUNG AMANAH PEKERJA) ORDER, 1992

TABUNG AMANAH PEKERJA RULES, 1999

In exercise of the powers conferred by section 38(2) of the Emergency (Tabung Amanah Pekerja) Order, 1992, the Lembaga Tabung Amanah Pekerja has made the following Rules –

GENERAL

- Citation.** 1. These rules may be cited as the Tabung Amanah Pekerja Rules, 1999.
- Interpretation.** 2. (1) In these Rules, unless the context otherwise requires –
- “approved bank” means a bank which has been approved by the Board to receive contribution payments for the purposes of rule 10 ;
- “approved computer programme” means a computer programme which has been either designed and approved, or approved, by the Board.
- (2) A reference in these Rules to a form followed by a code number is a reference to the appropriate form contained in the Schedule.
- Schedule.**

REGISTRATION OF EMPLOYERS

- Registration of employers.** 3. (1) Every employer shall, before the end of the first week in the first month in which he is paying wages in respect of which he is required to pay contributions under the Order or regulations under the Order, register with the Board by submitting to the Board Form TAP 01.
- (2) Any employer who contravenes the provisions of paragraph (1) shall be guilty of an offence.
- (3) Where any person ceases to be an employer, within the meaning of the Order, he shall, within thirty days of such cesser, notify the Board of the same in writing.
- (4) Any person who contravenes the provisions of paragraph (3) shall be guilty of an offence.
- Different registrations allowed.** 4. An employer may register with the Board for –
- (a) different categories of employees ; and

(b) different locations of his company,

up to a maximum of eight registrations altogether.

5. An employer who is required to register under rule 3 shall give the particulars as required in the form and may be required to produce such documentary evidence as the Board may consider necessary to support the accuracy of any particular submitted.

Particulars  
required.

### REGISTRATION OF EMPLOYEES

6. (1) Every employer shall register all his employees for whom contributions are required with the Board.

Registration of  
employees.

(2) An employer who fails to register his employees with the Board as required by paragraph (1) shall be guilty of an offence.

7. Application for registration shall be in Form TAP 03.

Application for  
registration.

8. A member whose registration has been accepted by the Board shall be sent a registration card in Form TAP 05 which he shall produce whenever he requires any of the Board's services.

Registration  
card.

9. A member who has received two registration numbers shall forthwith inform the Board of this fact and the Board shall withdraw one of the registration numbers.

Two  
registrations.

### PAYMENT OF CONTRIBUTIONS

10. (1) All payments of contributions shall be made by submitting Form TAP 02 together with such payments or using computer tapes and diskettes using an approved computer programme with Form TAP 02.

Forms of  
payment.

(2) Payment shall be made in cash or by crossed cheque, postal order or money order payable to the Managing Director of Tabung Amanah Pekerja.

(3) An employer paying by cheque, postal order or money order shall write his account number at the back of such cheque, postal order or money order.

11. Payment of contributions for each preceding month shall be submitted not later than the 15th of the following month to any of the offices of the Board.

Payment  
received.

12. Payment of contributions for each preceding month sent through the postal service shall be postmarked not later than the 15th of the following month.

Payment by  
post.

**Payment through banks.** 13. Payment of contributions for each preceeding month paid through approved banks shall be received by the banks not later than the 15th of the following month.

**Automatic penalty charges.** 14. Employers whose payments for the proceeding month which are received later than the 15th of the following month shall automatically be charged 1½% of the payment due for every month that the payments are not received in addition to any other penalty which may be charged or a rate of prescribed percentage by the Board to compensate the member for the loss of dividend payments as well as operating cost of the Board, whichever is higher.

**Penalty.** 15. An employer who fails to pay to the Board within the period prescribed in rules 11, 12 and 13 which he is liable to pay under the provisions of the Order shall be guilty of an offence.

**Two employers.** 16. (1) Where an employee is employed by two employers and receiving payments from both, both employers shall be liable to pay contributions and the employee shall be required to pay contributions from both wages.

(2) Notwithstanding paragraph (1), if an employee is employed by two employers but only receiving one wage, he shall be required to pay contributions from that one wage only ; and his employer shall be liable to pay contribution from that one wage only.

**Register of contributions payment.** 17. (1) Every employer shall prepare and furnish statement of wages to each and every employee and the statement of wages shall contain such information as may be prescribed by the Board.

(2) Every employer shall prepare and keep one or more registers containing such information as may be prescribed by the Board and such registers shall be kept for such period that every particular recorded therein shall be available for inspection for not less than six years after the recording thereof.

#### WITHDRAWALS

**Withdrawal forms.** 18. All applications for withdrawals under section 17 shall be made using the following forms –

- (a) Form TAP 55 for withdrawal under subsection (1)(b) of section 17 ;
- (b) Form TAP 50 for withdrawal under subsection (2)(a) of section 17 ;
- (c) Form TAP 20 for withdrawal under subsections (1)(c) and (d) of section 17 ;

- (d) Form TAP 22 for withdrawal under subsection 17(1)(a) of section 17 ;
- (e) Form TAP 24 for withdrawal under subsections (2)(b) and (c) of section 17 ;
- (f) Form TAP 26 for withdrawal under subsection (1)(e) of section 17.

19. All applications for refunds under section 11 shall be made using the following forms –

Withdrawals  
under section  
11.

- (a) Form TAP 02A for employers applying for the adjustment of contributions of payments ;
- (b) Form TAP 12 for pensionable government officers who have been wrongly included in the Fund and other officers who are not eligible to be included in the Fund, applying for the return of their contributions ;
- (c) Form TAP 13 for the refund of contributions wrongly paid.

20. A member who is applying for any form of withdrawal shall give the particulars as required in the forms and may be required to produce such documentary evidence as the Board may consider necessary to support the accuracy of any particular submitted.

Documents  
required.

21. (1) A member who is applying for withdrawal under subsection (2)(b) or (c) of section 17 shall have been a member of the Fund for a minimum period of ten years and has been contributing for at least five of those ten years or has a minimum savings of \$40,000.00, whichever is less.

Housing  
withdrawals.

(2) The value of the house for which a member is applying withdrawal for shall be determined by the Board.

(3) The value of the cost of a house may include payment for legal charges but shall not include the cost of the land, the cost of developing the same and any other preconstruction cost.

22. A member who is applying for withdrawal under subsection (2)(b) of section 17 of the Principal Order may apply for a withdrawal of a payment of 10% of the total cost of the purchase price of a house if the cost of the house is valued at \$150,000.00 and above or 15% of the total cost of the purchase price of a house if the cost of the house is valued at below \$150,000.00, or the amount standing to the credit of such member, whichever is less.

Withdrawal  
under section  
17(2)(b).

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

---

Withdrawal  
under section  
17(1)(e).

23. (1) Where a member who has received payments for withdrawal under subsection (1)(e) of section 17 is subsequently found to be living in Brunei Darussalam or working in Brunei Darussalam, he shall be guilty of an offence.

(2) Such member shall be required to return the amount of money that he has withdrawn and all the dividend payments that would have been paid to him if he has not withdrawn such amount and the administration cost of processing his application in addition to any penalty that may be imposed on him.

(3) The amount of money that is returned together with the dividend payments that would have been paid to him if he has not withdrawn such amount shall be returned to his account.

Withdrawal  
under section  
17(1)(b).

24. Where a member who has withdrawn under subsection (1)(b) of section 17 is subsequently engaged in any employment and elects to pay monthly contributions to the Fund as stated in subsection (4)(b) of section 17, he shall not withdraw the amount standing to his credit in the Fund until after a lapse of one year from the period of further employment.

Collection of  
withdrawal  
payments.

25. (1) All payments of withdrawals approved shall be collected from the stated Board's office by the member who applied for the withdrawal.

(2) No collections are allowed by anyone other than the member himself unless the payments made are withdrawals under subsection (1)(a) of section 17 of the Order or the payments made are for withdrawals under subsections (1)(c) and (d) of section 17 of the Order and the member is certified incapacitated or unable to come to collect the payments himself.

(3) Notwithstanding paragraph (1), a member may apply to the Board for payments to be paid to his own bank's account or posted to him at his address and the Board shall not be held responsible for any loss or non-receipt of the payments.

MISCELLANEOUS

Fee for services  
under section  
24(3).

26. The prescribed fee for application of information under subsection (3) of section 24 is \$50.00 for every member for which an employer is seeking information on.

Prescription of  
forms.

27. The forms contained in the Schedule shall be used in all cases to which they are applicable, and shall be modified as directed by the Board to meet other cases.

SCHEDULE  
(forms)

(rule 27)



Borang TAP 01

LEMBAGA TABUNG AMANAH PEKERJA

BORANG MAKLUMAT MAJIKAN

<p>Untuk Kegunaan Pejabat</p> <p>Nombor Majikan: <input style="width: 100%;" type="text"/></p>	<p>Maklumat di borang ini adalah</p> <p><input type="checkbox"/> 01 Maklumat Borang Baru</p> <p><input type="checkbox"/> 02 Maklumat Pemindaan</p> <p>Tarikh: <input style="width: 100%;" type="text"/></p>
<p><b>Pendaftaran Syarikat</b></p> <p>Nombor Rujukan: <input style="width: 100%;" type="text"/></p> <p>Tarikh Pendaftaran: <input style="width: 100%;" type="text"/></p> <p>Bilangan Pekerja: <input style="width: 100%;" type="text"/></p> <p><b>Taraf Perniagaan</b></p> <p><input type="checkbox"/> 01 Pemilik Tunggal (Sole Ownership)</p> <p><input type="checkbox"/> 02 Syarikat Berhad (Limited Company)</p> <p><input type="checkbox"/> 03 Perkongsian (Partnership)</p> <p><input type="checkbox"/> 04 Lain - Lain (Others) iaitu <input style="width: 100%;" type="text"/></p>	<p><b>Jenis Perniagaan (Tandakan satu sahaja)</b></p> <p><input type="checkbox"/> 01 Pertanian, Perhutanan, Perikanan</p> <p><input type="checkbox"/> 02 Minyak dan Gas</p> <p><input type="checkbox"/> 03 Perusahaan Kayu dan Kilang Papan</p> <p><input type="checkbox"/> 04 Lombong, Kuari &amp; Pembuatan</p> <p><input type="checkbox"/> 05 Pembinaan Jalanraya &amp; Bangunan</p> <p><input type="checkbox"/> 06 Pemborong &amp; Penjualan Runcit</p> <p><input type="checkbox"/> 07 Hotel, Restoran &amp; Kedai Kopi</p> <p><input type="checkbox"/> 08 Pengangkutan &amp; Perhubungan</p> <p><input type="checkbox"/> 09 Kewangan, Insurans &amp; Perkhidmatan</p> <p><input type="checkbox"/> 10 Perkhidmatan Masyarakat</p>
<p><b>Nama Syarikat:</b> <input style="width: 100%;" type="text"/></p> <p><b>Alamat Perniagaan Yang Didaftarkan:</b> <input style="width: 100%;" type="text"/> <b>Poskod:</b> <input style="width: 100%;" type="text"/></p> <p><b>Alamat Pos Perniagaan:</b> (Jika berlainan dari di atas) <input style="width: 100%;" type="text"/> <b>Poskod:</b> <input style="width: 100%;" type="text"/></p> <p><b>Tempat Perniagaan:</b> (Jika berlainan dari di atas) <input style="width: 100%;" type="text"/> <b>Poskod:</b> <input style="width: 100%;" type="text"/></p>	
<p><b>Pengakuan Pemilik Perniagaan atau Rakan Pengurus atau Pengarah atau Setiausaha</b></p>	
<p><b>Nama:</b> <input style="width: 100%;" type="text"/> <b>Nombor K/P atau Pasport:</b> <input style="width: 100%;" type="text"/></p> <p><b>Jawatan:</b> <input type="checkbox"/> Pemilik Tunggal <input type="checkbox"/> Rakan Pengurus (Partner)</p> <p>(landakan satu) <input type="checkbox"/> Pengarah Urusan <input type="checkbox"/> Pengurus</p> <p><input type="checkbox"/> Setiausaha Syarikat <input type="checkbox"/> Lain - Lain iaitu <input style="width: 100%;" type="text"/></p>	
<p><b>Alamat Kediaman:</b> <input style="width: 100%;" type="text"/> <b>Poskod:</b> <input style="width: 100%;" type="text"/></p> <p><b>Nombor Telefon di Rumah dan di Pejabat</b></p> <p>Rumah: <input style="width: 100%;" type="text"/></p> <p>Pejabat: <input style="width: 100%;" type="text"/></p>	<p><b>Cop Resmi Syarikat:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p><b>Tandatangan:</b> <input style="width: 100%;" type="text"/></p>	



**BORANG TAP 02A  
TAP 02A FORM**

**LEMBAGA TABUNG AMANAH PEKERJA  
PERMOHONAN PENYELARASAN CARUMAN  
BAB 11 PERINTAH DARURAT (TABUNG AMANAH PEKERJA) 1992**

<b>BUTIR-BUTIR MAJIKAN EMPLOYER'S PARTICULARS</b>	
Nombor Akaun Majikan: <i>Employer's Account Number:</i>	
Nama Majikan: <i>Employer's Name:</i>	

<b>BUTIR-BUTIR AHLI MEMBER'S PARTICULARS</b>	
Nama Ahli: <i>Member's Name:</i>	
Nombor Akaun Ahli: <i>Member's Account Number:</i>	
Nombor Kad Pengenalan Ahli: <i>Member's Identification Card Number:</i>	

<b>BUTIR-BUTIR PENYELARASAN CARUMAN CONTRIBUTION'S ADJUSTMENT PARTICULARS</b>		
Keterangan <i>Details</i>	dr	cr
Caruman Bulan ..... Tahun ..... dikurangkan kerana: <i>Contribution for the Month of ..... Year ..... is deducted because:</i>		
Jumlah yang dikurangkan dimasukkan ke dalam caruman Bulan ..... Tahun ..... <i>The deducted amount is credited into the contribution for the Month of ..... Year .....</i>		
Jumlah: Total:		

Tandatangan Majikan atau Pegawai Yang Diberikuasa dan Cop Majikan:  
*Employer's Signature or Authorised Officer and .....  
Employer's Stamp:*

Nama Yang Menandatangani:  
*Name of Signatory:* .....

Tarikh:  
*Date:* .....



Nota:

*Notes:*

1. Borang ini hanya digunakan untuk penyesuaian caruman satu Nombor Akaun Majikan dan Nombor Akaun Ahli sahaja.
1. *This form is used for adjusting the contribution of one Employer's Account Number and one Member's Account Number only.*
2. Penyesuaian yang melibatkan Nombor Akaun yang melebihi daripada satu hendaklah dipohonkan secara bertulis.
2. *Adjustment which involves multiple Account Numbers should be applied in writing.*
3. Permohonan penyesuaian untuk mengurangkan caruman yang telah terlebih bayar hanya akan dibenarkan sekiranya tarikh permohonan berkecualan tidak melebihi satu tahun daripada tarikh caruman berkecualan dibayar, atau jika ahli yang berkaitan dengannya belum lagi membuat pengeluaran.
3. *Adjustment application for deduction of overpaid contribution will only be permitted if the date of that application does not exceed one year from the date that contribution was paid, or if the member in respect of whom it was paid has withdrawn it.*



Borang TAP 03

**LEMBAGA TABUNG AMANAH PEKERJA  
BORANG PENDAFTARAN AHLI**

Diisikan oleh Ahli Nombor Majikan	Diisikan oleh TAP Nombor Akaun Ahli
--------------------------------------	--

Tarikh :  /  / 19 **Maklumat Peribadi**

*Sila pastikan bahawa butir-butir yang diisikan di bawah ini adalah selaras dengan yang terdapat di Kad Pengenalan.  
(Salinan Kad Pengenalan hendaklah disertakan bersama borang ini.)*

Nama Ahli  
(Seperti di Kad Pengenalan) Jantina: Lelaki:  Perempuan:  Taraf Kelamin: Bujang:  Kahwin:  Janda:  Duda: Nombor Kad Pengenalan:  Warna:  Tarikh Lahir:  /  / 19 Jawatan:  Gaji Sebulan: Alamat Kediaman:  Poskod Alamat Persuratan:  
(jika berlainan dari diatas)  Poskod No Telefon di Alamat Kediaman  -  No Telefon Yang Senang Dihubungi  - **Pengakuan Ahli / Pencarum**

Saya mengesahkan bahawa semua keterangan yang saya berikan di atas adalah keterangan yang lengkap dan betul.

Tandatangan **Cap Ibu Jari Ahli Diperlukan Untuk Keselamatan**

Cap ibujari kanan ahli

**Pengakuan Saksi**

*Saksi hendaklah terdiri daripada majikan ataupun pegawai-pegawai yang diberi kuasa oleh majikan tersebut.*

Saya mengesahkan bahawa semua keterangan yang diberikan di atas adalah keterangan yang lengkap dan betul.

Nama Saksi:  Nombor Kad Pengenalan atau Paspot Jawatan:  Warganegara: Kod Majikan: 

Cop Resmi Majikan:

Nama Majikan: Tandatangan

CARA-CARA MENGISI BORANG

A. MAKLUMAT PERIBADI

Ahli hendaklah mengisi bahagian ini dengan lengkap dan tepat.

B. PENGAKUAN AHLI

Ahli adalah dikehendaki menandatangani borang ini.

C. CAP IBUJARI AHLI

Cap ibujari Ahli adalah perlu bagi tujuan keselamatan.

D. PENGAKUAN SAKSI

Majikan hendaklah mengisi bahagian ini dengan lengkap berserta dengan cap Resmi Majikan.



## LEMBAGA TABUNG AMANAH PEKERJA

## BORANG MAKLUMAT PERIBADI AHLI/PENCARUM SELEPAS UMUR 55 TAHUN

Diisikan oleh Ahli Nombor Majikan	Diisikan oleh TAP Akaun Ahli
--------------------------------------	---------------------------------

Maklumat di borang ini adalah

01 Maklumat Borang Baru

02 Maklumat Pemindaan

Tarikh:  /  /  19

## Maklumat Peribadi

1. Jika awda mempunyai kad keahlian TAP, sertakan salinan kad tersebut dan kembalikan borang ini dengan tandatangan sahaja. Walau bagaimanapun jika maklumat peribadi adalah berlainan, isikan borang ini dan kembalikan bersama salinan keahlian TAP.

2. Jika awda belum pernah mencarum, isikan borang ini dan kembalikan bersama salinan kad pengenalan awda.

Nama Ahli:

(Seperti di kad pengenalan)

Jantina:  Lelaki  Perempuan Status:  Bujang  Kahwin  Janda/Duda

Nombor Kad Pengenalan:  Warna:  Tarikh Lahir:  /  / 19

Alamat Kediaman:

Poskod:

Alamat Persuratan:

(Jika Berlainan dari di atas)

Poskod:

Telefon di Alamat Kediaman:  -

## Pengakuan Ahli/Pencarum

Saya mensahkan bahawa mengikut Bab 17(4)(ii) dari Perintah Darurat (Tabung Amanah Pekerja) 1992, saya ingin mencarum semula di Tabung Amanah Pekerja dan semua keterangan di atas adalah lengkap dan betul.

Cap ibujari ahli:

Tandatangan: 

## Pengakuan Saksi

Saksi hendaklah terdiri daripada majikan ataupun pegawai-pegawai yang dibenarkan oleh majikan tersebut.

Saya mensahkan bahawa semua keterangan-keterangan yang diberikan di atas adalah keterangan yang lengkap dan betul.

Nama Pegawai:  Nombor K/P atau Pasport:

Jawatan:  Pemilik Tunggal  Rakan Pengurus (Partner)

(tandakan satu)  Pengarah Urusan  Pengurus

Setiausaha Syarikat  Lain - Lain iaitu

Kod Majikan: 

Cop Resmi Majikan:

Nama Majikan: Tandatangan:



BORANG TAP05

تابونغ امانه پكردجا

**TABUNG AMANAH PEKERJA**  
 Tingkat 5, Bangunan IBB  
 Jalan Pemancha, BSB BS8710  
 Negara Brunei Darussalam  
 Tel: 02-235323 -235331 Fax: 02-235322

**Kad Akaun Ahli**  
*Member's Account Card*

Nama Ahli: <i>Member's Name:</i>	
Nombor Kad Pengenalan: <i>Identification Number:</i>	
Alamat Persuratan Ahli: <i>Member's Correspondence Address:</i>	
Nombor Rujukan Borang Pendaftaran: <i>Registration Form Reference Number:</i>	

Ahli di atas telah pun didaftarkan dengan Tabung Amanah Pekerja dengan nombor akaun berikut. Nombor akaun ini hendaklah dinyatakan di dalam semua perhubungan dengan Tabung Amanah Pekerja.

*The above member has been registered with Tabung Amanah Pekerja with the following account number. This account number must be stated in all communications with Tabung Amanah Pekerja.*

Nombor Akaun: <i>Account Number:</i>	
---	--

Disahkan bagi pihak Pengarah Urusan: <i>Certified on behalf of the Managing Director:</i>	Tandatangan: <i>Signature:</i>	
Tarikh: <i>Date:</i>	Nama: <i>Name:</i>	

Borang TAP 12

**LEMBAGA TABUNG AMANAH PEKERJA  
PERMOHONAN PENGELUARAN DI BAWAH BAB 11  
AKTA TABUNG AMANAH PEKERJA, 1992  
(Pengembalian Caruman Kakitangan Kerajaan Bukan Ahli TAP)**

**BAHAGIAN 1 Butir-Butir Kakitangan Memohon Pengeluaran**

Nama : .....  
 Nombor Kad Pengenalan: ..... Warna : .....  
 Jawatan : .....  
 Jabatan : .....  
 Saya yang bernama di atas dengan ini memohonkan pengembalian caruman kerana saya bukan ahli Tabung Amanah Pekerja sebagaimana menurut surat keliling Jabatan Perdana Menteri bilangan 22/1992. Bersama-sama ini disertakan salinan bergambar kad pengenalan, surat lantikan dan salinan-salinan slip gaji saya\* untuk tindakan selanjutnya.  
 Tarikh : ..... Tandatangan : .....

**BAHAGIAN 2 Pengesahan Ketua Jabatan**

1. Jabatan ini mengesahkan bahawa kakitangan di atas adalah bukan ahli Tabung Amanah Pekerja sebagaimana mengikut surat keliling Jabatan Perdana Menteri bilangan 22/1992. Walau bagaimanapun simpanan telahpun dilakukan daripada gaji beliau daripada bulan ..... 199..... sehingga bulan ..... 199..... sepertimana salinan-salinan keterangan berikut yang disertakan:

- o Slip Gaji / Wages Sheet / Payment Voucher\*
- o Penyata Potongan (Abatement Statement)\*
- o Borang Potongan TAP 02\*

2. Sehubungan dengan ini, tindakan telahpun dilakukan bagi memberhentikan potongan TAP daripada gaji beliau pada ..... 199..... seperti salinan bergambar borang gaji 01 Jabatan Perbendaharaan / salinan wages sheet terakhir yang disertakan bersama-sama ini.

Nama : .....  
 Jawatan : .....  
 Jabatan : .....  
 Tarikh : ..... Tandatangan : .....

Cap Rasmi Jabatan:

*Mana-mana orang yang dengan mengetahui membuat sebarang pernyataan palsu atau mengemukakan atau dengan mengetahui membenarkan untuk dikemukakan atau diberi sebarang dokumen yang diketahuinya palsu dalam suatu butir mustahak adalah melakukan kesalahan di bawah Bab 23, Akta Tabung Amanah Pekerja, 1992.*

*Potong jika tidak berkenaan*

**UNTUK KEGUNAAN TABUNG AMANAH PEKERJA SAHAJA**

---

**PENELITIAN KERANI MENERIMA**

Permohonan disertakan dengan dokumen-dokumen berikut:-

- ( ) Salinan kad pengenalan / Nombor & Warna: .....
- ( ) Salinan surat lantikan / Lantikan perkhidmatan: .....
- ( ) Salinan slip gaji / Jumlah bulan & gaji dipotong: .....
- ( ) Salinan wages sheet / Jumlah bulan & gaji dipotong: .....
- ( ) Salinan payment voucher / Jumlah bulan & gaji diptong: .....
- ( ) Penyata potongan / Jumlah bulan & gaji dipotong: .....
- ( ) Borang TAP 02 / Jumlah bulan & gaji dipotong: .....
- ( ) Borang Gaji O1 / Potongan diberhentikan pada: .....
- ( ) Salinan wages sheet terakhir / Potongan diberhentikan pada: .....

Tarikh : ..... Tandatangan : .....

**PENELITIAN MELALUI DATA-DATA KOMPUTER**

Permohonan diteliti melalui komputer dan butir-butir disahkan seperti berikut:-

- ( ) Namanya betul : .....
- ( ) Kad pengenalan betul : .....
- ( ) Jumlah caruman yang perlu dikembalikan : \$ .....
- ( ) Jumlah bulan dikenakan potongan : .....
- ( ) Bulan potongan diberhentikan : .....

Tarikh : ..... Tandatangan : .....

**KEBENARAN KETUA UNIT PERKHIDMATAN AHLI**

Dibenarkan / Tidak dibenarkan untuk prosis pembayaran:-

Tarikh : ..... Tandatangan : .....

**PENGESAHAN PENERIMAAN**

Bilangan Cek & Jumlah : .....

Cek dikeluarkan pada : .....

Tarikh : ..... Tandatangan : .....

**LEMBAGA TABUNG AMANAH PEKERJA**

**Bayaran Balik Bayaran Caruman TAP**  
*(Bab 11, Akta Tabung Amanah Pekerja, 1992)*

<b>1. KETERANGAN MAJIKAN / AHLI</b> Nama Majikan : <input style="width: 400px; height: 20px;" type="text"/> No. Majikan : <input style="width: 300px; height: 20px;" type="text"/> Nama : <input style="width: 500px; height: 20px;" type="text"/> No K.P. : <input style="width: 100px; height: 20px;" type="text"/> No Akaun : <input style="width: 200px; height: 20px;" type="text"/>	
<b>2. KETERANGAN CARUMAN YANG DIPOHONKAN BAYARAN BALIK</b>	
<b>i. CARUMAN PEKERJA</b> Caruman bagi bulan : ..... Jumlah caruman yang telah dibayar : \$..... Caruman sepatutnya : \$..... Jumlah yang dipohonkan bayaran baliknya : \$..... Bayaran balik akan diterima oleh : ..... Sebab-sebab bayaran balik dikehendaki : ..... ..... Tandatangan Ahli/Majikan : .....	
<b>ii. CARUMAN MAJIKAN</b> Caruman bagi bulan : ..... Jumlah caruman yang telah dibayar : \$..... Caruman sepatutnya : \$..... Jumlah yang dipohonkan bayaran baliknya : \$..... Bayaran balik akan diterima oleh : ..... Sebab-sebab bayaran balik dikehendaki : ..... ..... Tandatangan Majikan : .....	
<b>3. UNTUK KEGUNAAN MAJIKAN</b> Cop Majikan : <div style="border: 1px solid black; width: 200px; height: 100px; margin: 10px auto;"></div>	<b>4. UNTUK KEGUNAAN JABATAN TABUNG AMANAH PEKERJA</b> i. Bayaran balik diluluskan/tidak diluluskan ii. Tandatangan : ..... iii. Tarikh : .....





Borang TAP 22

LEMBAGA TABUNG AMANAH PEKERJA

PERMOHONAN PENGELUARAN DI BAWAH BAB 17(1)(a)  
PERINTAH DARURAT (TABUNG AMANAH PEKERJA), 1992  
(Permohonan Pengeluaran oleh Waris Ahli)

**BAHAGIAN 1** *Butir-Butir Waris Keluarga Memohon Pengeluaran*

Nama : .....

Nombor Kad Pengenalan : ..... Warna : .....

Alamat : .....

.....

.....

.....

Saya yang bernama di atas dengan ini memohonkan supaya simpanan bagi ahli yang bernama di bawah dikeluarkan kerana beliau telah meninggal dunia. Salinan kad pengenalan saya berserta dengan sijil kematian/surat pentadbir pusaka adalah saya sertakan bersama-sama ini untuk tindakan selanjutnya.

Tarikh : ..... Tandatangan : .....

**BAHAGIAN 2** *Butir-Butir Ahli Yang Meninggal Dunia*

Nama : .....

Nombor Kad Pengenalan : ..... Warna : .....

Nombor Akaun TAP : .....

Alamat : .....

.....

.....

.....

**Nota:**

1. Sila hubungi semula Unit Perkhidmatan Ahli, Tabung Amanah Pekerja dalam masa empat minggu selepas menghadapkan permohonan ini untuk mendapatkan bayaran.
2. Mana-mana orang yang dengan mengetahui membuat sebarang pernyataan palsu atau mengemukakan atau dengan mengetahui membenarkan untuk dikemukakan atau diberi sebarang dokumen yang diketahuinya palsu dalam suatu butir mustahak adalah melakukan kesalahan di bawah Bab 23, Perintah Darurat (Tabung Amanah Pekerja), 1992.

---

**UNTUK KEGUNAAN TABUNG AMANAH PEKERJA SAHAJA**

---

*PENELITIAN KERANI MENERIMA*

Permohonan disertakan dengan dokumen-dokumen berikut:-

( ) Salinan kad pengenalan pemohon / Nombor & Warna: .....

( ) Salinan sijil kematian ahli: .....

( ) Salinan surat pentadbir pusaka: .....

Tarikh : ..... Tandatangan : .....

---

*PENELITIAN MELALUI DATA-DATA KOMPUTER/DOKUMEN LAIN*

Permohonan diteliti melalui komputer dan dokumen lain dan butir-butir disahkan seperti berikut (lapuran komputer/salinan dokumen-dokumen dilampirkan dengan borang ini):-

( ) Nama ahli betul : .....

( ) Kad pengenalan ahli betul : .....

( ) Nombor akaun ahli betul : .....

( ) Jumlah caruman yang perlu dikembalikan : \$ .....

Tarikh : ..... Tandatangan : .....

---

*TINDAKAN MAHKAMAH WARIS*

( ) Surat telah dihadapkan kepada mahkamah dengan jumlah simpanan

( ) Surat kepada waris keluarga telah dihadapkan

Tarikh : ..... Tandatangan : .....

---

*KEBENARAN KETUA UNIT PERKHIDMATAN AHLI*

( ) Jumlah simpanan telah dimasukkan ke dalam jadual surat Pentadbir Pusaka

Dibenarkan / Tidak dibenarkan untuk prosis pembayaran bagi pembayaran dilakukan kepada:

( ) Pemohon

( ) Pentadbir Pusaka yang dilantik oleh Mahkamah Waris iaitu : .....

.....

Tarikh : ..... Tandatangan : .....

---

*PENGESAHAN PENERIMAAN*

Bilangan Cek & Jumlah : .....

Cek dikeluarkan pada : .....

Tarikh : ..... Tandatangan : .....

Borang TAP 55  
 Borang TAP 50  
 Borang TAP 24  
 Borang TAP 26



LEMBAGA TABUNG AMANAH PEKERJA  
 BORANG PENGELOUARAN SKIM  
 50 TAHUN/55 TAHUN/KETIDAKUPAYAAN/MENINGGALKAN NEGARA -  
 Bab 17(2)(a) Bab 17(1)(b),(c),(d) DAN (e) PERINTAH DARURAT (TABUNG AMANAH PEKERJA)  
 1992

<p style="text-align: center;">KEGUNAAN TAP SAHAJA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>DOKUMEN-DOKUMEN DISERTAKAN</td><td></td></tr> <tr><td>SALINAN KAD PENGENALAN</td><td></td></tr> <tr><td>SALINAN SURAT BERSARA</td><td></td></tr> <tr><td>LAPORAN PERUBAHAN ASAL</td><td></td></tr> <tr><td>SALINAN SURAT BERHENTI (HK)</td><td></td></tr> <tr><td>VISA/SURAT PENGESAHAN KERAKYATAN NEGARA ASING</td><td></td></tr> <tr><td>TIKET PERJALANAN SEHALA</td><td></td></tr> <tr><td>SURAT KE-BENARAN LETAK JAWATAN</td><td></td></tr> <tr><td>SURAT PENGESAHAN IMIGRESEN PENYERAHAN KERAKYATAN</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">JENIS PEMBAYARAN</td></tr> <tr><td>CEK</td><td></td></tr> <tr><td>NO CEK</td><td></td></tr> <tr><td>TARIKH TERIMA CEK</td><td></td></tr> <tr><td>JUMLAH</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">MELALUI BANK</td></tr> <tr><td>NAMA BANK</td><td></td></tr> <tr><td>JENIS AKAUN</td><td></td></tr> <tr><td>NO AKAUN</td><td></td></tr> <tr><td>JUMLAH</td><td></td></tr> <tr><td>TARIKH MASUK BANK</td><td></td></tr> </table> <p>SEMUA SALINAN DOKUMEN DAN PEMBAYARAN DISAHKAN OLEH</p> <p>.....          PENYELIA PENGELOUARAN</p> <p>TARIKH</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	DOKUMEN-DOKUMEN DISERTAKAN		SALINAN KAD PENGENALAN		SALINAN SURAT BERSARA		LAPORAN PERUBAHAN ASAL		SALINAN SURAT BERHENTI (HK)		VISA/SURAT PENGESAHAN KERAKYATAN NEGARA ASING		TIKET PERJALANAN SEHALA		SURAT KE-BENARAN LETAK JAWATAN		SURAT PENGESAHAN IMIGRESEN PENYERAHAN KERAKYATAN		JENIS PEMBAYARAN		CEK		NO CEK		TARIKH TERIMA CEK		JUMLAH		MELALUI BANK		NAMA BANK		JENIS AKAUN		NO AKAUN		JUMLAH		TARIKH MASUK BANK												<p>JENIS PENGELOUARAN YANG DIPOHONKAN SILA TANDAKAN  <input checked="" type="checkbox"/> DI KOTAK YANG BERKENAAN</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">JENIS PENGELOUARAN</td></tr> <tr><td>1</td><td>50 TAHUN</td></tr> <tr><td>2</td><td>55 TAHUN</td></tr> <tr><td>3</td><td>HILANG KEUPAYAAN</td></tr> <tr><td>4</td><td>MENINGGALKAN NEGARA</td></tr> </table> <p style="text-align: center;">BUTIRAN AHLI</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="10">NO KAD PENGENALAN KUNING</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="10">NO KAD PENGENALAN UNGGU</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="10">NO KAD PENGENALAN POLIS APO</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="10">NAMA MENGIKUT KAD PENGENALAN</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">TARIKH LAHIR</td><td colspan="2">JANTINA</td><td colspan="2">SEKTOR PEKERJAAN</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td>LELAKI</td><td>PEREMPUAN</td><td>KERAJAAN</td><td>SWASTA</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="5">TARIKH LAHIR MENGIKUT JPA</td><td colspan="5">RUJUKAN FAIL JPA</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="10">ALAMAT AHLI</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="5">CARA BAYARAN</td><td colspan="5">NO TELEFON</td></tr> <tr><td>CEK</td><td></td><td>MELALUI AKAUN BANK</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="10">NO AKAUN BANK AHLI</td></tr> <tr><td colspan="10">JENIS AKAUN</td></tr> <tr><td colspan="10">NAMA BANK</td></tr> </table> <p>TANDATANGAN AHLI</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: right;">TARIKH PERMOHONAN</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	JENIS PENGELOUARAN		1	50 TAHUN	2	55 TAHUN	3	HILANG KEUPAYAAN	4	MENINGGALKAN NEGARA	NO KAD PENGENALAN KUNING																				NO KAD PENGENALAN UNGGU																				NO KAD PENGENALAN POLIS APO																				NAMA MENGIKUT KAD PENGENALAN																				TARIKH LAHIR		JANTINA		SEKTOR PEKERJAAN										LELAKI	PEREMPUAN	KERAJAAN	SWASTA	TARIKH LAHIR MENGIKUT JPA					RUJUKAN FAIL JPA															ALAMAT AHLI																				CARA BAYARAN					NO TELEFON					CEK		MELALUI AKAUN BANK								NO AKAUN BANK AHLI										JENIS AKAUN										NAMA BANK																													
DOKUMEN-DOKUMEN DISERTAKAN																																																																																																																																																																																																																																																																													
SALINAN KAD PENGENALAN																																																																																																																																																																																																																																																																													
SALINAN SURAT BERSARA																																																																																																																																																																																																																																																																													
LAPORAN PERUBAHAN ASAL																																																																																																																																																																																																																																																																													
SALINAN SURAT BERHENTI (HK)																																																																																																																																																																																																																																																																													
VISA/SURAT PENGESAHAN KERAKYATAN NEGARA ASING																																																																																																																																																																																																																																																																													
TIKET PERJALANAN SEHALA																																																																																																																																																																																																																																																																													
SURAT KE-BENARAN LETAK JAWATAN																																																																																																																																																																																																																																																																													
SURAT PENGESAHAN IMIGRESEN PENYERAHAN KERAKYATAN																																																																																																																																																																																																																																																																													
JENIS PEMBAYARAN																																																																																																																																																																																																																																																																													
CEK																																																																																																																																																																																																																																																																													
NO CEK																																																																																																																																																																																																																																																																													
TARIKH TERIMA CEK																																																																																																																																																																																																																																																																													
JUMLAH																																																																																																																																																																																																																																																																													
MELALUI BANK																																																																																																																																																																																																																																																																													
NAMA BANK																																																																																																																																																																																																																																																																													
JENIS AKAUN																																																																																																																																																																																																																																																																													
NO AKAUN																																																																																																																																																																																																																																																																													
JUMLAH																																																																																																																																																																																																																																																																													
TARIKH MASUK BANK																																																																																																																																																																																																																																																																													
JENIS PENGELOUARAN																																																																																																																																																																																																																																																																													
1	50 TAHUN																																																																																																																																																																																																																																																																												
2	55 TAHUN																																																																																																																																																																																																																																																																												
3	HILANG KEUPAYAAN																																																																																																																																																																																																																																																																												
4	MENINGGALKAN NEGARA																																																																																																																																																																																																																																																																												
NO KAD PENGENALAN KUNING																																																																																																																																																																																																																																																																													
NO KAD PENGENALAN UNGGU																																																																																																																																																																																																																																																																													
NO KAD PENGENALAN POLIS APO																																																																																																																																																																																																																																																																													
NAMA MENGIKUT KAD PENGENALAN																																																																																																																																																																																																																																																																													
TARIKH LAHIR		JANTINA		SEKTOR PEKERJAAN																																																																																																																																																																																																																																																																									
		LELAKI	PEREMPUAN	KERAJAAN	SWASTA																																																																																																																																																																																																																																																																								
TARIKH LAHIR MENGIKUT JPA					RUJUKAN FAIL JPA																																																																																																																																																																																																																																																																								
ALAMAT AHLI																																																																																																																																																																																																																																																																													
CARA BAYARAN					NO TELEFON																																																																																																																																																																																																																																																																								
CEK		MELALUI AKAUN BANK																																																																																																																																																																																																																																																																											
NO AKAUN BANK AHLI																																																																																																																																																																																																																																																																													
JENIS AKAUN																																																																																																																																																																																																																																																																													
NAMA BANK																																																																																																																																																																																																																																																																													

**LEMBAGA TABUNG AMANAH PEKERJA****SENARAI DOKUMEN-DOKUMEN PERMOHONAN PENGLUARAN  
50 TAHUN/55 TAHUN/HILANG KEUPAYAAN/MENINGGALKAN NEGARA**

NAMA AHLI : \_\_\_\_\_ NO. KAD PENGENALAN : \_\_\_\_\_  
 \_\_\_\_\_ NO. TELEFON (RUMAH) : \_\_\_\_\_  
 NO. AKAUN : \_\_\_\_\_ (PEJABAT) : \_\_\_\_\_

**DOKUMEN UTAMA**

- |    |                                      |   |           |   |   |
|----|--------------------------------------|---|-----------|---|---|
| 1. | Borang TAP Pengeluaran (50)          | - | 1 salinan | ( | ) |
|    | Borang TAP Pengeluaran (55)          | - | 1 salinan | ( | ) |
|    | Borang TAP Pengeluaran (HK)          | - | 1 salinan | ( | ) |
|    | Borang TAP Pengeluaran (MN)          | - | 1 salinan | ( | ) |
| 2. | 2.1 salinan Kad Pengenalan kuning    |   |           | ( | ) |
|    | 2.2 salinan Kad Pengenalan ungu      |   |           | ( | ) |
|    | 2.3 salinan Kad Pengenalan Polis APO |   |           | ( | ) |

**DOKUMEN TAMBAHAN**

- |     |                      |   |   |   |   |
|-----|----------------------|---|---|---|---|
| 3.1 | Pengeluaran (55)     | - | Salinan surat bersara   | ( | ) |
| 3.2 | Pengeluaran (HK)     | - | Salinan surat berhenti  | ( | ) |
|     |                      | - | Laporan perubahan asal  | ( | ) |
| 3.3 | Pengeluaran (MN)     | - | Surat pengesahan Imigresen penyerahan Sijil Kerakyatan        | ( | ) |
|     |                      | - | Visa/Surat pengesahan Sijil Kerakyatan Negara Asing           | ( | ) |
|     |                      | - | Surat berhenti kerja dari Majikan                             | ( | ) |
|     |                      | - | Tiket perjalanan sehala                                       | ( | ) |
| 3.4 | Bayaran melalui Bank | - | Salinan buku bank yang menyatakan Nama Akaun dan Nombor Akaun | ( | ) |

**CARA BAYARAN**

- |   |   |   |
|---|---|---|
| Kaunter                                       | ( | ) |
| Melalui Bank                                  | ( | ) |
| (sertakan bukti pengesahan Nombor Akaun Bank) | ( | ) |

**TEMPAT BAYARAN (KAUNTER)**

5. BANDAR SERI BEGAWAN  KUALA BELAIT  TUTONG  TEMBURONG

TANDATANGAN AHLI : \_\_\_\_\_ TARIKH : \_\_\_\_\_

TANDATANGAN PEGAWAI TAP : \_\_\_\_\_ TARIKH : \_\_\_\_\_

Salinan dokumen perlu disahkan oleh Penyelia Pengeluaran TAP atau Pegawai TAP

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

---

Made this 5th. day of Zulkaedah, 1419 Hijrah corresponding to the  
22nd. day of February, 1999 Masihi.

PEHIN ORANG KAYA DIGADONG SERI LELA DATO SERI PADUKA  
HAJI AWANG HUSSAIN BIN PEHIN ORANG KAYA DIGADONG SERI  
DIRAJA DATO LAILA UTAMA HAJI AWANG MOHD. YUSOF

Chairman,  
Lembaga Tabung Amanah Pekerja,  
Brunei Darussalam.