



سistem کباجیکن نگارا
SISTEM KEBAJIKAN NEGARA

User Guide

Profile Management

Version: 3.0

PURPOSE

This user guide acts as a reference for **Applicant** to manage **Profile**.

Use this manual to manage:

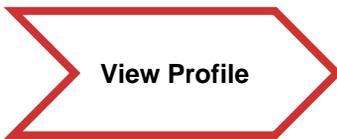
- **Profiles**

GLOSSARY

The following acronyms are used frequently:

Term	Meaning
SKN	Sistem Kebajikan Negara
JAPEM	Jabatan Pembangunan Masyarakat

Process Overview



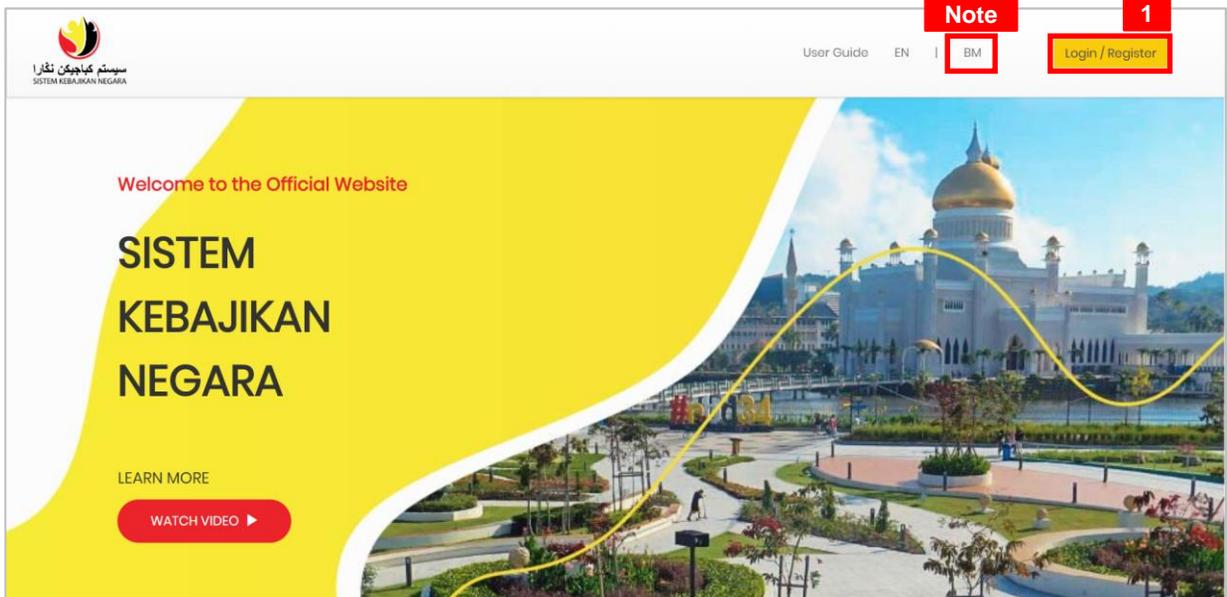
FURTHER ASSISTANCE

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**. For COVID-19 Financial Assistance, you may contact 2382800 / 2382929 (TAP) or 8191000 (Treasury) during office hours or e-mail to covid19.assistance@mofe.gov.bn

Table of Content

Topics	Page
Introduction	2
View Profile	4

VIEW PROFILE	Applicant
	Online User



1. Navigate to the SKN website and click on the **Login / Register** button.

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

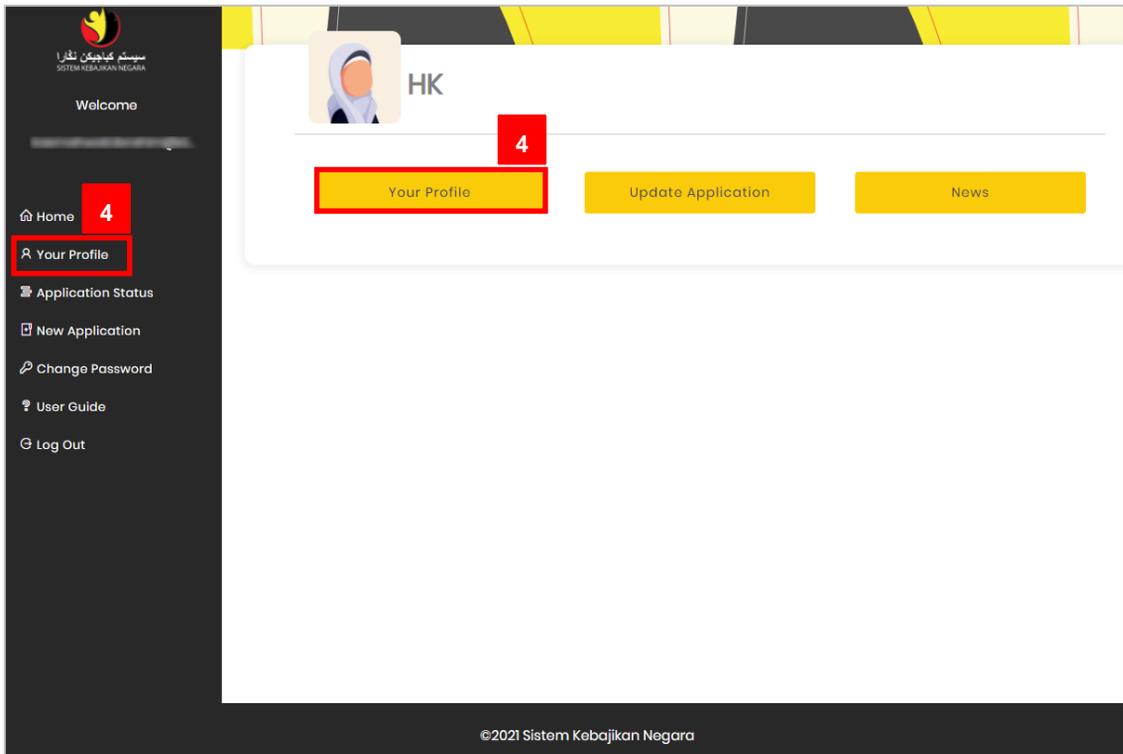


2. Enter the **E-mail Address** and **Password** used for registration.

3. Click on the **LOGIN** button to navigate to SKN.

The homepage will be displayed as shown in the figure below.

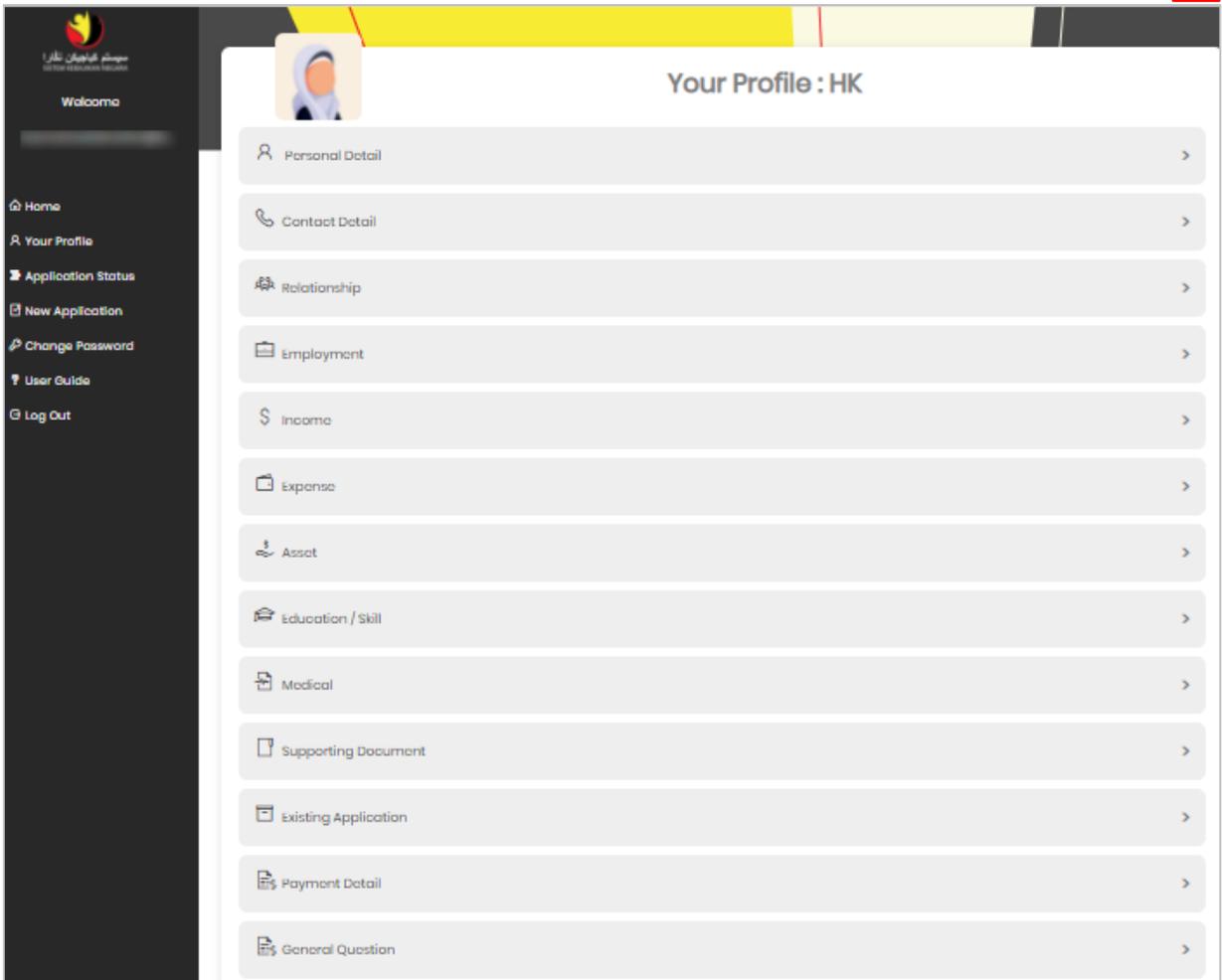
- Click on  **Your Profile** or  button.



5. The **Your Profile** page will be displayed as shown in the figure below. The page is divided into 13 sections:

- Personal Detail
- Contact Detail
- Relationship
- Employment
- Income
- Expense
- Asset
- Education / Skill
- Medical
- Supporting Document
- Existing Application
- Payment Detail
- General Question

5



6. Click on  **Personal Detail** > section to view the updated information of the applicant.
Applicant's information will be automatically displayed based on the earlier user registration.

6

 Personal Detail

Account Detail

E-mail

Personal Detail

Full Name (As Per IC) HK	Residential Status Rakyat Brunei (Brunei Citizen)	Nationality Brunei
Other Name	Please Specify (Residential Status)	
IC Number [REDACTED]	Passport Type Tiada memiliki paspot (No Passport)	Passport Number
Birth Certificate Number	Race Melayu (Malay)	Religion Islam (Islam)
	Please Specify (Race)	Please Specify (Religion)
Date Of Birth (Age 32) 07/08/1989	Place of Birth Brunei	Date of Death

7. Click on the  section to view the **Contact Detail** of applicant.

7

 Contact Detail

Address

Street Address / House Number	District	Mukim	Village	Postcode	Residence Primary	Please Specify (Residence Type)	Relationship To House Owner	Number of Occupant
No 1	Brunei Muara	Mukim Barakas A	Kg. Anggerak Desa	BB3713	<input checked="" type="checkbox"/>	Rumah Sendiri (Own House)	Not Specified	6
No 1	Brunei Muara	Mukim Barakas A	Kg. Anggerak Desa	BB3713	<input type="checkbox"/>	Not Specified	Not Specified	

Contact Detail

Telephone Type	Telephone Number	Primary
No. Tel Rumah (Home Tel No.)	2382238	Yes
No. Tel Bimbit (Mobile No.)	7123456	No

Emergency Contact

Full Name (As Per IC)	Other Name	ID Type	IC Colour	ID Number	Telephone Number	E-mail	Relationship
Ali bin Ahmad		Kad Pengenalan (IC)	Tiada Kad Pengenalan (No Identification Card)		7123456	snowit@hotmail.com	Bapa (Father)

8. Click on the  section to view the **Relationship** detail.

8

 Relationship

Marital Status
Kahwin (Married)

Relationship

Full Name (As Per IC)	IC Number	IC Type	Birth Certificate Number	Passport Number	Rela
Syaza		Tiada Kad Pengenalan (No Identification Card)	1234567		Anak (Dau)

Marriage Record

Relationship Status	Relationship Number	Full Name (As Per IC)	Residential Status	Date Of Birth	Date of Death	Age	IC Number
Kahwin (Married)		Saerah Samat	Rakyat Brunei (Brunei Citizen)	02/08/1989		32	00123456

9. Click on the  Employment > section to view the **Employment status** of applicant.

9

 Employment ▼

Employment Status
Bekerja (Employed)

Employment History

Sector	Name of Company/Ministry	Department	Position	Employment Type	Currency
Swasta (Private)		Syarikat ABC Sdn Bhd	Kerani Fail (Filing clerk)	Sepenuh Masa (Full-Time)	
Swasta (Private)	Peach Trading Company		Not Specified	Sambilan (Part-Time)	

Self-Employed

No. Registration of Company and Name of Business (Registry of Companies and Businesses (ROCBN))	Company Name	Start Date	End Date	Street Ad

10. Click on the  Income > section to view the **Income** detail.

10

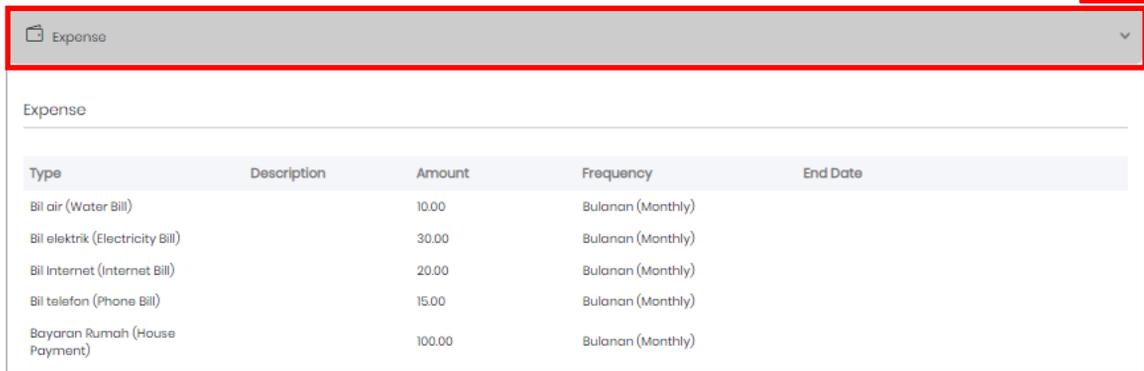
 Income ▼

Income

Type	Description	Amount	Frequency
Bantuan Kebajikan - Elaun Sara Hidup (BKB) (Welfare Assistance - Living Allowance (BKB))		200.00	Bulanan (Monthly)
Bantuan Kebajikan - Elaun Sekolah (BKB) (Welfare Assistance - School Allowance (BKB))		65.00	Bulanan (Monthly)

11. Click on the  Expense > section to view the applicant **Expenses**.

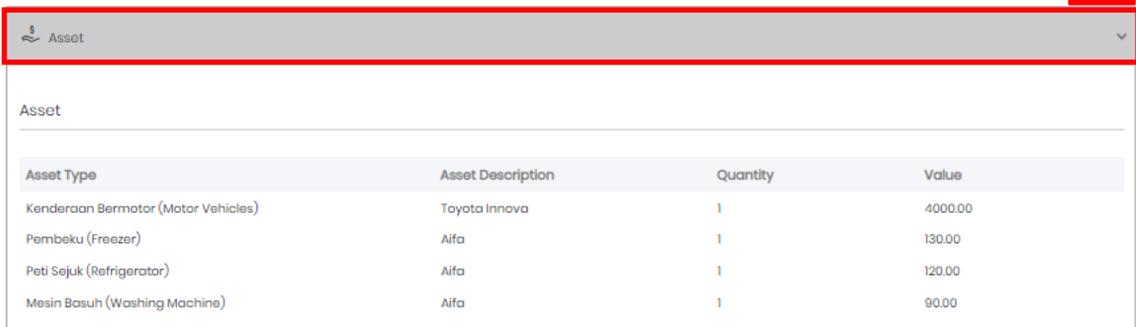
11



Type	Description	Amount	Frequency	End Date
Bil air (Water Bill)		10.00	Bulanan (Monthly)	
Bil elektrik (Electricity Bill)		30.00	Bulanan (Monthly)	
Bil Internet (Internet Bill)		20.00	Bulanan (Monthly)	
Bil telefon (Phone Bill)		15.00	Bulanan (Monthly)	
Bayaran Rumah (House Payment)		100.00	Bulanan (Monthly)	

12. Click on the  Asset > section to display the applicant **Asset** detail.

12



Asset Type	Asset Description	Quantity	Value
Kenderaan Bermotor (Motor Vehicles)	Toyota Innova	1	4000.00
Pembeku (Freezer)	Aifa	1	130.00
Peti Sejuk (Refrigerator)	Aifa	1	120.00
Mesin Basuh (Washing Machine)	Aifa	1	90.00

13. Click on the  Education / Skill > section to view the **Education/Skill** detail of applicant.

13

 Education / Skill

Education

Institution	Please Specify (Institution)	Year	Qualification	End Date	Education Type	Please Specify (Highest Education Level)
SM Berakas		Form 5	Not Specified	31/12/2002	Highest Education Level	
Sekolah Ugama Amar Pahlawan			Not Specified		Religious Education	
SM Berakas			Tingkatan 4 - 5, Tahun 9 - 10 (Express), Tahun 10 - 11 atau yang sebanding (Form 4 - 5, Year 9 - 10 (Express), Year 10 - 11 or equivalent)		Highest Qualification	

Trainings / Other Certifications / License / Skill

Type	Where Acquired	Date Acquired	Skill Set Type
Jualan Borong dan Runcit (Wholesale and Retail Sales)	sendiri	01/04/2021	Current Skill Set
Not Specified			Skill set you wish to obtain

14. Click on the  Medical > section to view the **Medical** information of the applicant.

14

 Medical

Medical ID

Medical ID Type	Medical ID No.	Please Specify (Others Medical ID Type)
Not Specified		
BruHims	40012345	

Medical Condition

Medical Condition Type	Medical Condition	Description
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15. Click on the **Supporting Document** section to view the updated information of the applicant.

15

Supporting Document

Supporting Document

Document ID	Document Type	Document Name	Document Description	Date Uploaded	Uploaded By	Link
93663	Kad Pengenalan (Identification Card)	ic.jfif		21/02/2021	[Redacted]	View
93664	Kad Pengenalan Anak (Child IC)	ic.jpeg		21/02/2021	[Redacted]	View
93665	Kad Pengenalan Suami/Isteri (Spouse IC)	ic.jpeg		21/02/2021	[Redacted]	View
93666	Sijil Perkahwinan (Marriage Certificate)	ic.jfif		21/02/2021	[Redacted]	View
93667	Surat Pembayaran Gaji (Payslip)	ic.jpeg		21/02/2021	[Redacted]	View

16. Click on the **Existing Application** section to view the **Existing Application** (if any).

16

Existing Application

Existing Application

Application ID	Role	Welfare Name	Operation Entity	Date Applied	Status
No Data Available					

17. Click on the  **Payment Detail** section to view the **Payment Detail**.

17

 **Payment Detail** ▼

Payment Detail

Payment Type

Wang Tunai (Cash)

Bank	Account Holder's Name	Account Number
Not Specified		

18. Click on the  **General Question** section to view the **General Question**.

18

 **General Question** ▼

General Question : Notice

Question	Answer
Are you applying as Head of family?	Yes
Please State your Reason	
Types of Application:	New Application
Please state how many times have you applied	

General Question : Education

Question	Answer
Have you attended any Islamic Religious School (Primary)?	Yes, has attended

General Question : Employment

Question	Answer
Are you actively applying for a job?	Yes

General Question : Medical

Question	Answer
Do you have any medical problem?	No
Are you categorized as disabled?	No
Are you getting disability benefits?	No
Are you registered in any of the association/societies?	No
Please choose any association provided	

General Question : Marriage Record

Question	Answer
Are you married?	Yes
Have you previously been married before?	No
Has your spouse died?	No

General Question : Spouse Employment

Question	Answer
Is your spouse actively applying for a job?	

General Question : Ex-Spouse

Question	Answer
Divorce Type	

General Question : Dependent

Question	Answer
Do your dependent has any medical problem?	
Is your dependent categorized as disabled?	
Is your dependent getting disability benefits?	
Is your dependent registered in any of the association/societies?	
Has your dependent attended any Islamic Religious School (Primary)?	
Please choose any association provided	
Is this dependent staying in the same house with you?	

General Question : Questionnaire

Question	Answer
Do you have a driver's licence?	Yes
Can you drive a vehicle?	Yes
Are there other family members who can use your vehicle?	No
If Yes, state your relationship with the family member.	
Do you have a car?	Yes
What kind of vehicle do you have?	Car
How do you move from one place to another?	Riding a neighbor
Is your car still working?	Yes
Do you have a car that still has a monthly payment?	No
If Yes, please specify the monthly payment amount	
Do you have a car that you pay for but you are using someone else name?	No
If Yes, please specify the monthly payment amount	
Are there public vehicles (buses) near your residence?	No
Do you want to take the bus?	No
Monthly expenditure spent on public transport	I do not use public transport
Total Head of household/ Family Unit staying in your house?	1
How many bedrooms are there in your current residence?	1
How many people in your home are receiving welfare from JAPEM?	1
How many Head of Household in your home are receiving welfare from JAPEM?	1

How many people in your home are not working?	1
Do you apply for STKRJ / RPN housing?	No
If Yes, state the year of application	
For single parent, are you still in touch with your partner?	I am not a single parent
Are your ex-husbands / wives newly married?	I do not have an ex-spouse
Are your children under your care?	
Does your ex-husband provide for you?	I do not have an ex-spouse
If Yes, please state the average monthly amount	
Are you still in contact with your ex spouse?	I do not have an ex-spouse
Do your children attend private schools at their own expense and not at the expense of others?	No
If Yes, please state your reason	
Do your children attend private schools at their own expense and at the expense of others?	No
Do you bear the child of another person who is not registered as a foster child you?	No
Are you hiring a maid to take care of the child and as such?	No
If Yes, do you pay at your own cost or at the expense of your family?	
Do you give your parents money monthly or periodically?	No
If Yes, please state the average monthly amount	
Is there anyone else who helps you during times of trouble	No
If Yes, who?	
Do you have children that are sent to childcare at this time?	No
Are you active in finding / applying for a job?	No
If you are not yet working and actively looking for / applying for a job, are you :	Registered at the JobCentre Brunei (JCB)
Have you ever taken any skills course such as sewing, carpentry, cooking and so on?	No
If Yes, Please specify which course have you attended.	
What course are you interested in taking?	Fisheries

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