



سیستم کباجیکن نگارا
SISTEM KEBAJIKAN NEGARA

User Guide

Application Management for

Annual Education Welfare Assistance
(Bantuan Keperluan Persekolahan Tahunan)

Version: 5.0

PURPOSE

This user guide acts as a reference for Applicant to manage **Application** for **Bantuan Keperluan Persekolahan Tahunan (Annual Education Welfare Assistance)**.

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**.

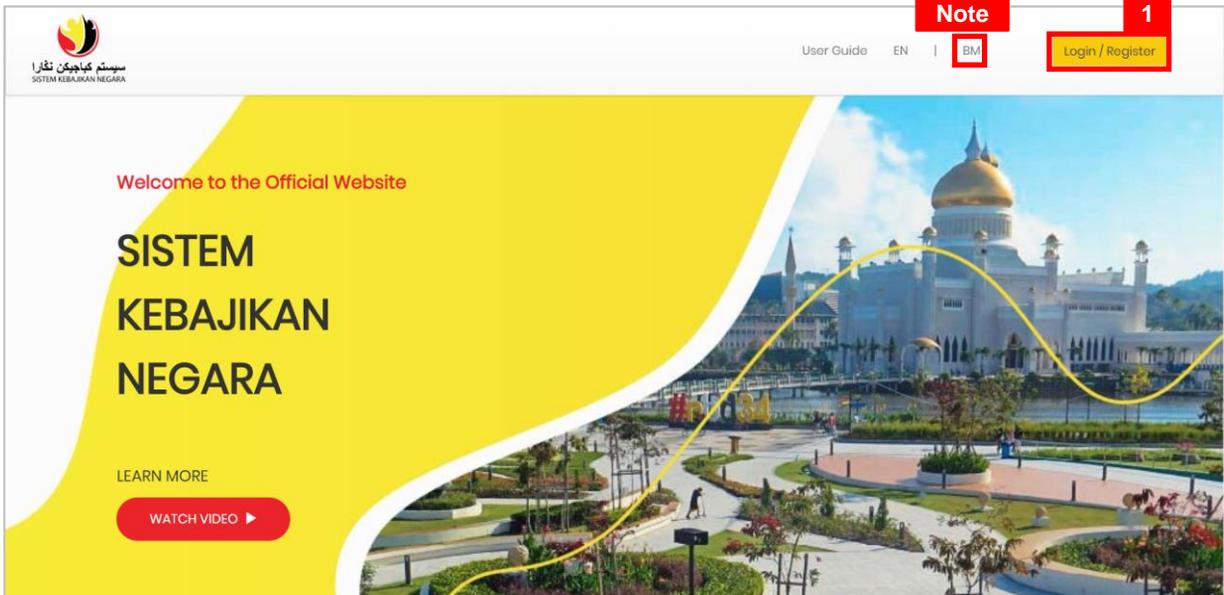
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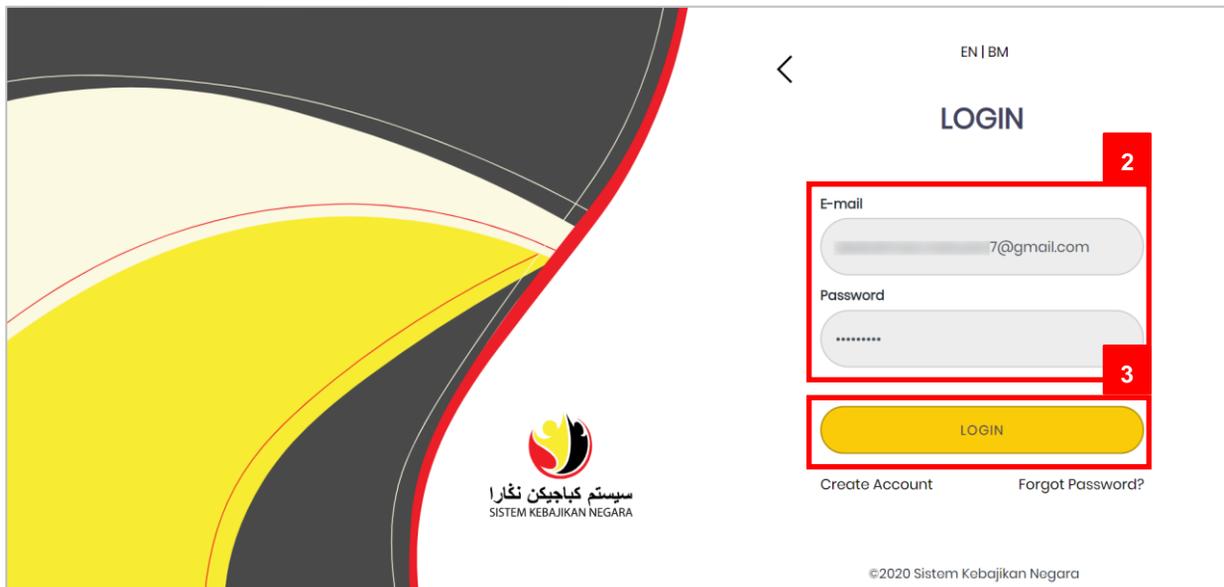
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CREATE APPLICATION	Public User
	Online User



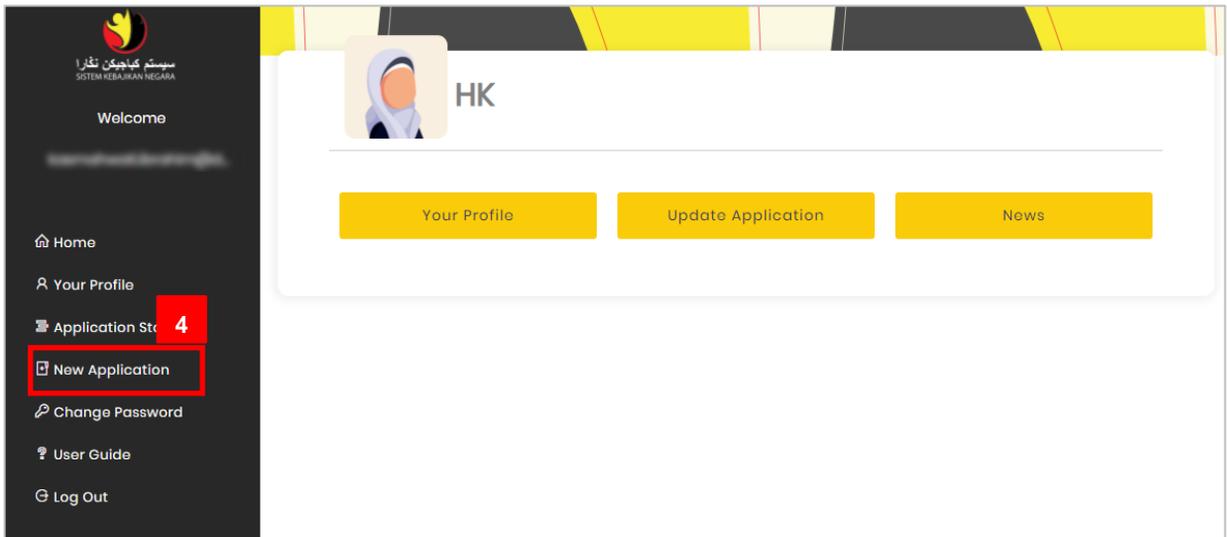
1. Navigate to the SKN website at <https://www.skn.gov.bn> and click  button.

Note: To change the language to *Malay*, click on the link .

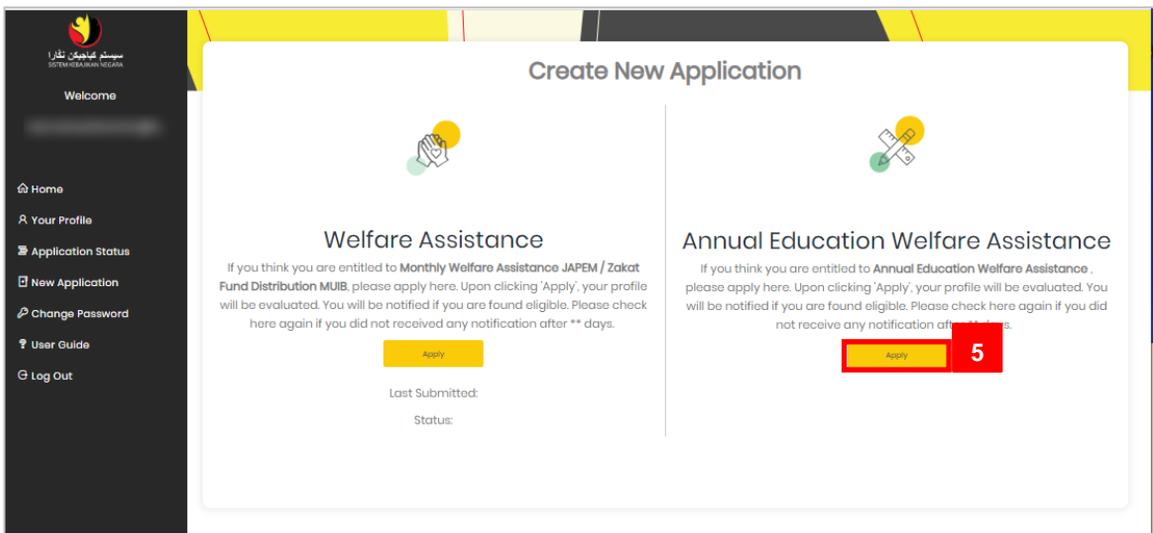


2. Enter the **E-mail Address** and **Password** used for registration.
3. Click on the  button to navigate to SKN.

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

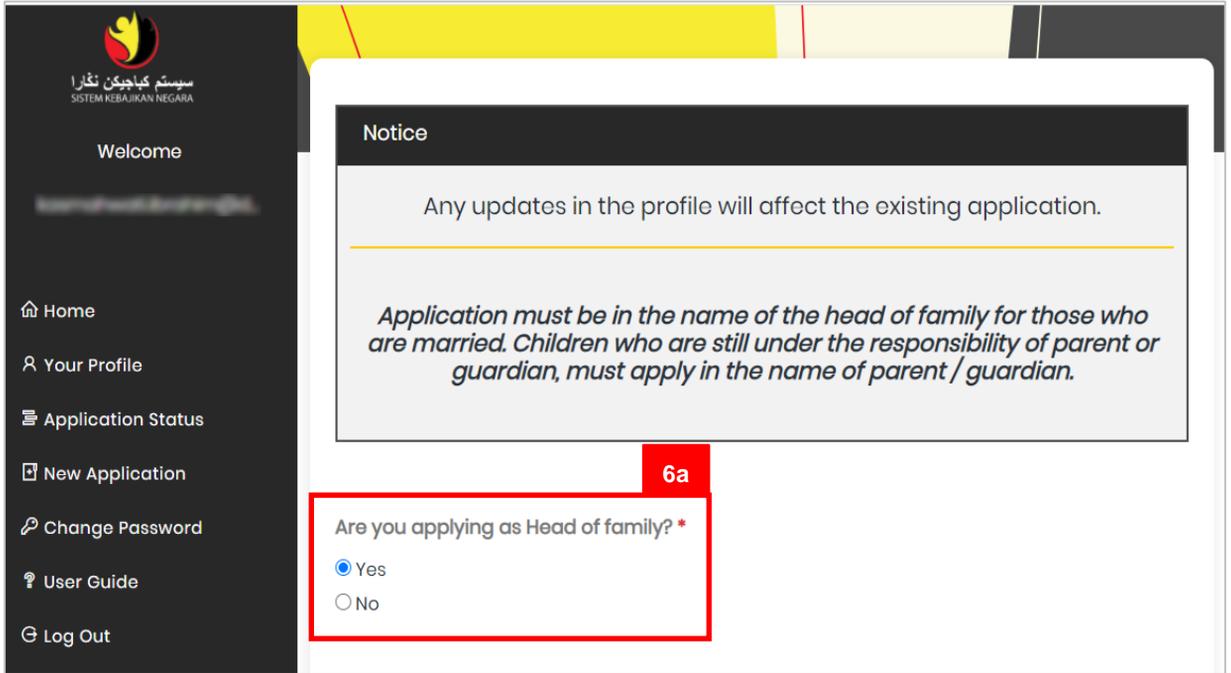


5. The **Create New Application** page will appear as shown in the figure below. Click on  **Apply** button.



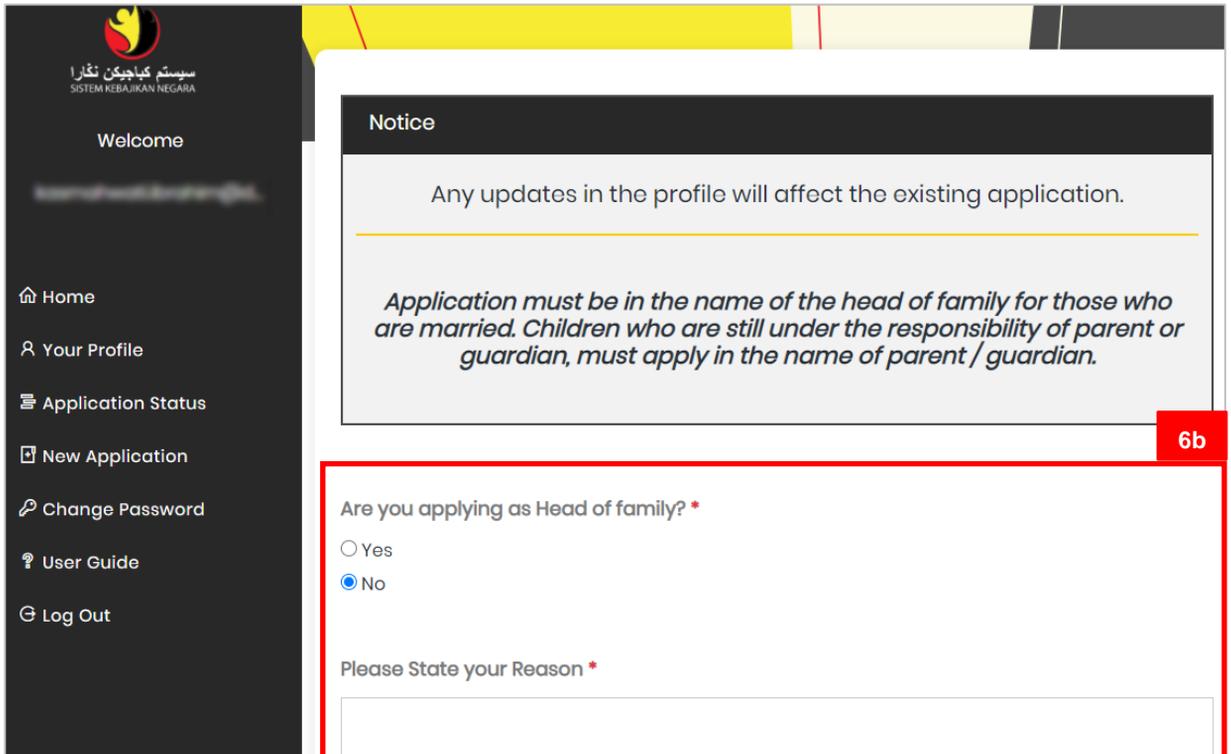
6. Select Yes or No, **Are you applying as Head of family?**

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 menu: Welcome, Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a white background with a 'Notice' box at the top containing the text: 'Any updates in the profile will affect the existing application.' Below the notice is a red box labeled '6a' containing the question 'Are you applying as Head of family? *' with two radio button options: 'Yes' (selected) and 'No'.

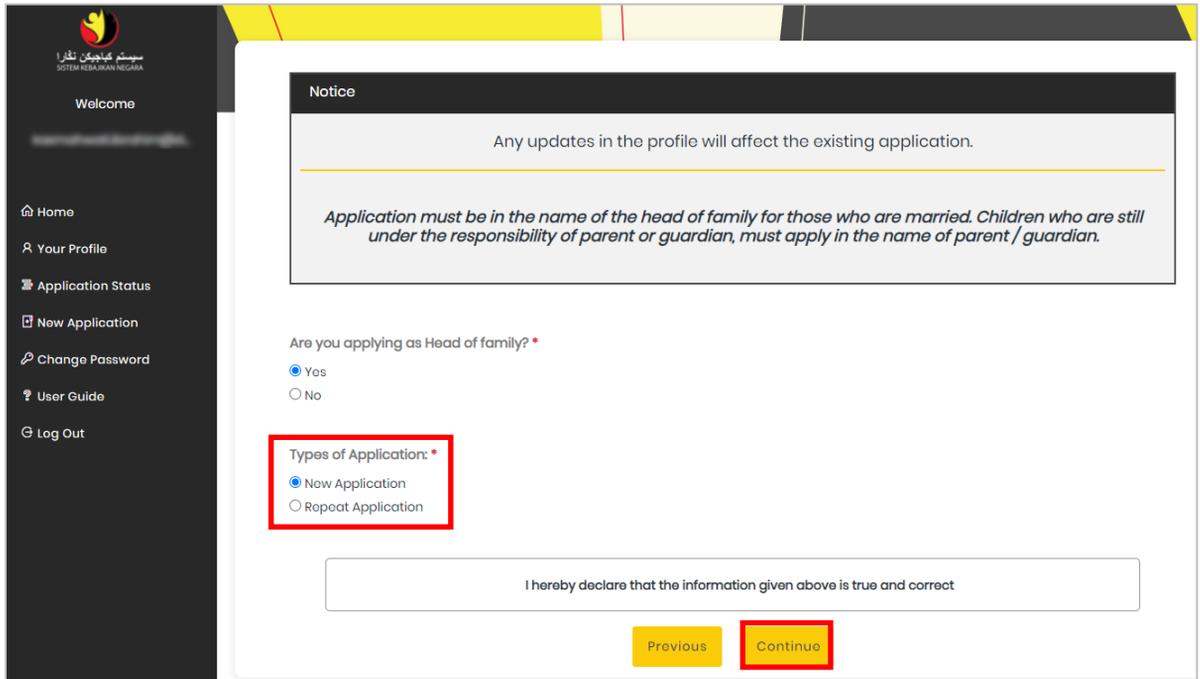
b) Click No if applicant is not head of family and **Please State your Reason.**



The screenshot shows the SKN application management interface. On the left is a dark sidebar with the logo and navigation menu: Welcome, Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a white background with a 'Notice' box at the top containing the text: 'Any updates in the profile will affect the existing application.' Below the notice is a red box labeled '6b' containing the question 'Are you applying as Head of family? *' with two radio button options: 'Yes' and 'No' (selected). Below the question is a text box labeled 'Please State your Reason *'.

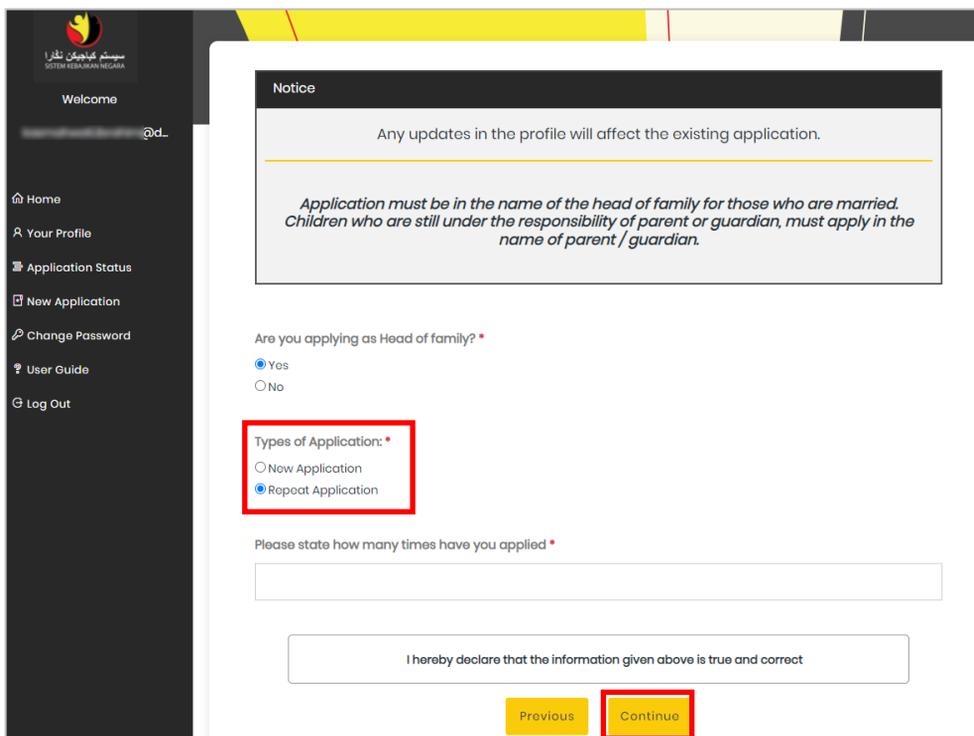
7. Select Types of Application.

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



The screenshot shows the application management interface. On the left is a dark sidebar with the SKN logo and navigation links: Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area has a 'Welcome' message and a 'Notice' box with the text: 'Any updates in the profile will affect the existing application.' Below the notice, there is a question: 'Are you applying as Head of family?' with radio buttons for 'Yes' (selected) and 'No'. Underneath, there is a section titled 'Types of Application:' with radio buttons for 'New Application' (selected) and 'Repeat Application'. A red box highlights this section. Below the radio buttons is a text box containing the declaration: 'I hereby declare that the information given above is true and correct'. At the bottom right, there are two buttons: 'Previous' and 'Continue', 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**.



The screenshot shows the application management interface for a repeat application. The layout is similar to the previous one, but the 'Repeat Application' radio button is selected. A new question is added: 'Please state how many times have you applied?' with an empty text input field below it. The 'Continue' button at the bottom right is 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.

1. Applicant Basic Details

<p>Full Name (As Per IC) *</p> <input type="text" value="HK"/>	<p>Other Name (if Any)</p> <input type="text"/>	<p>Marital Status *</p> <input type="text" value="Kahwin (Married)"/>
<p>IC Type *</p> <input type="text" value="Kuning (Yellow)"/>	<p>IC Number *</p> <input type="text" value="██████████"/>	<p>Birth Certificate Number</p> <input type="text"/>
<p>Date Of Birth *</p> <input type="text" value="05/09/2001"/>	<p>Age</p> <input type="text" value="19"/>	<p>Passport Type *</p> <input type="text" value="Tiada memiliki paspo"/>
<p>Religion *</p> <input type="text" value="Islam (Islam)"/>	<p>Race *</p> <input type="text" value="Melayu (Malay)"/>	<p>Nationality *</p> <input type="text" value="Brunei"/>
<p>Gender *</p> <input type="text" value="Perempuan (Female)"/>		
<p>Residential Status *</p> <input type="text" value="Rakyat Brunei (Brunei)"/>		

Telephone Number *

Mobile Number	Home Number	Office Number	Other Contact
<input type="text" value="██████████"/>	<input type="text" value="1615372"/>	<input type="text"/>	<input type="text"/>

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 *	Mukim *	Village *	PostCode
Brunei Muara	Mukim Sengkurong	Kampong Jerudong B	BG3122

Residence Type *	Number of Occupant *
Rumah Sendiri (Own House)	5

Correspondence Address * Same as Residential address

Address

No 2

District *	Mukim *	Village *	PostCode
Brunei Muara	Mukim Sengkurong	Kampong Jerudong B	BG3122

10

Payment Detail *

Payment Type

Wang Tunai (Cash)

[+ Add New](#)

I hereby declare that the information given is true and correct

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

Highest Qualification *

Qualification
 No Qualification

Education Institution *

SM Sayyidina Othman

Qualification *

Tahun 7 - 8, Tingkatan

Education Institution *

SM Sayyidina Othman

Year / Class

Tahun 8

End Date

31/12/2005

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: DARE 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

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[Previous](#) [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.

3. Employment

Employment Status *

Unemployed
 Employed
 Self-Employed
 Student
 Retired

Sector *

Government
 Private Sector

Name of Company/Ministry *
Position *
Start Date *

Work Experience

Do you have a previous job *

Yes
 No

Employment Type	Department / Company / Service Name	Position	Reason For Leaving	Start Date	End Date
<input type="text" value="Sambilan (i)"/>	<input type="text" value="Peach Trading Company"/>	<input type="text" value="Atendan px"/>	<input type="text" value="Mendapat Iawa"/>	<input type="text" value="01/02/1999"/>	<input type="text" value="02/10/2002"/>

[+ Add New](#)

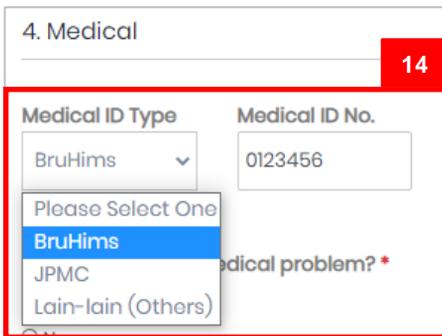
I hereby declare that the information given is true and correct

Note:

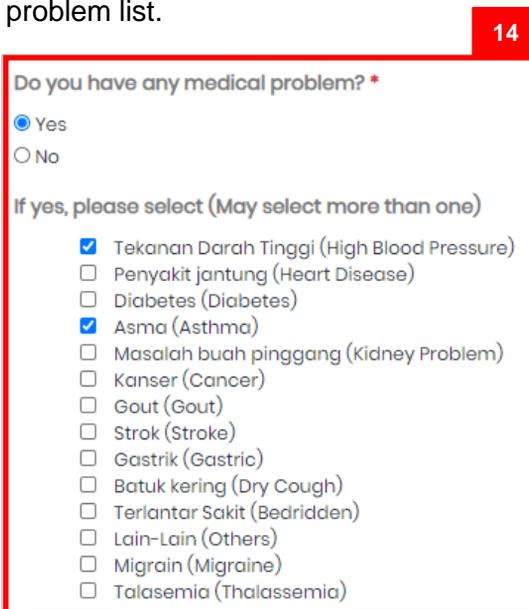
- all fields marked with asterisks (*) are mandatory to be filled in.

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

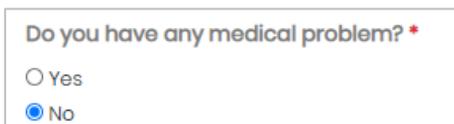
- Select Medical ID Type from the drop-down list and fill-in the Medical ID no.



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



- Click No if applicant has no medical problem.



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 Disabler ▾

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

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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)	<input type="text" value="5.00"/>	Bulanan (Mor ▼)	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Bil elektrik (Electricity Bill)	<input type="text" value="50.00"/>	Bulanan (Mor ▼)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bil internet (Internet Bill)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bil telefon (Phone Bill)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Pembayaran Astro (Astro payment)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bayaran Rumah (House Payment)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bayaran Rumah Sewa (Rental House Payment)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Bayaran Telefon Bimbit (Mobile Phone Bills)	<input type="text" value="35.00"/>	Bulanan (Mor ▼)	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Bayaran Telefon Rumah (Home Telephone Bills)	<input type="text" value="50.00"/>	Bulanan (Mor ▼)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Perbelanjaan Sekolah untuk Anak-anak / Tanggungan (School Expenses for Children / Dependents)	<input type="text"/>	Please Select ▼	<input type="text"/>	<input type="text"/>

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

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Next

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

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

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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 23

Are you married? *

Yes

No

Name	IC Number	Relationship	Is Dependent	Profile Status	Action
+ Add New 23					

- 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) *		Other Name (If Any)	Relationship *
Ali bin Ahmad			Suami (Husband) 24
IC Type *	IC Number *	Birth Certificate Number	Place of Birth *
Kuning (Yellow)	00124321		Brunei
Date Of Birth *	Age	Passport Type *	Passport Number *
01/02/1971	50	Tiada memiliki paspot (No Pas:)	
Religion *	Race *	Nationality *	Residential Status *
Islam (Islam)	Malayu (Malay)	Brunei	Rakyat Brunei (Brunei Citizen)

Residential Address * Same as applicant's address

Street Address / House Number *

No 1

District *	Mukim *	Village *	Postcode *
Brunei Muara	Mukim Barakas A	Kg. Anggorek Dasa	BB1234

Marriage Record *

Marriage Start Date *	Marriage Certificate Number *	Marriage Registration Number *
01/02/1982	A001254	1239-02

I hereby declare that the information provided is true and correct

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2

3. Education

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 **End Date**

Form2 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

24

Skill Set

Skill Set

Kemahiran Kraf (Craft Skills)

Where Acquired **Date Acquired**

Keluarga 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

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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 * **Position *** **Start Date ***

Dynamik Technologies Sdn Bhd Atendan kabin (Cabin attendant) 01/02/2019

Work Experience

Do your spouse has a previous job? *

Yes
 No

I hereby declare that the information given 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

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

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

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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
+ Add New						

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

1. Dependent's Basic Detail Is Dependent

Full Name (As Per IC) * Other Name (If Any) Relationship *

IC Type * Birth Certificate Number *

Date Of Birth * Age Gender *

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 * Year / Class * School Year *

Education Institution *

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

Yes, still attending
 Yes, has attended
 Never

Religious School Primary *

Class *

3. Residence

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

Yes
 No

Street Address / House Number *

No 1

District * Mukim * Village * Postcode *

Brunei Muara Mukim Berakas A Kg. Anggerek Desa BB3713

4. Medical

Medical ID Type Medical ID No.

BruHims 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	 

+ 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)* **Other Name (if Any)** **Date Of Birth ***

IC Type **IC Number*** **Mobile Telephone Number** **Home Telephone Number**

Divorce Type *

Divorced

Deceased

Date of deceased

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

Previous
37
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
<div style="display: inline-block; border: 1px solid #000; padding: 2px 5px; margin-right: 5px;">+ Add New</div> 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) *

Other Name (if Any)

Relationship *

IC Type *

IC Number *

Birth Certificate Number

Date Of Birth *

Age

Gender *

2. Education

Are your dependents a student?*

Yes

No

Employment Status *

Unemployed

Employed

Self-Employed

Retired

Education Level *

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

Yes, still attending

Yes, has attended

Never

4. Medical

Medical ID Type: BruHims (dropdown menu) Medical ID No. (text input field)

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 
- Click  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	 



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



40

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

Section D : Emergency Contact

* Required section(s) to be filled.

1. Basic Detail of Emergency Contact

Full Name (As Per IC) *

Other Name (if Any)

Relationship *

IC Type *

IC Number *

Telephone Number *

E-mail *





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



41

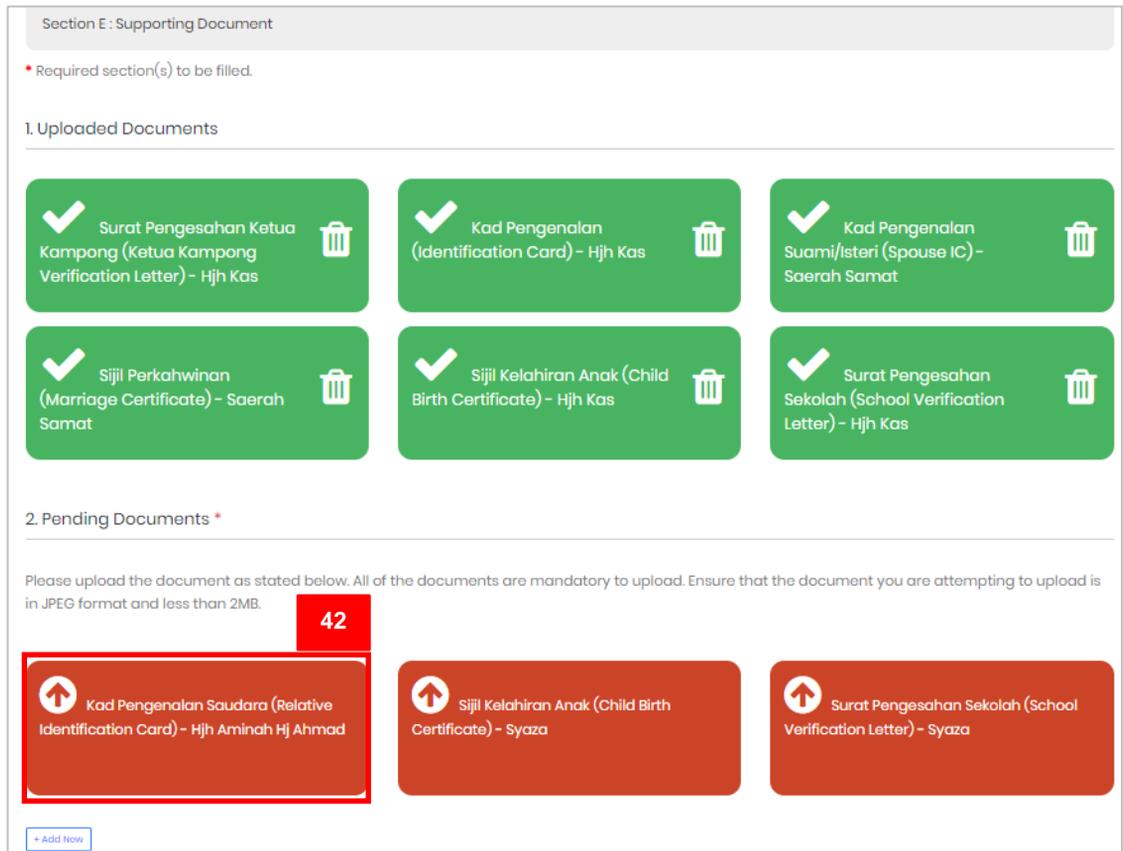
Note:

- 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 
- 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

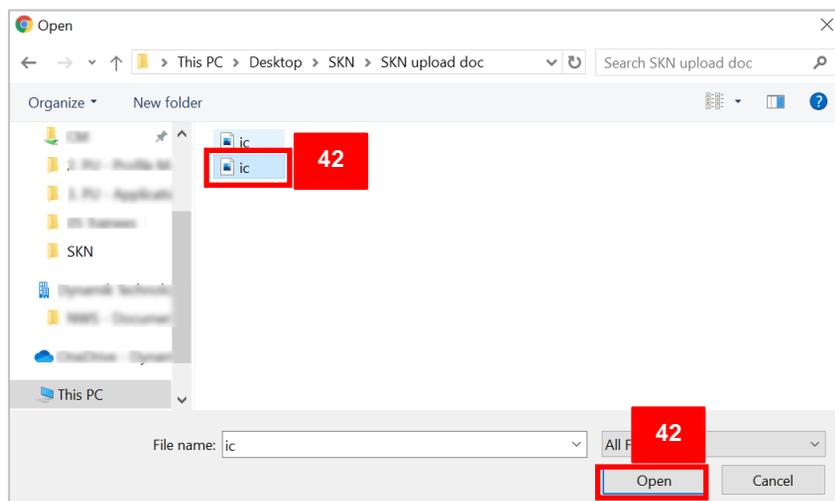
- ✓ Surat Pengesahan Ketua Kampong (Ketua Kampong Verification Letter) - Hjh Kas
- ✓ Kad Pengenalan (Identification Card) - Hjh Kas
- ✓ Kad Pengenalan Suami/Isteri (Spouse IC) - Saerah Samat
- ✓ Sijil Perkahwinan (Marriage Certificate) - Saerah Samat
- ✓ Sijil Kelahiran Anak (Child Birth Certificate) - Hjh Kas
- ✓ Surat Pengesahan Sekolah (School Verification Letter) - Hjh Kas

2. Pending Documents *

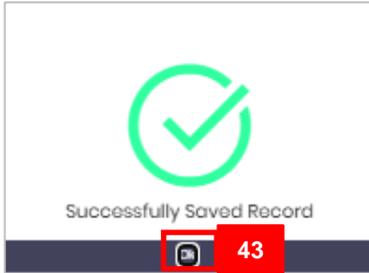
Please upload the document as stated below. All of the documents are mandatory to upload. Ensure that the document you are attempting to upload is in JPEG format and less than 2MB.

- 42** 
- 
- 

+ 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 44

 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.

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

Occasional

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

46

Previous

Next

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

47. Declaration page will appear as shown below.

47

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 irregardless of GOVERNMENT / NON-GOVERNMENT with any prior knowledge.

48

Welfare Type

I need help with :

Bantuan Dalam Bentuk Barang (In-kind)

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.

49

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.

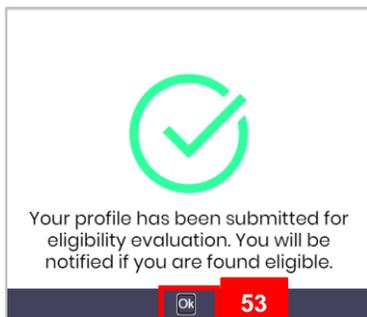
50

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

Previous Cancel Submit 51

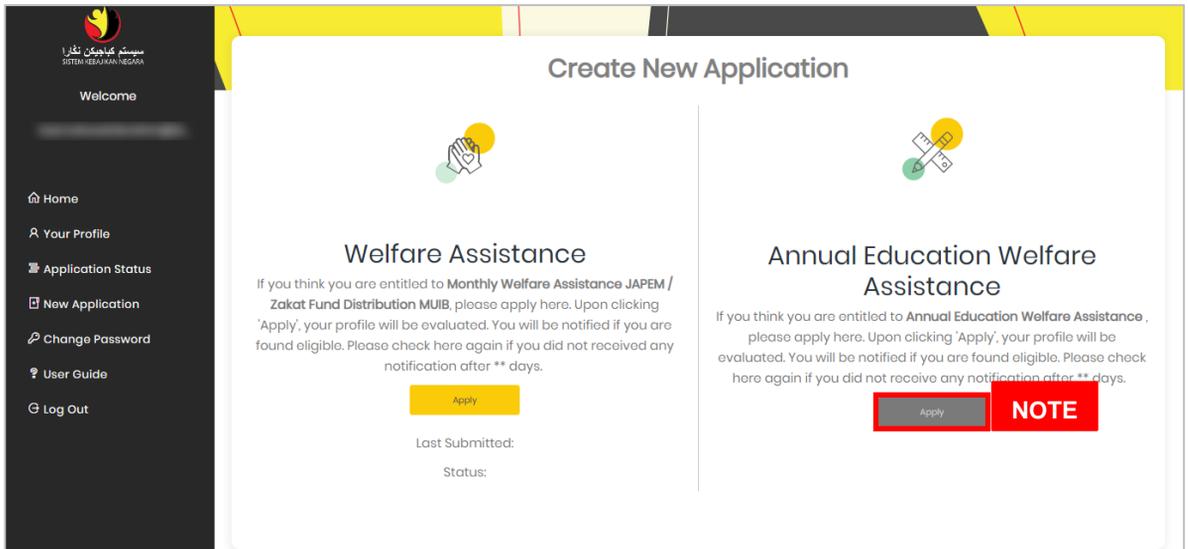
48. In the **Welfare Type** section, tick Bantuan Dalam Bentuk Barangan (In-kind) box provided.
49. In the **Acknowledgement** section, applicants are advised to **complete** their profile sections before submitting their application.
Click on the [. If you have not done so, please click here.](#) link to go back to the **Create New Application** page (refer to [Step 5 on page 6](#)).
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 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:

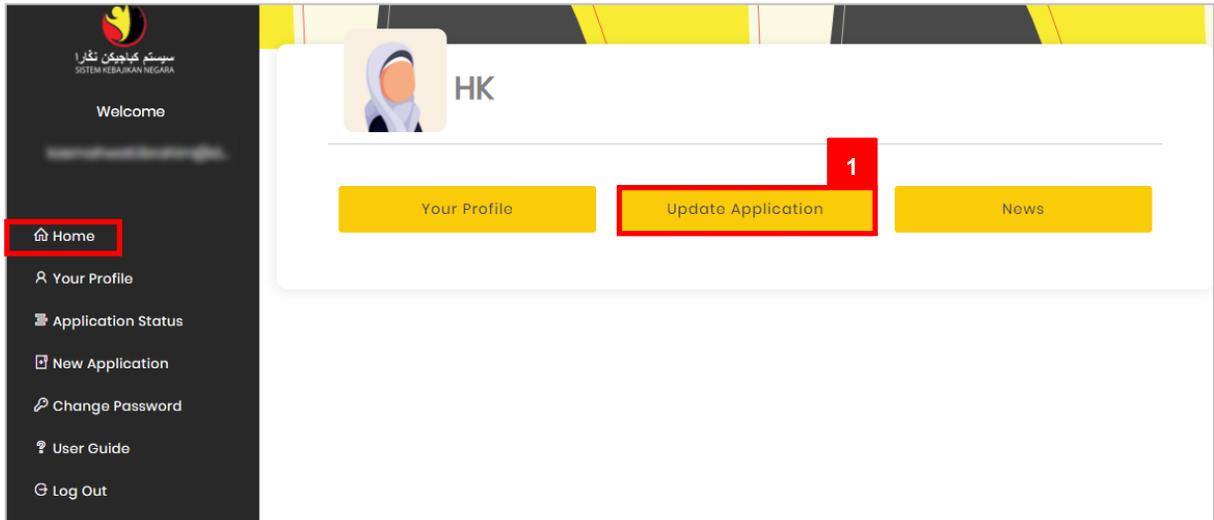
- The  button will be disabled because application status is **In Progress**.

UPDATE APPLICATION

Public User

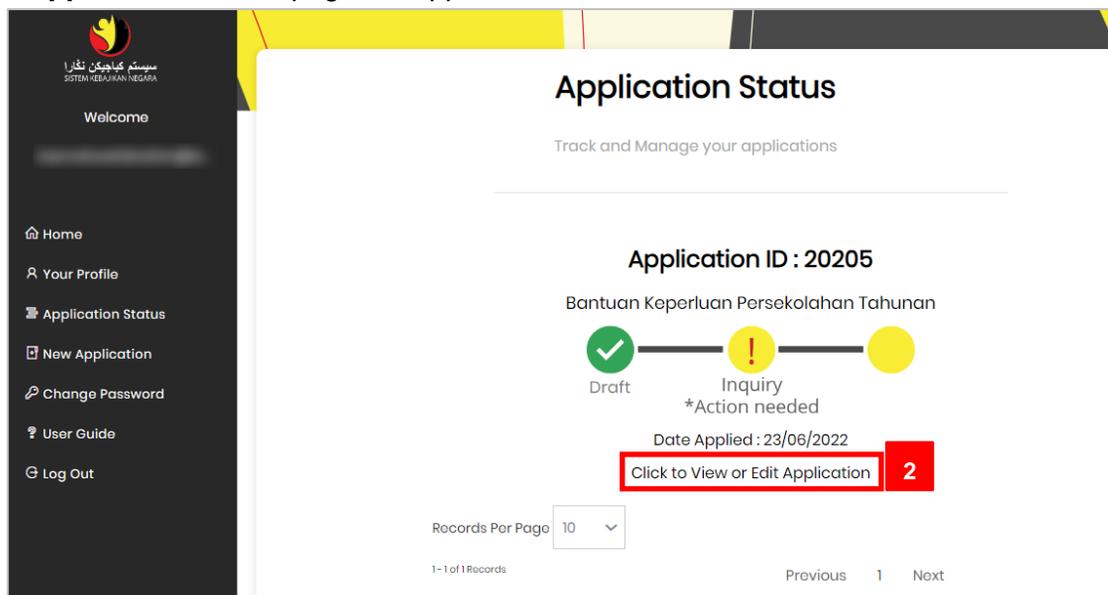
Online User

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.

- The **Application – Edit** page will appear.
- Click on **Edit** and proceed to next step.

- 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) *	Other Name (if Any)	Marital Status *
<input type="text" value="HK"/>	<input type="text"/>	<input type="text" value="Bujang (Single)"/>
IC Type *	IC Number *	Birth Certificate Number
<input type="text" value="Kuning (Yellow)"/>	<input type="text" value="9025987"/>	<input type="text"/>
Date Of Birth *	Age	Passport Type *
<input type="text" value="05/09/2001"/>	<input type="text" value="19"/>	<input type="text" value="Tiada memiliki paspot (No P..."/>
Religion *	Race *	Nationality *
<input type="text" value="Islam (Islam)"/>	<input type="text" value="Melayu (Malay)"/>	<input type="text" value="Brunei"/>
Gender *		Residential Status *
<input type="text" value="Perempuan (Female)"/>		<input type="text" value="Rakyat Brunei (Brunei Citizer)"/>

Telephone Number *

Mobile Number	Home Number	Office Number	Other Contact
<input type="text"/>	<input type="text" value="39022796"/>	<input type="text"/>	<input type="text"/>

Residential Address *

Address

District *	Mukim *	Village *	PostCode
<input type="text" value="Brunei Muara"/>	<input type="text" value="Mukim Berakas A"/>	<input type="text" value="Kg. Anggerok Desa"/>	<input type="text" value="Bb1111"/>
Residence Type *	Number of Occupant *		
<input type="text" value="Rumah Sendiri (Own House)"/>	<input type="text" value="6"/>		

Correspondence Address * Same as Residential address

Address

District *	Mukim *	Village *	PostCode
<input type="text" value="Brunei Muara"/>	<input type="text" value="Mukim Berakas A"/>	<input type="text" value="Kg. Anggerok Desa"/>	<input type="text" value="Bb1111"/>

Payment Detail *

Payment Type

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

- 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

Surat Pengesahan Ketua Kampung (Ketua Kampung Verification Letter)	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
--	--	---

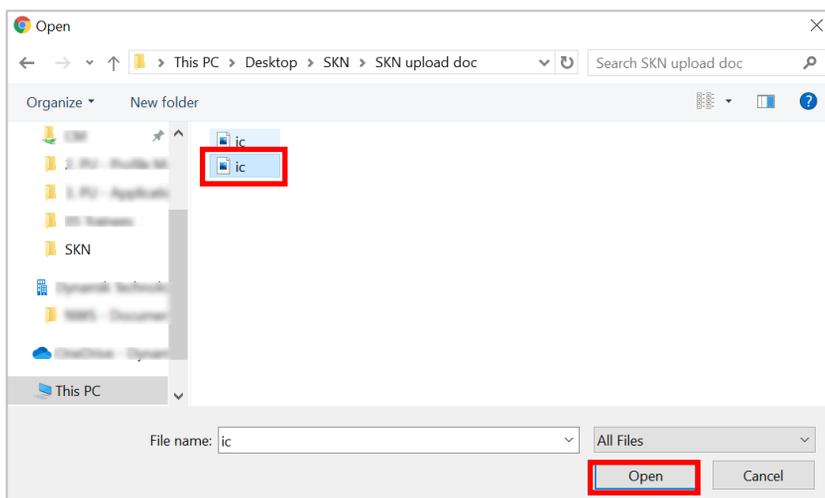
+ Add Now

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

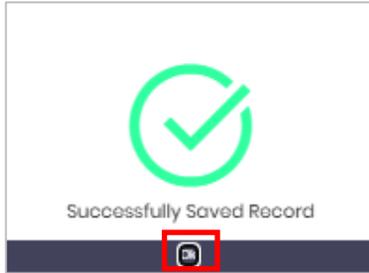
Previous
Next

- 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

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

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](#)

- Once documents are uploaded, click on **Next** button and continue with the next sections.
- Finally, on the last page, **Declaration**, tick **I hereby agree to the terms and conditions above and certify the information entered in my profile is correct and true.** *

Then click

Save

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 irregardless of GOVERNMENT / NON-GOVERNMENT without my prior knowledge.

Welfare Type

I need help with :

Bantuan Dalam Bentuk Barang (In-kind)

Acknowledgement

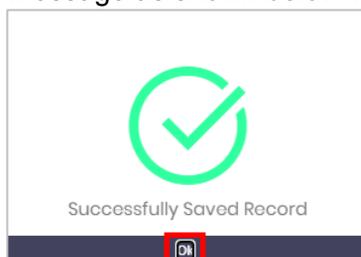
Warning : The following section(s) are empty. If you proceed to submit your profile, you are declaring that you have intentionally left these section(s) blank because there is no information to enter. Please note if you make a false declaration, it may affect your eligibility for welfare now and in the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

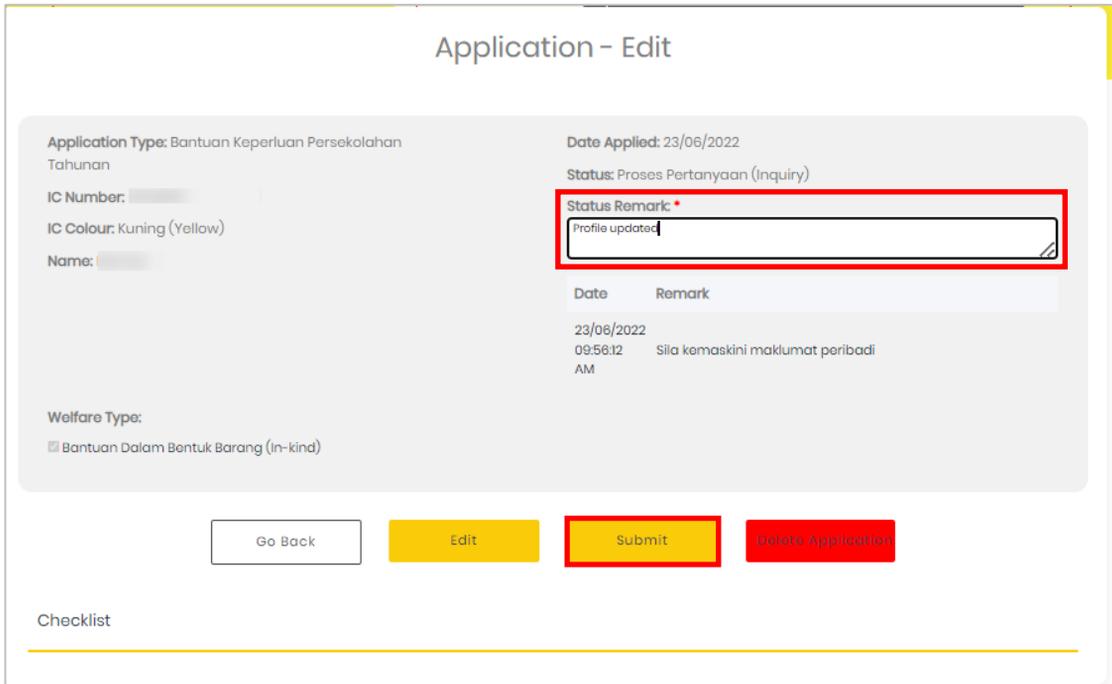
Previous **Cancel** **Save**

- Message as shown below will appear.



- Click on the **Ok** button to end the process.

- The **Application – Edit** page will appear.
- 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]

Date Applied: 23/06/2022
Status: Proses Pertanyaan (Inquiry)

Status Remark: *
Profile updated

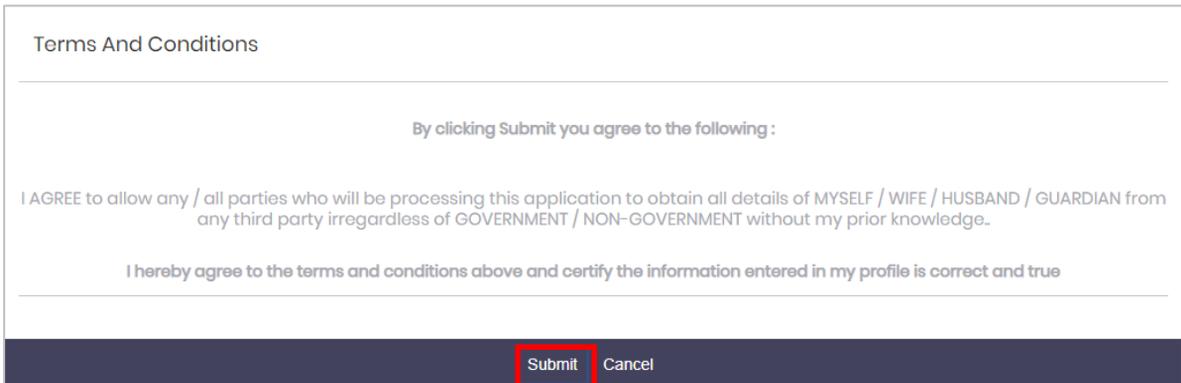
Date	Remark
23/06/2022 09:56:12 AM	Sila kemaskini maklumat peribadi

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

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

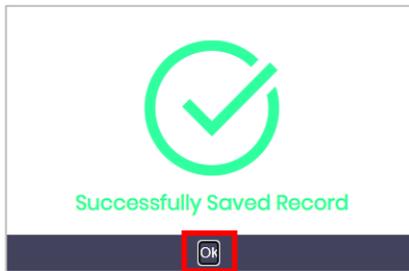
By clicking Submit you agree to the following :

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 irregardless of GOVERNMENT / NON-GOVERNMENT without my prior knowledge.

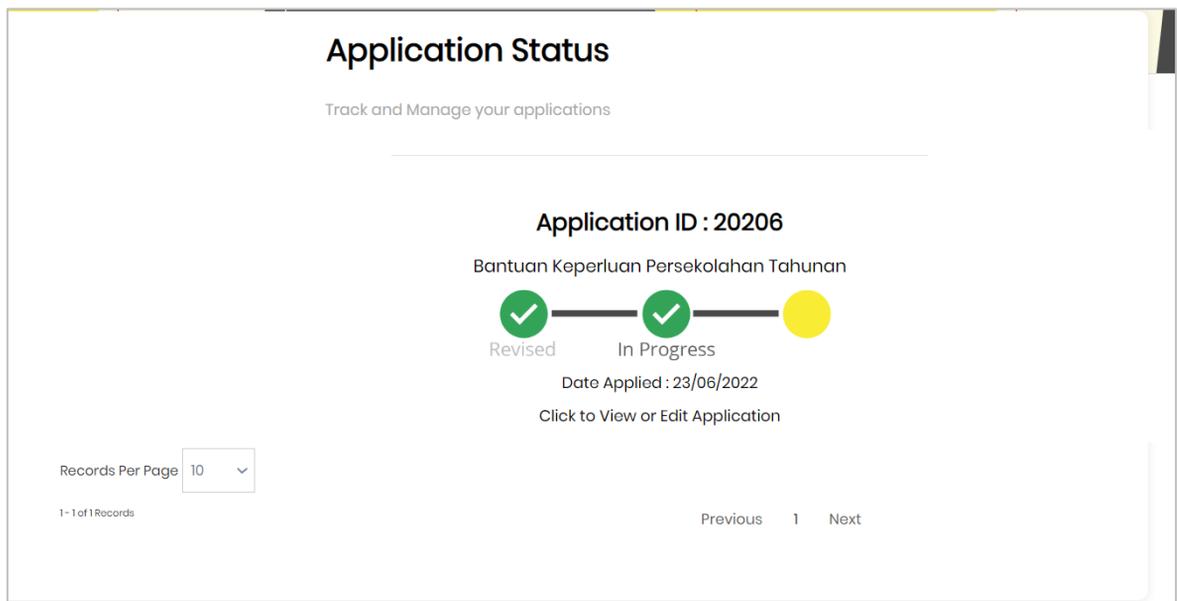
I hereby agree to the terms and conditions above and certify the information entered in my profile is correct and true

Submit Cancel

- Click on the  button.

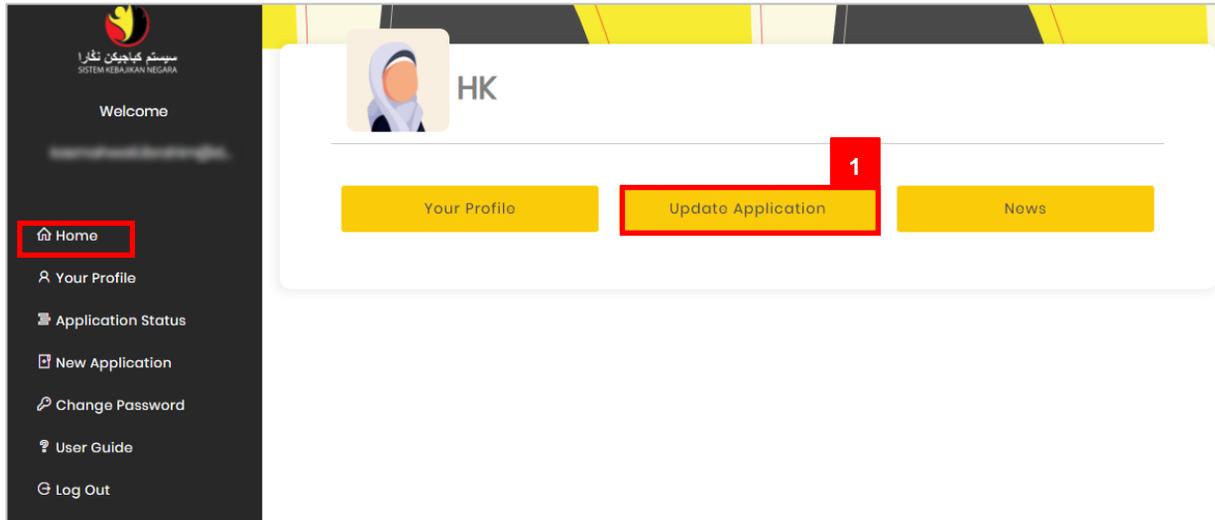


- The **Application Status** will change to **In Progress**. The relevant agency will process the application for eligibility.



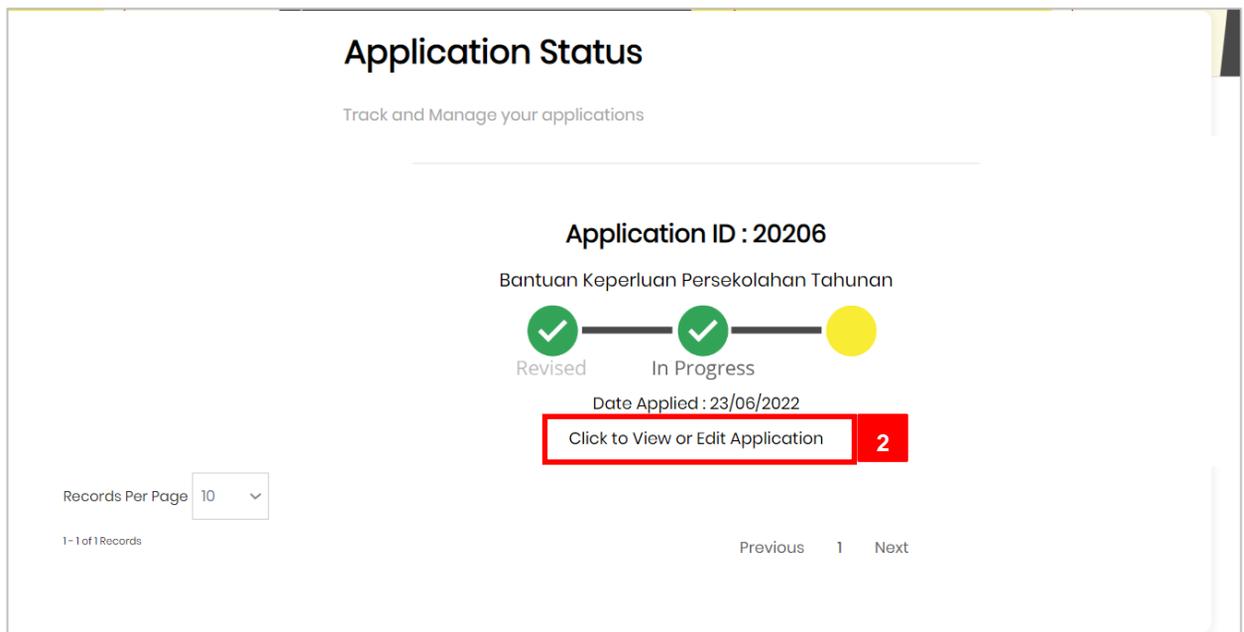
VIEW APPLICATION	Public User
	Online User

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.

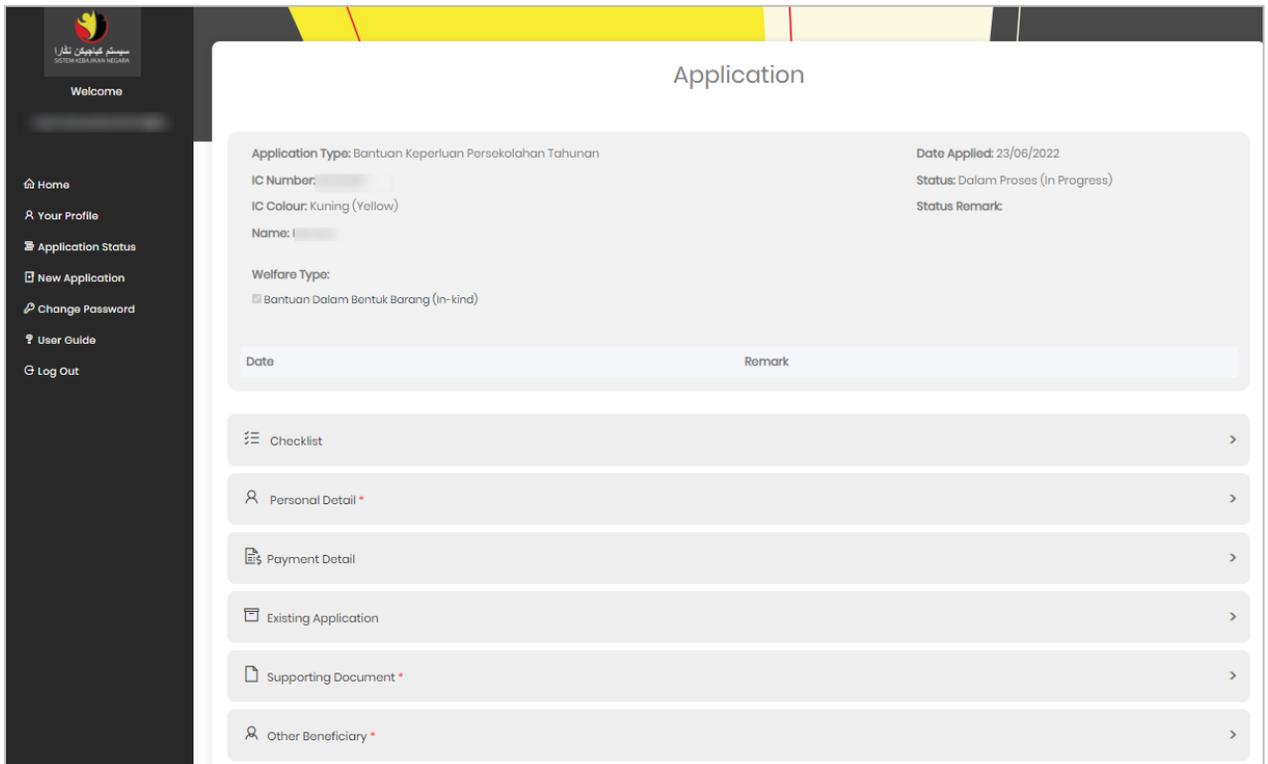


Note:

- 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.



The screenshot displays the 'Application' page in the SKN system. On the left is a dark sidebar with navigation options: Home, Your Profile, Application Status, New Application, Change Password, User Guide, and Log Out. The main content area shows application details for 'Bantuan Keperluan Persekolahan Tahunan' (Annual School Requirement Assistance). Key information includes the application type, date applied (23/06/2022), status (Dalam Proses / In Progress), and welfare type (Bantuan Dalam Bentuk Barang / In-kind). A table with columns 'Date' and 'Remark' is present but empty. Below the details are several expandable sections: Checklist, Personal Detail, Payment Detail, Existing Application, Supporting Document, and Other Beneficiary.

Application

Application Type: Bantuan Keperluan Persekolahan Tahunan
Date Applied: 23/06/2022

IC Number: [Redacted]
Status: Dalam Proses (In Progress)

IC Colour: Kuning (Yellow)
Status Remark:

Name: I [Redacted]

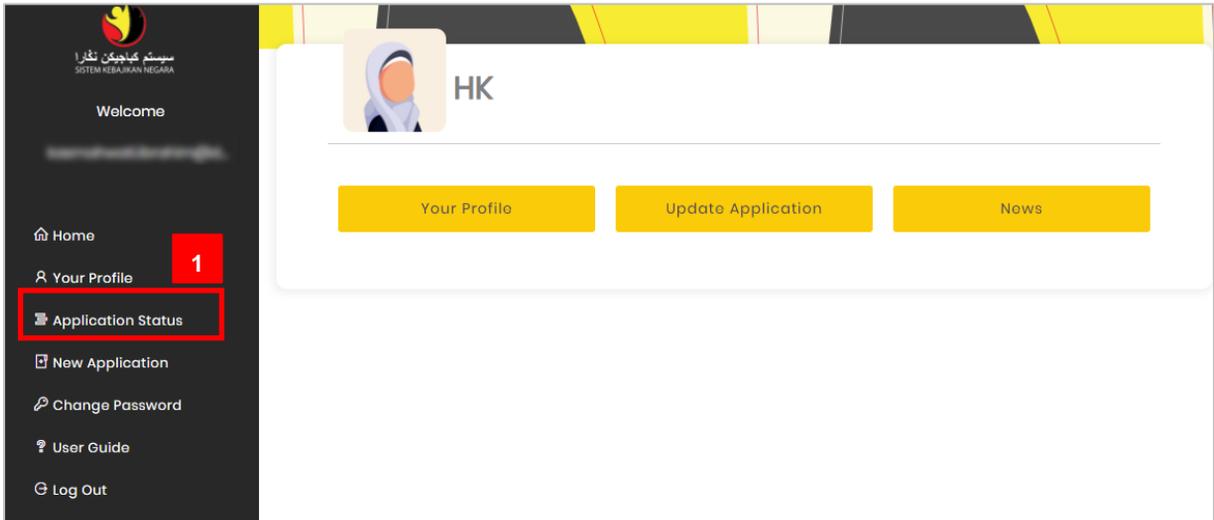
Welfare Type:
 Bantuan Dalam Bentuk Barang (In-kind)

Date	Remark
------	--------

- Checklist
- Personal Detail *
- Payment Detail
- Existing Application
- Supporting Document *
- Other Beneficiary *

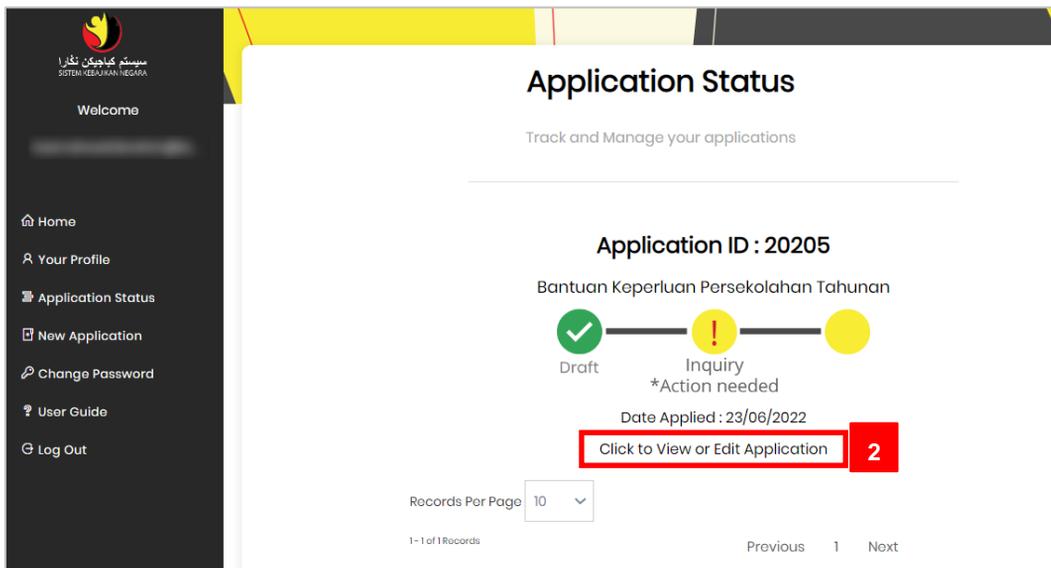
DELETE APPLICATION	Public User
	Online User

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



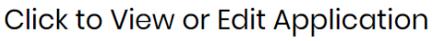
1. Click on the  **Application Status** link to proceed to the next page.

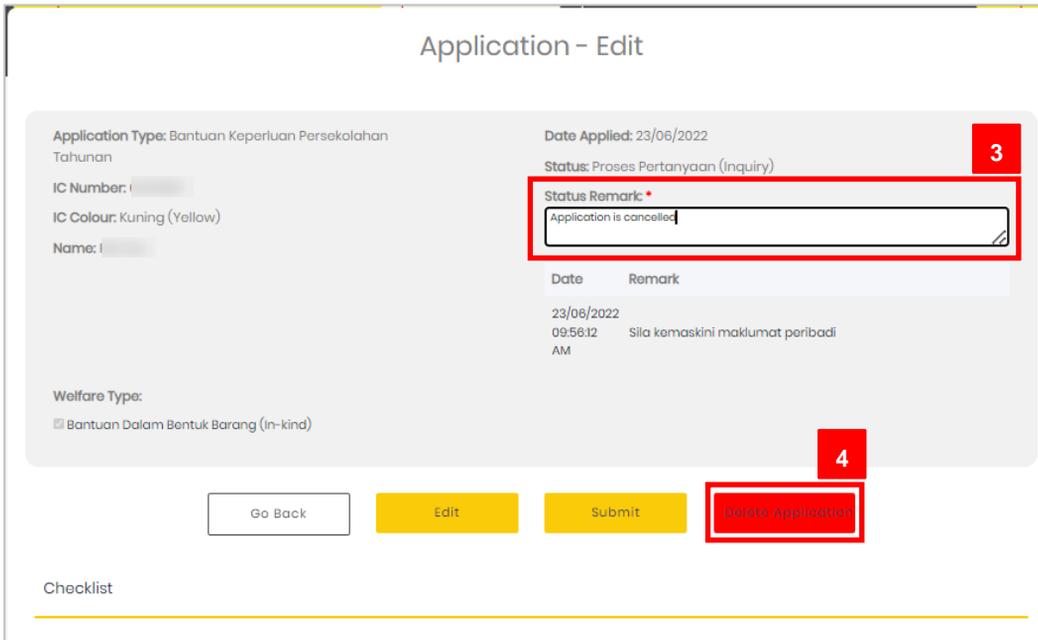
The **Application Status** page will appear.



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  link.



Application - Edit

Application Type: Bantuan Keperluan Persekolahan Tahunan

Date Applied: 23/06/2022

Status: Proses Pertanyaan (Inquiry)

IC Number: [Redacted]

IC Colour: Kuning (Yellow)

Name: [Redacted]

Status Remark: *
Application is cancelled

Date	Remark
23/06/2022	09:58:12 Sila kemaskini maklumat peribadi AM

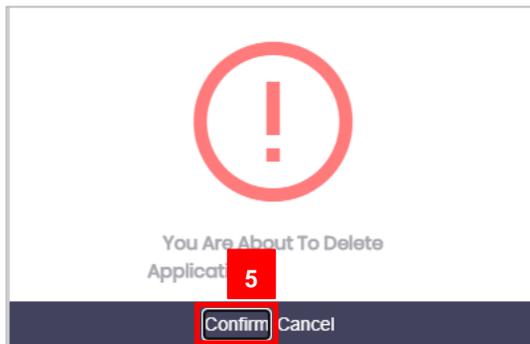
Welfare Type:

Bantuan Dalam Bentuk Barang (In-kind)

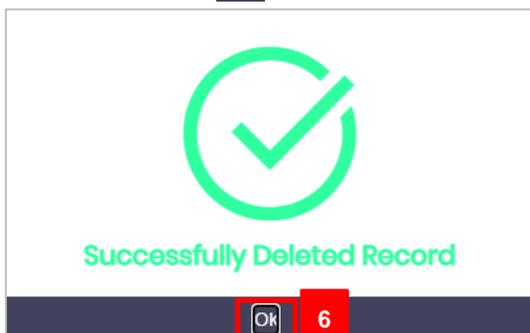
Go Back Edit Submit Delete Application

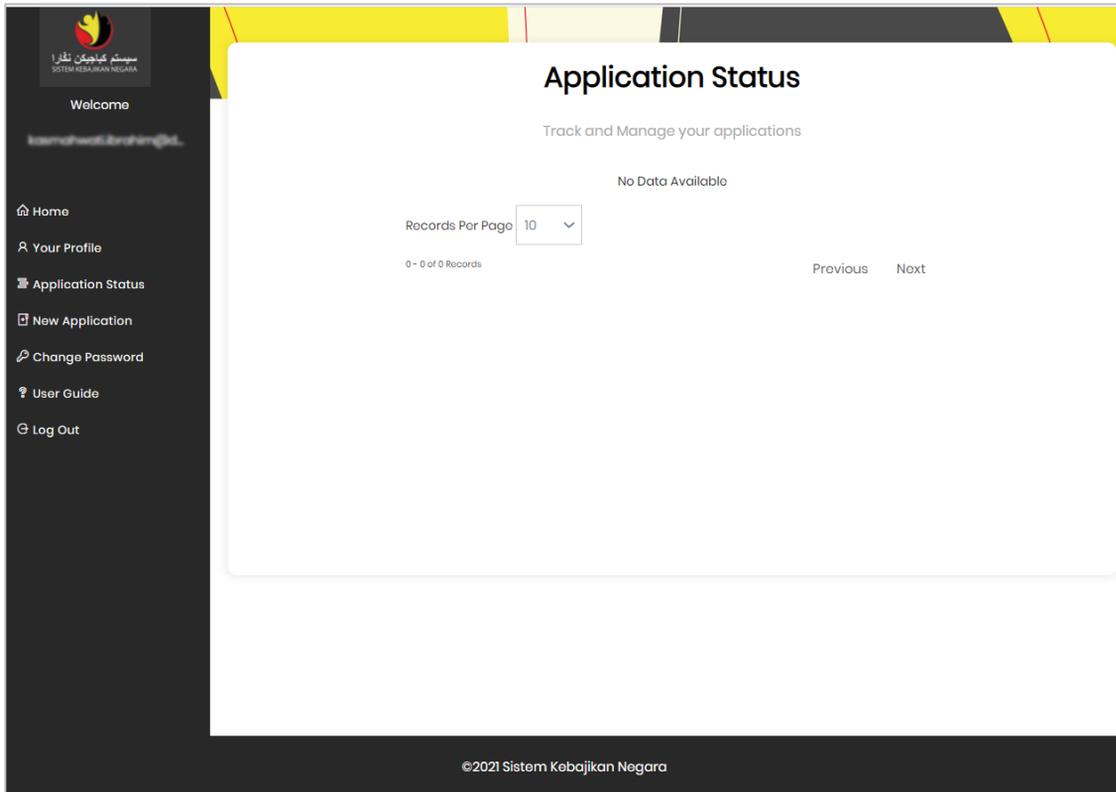
Checklist

3. Enter the reason for cancelling the application in the **Status Remark** field.
4. Click on the **Delete Application** button to **delete** application.
5. Click on the **Confirm** button.



6. Click on the **Ok** button.





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