



# **سیستم کباجیکن نگارا** **SISTEM KEBAJIKAN NEGARA**

## **User Guide**

### **Application Management for**

### **Welfare Assistance**

**(Bantuan Kebajikan)**

**Version: 4.0**

## PURPOSE

This user guide acts as a reference for Applicant to manage **Application** for **Bantuan Kebajikan (Welfare Assistance) – Monthly Welfare Assistance JAPEM / Zakat Fund Distribution MUIB**.

Use this procedure to manage:

- **Create Application**
- **Update Application**
- **View Application Status**
- **Delete Application**

## GLOSSARY

The following term is used frequently:

Term	Meaning
SKN	Sistem Kebajikan Negara

## Process Overview



## FURTHER ASSISTANCE

If you have any questions or issues while using SKN, please visit any of Department of Community Development nearest branch. You may also contact **Welfare Line 141** or send an email to **skn@kkbs.gov.bn**.

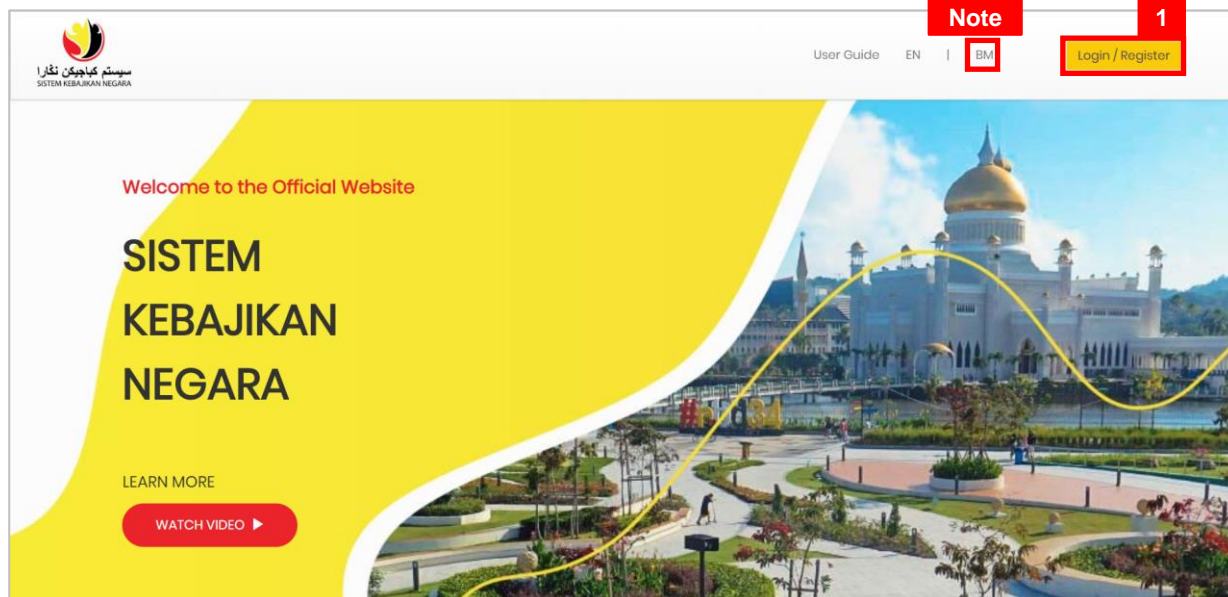
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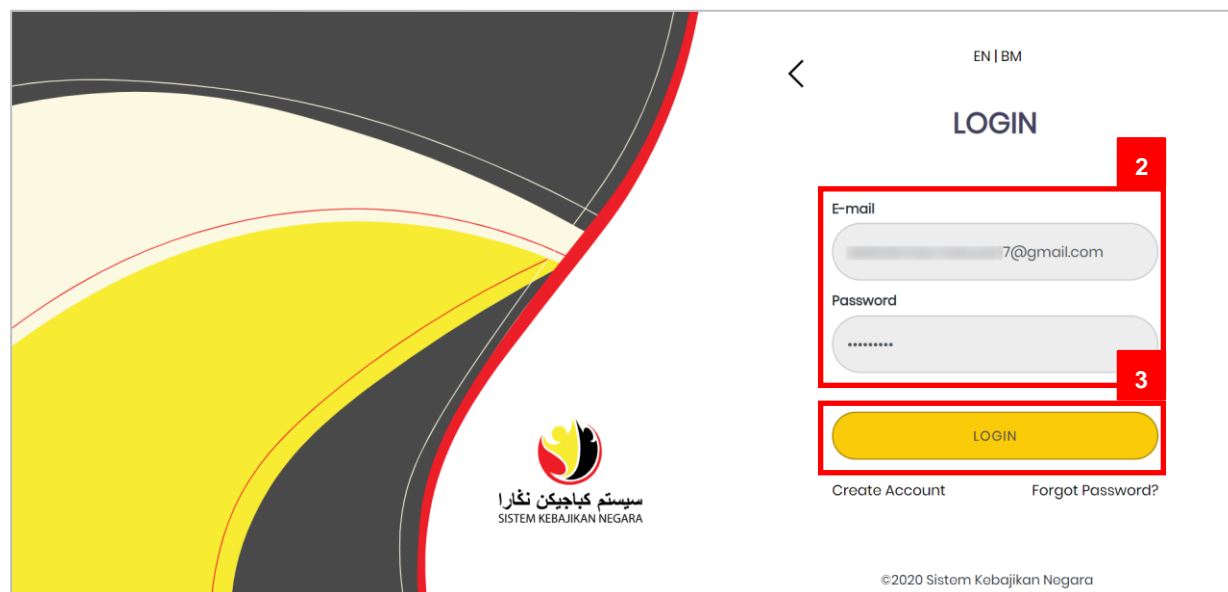
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CREATE APPLICATION	Public User
	Online User




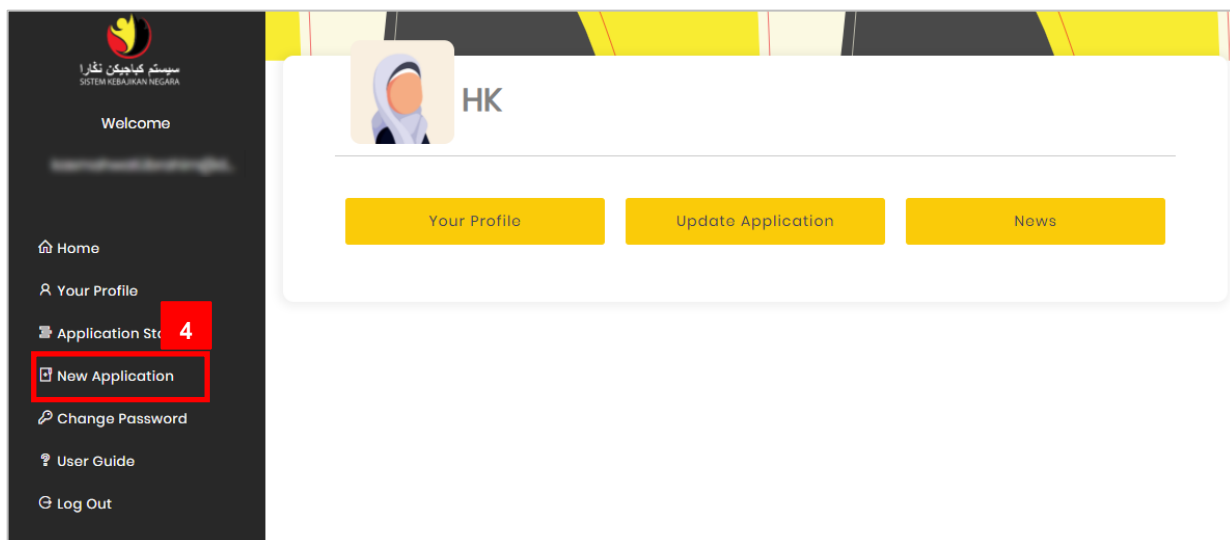
1. Navigate to the SKN website at <https://www.skn.gov.bn> and click [Login / Register](#) button.


**Note:** To change the language to *Malay*, click on the link [BM](#) .

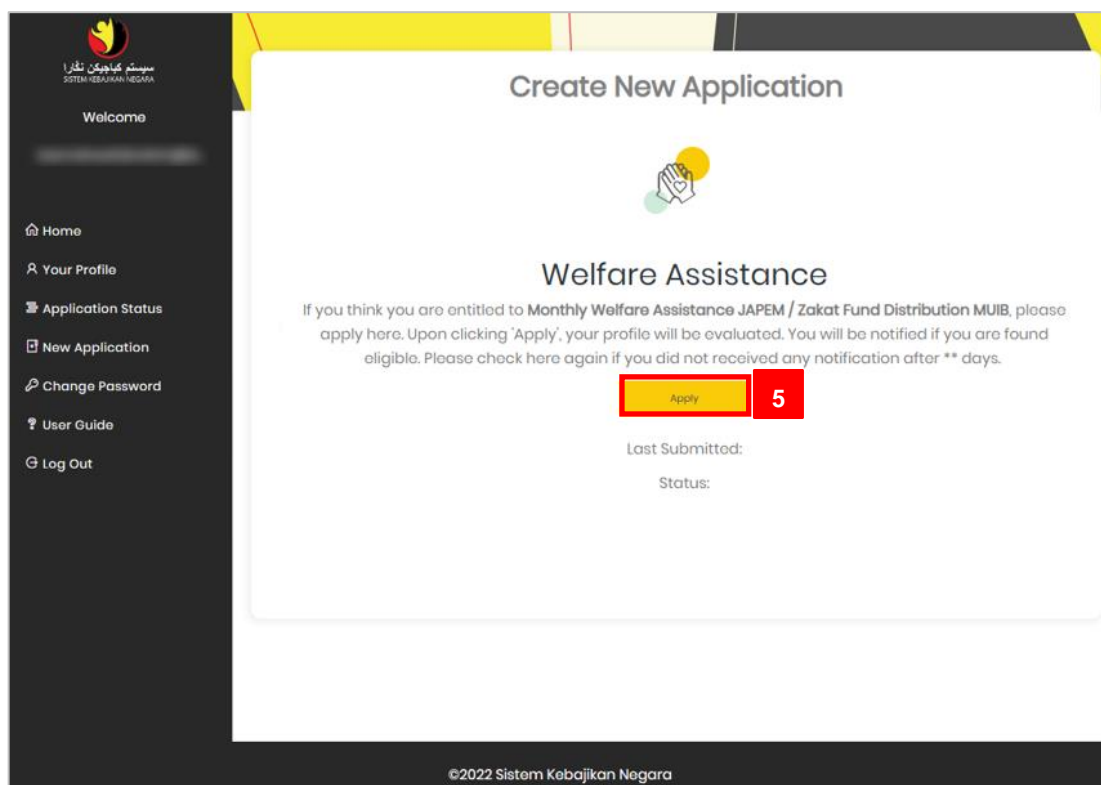


2. Enter the **E-mail Address** and **Password** used for registration.
3. Click on the [LOGIN](#) button to navigate to SKN.

4. Homepage will be displayed. On the main menu, click on  New Application

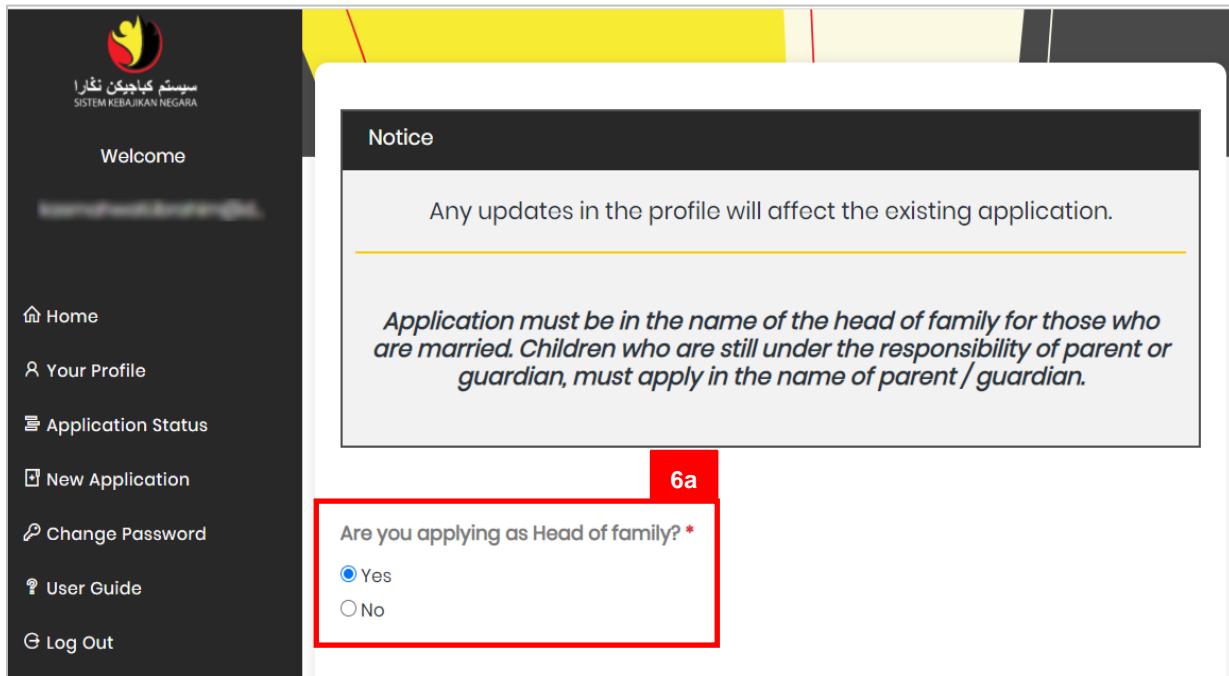


5. The **Create New Application** page will appear as shown in the figure below. Click on  button.



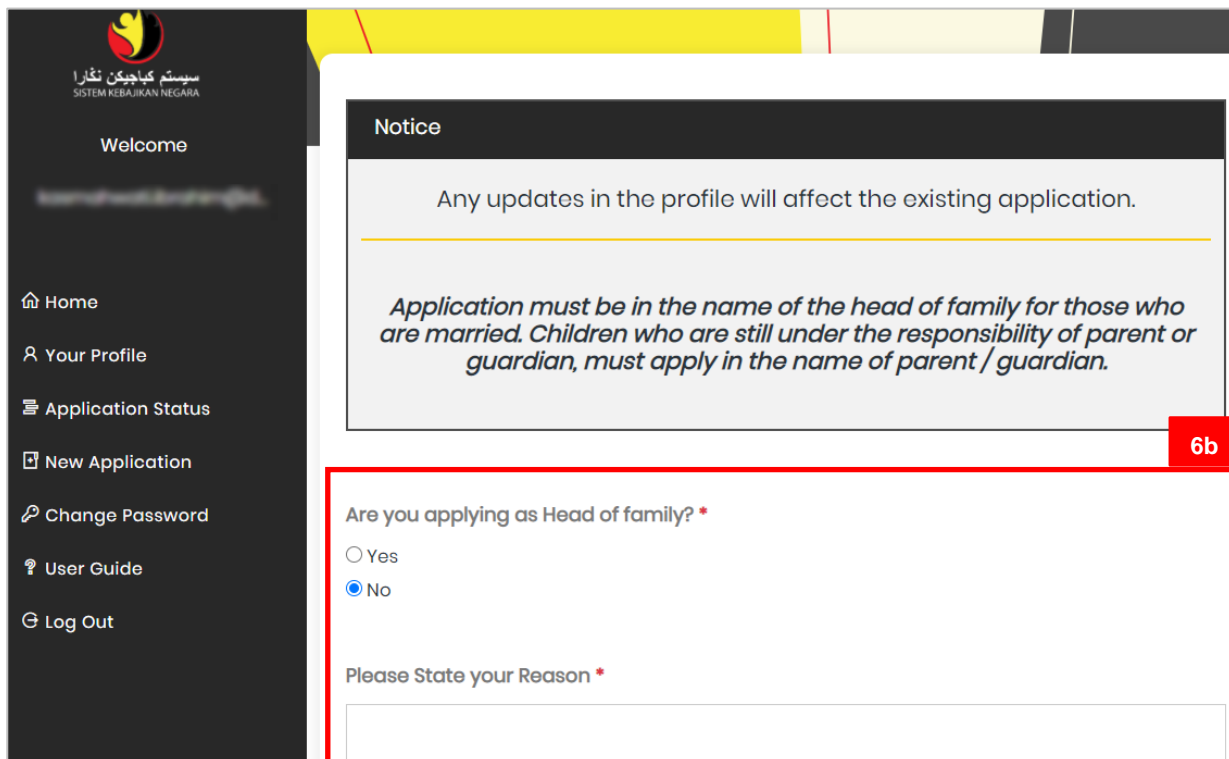
## 6. Select Yes or No, **Are you applying as Head of family?**

a) Click ☒ Yes if applicant is head of family.



The screenshot shows the SKN application management interface. On the left is a dark sidebar with the logo and navigation links: Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a 'Notice' box with text about profile updates and application requirements. Below the notice, a red box highlights the question 'Are you applying as Head of family? \*' with the 'Yes' radio button selected. A red label '6a' is next to the question.

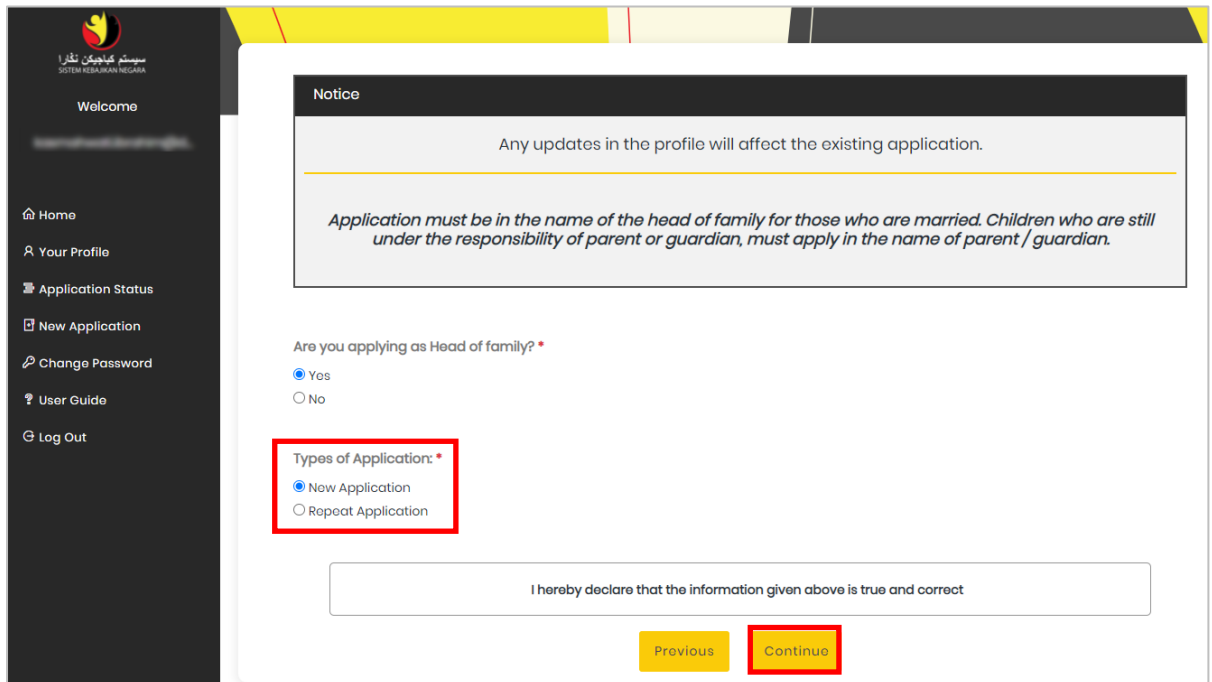
b) Click ☒ No if applicant is not head of family and **Please State your Reason.**



The screenshot shows the SKN application management interface. On the left is a dark sidebar with the logo and navigation links: Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a 'Notice' box with text about profile updates and application requirements. Below the notice, a red box highlights the question 'Are you applying as Head of family? \*' with the 'No' radio button selected. Below the question is a text field labeled 'Please State your Reason \*'. A red label '6b' is next to the question.

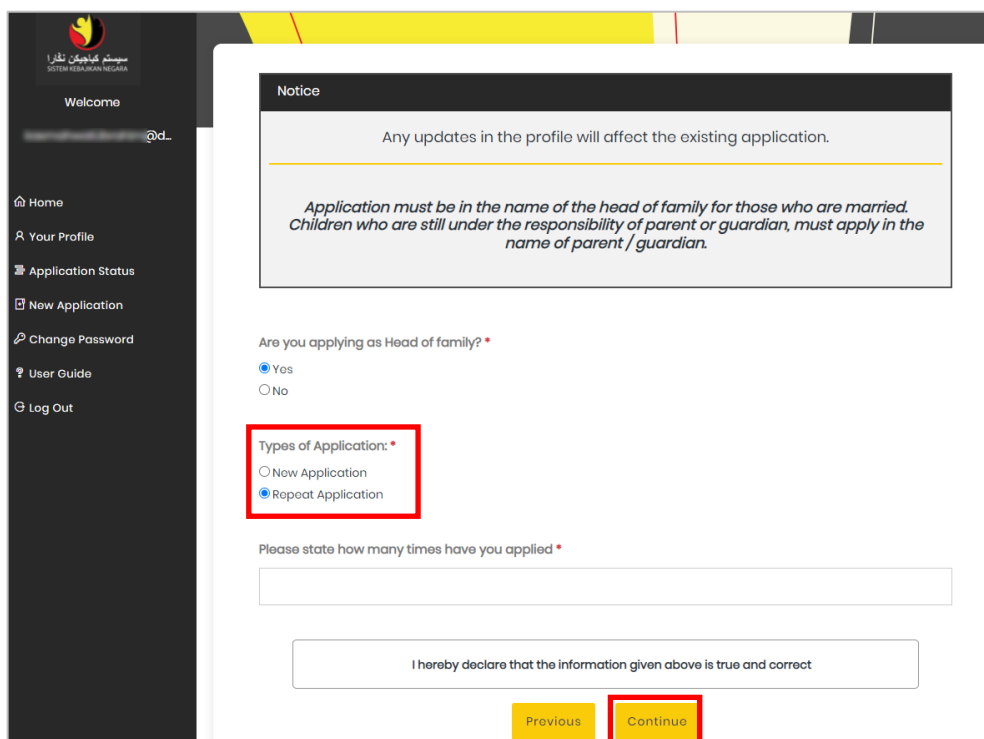
## 7. Select Types of Application.

- a) Click ☒ **New Application** if applicant has never applied for Bantuan Kebajikan in SKN. Then, click on **Continue**.



The screenshot shows the SKN application management interface. On the left is a dark sidebar with the logo and navigation links: Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a 'Notice' box with text about profile updates and application rules. Below the notice, there is a question 'Are you applying as Head of family?' with radio buttons for 'Yes' (selected) and 'No'. Underneath, the 'Types of Application' section is highlighted with a red box, showing 'Now Application' selected and 'Repeat Application' as an option. A declaration box states 'I hereby declare that the information given above is true and correct'. At the bottom right, there are 'Previous' and 'Continue' buttons, with 'Continue' highlighted by a red box.

- b) Click ☒ **Repeat Application** button if the applicant wishes to renew the application, then, **Please state how many times have you applied.** Then click on **Continue**.



This screenshot shows the same SKN application form but for a repeat application. The 'Types of Application' section, highlighted with a red box, now has 'Repeat Application' selected. Below this, a new field 'Please state how many times have you applied' is visible. The 'Continue' button at the bottom right remains highlighted with a red box.

Section A: Applicant Details

8. In the **Application Details** section, fill-in all the four sub-sections such as **Applicant Basic Details, Telephone Number, Residential Address** and **Correspondence Address**.
- User is required to provide their mobile number upon registration. Any notifications will be sent to the registered number.
  - OU will receive SMS based on the result of the application; submitted, accepted by Back Office, approved, declined, or rerouted to next agency.

Section A : Applicant Details

Please enter your detail in the provided box.

\* Required section(s) to be filled.

8

1. Applicant Basic Details

Full Name (As Per IC) \*

HK

Other Name (If Any)

Marital Status \*

Kahwin (Married) ▼

IC Type \*

Kuning (Yellow) ▼

IC Number \*

Birth Certificate Number

Place of Birth \*

Brunei ▼

Date Of Birth \*

05/09/2001

Age

19

Passport Type \*

Tiada memiliki paspo ▼

Religion \*

Islam (Islam) ▼

Race \*

Melayu (Malay) ▼

Nationality \*

Brunei ▼

Residential Status \*

Rakyat Brunei (Brunei ▼

Gender \*

Perempuan (Female) ▼

Telephone Number \*

Mobile Number

Home Number

1615372

Office Number

Other Contact

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

9. On the same page, in the **Residential Address** sub-section, fill-in all the related fields as shown below.

9

Residential Address \*

Address

No 2

District \*

Brunei Muara

Mukim \*

Mukim Sengkurong

Village \*

Kampung Jerudong B

PostCode

BG3122

Residence Type \*

Rumah Sendiri (Own House)

Number of Occupant \*

5

Correspondence Address \*

☒ Same as Residential address

Address

No 2

District \*

Brunei Muara

Mukim \*

Mukim Sengkurong

Village \*

Kampung Jerudong B

PostCode

BG3122

10

Payment Detail \*

Payment Type

Wang Tunai (Cash)

+ Add New

I hereby declare that the information given is true and correct

10

Previous

Next

10. On the same page, in the **Payment Detail** sub-section, fill-in the bank details by clicking on the **+ Add New** . Then, click on **Next** .

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

11. In **Applicant Education Detail** section, fill-in all the related fields as shown below.

Then, click on **Next**

11

2. Education

Highest Education Level \*

☐ Pre-School

☐ Primary School

☒ Secondary School

☐ Vocational School

☐ Pre-University

☐ University

☐ No Education

Education Institution \*

SM Sayyidina Othman

Year / Class

Tahun 8

End Date

31/12/2005

Highest Qualification \*

☒ Qualification

☐ No Qualification

Education Institution \*

SM Sayyidina Othman

Qualification \*

Tahun 7 - 8, Tingkatan

Religious Education

Have you attended any Islamic Religious School (Primary)? \*

☐ Yes, still attending

☒ Yes, has attended

☐ Never

Religious School Primary \*

Sekolah Ugama Dato Basir

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

12. Update the **Skill Set** sub-section as per below example. Then, click on [Next](#)

Skill Set

12

Skill Set

Jualan Borong dan Runcit (Wholesale and Retail Sale ▾)

Where Acquired

DARo

Date Acquired

01/02/2020

Skill set you wish to obtain (if Any)

Kegunaan Komputer (Computer use) ▾

I hereby declare that the information given above is true and correct

Previous

12

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

13. Update the **Applicant Employment Details** section as per below example. Then, click on **Next**

Section A: Applicant Employment Details

Please select one from each section.

\* Required section(s) to be filled.

13

3. Employment

Employment Status \*

☐ Unemployed

☒ Employed

☐ Self-Employed

☐ Student

☐ Retired

Sector \*

☐ Government

☒ Private Sector

Name of Company/Ministry \*

Syarikat ABC Sdn Bhd

Position \*

Kakitangan / Pengurus Kakitangan SL

Start Date \*

01/02/2009

Work Experience

Do you have a previous job \*

☒ Yes

☐ No

Employment Type	Department / Company / Service Name	Position	Reason For Leaving	Start Date	End Date
Sambilan (I)	Peach Trading Company	Atendan px	Mendapat Tawar	01/02/1999	02/10/2002

+ Add New

I hereby declare that the information given is true and correct

13

Previous

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

14. Update the **Applicant Medical Detail** section as per below example.

- Select Medical ID Type from the drop-down list and fill-in the Medical ID no.

4. Medical

14

Medical ID Type: BruHims

Medical ID No.: 0123456

Please Select One

BruHims

JPMC

Lain-lain (Others)

Medical problem? \*

- Do you have any medical problem?
- Click ☒ Yes if applicant has medical problem. Tick ☒ box next to the medical problem list.

14

Do you have any medical problem? \*

☒ Yes

☐ No

If yes, please select (May select more than one)

☒ Tekanan Darah Tinggi (High Blood Pressure)

☐ Penyakit jantung (Heart Disease)

☐ Diabetes (Diabetes)

☒ Asma (Asthma)

☐ Masalah buah pinggang (Kidney Problem)

☐ Kanser (Cancer)

☐ Gout (Gout)

☐ Strok (Stroke)

☐ Gastrik (Gastric)

☐ Batuk kering (Dry Cough)

☐ Terlantar Sakit (Bedridden)

☐ Lain-Lain (Others)

☐ Migrain (Migraine)

☐ Talasemia (Thalassemia)

- Click ☒ No if applicant has no medical problem.

Do you have any medical problem? \*

☐ Yes

☒ No

## Note:

- all fields marked with asterisks (\*) are mandatory to be filled in.

## 15. Are you categorised as disabled?

- Click ☒ **Yes** if applicant is categorised as disabled. Tick ☒ box next to the disabled list.

15

Are you categorized as disabled? \*

☒ Yes

☐ No

If yes, please select (May select more than one)

- ☐ Deria Penglihatan (Vision Sensory)
- ☐ Deria Pendengaran (Hearing Sensory)
- ☐ Fizikal (Physical)
- ☐ Mental (Mental)
- ☐ Kelakuan (Behaviour)
- ☐ Komunikasi (Communication)
- ☐ Perkembangan (Developmental)
- ☐ Masalah pembelajaran (Learning disabilities)
- ☐ Autistik (Autistic)
- ☐ Sindrom Down (Down Syndrom)
- ☐ Intelek - kemampuan berfikir dan pemahaman (Intellect - thinking ability and comprehension)
- ☐ Pelbagai kategori (Multiple categories)
- ☐ Lain-Lain (Others)

- Click ☒ **No** if applicant is not categorised as disabled.

Are you categorized as disabled? \*

☐ Yes

☒ No

- Are you getting disability benefits?
  - Click ☒ **Yes** if applicant is getting disability benefits.
  - Click ☒ **No** if applicant is not getting disability benefits.

Are you getting disability benefits? \*

☒ Yes

☐ No

- Are you registered in any of the association/societies?
  - Click ☒ **Yes** if applicant is registered in any of the association/societies and select the association/societies from the drop-down list.
  - Click ☒ **No** if applicant is not registered in any of the association/societies.

Are you registered in any of the association/societies? \*

☒ Yes

☐ No

Please choose any association provided \*

Association of Disabled ▾

16. Then, click on **Next**

17. Update the **Applicant Income Detail** section as per below example.

18. Then, click **Next**

5. Income 17

Please select from the following (May select more than one)

Income Type	Amount (BND) *	Frequency *	Description
<input checked="" type="checkbox"/> Bantuan Kebajikan - Elaun Hidup (BKB) (Welfare Assistance - Living Allowance (BKB))	100	Bulanan (Monthly) ▼	
<input type="checkbox"/> Bantuan Kebajikan - Elaun Sekolah (BKB) (Welfare Assistance - School Allowance (BKB))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan - Kewangan Asasi (MUIB) (Welfare Assistance - Basic Finance (MUIB))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan - Kewangan Bulanan (MUIB) (Welfare Assistance - Monthly Finance (MUIB))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan - Kewangan Sekolah (MUIB) (Welfare Assistance - School Finance (MUIB))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan (Yayasan) (Welfare Assistance (Yayasan))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan (Kementerian Pendidikan) (Welfare Assistance (MOE))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan (NGO) (Welfare Assistance (NGO))		Please Select One ▼	
<input type="checkbox"/> Lain-Lain Bantuan (Other Welfare)		Please Select One ▼	
<input checked="" type="checkbox"/> Gaji (Salary)	500.00	Bulanan (Monthly) ▼	
<input checked="" type="checkbox"/> Kurnia Khas (Kurnia Khas)	100	Bulanan (Monthly) ▼	
<input type="checkbox"/> Elaun Sara Hidup (Living Allowance)		Please Select One ▼	

I hereby declare that the information given above is true and correct

18

Previous

Next

## Note:

- all fields marked with asterisks (\*) are mandatory to be filled in.

19. Update the **Applicant Expense Detail** section as per below example.

20. Then, click on **Next**

6. Expense 19

Please select from the following (May select more than one)

Expense Type	Amount (BND)*	Frequency*	Description/Type/Month	Date
<input checked="" type="checkbox"/> Bil air (Water Bill)	5.00	Bulanan (Monthly)		
<input checked="" type="checkbox"/> Bil elektrik (Electricity Bill)	50.00	Bulanan (Monthly)		
<input type="checkbox"/> Bil internet (Internet Bill)		Please Select		
<input type="checkbox"/> Bil telefon (Phone Bill)		Please Select		
<input type="checkbox"/> Pembayaran Astro (Astro payment)		Please Select		
<input type="checkbox"/> Bayaran Rumah (House Payment)		Please Select		
<input type="checkbox"/> Bayaran Rumah Sewa (Rental House Payment)		Please Select		
<input checked="" type="checkbox"/> Bayaran Telefon Bimbit (Mobile Phone Bills)	35.00	Bulanan (Monthly)		
<input checked="" type="checkbox"/> Bayaran Telefon Rumah (Home Telephone Bills)	50.00	Bulanan (Monthly)		
<input type="checkbox"/> Perbelanjaan Sekolah untuk Anak-anak / Tanggungan (School Expenses for Children / Dependents)		Please Select		

I hereby declare that the information given above is true and correct

20

PreviousNext

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

- 21. Update the **Applicant Asset Detail** section as per below example.
- 22. Then, click on **Next**

7. Asset

21

Please select from the following (May select more than one)

Asset Type	Amount (BND)*	Quantity*	Description
<input type="checkbox"/> Basikal / Beca (Bicycle / Rickshaw)		0	
<input type="checkbox"/> Bot dan Motor Sangkut (Boat and Motorboat)		0	
<input type="checkbox"/> Motosikal / Skuter (Motorcycle/Scooter)		0	
<input type="checkbox"/> Kenderaan Bermotor (Motor Vehicles)		0	
<input type="checkbox"/> Pembeku (Freezer)		0	
<input checked="" type="checkbox"/> Peti Sejuk (Refrigerator)	320.00	1	
<input type="checkbox"/> Ketuhar Gelombang Mikro (Microwave oven)		0	
<input type="checkbox"/> Mesin Basuh (Washing Machine)		0	
<input type="checkbox"/> Penghawa Dingin (Air conditioner)		0	
<input checked="" type="checkbox"/> Komputer Desktop Peribadi (Personal Desktop Computer)	570.00	1	
<input type="checkbox"/> Komputer Riba (Laptop)		0	

I hereby declare that the information given above is true and correct

22

Previous

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

Section B: List of Spouse / Ex-Spouse

23. Are you married?

- Click ☒ Yes if applicant is married and click [+ Add New](#) to add the spouse detail.

1. Spouse

Are you married? \*

☒ Yes

☐ No

Name	IC Number	Relationship	Is Dependent	Profile Status	Action
<a href="#">+ Add New</a>					

- Click ☒ No if applicant is not married and go to Step 36 to add the ex-spouse detail (if any).

1. Spouse

Are you married? \*

☐ Yes

☒ No

24. Update the **Spouse Basic Detail** as per below example. Click [Next](#)

2. Spouse Basic Details

☐ Is Dependent

Full Name (As Per IC) \*

Ali bin Ahmad

Other Name (If Any)

Relationship \*

Suami (Husband)

IC Type \*

Kuning (Yellow)

IC Number \*

00124321

Birth Certificate Number

Place of Birth \*

Brunei

Date Of Birth \*

01/02/1971

Age

50

Passport Type \*

Tiada memiliki paspot (No Pas)

Passport Number \*

Religion \*

Islam (Islam)

Race \*

Malayu (Malay)

Nationality \*

Brunei

Residential Status \*

Rakyat Brunei (Brunei Citizen)

Residential Address \*

☐ Same as applicant's address

Street Address / House Number \*

No 1

District \*

Brunei Muara

Mukim \*

Mukim Berakas A

Village \*

Kg. Anggerek Desa

Postcode \*

BB1234

Marriage Record \*

Marriage Start Date \*

01/02/1982

Marriage Certificate Number \*

A001254

Marriage Registration Number \*

1239-02

I hereby declare that the information provided is true and correct

Previous

Next

3. Education

2

Highest Education Level \*

☐ Pre-School

☐ Primary School

☒ Secondary School

☐ Vocational School

☐ Pre-University

☐ University

☐ No Education

Highest Qualification \*

☐ No Qualification

☒ Qualification

Education Institution \*

SM Sultan Sharif Ali

Qualification \*

Tahun 7 – 8, Tingkatan 1 –

Education Institution \*

SM Sultan Sharif Ali

Year / Class

Form2

End Date

01/12/1993

Religious Education

Has your spouse attended any Islamic Religious School (Primary)? \*

☐ Yes, still attending

☒ Yes, has attended

☐ Never

Religious School Primary \*

Sekolah Ugama Ahmad

Skill Set

24

Skill Set

Kemahiran Kraf (Craft Skills)

Where Acquired

Keluarga

Date Acquired

01/02/1991

Skill set your spouse wish to obtain (If Any)

Hortikultur (Horticulture)

I hereby declare that the information given above is true and correct

25

Previous

Next

25. Once completed, click 

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

26. Update the spouse **Employment Detail** as per below example. Click [Next](#)

4. Employment

Employment Status \*

☐ Unemployed

☒ Employed

☐ Self-Employed

☐ Student

☐ Retired

Sector \*

☐ Government

☒ Private Sector

Name of Company/Ministry \*

Atendakn kabin (Cabin attendakn)

Position \*

Atendakn kabin (Cabin attendakn)

Start Date \*

01/02/2019

Work Experience

Do your spouse has a previous job? \*

☐ Yes

☒ No

I hereby declare that the information give is true and correct

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Previous

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

27. Update the spouse **Income Detail** as per below example.

28. Click **Next**

5. Income 27

Please select from the following (May select more than one)

Income Type	Amount (BND) *	Frequency *	Description
<input checked="" type="checkbox"/> Gaji (Salary)	600.00	Bulanan (Monthly) ▼	
<input type="checkbox"/> Kurnia Khas (Kurnia Khas)		Please Select One ▼	
<input type="checkbox"/> Elaun Sara Hidup (Living Allowance)		Please Select One ▼	
<input type="checkbox"/> Elaun ABDB/Polis (ABDB/Police Allowance)		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan – Kewangan Asasi (MUIB) (Welfare Assistance – Basic Finance (MUIB))		Please Select One ▼	
<input type="checkbox"/> Bantuan Kebajikan (Yayasan) (Welfare Assistance (Yayasan))		Please Select One ▼	
<input type="checkbox"/> Lain-Lain Bantuan (Other Welfare)		Please Select One ▼	
<input type="checkbox"/> Pendapatan Lain (Other Income)		Please Select One ▼	
<input type="checkbox"/> Pendapatan Suami/Isteri (Spouse Income)		Please Select One ▼	

I hereby declare that the information given above is true and correct

28

Previous

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

29. Update the spouse **Expenses Detail** as per below example.

30. Click **Next**

6. Expense

29

Please select from the following (May select more than one)

Expense Type	Amount (BND)*	Frequency*	Description/Type/Model	Date
<input type="checkbox"/> Bil air (Water Bill)		Please Select ▼		
<input type="checkbox"/> Bil elektrik (Electricity Bill)		Please Select ▼		
<input checked="" type="checkbox"/> Bil Internet (Internet Bill)	100.00	Bulanan (Mon) ▼		
<input type="checkbox"/> Bil telefon (Phone Bill)		Please Select ▼		
<input type="checkbox"/> Pembayaran Astro (Astro payment)		Please Select ▼		
<input type="checkbox"/> Bayaran Rumah (House Payment)		Please Select ▼		
<input type="checkbox"/> Bayaran Rumah Sewa (Rental House Payment)		Please Select ▼		
<input checked="" type="checkbox"/> Bayaran Telefon Bimbit (Mobile Phone Bills)	90.00	Bulanan (Mon) ▼		
<input type="checkbox"/> Bayaran Telefon Rumah (Home Telephone Bills)		Please Select ▼		
<input type="checkbox"/> Perbelanjaan Sekolah untuk Anak-anak / Tanggungan (School Expenses for Children / Dependents)		Please Select ▼		
<input type="checkbox"/> Perbelanjaan Barangan runcit (Groceries Expense)		Please Select ▼		

I hereby declare that the information given above is true and correct

30

Previous

Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

31. Update the spouse **Children** (if any) sub-section as per below example.

32. Click [+ Add New](#) to add children detail.

31

7. Children

Please enter the detail of your child under this spouse (if any)

Name	ID Type	ID Number	Relationship	Is Dependent	Profile Status	Action
<a href="#">+ Add New</a>						

I hereby declare that the information given above is true and correct

Previous

Next

33. Update the **Dependent's Basic Detail** (if any) sub-section as per below example.

33

I. Dependent's Basic Detail

☒ Is Dependent

Full Name (As Per IC) \*

Syaza

Other Name (If Any)

Relationship \*

Anak Perempuan (Daughter) ▼

IC Type \*

Tiada Kad Pengenalan (t) ▼

Birth Certificate Number \*

1234567

Date Of Birth \*

01/04/2008

Age

14

Gender \*

Perempuan (Female) ▼

Is/Are your dependent(s) the recipient for DANA Pg Muda Mahkota Al-Muhtadee Billah untuk Anak-Anak Yatim? \*

☐ Yes

☒ No

2. Education

Are your dependents a student? \*

☒ Yes

☐ No

Education Level \*

Tahun 7 - 8, Tingkatan 1 - 3 atau sebi ▼

Year / Class \*

Year 8

School Year \*

2022

Education Institution \*

SM Sayyidina Othman ▼

Has your dependent attended any Islamic Religious School (Primary)? \*

☒ Yes, still attending

☐ Yes, has attended

☐ Never

Religious School Primary \*

Sekolah Ugama Haji Mohd Salleh Sungai Hancing ▼

Class \*

Darjah 5

3. Residence

Is this dependent staying in the same house with you? \*

☒ Yes

☐ No

Street Address / House Number \*

No 1

District \*

Brunoi Muara

Mukim \*

Mukim Berakas A

Village \*

Kg. Anggerok Desa

Postcode \*

BB3713

4. Medical

Medical ID Type

BruHims

Medical ID No.

40012312

Do your dependent has any medical problem? \*

☐ Yes

☒ No

Is your dependent categorized as disabled? \*

☐ Yes

☒ No

Is your dependent getting disability benefits? \*

☐ Yes

☒ No

Is your dependent registered in any of the association/societies? \*

☐ Yes

☒ No

I hereby declare that the information given is true and correct

34

Previous

Next

34. Once Children details have been completed, click on 

Next

35. Click  to modify/amend the detail. Then, click 

Next

7. Children

Please enter the detail of your child under this spouse (if any)

Name	ID Type	ID Number	Relationship	Is Dependent	Profile Status	35
Syaza	Sijil Kelahiran (Birth Certificate)	1234567	Anak Perempuan (Daughter)	Yes	Complete	<div></div> <div></div>

+ Add Now

I hereby declare that the information given above is true and correct

Previous

Next

35

36. In the **Ex-Spouse** sub-section, update the ex-spouse detail (if any) as per below example.

2. Ex-Spouse

36

Have you previously been married before? \*

☒ Yes

☐ No

Has your spouse died? \*

☒ Yes

☐ No

No	IC Number	Divorce Type	Is Dependent	Action
37				

+ Add New

37. If you select ☒ **Yes** to question **Have you previously been married before?**, click **+ Add New** and add the ex-spouse detail. Then, click **Next**.  
 If you select ☒ **No**, click **Next** to proceed.

2. Ex-Spouse Basic Details ☐ Is Dependent

37

Full Name (As Per IC)\*

Ahmad bin Ali

Other Name (If Any)

Date Of Birth \*

01/02/1963

IC Type

Kuning (Yellow)

IC Number\*

02838233

Mobile Telephone Number

1234567

Home Telephone Number

Divorce Type \*

☐ Divorced

☒ Deceased

Date of deceased

01/02/2012

I hereby declare that the information given above is true and correct

37

Previous Next

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

Section C: List of Dependent

38. In this section, fill-in the dependent details (if any).

- Click [+ Add New](#) to add new dependent detail.

Section C : List of Dependent

Please add your dependent and their detail if necessary

1. Dependent

Name	ID Type	ID Number	Relationship	Is Dependent	Profile Status	Action
<a href="#">+ Add New</a>	38					

I hereby declare that the information given above is true and correct

Previous

Next

39. Update the **Dependent's Basic Detail** (if any) sub-section as per below example.

Then click [Next](#)

39

1. Dependent's Basic Detail

☒ Is Dependent

Full Name (As Per IC) \*

Aminah Hj Ahmad

Other Name (If Any)

Relationship \*

Ibu (Mother) ▾

IC Type \*

Kuning (Yellow) ▾

IC Number \*

00000123

Birth Certificate Number

Date Of Birth \*

01/04/1961

Age

61

Gender \*

Perempuan (Female) ▾

2. Education

Are your dependents a student?\*

☐ Yes

☒ No

Employment Status \*

☒ Unemployed

☐ Employed

☐ Self-Employed

☐ Retired

Education Level \*

Tidak pernah bersekolah (Never bec ▾

Has your dependent attended any Islamic Religious School (Primary)? \*

☐ Yes, still attending

☐ Yes, has attended

☒ Never

4. Medical

Medical ID Type

BruHims

Medical ID No.

39

Do your dependent has any medical problem? \*

☐ Yes

☒ No

Is your dependent categorized as disabled? \*

☐ Yes

☒ No

Is your dependent getting disability benefits? \*

☐ Yes

☒ No

Is your dependent registered in any of the association/societies? \*

☐ Yes

☒ No

I hereby declare that the information given is true and correct

39


Previous

Next





**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

40. Updated **Dependent** detail page is shown below.

- Click  to modify/amend the detail. Then, click **Next**
- Click **+ Add New** to add more dependents' detail.

1. Dependent

Name	ID Type	ID Number	Relationship	Is Dependent	Profile Status	40
Hjh Aminah Hj Ahmad	Kad Pengenalan (IC) – Kuning (Yellow)	00123456	Ibu (Mother)	Yes	Complete	 
Syaza	Sijil Kelahiran (Birth Certificate)	1234567	Anak Perempuan (Daughter)	Yes	Complete	 

+ Add New

I hereby declare that the information given above is true and correct

Previous

Next

40

41. Update the **Emergency Contact Detail** as per below example. Then click **Next**

Section D : Emergency Contact

\* Required section(s) to be filled.

41

1. Basic Detail of Emergency Contact

Full Name (As Per IC) \*

Ali bin Ahmad

Other Name (If Any)

Relationship \*

Suami (Husband) ▼

IC Type \*

Kuning (Yellow) ▼

IC Number \*


00251189

Telephone Number \*

2123443

E-mail \*

test@gmail.com



+ Add New

I hereby declare that the information given above is true and correct

Previous

Next


41

**Note:**

- all fields marked with asterisks (\*) are mandatory to be filled in.

## Section E: Supporting Document



42. To upload supporting document, follow the following steps:



- In the **Pending Documents** sub-section, click on the red box  Kad Pengenalan (Identification Card) - HK
- Select the scanned file. Ensure that the uploaded document is in **JPEG** format and the document size must not exceed **2MB** for every document.
- Upload file by clicking 'Open'



Section E : Supporting Document



Required section(s) to be filled.



### 1. Uploaded Documents




Surat Pengesahan Ketua Kampong (Ketua Kampong Verification Letter) - Hj Kas



Kad Pengenalan (Identification Card) - Hj Kas



Kad Pengenalan Suami/Isteri (Spouse IC) - Saerah Samat




Sijil Perkahwinan (Marriage Certificate) - Saerah Samat




Sijil Kelahiran Anak (Child Birth Certificate) - Hj Kas




Surat Pengesahan Sekolah (School Verification Letter) - Hj Kas


### 2. Pending Documents \*

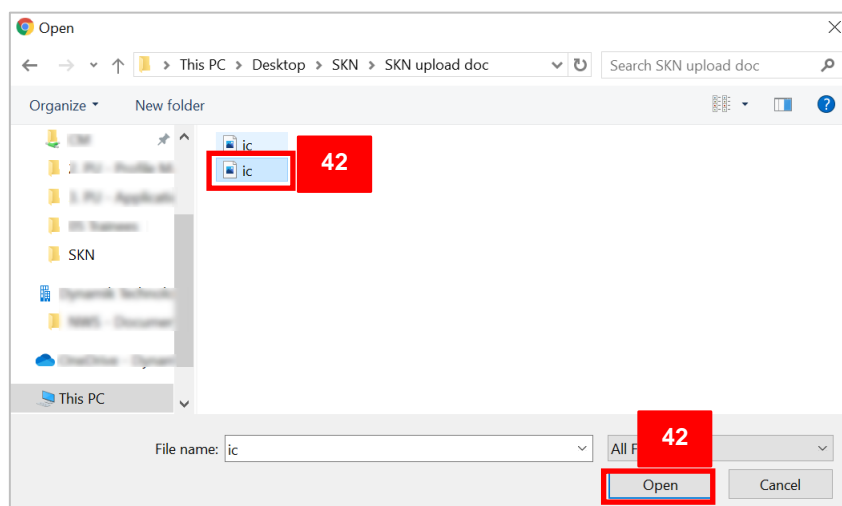
Please upload the document as stated below. All of the documents are mandatory to upload. Ensure that the document you are attempting to upload is in JPEG format and less than 2MB.


Kad Pengenalan Saudara (Relative Identification Card) - Hj Aminah Hj Ahmad

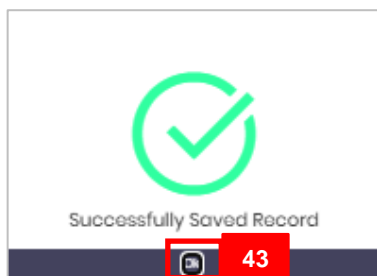

Sijil Kelahiran Anak (Child Birth Certificate) - Syaza


Surat Pengesahan Sekolah (School Verification Letter) - Syaza

+ Add Now



43. Once the file is successfully uploaded, the below message will appear. Click **Ok**



44. Continue uploading all the required documents until the red boxes turn green as shown below.

1. Uploaded Documents

✓

Kad Pengenalan (Identification Card)

✓

Kad Pengenalan Anak (Child IC) - Syaza bte

✓

Kad Pengenalan Suami/Isteri (Spouse)

✓

Kad Pengenalan Suami/Isteri (Spouse)

✓

Sijil Kematian (Death Certificate) - Ahmad bin Ali

✓

Sijil Perkahwinan (Marriage)

✓

Surat Pembayaran Gaji (Payslip) - HK

✓

Surat Pengesahan Doktor untuk masalah

✓

Surat Pengesahan Ketua Kampong (Ketua)

2. Pending Documents \*

Please upload the document as stated below. All of the documents are mandatory to upload. Ensure that the document you are attempting to upload is in JPEG format and less than 2MB.

45

+ Add New

I hereby declare that the information given above is true and correct

Previous

45

Next

45. If the applicant wish to add more document, click **+ Add New** or click **Next** to proceed to the next step.

DYMK\_CM\_SKN\_Application Management\_PU\_UG\_ENG v4.0

31

## Section F: General Question

46. Answer all the questions:

### Section F : General Question

\* Required section(s) to be filled.

#### 1. Vehicle

Please answer all the questions provided below. It is mandatory to answer all of the questions

1. Do you have a driver's licence? \*

- ☒ Yes  
☐ No

2. Can you drive a vehicle? \*

- ☒ Yes  
☐ No

3. Are there other family members who can use your vehicle? \*

- ☐ Yes  
☒ No  
☐ I do not own a vehicle

4. Do you have a car? \*

- ☐ Yes  
☒ No

4.2. How do you move from one place to another? \*

- ☐ Riding a family car  
☒ Ride the bus  
☐ Riding a neighbor  
☐ Taxi  
☐ Walking  
☐ Darts

5. Is your car still working? \*

- ☒ Yes  
☐ No  
☐ I do not own a vehicle

6. Do you have a car that still has a monthly payment? \*

- ☐ Yes  
☒ No  
☐ I do not own a vehicle

7. Do you have a car that you pay for but you are using someone else name? \*

☐ Yes

☒ No

8. Are there public vehicles (buses) near your residence? \*

☒ Yes

☐ No

9. Do you want to take the bus? \*

☒ Yes

☐ No

10. Monthly expenditure spent on public transport \*

☒ Below \$50

☐ \$50-\$100

☐ \$100-\$200

☐ Above \$200

☐ I do not use public transport

## 2. Housing and Residential

Please answer all the questions provided below. It is mandatory to answer all of the questions

1. Total Head of household/ Family Unit staying in your house? \*

5

2. How many bedrooms are there in your current residence? \*

2

3. How many people in your home are receiving welfare from JAPEM? \*

3

4. How many Head of Household in your home are receiving welfare from MUIB? \*

2

5. How many people in your home are working? \*

2

6. How many people in your home are not working? \*

3

7. Do you apply for STKRJ / RPN housing? \*

☐ Yes

☒ No

### 3. Personal Information

Please answer all the questions provided below. It is mandatory to answer all of the questions

1. For single parent, are you still in touch with your partner? \*

☐ Yes

☐ No

☒ I am not a single parent

2. Are your ex-husbands / wives newly married? \*

☐ Yes

☐ No

☒ I do not have an ex-spouse

☐ Not sure

3. Does your ex-husband provide for you? \*

☐ Yes

☐ No

☒ I do not have an ex-spouse

☐ Occassional

4. Are you still in contact with your ex spouse? \*

☐ Yes

☐ No

☒ I do not have an ex-spouse

5. Do your children attend private schools at their own expense and not at the expense of others? \*

☐ Yes

☐ No

☒ I do not have children

6. Do your children attend private schools at their own expense and at the expense of others? \*

☐ Yes

☐ No

☒ I do not have children

7. Do you bear the child of another person who is not registered as a foster child you? \*

☐ Yes

☒ No

8. Are you hiring a maid to take care of the child and as such? \*

- ☐ Yes  
☒ No

9. Do you give your parents money monthly or periodically? \*

- ☐ Yes  
☒ No

10. Is there anyone else who helps you during times of trouble? \*

- ☐ Yes  
☒ No

11. Do you have children that are sent to childcare at this time? \*

- ☐ Yes  
☒ No  
☐ I do not have children

12. Are you or/and your dependent(s) the recipient for DANA Pg Muda Mahkota Al-Muhtadee Billah untuk Anak-Anak Yatim? \*

- ☒ Yes  
☐ No

## 4. Employment/Skillset

Please answer all the questions provided below. It is mandatory to answer all of the questions

1. Are you active in finding / applying for a job? \*

- ☒ Yes  
☐ No

2. If you are not yet working and actively looking for / applying for a job, are you : \*

- ☐ Registered at the JobCentre Brunei (JCB)  
☐ Registered at the Public Service Commission (SPA)  
☐ Not registered at any agency.  
☒ Registered at the JobCentre Brunei (JCB) and Public Service Commission (SPA)  
☐ Not applicable

3. Have you ever taken any skills course such as sewing, carpentry, cooking and so on? \*

- ☐ Yes  
☒ No

4. What course are you interested in taking? \*

Motor Vehicles, Ships and Aircraft

I hereby declare that the information given above is true and correct

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Previous

Next

46. Once the questions have been answered, click [Next](#)

[illegible]

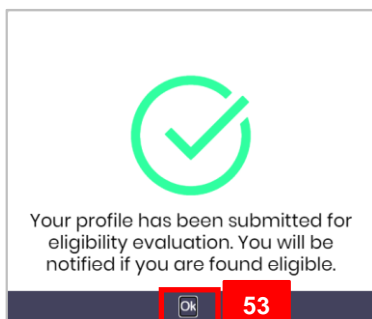
48. Applicant may select the **Welfare Type** by clicking the ☒ box next to the welfare type.

49. **Declaration** only appear if the applicant is a Muslim. Applicant may select to tick the box ☒ for **I agree that the assistance I receive is source from the Zakat Fund of Asnaf Fakir Miskin, Islamic Religious Council. If the above option box is not selected, this request will then be forwarded to be processed by JAPEM.**

50. Tick ☒ **I hereby agree to the terms and conditions above and certify the information entered in my profile is correct and true. \***

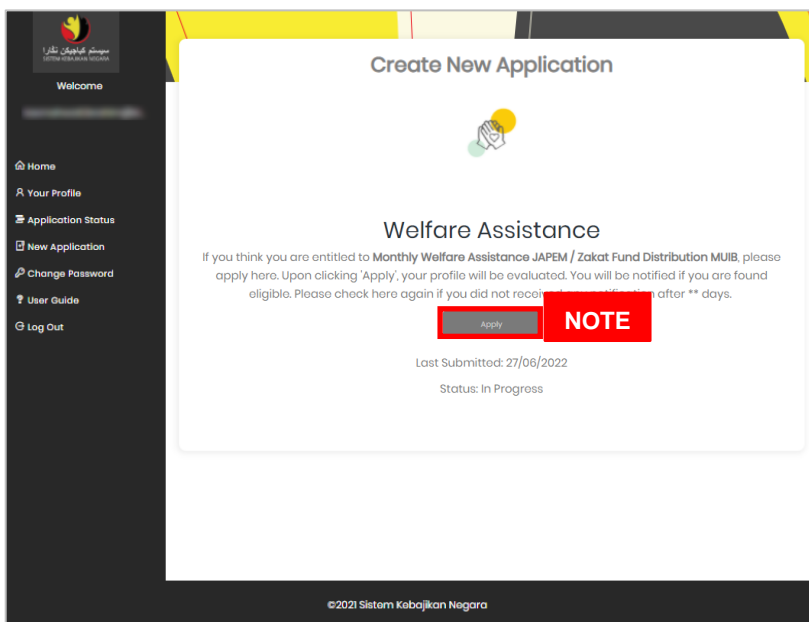
51. Then, click on **Submit** button to submit the application to the relevant agency for processing.

52. Message as shown below will appear.



53. Click on the  button to end the process.

54. Create New Application page will appear as below.



**Note:**

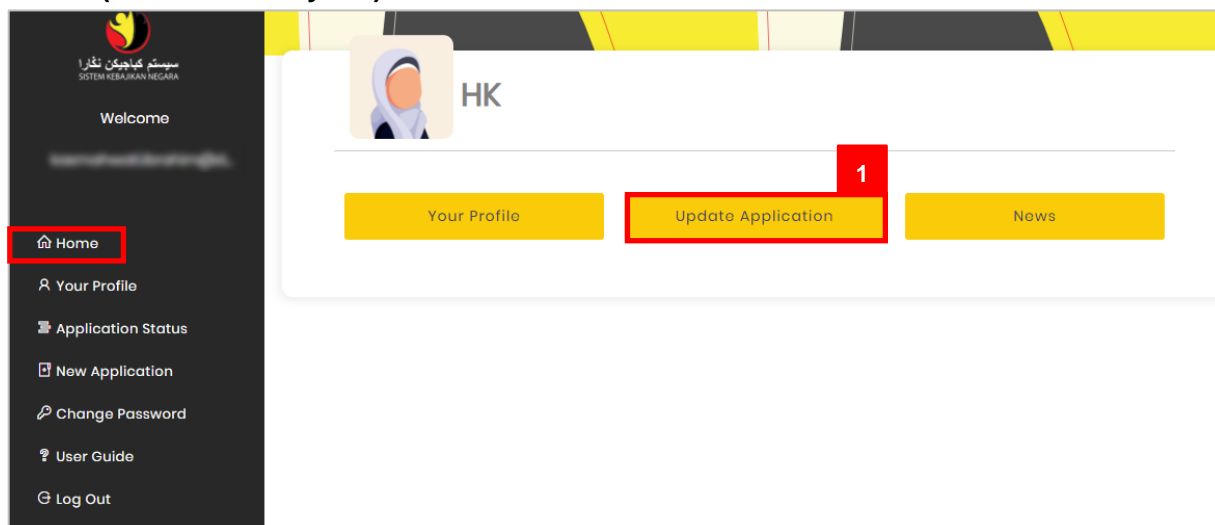
- The  button will be disabled because application status is **In Progress**.

## UPDATE APPLICATION

Public User

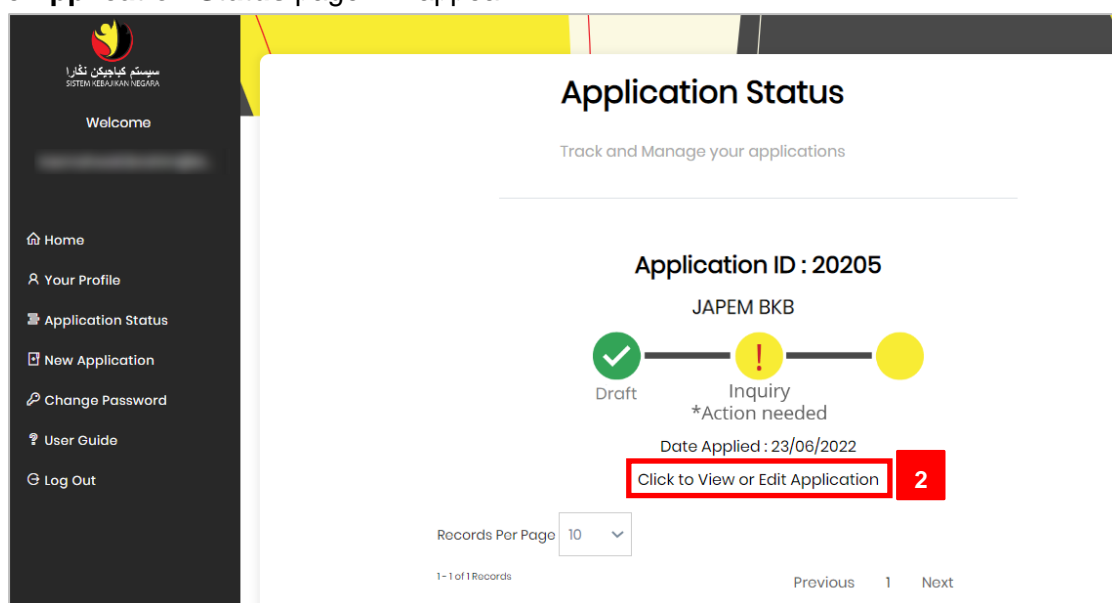
Online User

**Note:** Applicants can only **update** the application if the **application status** is **Inquiry** (**Proses Pertanyaan**).



1. Click on the [Update Application](#) button to proceed to the next page.

The **Application Status** page will appear.

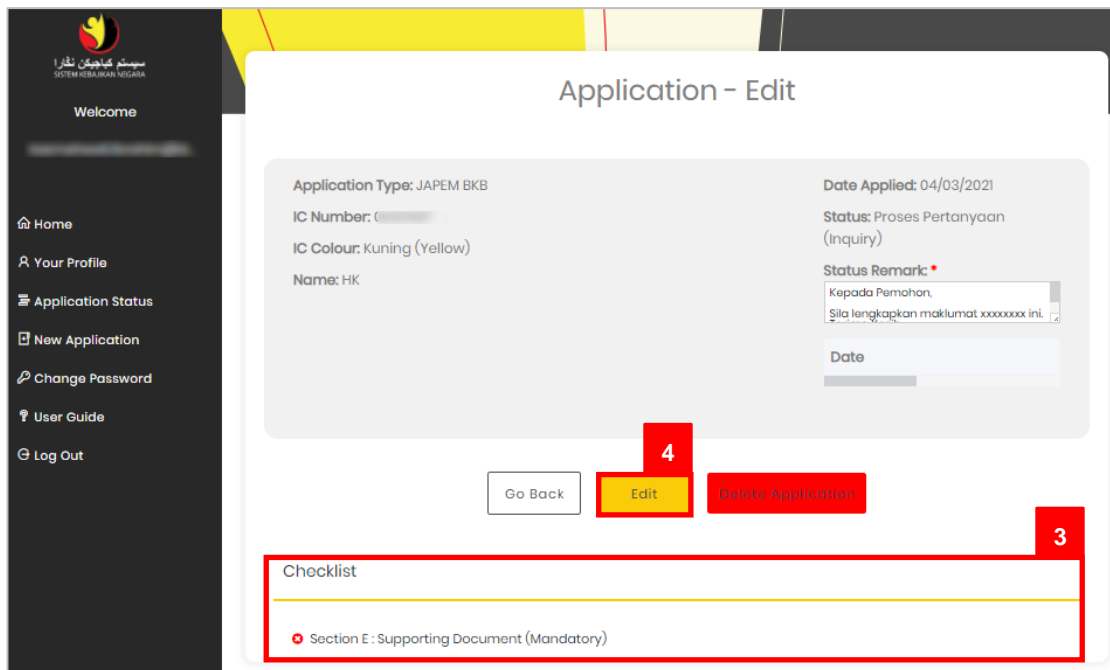


**Note:**

- The **Application** page will show all **Welfare** applications with the statuses *Inquiry / Approved / Declined*.
- Any re-submission of **Welfare** application is only for application in *Inquiry* status.
- Only application with the status **Inquiry** can be updated.

2. Click the [Click to View or Edit Application](#) link.

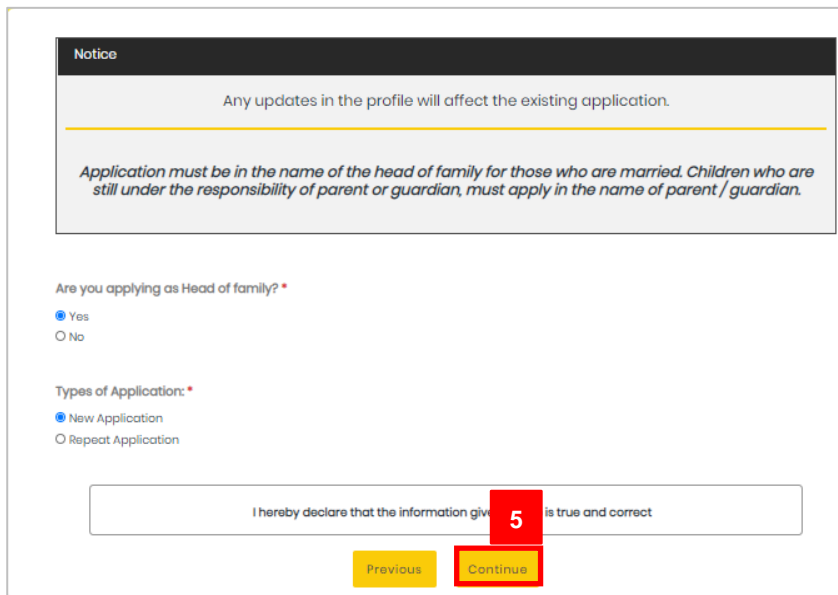
3. The **Application – Edit** page will appear. **Checklist** section shows the detail/document need to be updated.
4. Click on **Edit** and proceed to next step.



5. **Notice** page will appear. Applicant may update the required detail/document as requested.

From this example, applicant is requested to upload additional supporting document into **Section E: Supporting Document**. To do this, follow the steps below:

- The **Notice** page will appear as shown below. Recheck/review the data entered previously, then click on **Continue** button at the bottom of the page.



- The **Section A: Applicant Details** page will appear. Again, recheck/review the data entered previously, then click on **Next** button at the bottom of the page.

Section A : Applicant Details

Please enter your detail in the provided box.

Required section(s) to be filled.

I. Applicant Basic Details

Full Name (As Per IC) \*

HK

Other Name (if Any)

Marital Status \*

Bujang (Single)

IC Type \*

Kuning (Yellow)

IC Number \*

9027807

Birth Certificate Number

Place of Birth \*

Brunei

Date Of Birth \*

05/09/2001

Age

19

Passport Type \*

Tiada memiliki paspot (No P)

Religion \*

Islam (Islam)

Race \*

Melayu (Malay)

Nationality \*

Brunei

Residential Status \*

Rakyat Brunei (Brunei Citizer)

Gender \*

Perempuan (Female)

Telephone Number \*

Mobile Number

Home Number

9999999

Office Number

Other Contact

Residential Address \*

Address

No 1

District \*

Brunei Muara

Mukim \*

Mukim Berakas A

Village \*

Kg. Anggerok Desa

PostCode

Bb1111

Residence Type \*

Rumah Sendiri (Own House)

Number of Occupant \*

6

Correspondence Address \*

☒ Same as Residential address

Address

No 1

District \*

Brunei Muara

Mukim \*

Mukim Berakas A

Village \*

Kg. Anggerok Desa

PostCode

Bb1111

Payment Detail \*

Payment Type

Wang Tunai (Cash)

+ Add New

I hereby declare that the information given above is true and correct

Previous

Next

- Continue rechecking/reviewing the rest of the sections until **Section E: Supporting Document** page as shown below. In the example below, some documents still need to be uploaded.

Section E: Supporting Document

\* Required section(s) to be filled.

1. Uploaded Documents

2. Pending Documents \*

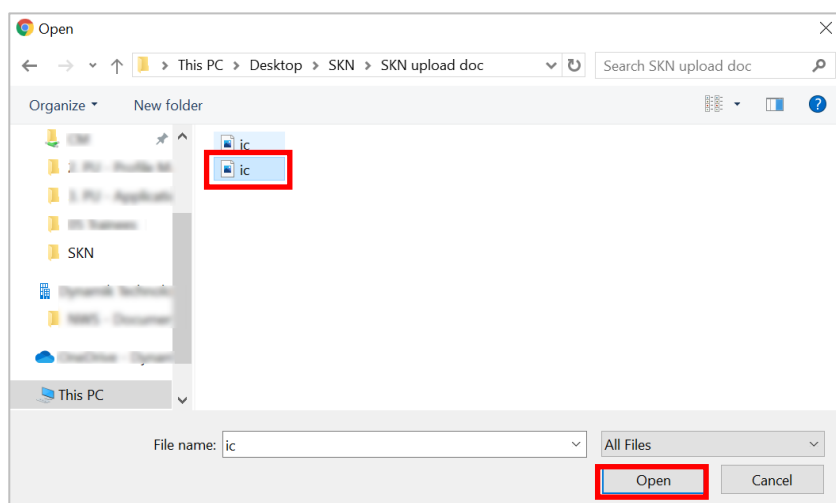
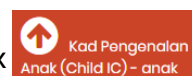
Please upload the document as stated below. All of the documents are mandatory to upload. Ensure that the document you are attempting to upload is in JPEG format and less than 2MB.

+ Add Now

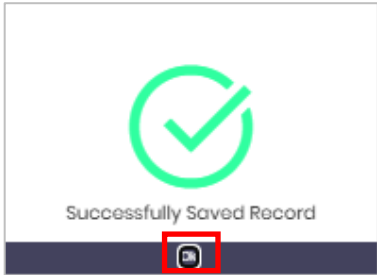
I hereby declare that the information given above is true and correct

Previous Next

- To upload supporting document, steps are as follows:
  - In the **Pending Documents** sub-section, click the red box
  - Select the scanned file. Ensure that the uploaded document is in **JPEG** format and the document size must not exceed **2MB** for every file.
  - Upload file by clicking 'Open'.



- Once the file is successfully uploaded, the below message will appear. Click **Ok**



- Once documents have been uploaded, click **Next** to proceed to next step.

### 1. Uploaded Documents

Kad Pengenalan (Identification Card)	Kad Pengenalan Anak (Child IC) - Syaza bte	Kad Pengenalan Suami/Isteri (Spouse)
Kad Pengenalan Suami/Isteri (Spouse)	Sijil Kematian (Death Certificate) - Ahmad bin Ali	Sijil Perkahwinan (Marriage)
Surat Pembayaran Gaji (Payslip) - HK	Surat Pengesahan Doktor untuk masalah	Surat Pengesahan Ketua Kampong (Ketua)

### 2. Pending Documents \*


Please upload the document as stated below. All of the documents are mandatory to upload. Ensure that the document you are attempting to upload is in JPEG format and less than 2MB.

[+ Add Now](#)

I hereby declare that the information given above is true and correct

Previous

Next

- Finally, on the last page, **Declaration**, click 

Declaration

Terms And Conditions

I AGREE to allow any / all parties who will be processing this application to obtain all details of MYSELF / WIFE / HUSBAND / GUARDIAN from any third party regardless of GOVERNMENT / NON-GOVERNMENT without my prior knowledge.

Welfare Type

I need help with :

☐ Eloun Pelajaran (JAPEM) / Agihan Zakat Sekolah (MUIB)
   
☐ Eloun Sara Hidup (JAPEM) / Agihan Kewangan Asasi (MUIB)
   
☐ Agihan Sewa Rumah MUIB

Acknowledgement

**Warning :** The following section(s) are empty. If you proceed to submit your profile, you are declaring that you have intentionally left these section(s) blank because there is no information to enter. Please note if you make a false declaration, it may affect your eligibility for welfare now and in the future.

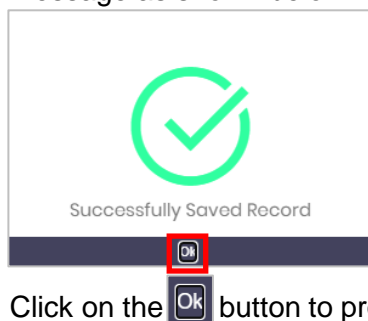
**You are obligated to complete all section in your profile. If you have not done so, please click here. You will not be able to submit your application if there is any missing mandatory field.**

☒ I hereby agree to the terms and conditions above and certify the information entered in my profile is correct and true.

Previous

Save

- Message as shown below will appear.



- Click on the  button to proceed.

- The **Application – Edit** page will appear. In the **Checklist** sub-section, the supporting document will no longer appear in the list as shown below.
- Fill in the Status Remark field as shown below.
- Then, click on **Submit** to proceed to the next page.

## Application - Edit

**Application Type:** Bantuan Keperluan Persekolahan Tahunan

**IC Number:** [REDACTED]

**IC Colour:** Kuning (Yellow)

**Name:** [REDACTED]

**Welfare Type:**  
☒ Bantuan Dalam Bentuk Barang (In-kind)

**Date Applied:** 23/06/2022

**Status:** Proses Pertanyaan (Inquiry)

**Status Remark:** \*

Profile updated

Date	Remark
23/06/2022 09:56:12 AM	Sila kemaskini maklumat peribadi

Go Back
Edit
Submit
Delete Application

Checklist

---

- **Terms And Conditions** page will appear as shown below. Click on **Submit** to submit the application to the relevant agency for processing.

### Terms And Conditions

---


By clicking Submit you agree to the following :  
 Sila pastikan keterangan-keterangan diambil dengan lengkap

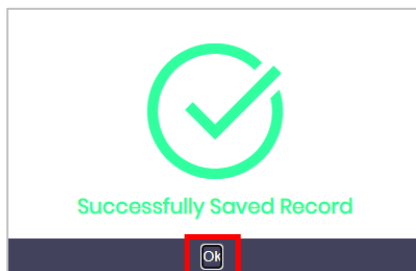
I AGREE to allow any / all parties who will be processing this application to obtain all details of MYSELF / WIFE / HUSBAND / GUARDIAN from any third party regardless of GOVERNMENT / NON-GOVERNMENT without my prior knowledge.

I hereby agree to the terms and conditions above and certify the information entered in my profile is correct and true

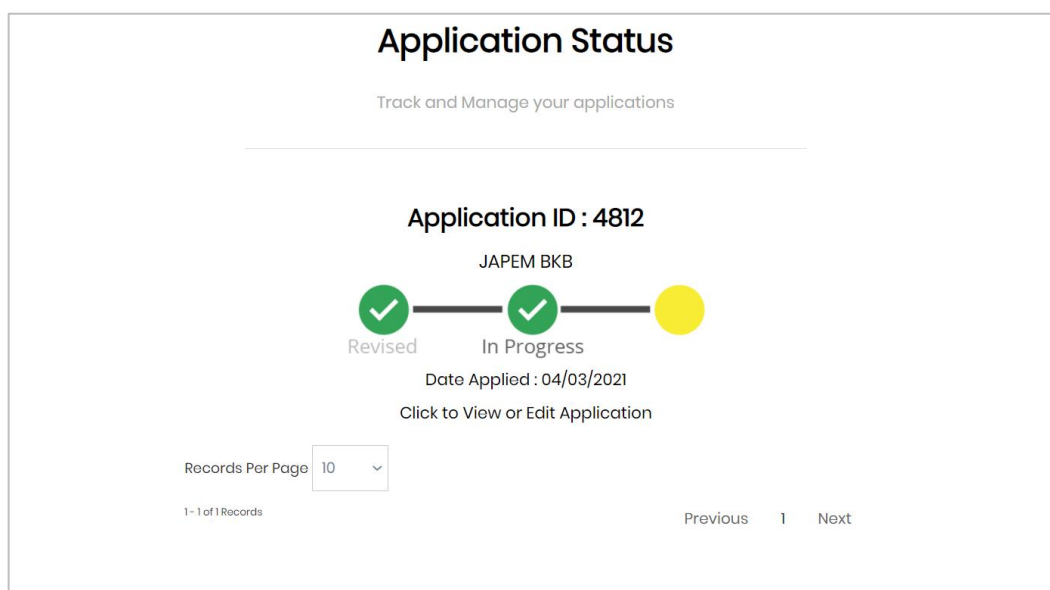
---

Submit
Cancel

- Click on the  button.

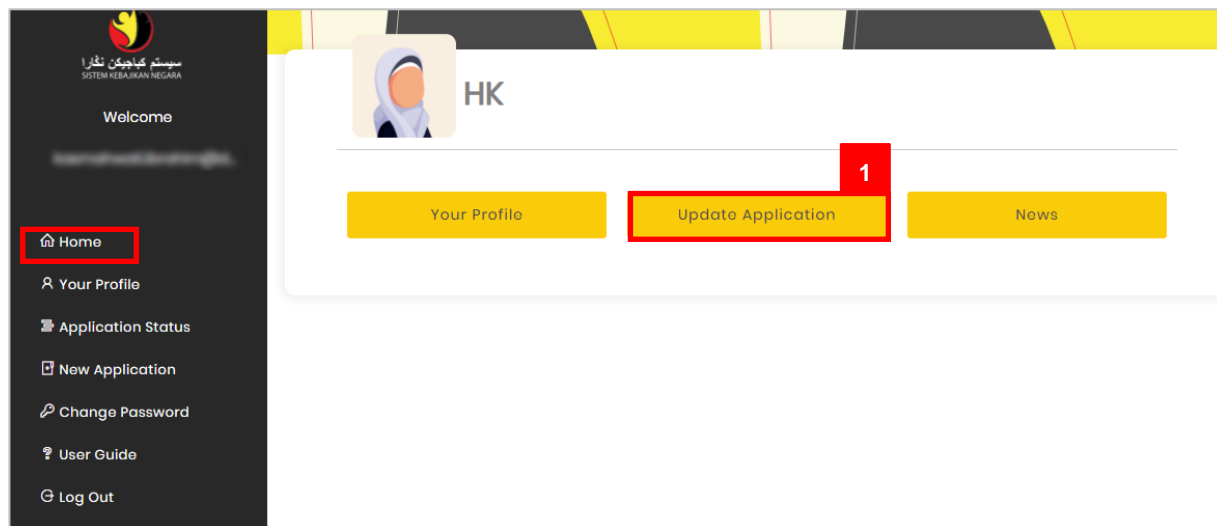


- The **Application Status** will change to **In Progress**. The relevant agency will process the application for eligibility.



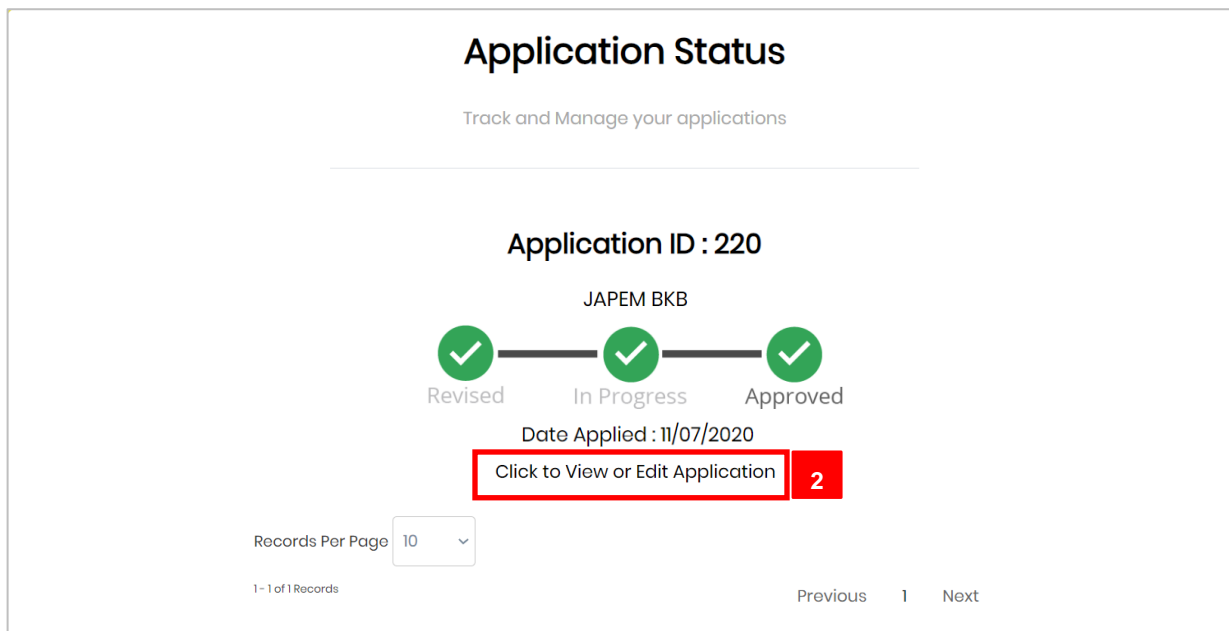
VIEW APPLICATION	Public User
	Online User

**Note:** Applicants can only **view** the application if the **application status** is **Inquiry / Approved / Declined**.



1. Click on the **Update Application** button to proceed to the next page.

The **Application Status** page will appear.




**Note:**

- The **Application** page will show all **Welfare** applications with the statuses *Inquiry / Approved / Declined*.

2. Click the **Click to View or Edit Application** link.

View **Application** page will appear as below.

  
سistem کباجیکن نڅارا  
SISTEM KEBAJIKAN NEGARA

Welcome

Home

Your Profile

Application Status

New Application

Change Password

User Guide

Log Out

Application

Application Type: JAPEM BKB

IC Number:

IC Colour: Kuning (Yellow)

Name:

Date Applied: 11/07/2020

Status: Diluluskan (Approved)

Status Remark:

Date	Remark	Last Updated By
------	--------	-----------------

☐ Checklist

☐ Personal Detail \*

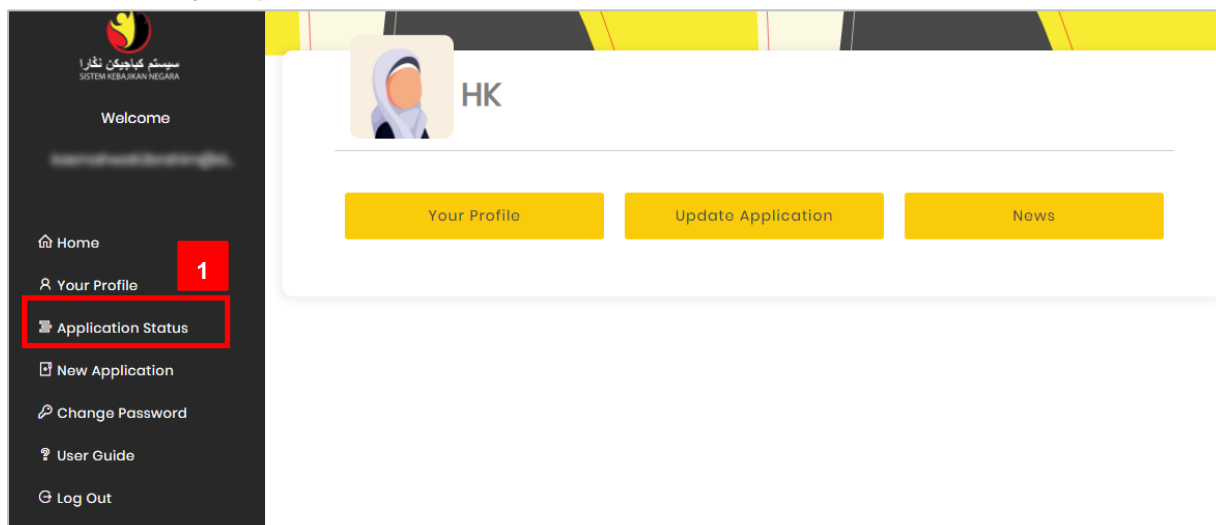
☐ Contact Detail \*

**DELETE APPLICATION**

**Public User**

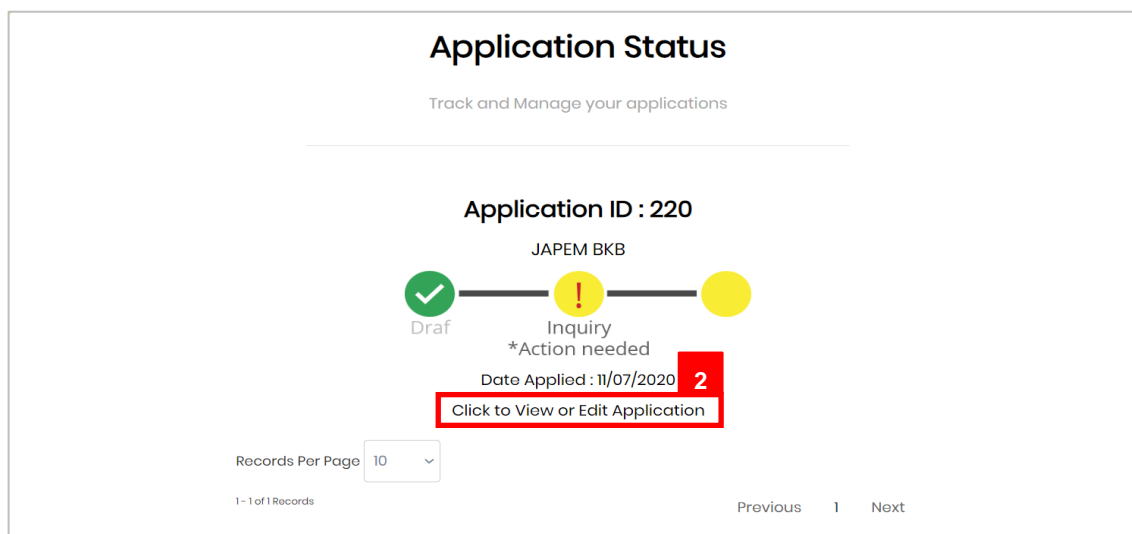
Online User

**Note:** Applicants can only **delete** the application if the **application status** is **Inquiry (Proses Pertanyaan)**.



1. Click on the **Application Status** link to proceed to the next page.

The **Application Status** page will appear.



**Note:**

- The **Application** page will show all **Welfare** applications with the statuses *Inquiry / Approved / Declined*.
- Only applications with the status **Inquiry** can be deleted.

2. Click the **Click to View or Edit Application** link.

Application - Edit

Application Type: JAPEM BKB

IC Number: [REDACTED]

IC Colour: Kuning (Yellow)

Name: HK

Date Applied: 04/03/2021

Status: Proses Bertanya (Inquiry)

Status Remark: \*  
Supporting document has been uploaded for your next action. Thank you

Date	Remark
04/03/2021 03:37:02 PM	Kopada Pon maklumat x (from PQ) Tc

Go Back

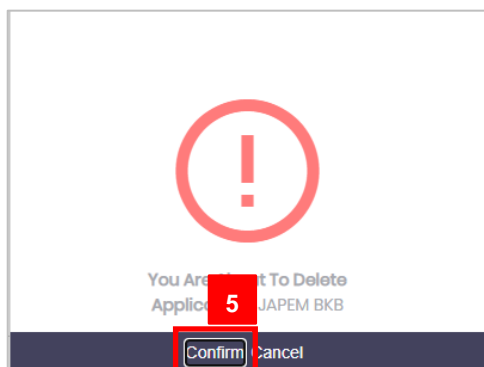
Edit

Submit

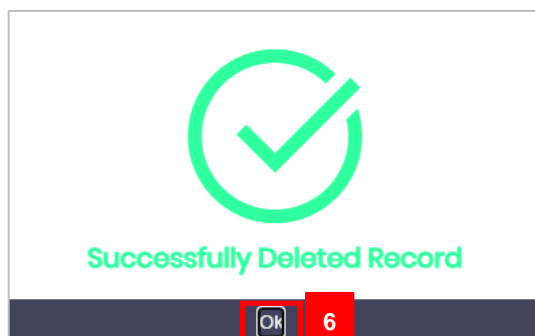
Delete Application

Checklist

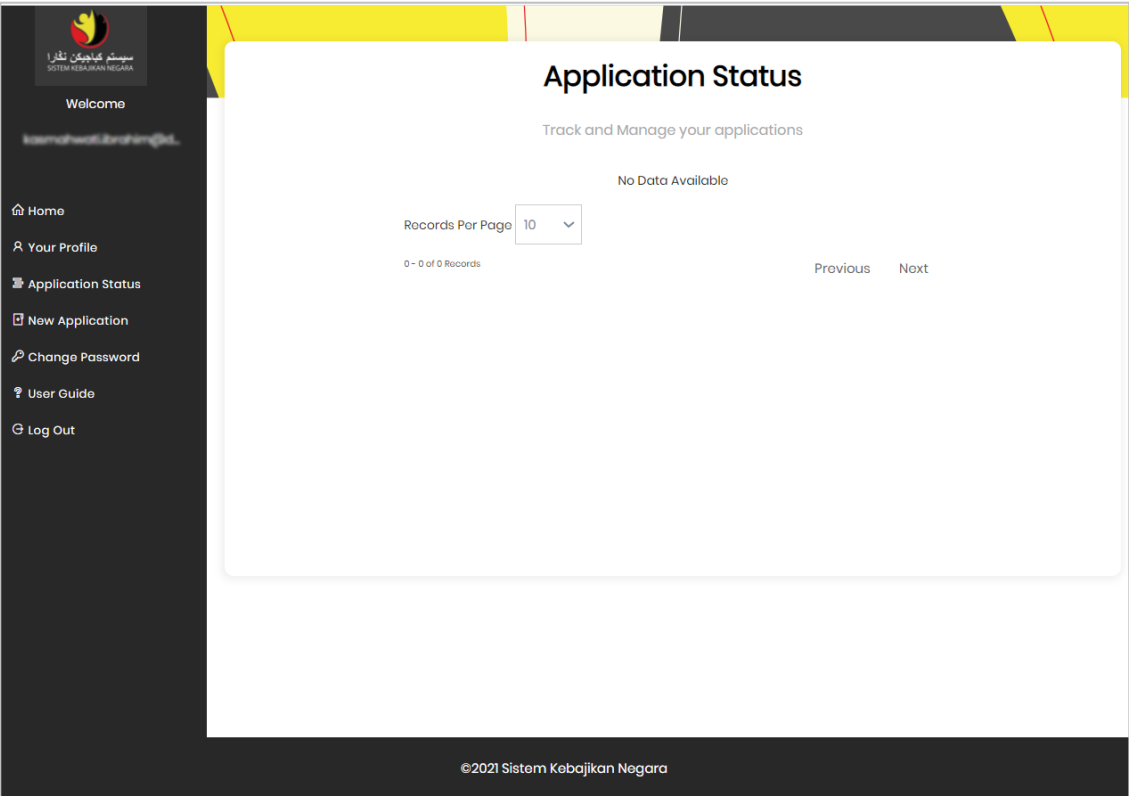
- Enter the reason for cancelling the application in the **Status Remark** field.
- Click on the **Delete Application** button to **delete** application.



- Click on the **Confirm** button.



- Click on the **Ok** button.



The deleted application will no longer appear in the **List of Application** list as shown above.