



سېسټم کباجيکن نگارا

SISTEM KEBAJIKAN NEGARA

User Guide

Profile Management

Version: 2.0

PURPOSE

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

Use this manual to manage:

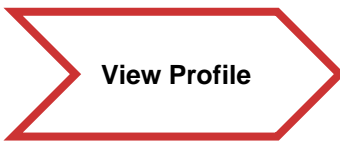
- **Profile**

GLOSSARY

The Following acronyms are used frequently:

Term	Meaning
SKN	Sistem Kebajikan Negara
JAPEM	Jabatan Pembangunan Masyarakat

Process Overview



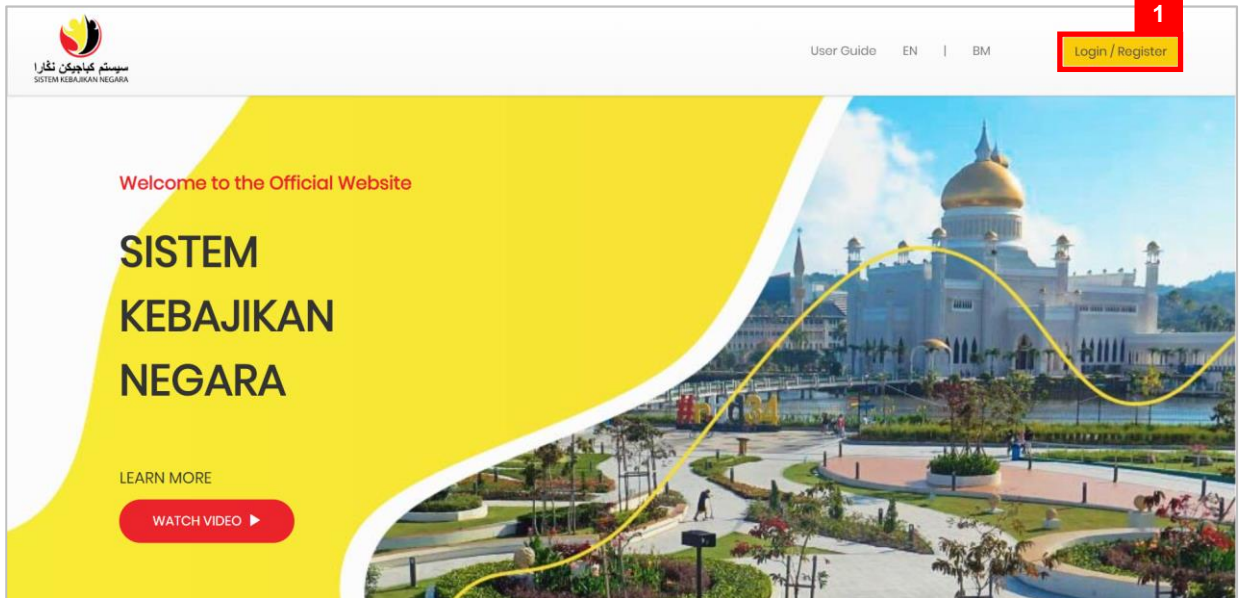
FURTHER ASSISTANCE

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**

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VIEW PROFILE	Applicant
	Online User



1. Navigate to the SKN website and click on the [Login / Register](#) button.

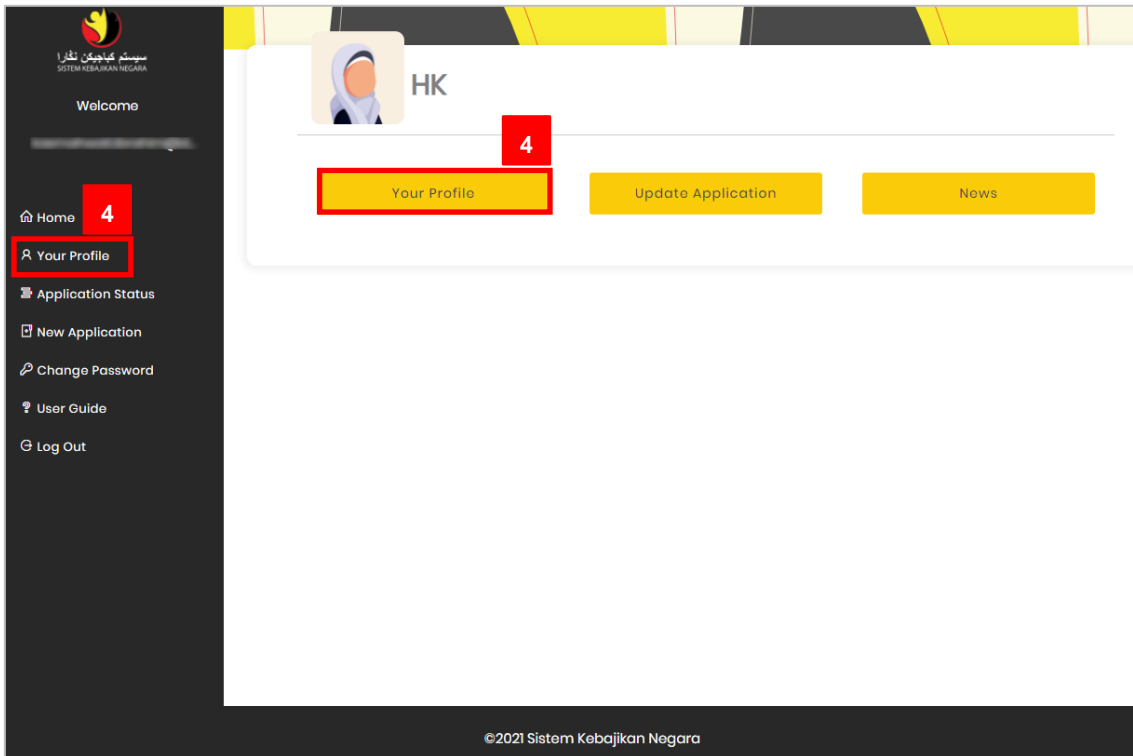
Note: To change the language to *Malay*, click on the link [BM](#).



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

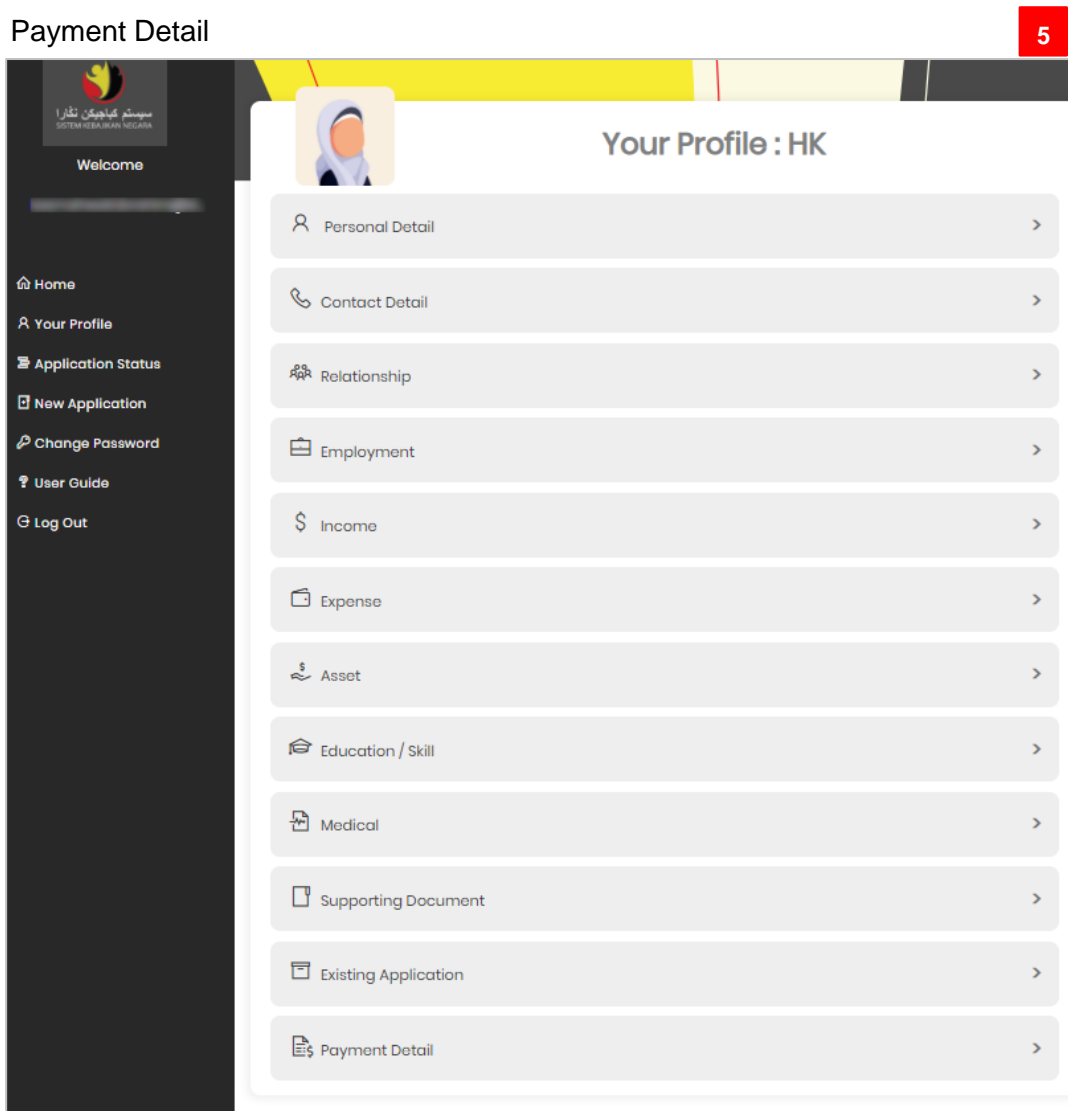
The homepage will be displayed as shown in the figure below.

4. 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 12 sections:

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



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.

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Personal Detail

Account Detail



E-mail

Personal Detail

Full Name (As Per IC)	Residential Status	Nationality
HK	Rakyat Brunei (Brunei Citizen)	Brunei
IC Number	Birth Certificate Number	Passport Number
Gender	Religion	Passport Type
Perempuan (Female)	Islam (Islam)	Tiada memiliki paspot (No Passport)
Date Of Birth	Country of Birth	
05/09/2001	Brunei	

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

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 **Contact Detail** 

Address

Street Address / House Number	District	Mukim	Village	Postcode	Primary
No 1	Brunei Muara	Mukim Berakas A	Kg. Burong Pingai Berakas	BB1234	Yes
No 1	Brunei Muara	Mukim Berakas A	Kg. Burong Pingai Berakas	BB1234	No

Contact Detail



Telephone Type	Telephone Number	Primary
No. Tel Rumah (Home Tel No.)	1615372	Yes
No. Tel Bimbit (Mobile No.)	7112277	No

Emergency Contact

Full Name (As Per IC)	ID Type	ID Number	Telephone Number	Relationship
Ali bin Ahmad	Kuning (Yellow)	00251189	2123443	

8. Click on the  **Relationship**  section to view the updated information of the applicant.

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 **Relationship** 

Marital Status
Kahwin (Married)

Relationship



Full Name (As Per IC)	Residential Status	IC Number	IC C
Siti bte Ali	Not Specified		Tiac Pen Ider

Marriage Record

Relationship Status	Relationship Number	Full Name (As Per IC)	Residential Status	Date Of Birth
Kahwin (Married)		Ali bin Ahmad	Rakyat Brunei (Brunei Citizen)	01/02/1971

9. Click on the  Employment > section to view the updated information of the applicant.

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 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
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10. Click on the  Income > section to view the updated information of the applicant.

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 Income 

Income

Type	Description	Currency	Amount	Frequency
Gaji (Salary)			500.00	Bulanan (Monthly)
Elaun Lain (Other Allowances)			110.00	Bulanan (Monthly)

11. Click on the  Expense > section to view the updated information of the applicant.

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Expense						
Expense						
Necessity	Type	Description	Currency	Amount	Frequency	End Date
Not Specified	Bayaran Rumah	(House Payment)		100.00	Bulanan (Monthly)	
Not Specified	Bayaran Telefon	Bimbit (Mobile Phone Bills)		35.00	Bulanan (Monthly)	
Not Specified	Bayaran Telefon	Rumah (Home Telephone Bills)		50.00	Bulanan (Monthly)	
Not Specified	Bil air	(Water Bill)		5.00	Bulanan (Monthly)	
Not Specified	Bil elektrik	(Electricity Bill)		50.00	Bulanan (Monthly)	
Not Specified	Pembayaran	Pinjaman Koreta (Car Loan Payment)		130.00	Bulanan (Monthly)	28/02/2023
Not Specified	Pembayaran	Pinjaman Peribadi (Personal Loan Payment)		125.00	Bulanan (Monthly)	
Not Specified	Perbelanjaan	Barangan runcit (Groceries Expense)		120.00	Bulanan (Monthly)	


12. Click on the  Asset > section to view the updated information of the applicant.

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Asset				
Asset				
Asset Type	Asset Description	Quantity	Currency	Value
Kenderaan Bermotor	(Motor vehicles)	1		4000.00
Komputer Desktop	Peribadi (Personal Desktop Computer)	1		570.00
Peti Sejuk	(Refrigerator)	1		320.00
Telefon Bimbit	(Cell phone)	2		450.00
Televisyen	(Television)	1		110.00
TV Kabel / TV Parabola / TV Astro	(TV Cable / Parabola TV / Astro TV)	1		70.00
Tanah	(Land)	1		56000.00

13. Click on the  Education / Skill > section to view the updated information of the applicant.

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 Education / Skill

Education


Institution	Year / Class	Qualification	Course	Grade	Start Date	End Date
Maktab Sultan Omar Ali Saifuddin	1983	Not Specified	Not Specified			01/12/1983
Sekolah Ugama Anggerek Desa		Not Specified	Not Specified			
Maktab Sultan Omar Ali Saifuddin		Lulus GCE 'O' Level atau sebanding (Passed GCE 'O' Level or equivalent)	Not Specified			

Trainings / Other Certifications / License / Skill

Type	Skill Set / Education Level	Name	Description	Start Date	End Date
Current Skill Set	Jualan Borong dan Runcit (Wholesale and Retail Sales)			01/02/2020	
Skill set you wish to obtain	Kegunaan Komputer (Computer use)				


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

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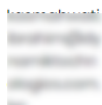





 Medical

Medical ID

Medical ID Type	Medical ID No.
BruHims	0123456

15. Click on the  Supporting Document > section to view the updated information of the applicant.

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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			
93664	Kad Pengenalan Anak (Child IC)	ic.jpeg		21/02/2021			
93665	Kad Pengenalan Suami/Isteri (Spouse IC)	ic.jpeg		21/02/2021			
93666	Sijil Perkahwinan (Marriage Certificate)	ic.jfif		21/02/2021			
93667	Surat Pembayaran Gaji (Payslip)	ic.jpeg		21/02/2021	