



PAYMENT METHODS AT THE FINANCE DIVISION

Method 1: Using JITPA (*For Foreign Worker Licence (LPA) only*)

1. Upon approval of the Foreign Worker Licence (LPA), please proceed to the insurance company to obtain the JITPA Insurance Policy.
 2. Present the JITPA Insurance Policy together with the LPA to the Finance Division for verification and further processing.
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Method 2: Using a Bank Guarantee (*For Foreign Worker Licence (LPA) only*)

1. Upon approval of the Foreign Worker Licence (LPA), please proceed to the bank to obtain a Bank Guarantee.
 2. Present the Bank Guarantee together with the LPA to the Finance Division for verification and further processing.
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Method 3: Online Payment (*For all types of security deposits*)

1. Please visit <https://form.gov.bn/en/deposit-payment-lpalpd-f619fe72ad15> or scan the QR code below.



2. Or complete the relevant application form and present the completed form together with the LPA/LPD and:

- a copy of the Identity Card / Passport (for foreign applicant without a Brunei Identity Card) (for LPD); or
- a copy of the ROCBN certificate (for LPA).

3. An invoice will be sent to the employer via the registered mobile phone number or email address.

4. Once the payment has been successfully made, please present the licence together with the payment receipt at the Finance Counter, Department of Manpower and Employment, for verification and further processing.

Method 4: Replacement / Renewal

1. For replacement applications, please present the new LPA together with the previous LPA and/or the Worker Cancellation document to the Finance Division.
2. For renewal applications, please present the relevant supporting documents as required by the Finance Division.

Method 5: Exemption (*For Domestic Worker Licence (LPD) only*)

1. After submitting an exemption application through NLMS, please present the LPD at the Finance Counter for verification and further processing.

Method 6: Using the Original Receipt

1. Please present the original payment receipt together with the LPD or LPA at the Finance Counter for verification and further processing.

LPA/LPD Deposit Form

Date : _____

Branch : (Please tick (✓) where applicable)

☐	Headquarters, Brunei dan Muara District
☐	Tutong Branch
☐	Belait Branch
☐	Temburong Branch

Type of License : (Please tick (✓) where applicable)

☐	Lesen Pekerja Asing (LPA)
☐	Lesen Pekerja Domestik (LPD)

License Reference : _____

Employer (LPD)/Company Name (LPA) (As stated in the Identity Card/Passport/ROCBN)

: _____

Identity Card No./ Passport No. (for foreign applicant without a Brunei Identity Card) (LPD)

ROCBN No. (LPA) (As stated in the Identity Card/Passport/ROCBN)

: _____

IC Colour (if applicable) : _____

The contact information below will be used for invoice delivery. Please ensure that it is accurate.

Mobile Phone Number : _____

Email : _____

Number of Employees to be paid : _____

Employee Number(s) in the license to be paid (example No. 2,3 and 5) :

Additional Payment (Complete only for additional payment using an existing receipt – LPD only) :

Existing Receipt Reference No. : _____

Additional Payment : _____

Note

1. Please attach a copy of the LPD/LPA Licence together with a copy of the Identity Card/Passport (for LPD) or Form 16/17 /X Form (for LPA).
2. The completed application together with the supporting documents shall be submitted to the Finance Division at the branch selected above.
3. Payment can be made upon receipt of the invoice via the email address or mobile phone number provided above.
4. After payment has been made, please bring a copy of the licence and the payment receipt to the branch selected above for verification by the Department.

Terms and Condition

I hereby confirm that I have read, understood, and agree to all the information stated above. I further confirm that all information provided has been reviewed and is complete, accurate, and true. I understand that any incomplete, inaccurate, or false information may result in the rejection or cancellation of this application. I agree to notify the Department of Manpower and Employment of any changes to the information provided. I also authorize Department of Manpower and Employment to verify the information provided with any relevant authorities or agencies. I acknowledge that the Department of Manpower and Employment shall not be held liable for any loss arising from my negligence or from the provision of incomplete, inaccurate, or false information.

Company stamp (if applicable)	Signature
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For Official Use Only

Reference : _____

Application Received By Name: Signature: Date:	Invoice Issued By Name: Signature: Date:
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