



NEW EXPAT PERMIT PROCESS FOR ICT INDUSTRY

18 February 2017

Local Business Development (LBD) initiatives to **ensure local content in ICT Sector.**

Objectives of the new expat permit process:

- **Maximize local employment opportunities** in ICT Sector.
- Ensure companies are in **compliance** to LBD Policy Framework for ICT Industry.

Types of Application for Expat Permit : Current



1

Special Authorization Work Pass (SAWP)

- Short Term, Max 12 Months
- Approval: 2 working days

2

Professional Visit Visa (PVV)

- Short Term, Max 3 Months
- Approval: 2 working days

3

Work Pass Recommendation (WPR)

- Long Term, Max 2 Years
- **Until April 2017 only**

4

Quota

- Long Term, Max 2 Years
- **Until April 2017 only**

5

Foreign Worker License (LPA)

- Long Term, Max 2 Years
- Approval: 2 working days

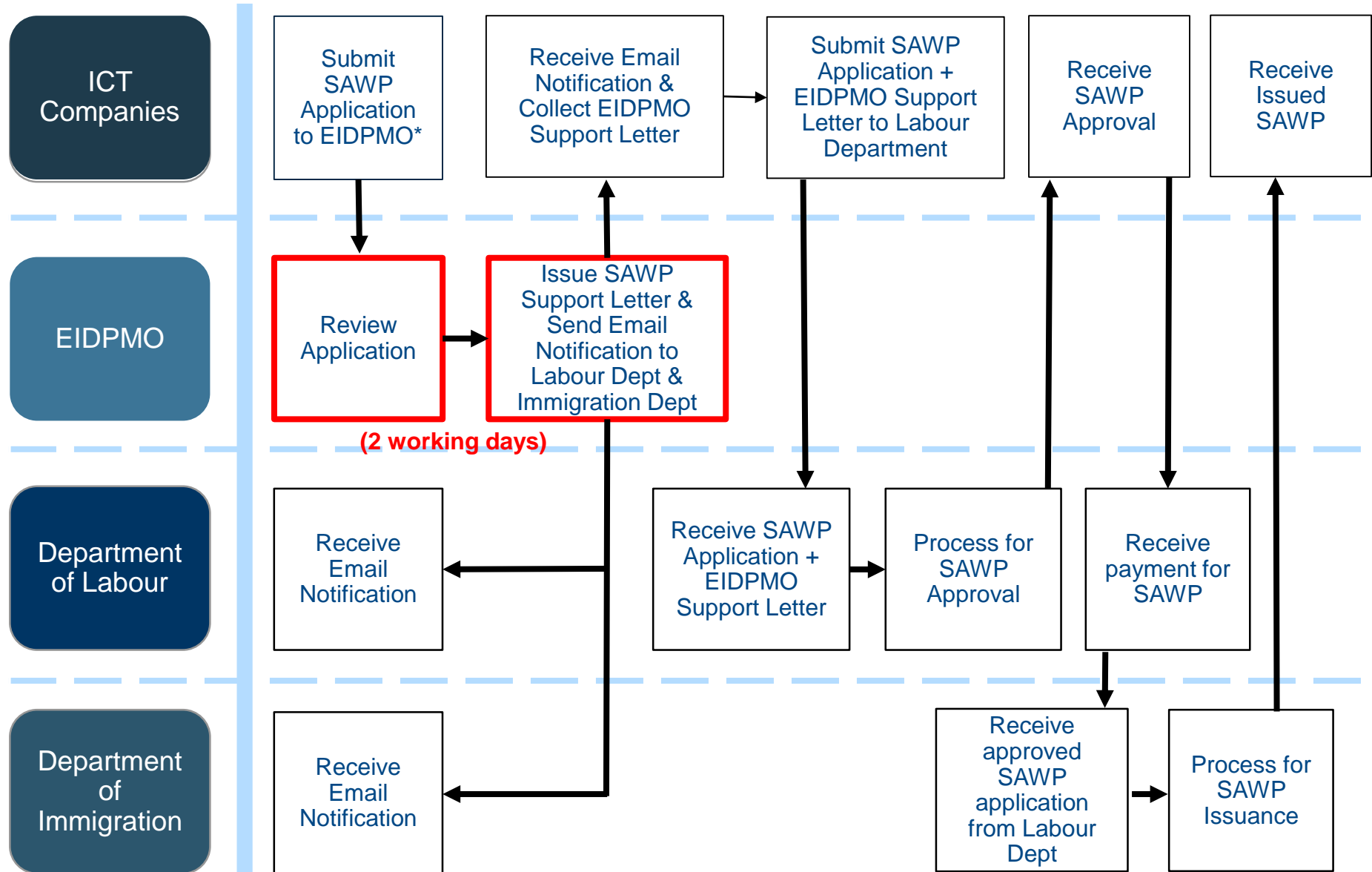
Current Process



New Process



1. New Process For Special Authorization Work Pass (SAWP)



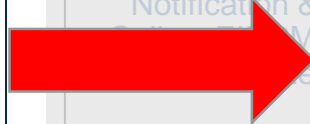
1a. Special Authorization Work Pass (SAWP) Requirements



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Companies

Submit
SAWP
Application
to EIDPMO

Receive Email
Notification &
SAWP



Application Letter to The
Commissioner of Labour from the
Company:

- The percentage of current Local Workforce
- Justification for Special Authorization Work Pass (SAWP) Application
- Details of Name, Nationality, Passport Number and Position for the SAWP
- If urgent – further justification required.

Insert Company Letter Head.

(Date)

The Commissioner of Labour,
Labour Department,
Bandar Seri Begawan
Negara Brunei Darussalam

Dear Sir,

Re: Application for Special Authorization Work Pass (SAWP)

(Insert text)

- Current Local Workforce %
- State reasons for applying e.g. pending quota, pending work pass, call-off, etc.

Details of the personnel as below:

No.	Name	Nationality	Passport No.	Position
1				
2				
3				
4				
5				
6				

We appreciate your kind assistance in considering our request for SAWP for the individual(s) mentioned above.

(For Urgent Request: Justify further here)

Thank you for your cooperation.

Yours faithfully,
For Application Company

.....
Name of Applicant
Position Title

Cc: Innovative, Technology Creative Industry Division (ITCID), Department of Energy and Industry

1b. Special Authorization Work Pass

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Submit
SAWP
Application
to EIDPMO

Receive Email
Notification &
MO

Support Letter to The Commissioner of Labour from the Company/ Client:

- From Client (eg BIBD, Hua Ho etc) of ICT Companies

Note:

- Maximum Duration per Approval - 12 Months
- Approval Process Duration:
 - EIDPMO: Two (2) working days to process
 - Labour Department: Five (5) working days after approval from EIDPMO
 - Immigration Department: Five (5) working days after approval from Labour

(Date)

Insert Company Letter Head.

The Commissioner of Labour,
Labour Department,
Bandar Seri Begawan,
Negara Brunei Darussalam

2

Dear Sir / Madam,

Re: Support Letter for Special Authorization Work Pass (SAWP) Application

This is to certify that the personnel listed below is/are being commissioned by:

Name of Local Vendor/ Company			Employment Agency (If any)	
Contract / PO No. (If any)			Insurance Company	
Duration of Contract/ PO	Begin dd/mm/yyyy	End dd/mm/yyyy	Guarantor Company	
Purpose of visit				
Duration of Visit	Days	Months	Years	From : dd/mm/yyyy To: dd/mm/yyyy
Extension	Yes/No	If Yes, state the total duration from the first application:		Months
No.	Name	Nationality	Passport No.	Position
1				
2				
3				
4				
5				

We appreciate your kind assistance in considering our request for SAWP for the individual(s) mentioned above.

(For Urgent Request: Justify further here)

Applicant's
initial

Thank you for your cooperation.

Yours faithfully,
For Application Company

.....
Name of Applicant
Position Title

1c. Special Authorization Work Pass (SAWP) Requirements



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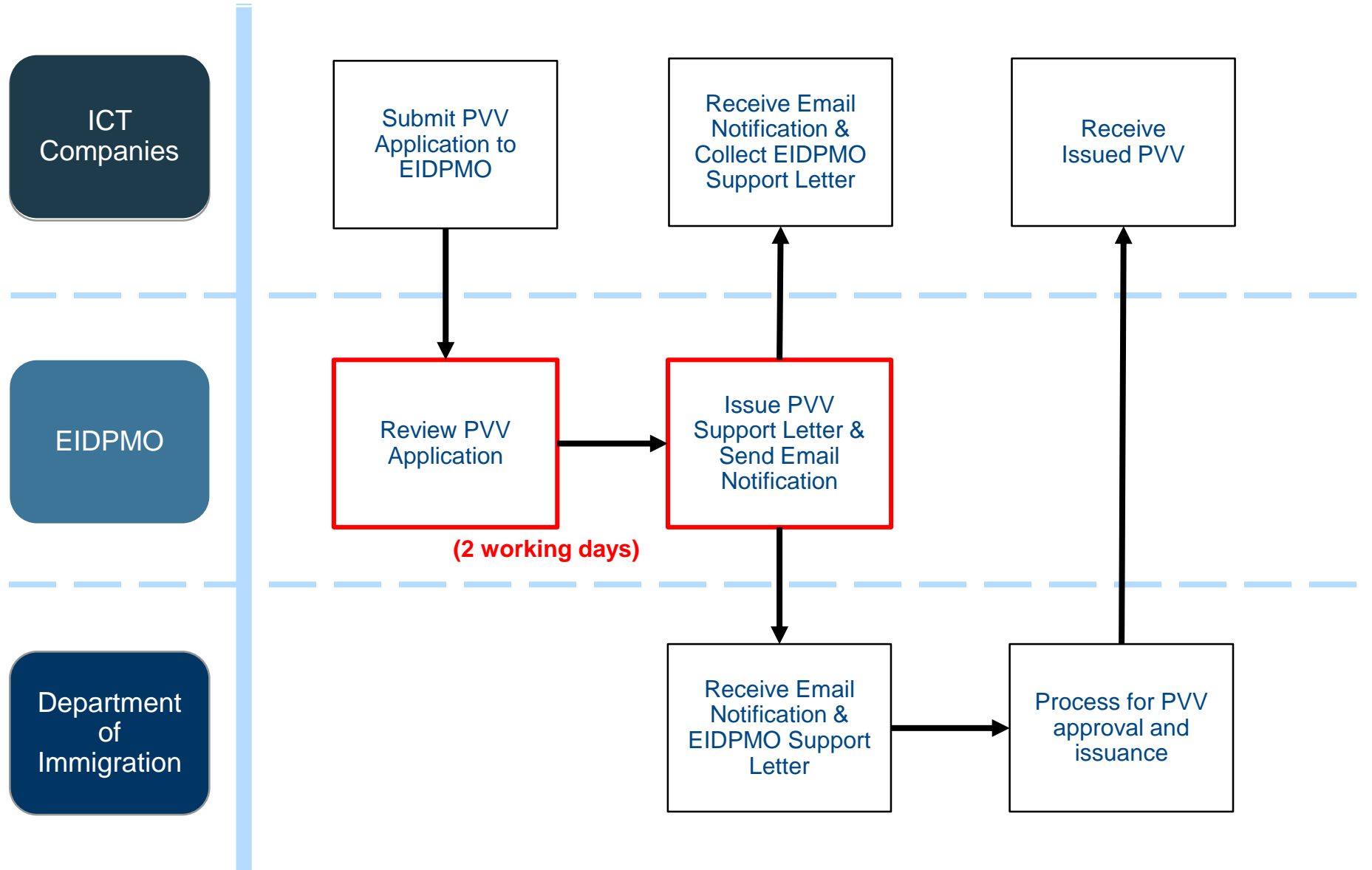
Submit
SAWP
Application
to EIDPMO

List of Name, Job Positions, Country, Passport
Number in Annex 1.

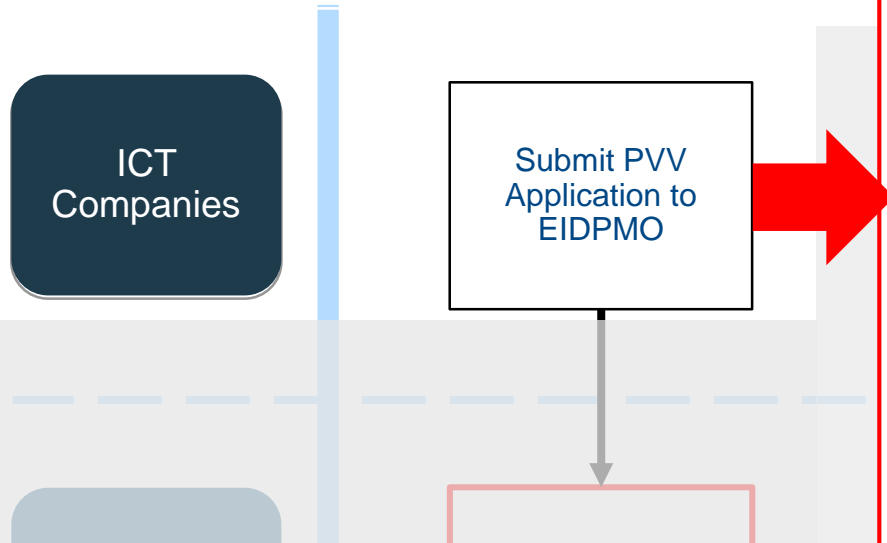


Permohonan Kebenaran Khas Pas Kerja Dari Syarikat NAMA SYARIKAT					LAMPIRAN 1
Bil	Nama	Jawatan	Negara	No. Passpot	Keterangan Jabatan Tenaga dan Perindustrian
1					
2					
3					
4					
5					
6					
7					
Disahkan oleh:					3
(HAJI MOHAMAD AZMI BIN HAJI MOHD HANIFAH)					
Timbalan Setiausaha Tetap (Tenaga Dan Perindustrian)					
Jabatan Tenaga Dan Perindustrian, Jabatan Perdana Menteri					

2. New Process For Professional Visit Visa (PVV)



2a. Professional Visit Visa (PVV) Requirements



Application Letter to The Director of Immigration from the Company:

- Justification for Professional Visit Visa (PVV) Application
- Details of Name, Nationality, Passport Number and Position for the PVV
- If urgent – further justification required.

[Insert Company Letter Head]

(Date)

The Director of Immigration
Immigration and National Registration Department
Ministry of Home Affairs
Negara Brunei Darussalam

[Attn: Visit Visa and Diplomatic Section]

Dear Sir,

Re: Application for Professional Visit Visa (PVV)

(Insert text)

- Justifying professional visit visa application (call-off, etc)

Details of the personnel as below:

No.	Name	Nationality	Passport No.	Position
1				
2				
3				
4				
5				
6				

We appreciate your kind assistance in considering our request for PVV for the individual(s) mentioned above.

(For Urgent Request: Justify further here)

Thank you for your cooperation.

Yours faithfully,
For Application Company

.....
Name of Applicant
Position Title

1

2b. Professional Visit Visa (PVV) R



Support Letter to The Director of Immigration from the Company/ Client:

- From Client (eg BIBD, Hua Ho Dept Store etc) for ICT Companies
- Stating the Contract Title, Contract Duration, Purpose of Visit, Duration of Visit
- If an extension then state the duration of the extension.
- List of Name, Nationality, Passport Number and Job Position.

Note:

- a. Not for technical work.
- b. Maximum Duration per Approval - 3 Months
- c. Approval Process Duration:
 - i. EIDPMO: Two (2) working days to process
 - ii. Immigration Department: Three (3) working days after approval from EIDPMO

Insert Company Letter Head				
(Date)				
The Director of Immigration Immigration and National Registration Department Ministry of Home Affairs Negara Brunei Darussalam				
2				
[Attn: Visit Visa and Diplomatic Section]				
Dear Sir / Madam,				
Re: <u>Support Letter for Professional Visit Visa (PVV) Application</u>				
This is to certify that the personnel listed below is/are being commissioned by:				
Name of Local Vendor/ Company	Employment Agency (If any)			
Contact / PO No. (If any)				
Duration of Contract/ PO	Begin dd/mm/yyyy	End dd/mm/yyyy		
Purpose of visit				
Duration of Visit	Days	Months	Years	From : dd/mm/yyyy To: dd/mm/yyyy
Extension	Yes/No	If Yes, state the total duration from the first application:	Months	
No.	Name	Nationality	Passport No.	Position
1				
2				
3				
4				
5				
We appreciate your kind assistance in considering our request for PVV for the individual(s) mentioned above.				
Professional Visit Visa (PVV)				Applicant's initial
Yours faithfully, For Application Company				
Name of Applicant Position Title				
Cc: Innovative, Technology Creative Industry Division (ITCID), Department of Energy and Industry				

2c. Professional Visit Visa (PVV) Requirements



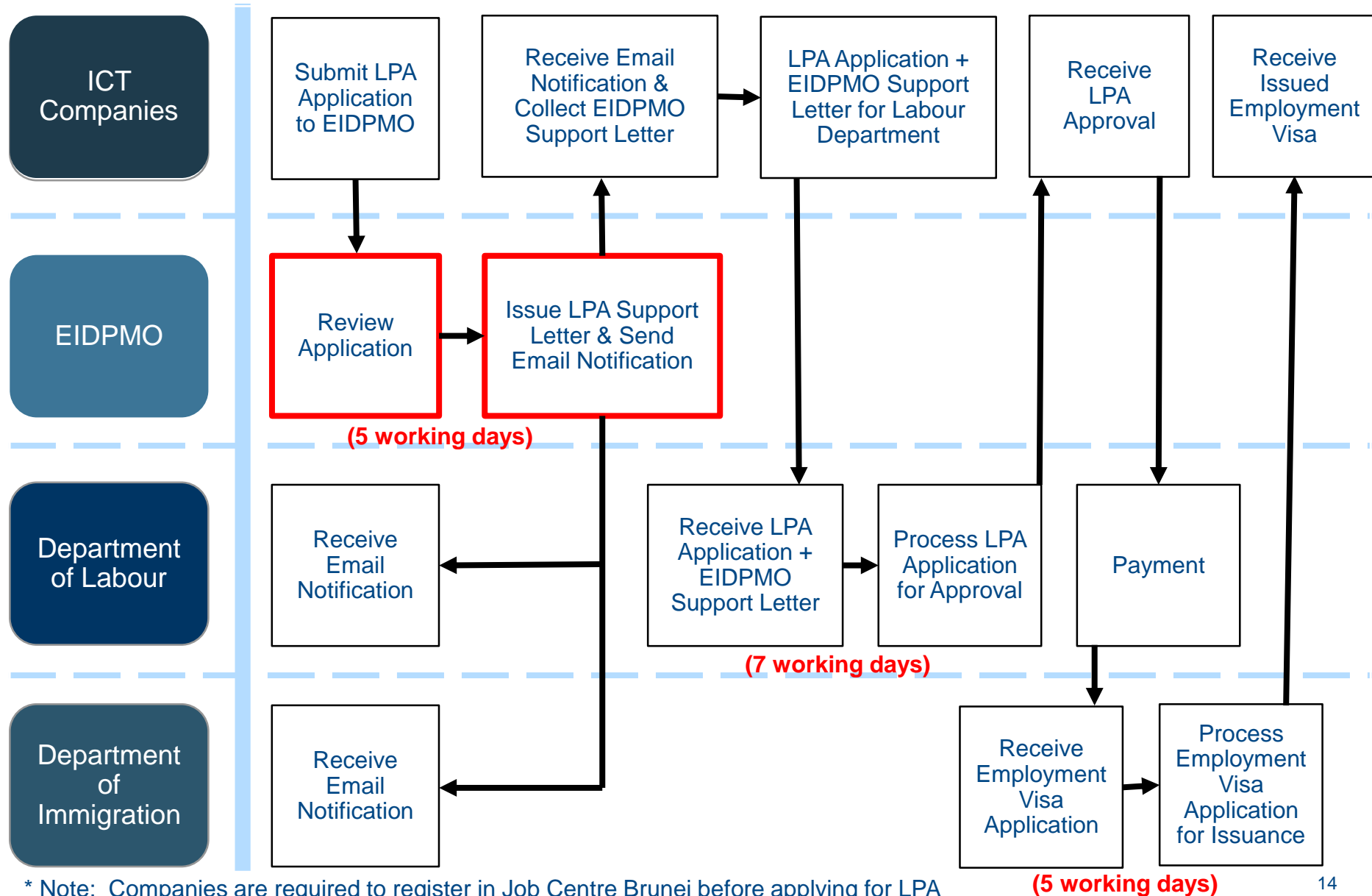
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Submit PVV
Application to
EIDPMO

List of Name, Job Positions, Country,
Passport Number as Annex 1.

					LAMPIRAN 1
Permohonan Professional Visit Visa Dari Syarikat NAMA SYARIKAT					
Bil.	Nama	Jawatan	Negara	Passpot No	Keterangan Jabatan Tenaga dan Perindustrian
1					
2					
3					
4					
5					
6					
7					
Disahkan oleh:					
3					
(HAJI MOHAMAD AZMI BIN HAJI MOHD HANIFAH)					
Timbalan Setiausaha Tetap (Tenaga Dan Perindustrian)					
Jabatan Tenaga Dan Perindustrian, Jabatan Perdana Menteri					

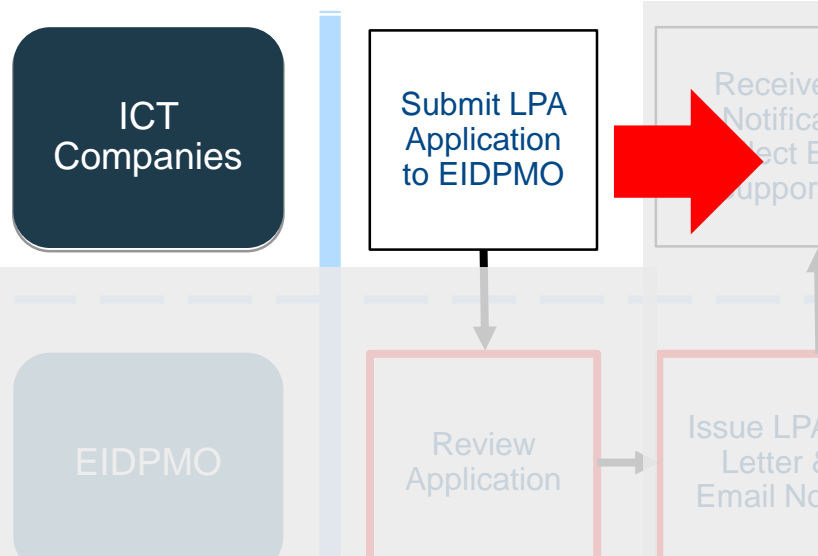
3. New Process For Foreign Worker Licence (LPA)



* Note: Companies are required to register in Job Centre Brunei before applying for LPA

(5 working days)

3a. Foreign Worker Licence (LPA) Requirements



Application Letter to EIDPMO from the Company:

- Stating type of application – New, Renewal, Additional or Conversion
- Justification for Foreign Worker License (LPA) Application (e.g. new contract, new project etc)
- Efforts in Local Hiring
- Details of current contracts
- LBD Plan

Insert Company Letter Head.

(Date) +

Energy and Industry Department (EIDPMO)
Prime Minister's Office
Jalan Perdana Menteri
Negara Brunei Darussalam

(Attn: Haji Mohammad Azmi bin Haji Mohd Hanifah)

Dear Sir / Madam,

1

Re: Application for Foreign Worker License (LPA)

(Insert text)

- State reason(s) for applying e.g. new contract, new project etc.
- State efforts in hiring locals for the positions applied.

Attached together with this letter are the following information for your kind consideration:

1. Details of employee(s) applied
2. Current contracts
3. Company Local Business Development (LBD) Plan on Employment

I hereby agree that all information submitted are true, accurate and complete.

Thank you.

Yours faithfully,

For *Application Company*

.....
Name of Applicant
Position

No.	Type of application (Please tick one)
1	New
2	Renewal
3	Additional
4	Conversion of SAWP to LPA

3a. Foreign Worker Licence (LPA) Requirements



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Submit LPA
Application
to EIDPMO

- Registration is required at the Job Centre portal:
www.jobcentrebrunei.gov.bn
- Current Contracts

Note: Please note that Applicants are **required** to be registered at the Job Centre through www.jobcentrebrunei.gov.bn prior to request.

1a

1. Details of Employee(s) Applied:

No.	Name	Position	Salary	Passport No. and Nationality	Brief CV (Qualifications & Work Experience)	Existing Work Permit Expiry Date <small>*Applicable for Renewal and Conversion of Special Work Pass (SWAP) to Foreign Worker License (LPA) only.</small>
1		Brief Job Description				
2		Brief Job Description				
3		Brief Job Description				

2. Current Contracts of the Company:

No.	Contract Reference	Start Date	End Date	Contract Owner Name	Contract Owner Email	Contract Owner Tel/Mob

Note: Please indicate with * which contract(s) the employee(s) will be working in.

3a. Foreign Worker Licence

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Submit LPA
Application
to EIDPMO



LBD Plan:

- Status of Current Total Workforce
- Current LBD on Employment Status
- Succession Planning
- Recruitment Efforts

Department
of
Immigration

Receive
Email
Notification

3. Company Local Business Development (LBD) Plan on Employment

a. Current Total Employment Status – As of (dd/mm/yy)

	Local (%)*	Non-Local (%)	Total (%)
Overall Total Workforce			
Technical skilled workforce**			

Note:

*Local workforce refers to Brunei Citizens who are yellow identity card holders and Permanent Residents who are red identity card holders.

**Technical skilled workforce refers to a full-time employee who is certified in ICT or professionally trained that is involved in Technical work. As such, the definition does not include administrative personnel.

b. Current LBD on Employment Status

List of Positions	Year 1 (2016*)		Year 2 (2017)		Year 3 (2018)		Add (if applicable)	
	Local (%)	Non-Local (%)	Local (%)	Non-Local (%)	Local (%)	Non-Local (%)	Local (%)	Non-Local (%)
eg. Programmer	1 (25%)	3 (75%)	2 (50%)	2 (50%)	3 (75%)	1 (25%)		
Position 2								
Position 3								
Add (if applicable)								
TOTAL								

Note: Please indicate current year with *

c. Succession Planning

For Renewal Application only

No.	Name of Non-Local to be Replaced	Position in Quota	Name of Local Identified and Effective Date	Brief Information on Local Identified

d. Recruitment Efforts

Positions	No. of People Required		No. of Interviewed Applicants		No. of Selected Applicants		Add (if applicable)	
	Local	Non-Local	Local	Non-Local	Local	Non-Local	Local	Non-Local
Add (if applicable)								
TOTAL								

You may attach advertisement date and specify medium used e.g. newspaper, social media etc.

Yours faithfully,
For Application Company

.....
Name of Applicant
Position Title

1b

3b. Foreign Worker Licence (LPA) Requirements



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Submit LPA
Application
to EIDPMO

List of Name, Job Positions, Country, DoB, Passport
Number in Annex 1.

Department

LAMPIRAN 1

Permohonan (Baru/ Tambah/ Membaharu/ Pertukaran Kebenaran Khas Pas Kerja Kepada Lesen Pekerja Asing) bagi NAMA SYARIKAT

Bil.	Nama	Jawatan	Negara	Tarikh Lahir	No. Passport	Keterangan Jabatan Tenaga dan Perindustrian
1						
2						
3						
4						
5						
6						
7						

Disahkan oleh:

(HAJI MOHAMAD AZMI BIN HAJI MOHD HANIFAH)
Timbalan Setiausaha Tetap (Tenaga Dan Perindustrian)
Jabatan Tenaga Dan Perindustrian, Jabatan Perdana Menteri

2

For New Application:

- **Job Role of the Expat**
- **Justification of Expat's Requirements**

For Renewal Application:

- **Succession Plan Achievement**

For downloading of Application Forms:

- **EIDPMO Website at www.ei.gov.bn**
- Click **Local Business Development**
- Select **Expat Permit Process**

For submission of Application Forms:

- **ibd.ict@jpm.gov.bn**

No submission of hardcopies is required



New Expat Permit Process for ICT Industry shall take into effect on **1st April 2017.**



THANK YOU

FOR YOUR KIND ATTENTION

For enquiries and further information



ibd.ict@jpm.gov.bn



2224645 ext 1251



Pg Asrin Arbi Pg DP Hj Sharifuddin
Noramalyiana Sudin