Manual for Public for New Registration on BAPEQS

- 1) Open any browser
- 2) Type <u>http://online.mod.gov.bn/bapeqs</u> then press enter
- 3) Browser will show online portal BAPEQS

لمباڭ اركيتيك جوروترا قروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors
Login ID: Password: Sign In
New user signup / Forgot Password? / Forgot Login ID?

- 4) For first time use, kindly do signup by click New User Signup
- 5) Browser will show interface for new user to signup

☆		User Master- New	-0
	Login Id :		
	Password :		*Password Must Include at least 1 uppercase 1 Lowercase,1 Special Character,1 Number and Minimum 8 Characters
	Name :		
	Date of Birth :		
	Email Id :		*
	NRIC		
	Address :		
	Postal Code :		* Enter 6 Digit Postal Code
	Phone :		* Enter 7 Digit Phone Number
	Mobile :		* Enter 7 Digit Mobile Number
		PSubmit	

6) Here sample of user for signup

a		User Master- New	
	Login Id :	musa2018	
	Password :	•••••	*Password Must Include at least 1 uppercase 1 Lowercase,1 Specia Character,1 Number and Minimum 8 Characters
	Name :	Musa bin Ali Hassan	
	Date of Birth :	01/01/1980]
	Email Id :	musa.alihassan2018@gmail.com	*
	NRIC	01-123456]
	Address :	No 9, Jin 9, Spg 9, RPN Rimba, NBD	
	Postal Code :	BT1234	* Enter 6 Digit Postal Code
	Phone :	2123456	* Enter 7 Digit Phone Number
	Mobile :	8123456	* Enter 7 Digit Mobile Number
		Submit	

- 7) After done, kindly click submit button
- 8) Browser will ask, Do you want to 'Save', then click OK for next step.



9) Browser will show like this, then click OK.



اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors	لمباڭ
Login ID: musa2018 Password: Sign In New user signup Forgot Password? Forgot Login ID?	

10) User need to login follow as per during registration. Then click Sign In.

11) Browser will show main page. Have 3 type of registration,

- Registration : for first time need do registration
- Practicing Services : after done do registration, user can do practicing services
- License for Multi Discipline and Corporate Practice : additional services either Body Corporate or Partnership

4	وروترا قروفبسوزنل دان جورواوكور باهن نقارا برونى دارالسلام	<i>Welcome</i> Musa bin Ali Hassan لىنىڭ (كىتىك ھ
REGISTRATION	Brand Desisation Barrel of Architects Professional Engineers and Quantity Save	
		AND CORPORATE PRACTICE
ARCHITECT	ARCHITECTURAL WORK	BODY CORPORATE
PROFESSIONAL ENGINEER	PROFESSIONAL ENGINEERING WORK	PARTNERSHIP
QUANTITY SURVEYOR	QUANTITY SURVEYOR WORK	
SPECIALIST ARCHITECT		
SPECIALIST PROFESSIONAL ENGINEER		
SPECIALIST QUANTITY SURVEYOR		
ASEAN ARCHITECT(AA)		
ASEAN CHARTERED PROFESSIONAL ENGINEER	ACDE)	

12) User can select for :

- New : do new registration
- Renewal : renewal application
- Resubmission : update or check their application status
- My Profile : update their profile
- 13) For first time, kindly click select any type of registration, then click New button for registration.

14) Browser will show form for user to fill up.

	0	Registration- New			
			Sav	e Draft Submit	
		Application for Registrat	ion		
Application ID		Applicatio		Applicant Registration	
form Type	Architect	Application		2018	
pplication Type	New	•			
		Personal Particulars			
ull Name		* Telephone	No.		
lace of Birth		Mobile No	h.		
itizenship	Please Choose	• Email			
ender	Please Choose	•			
ate of Birth					
runei Identification Card No.					
olour	Please Choose				
suing Country	Brunei	•			
orrespondence Address					
	Qualifica	tions (To be completed in BL	OCK LETTERS)		
ligher National Diploma or Equ					
itle		Year Obta	ned		
		Tear Obtai	ned		
achelor Degree or Equivalent					
itle		Year Obtai	ined		
ostgraduate Diploma / Master	Degree or Equivalent				
itle		Year Obta	ined		
iltle		Date / Mon	th / Year Obtained	1	
lembership No.					
		Valid Until	th / Year Obtained		
Vembership No. Title Vembership No.		Valid Until	nth / Year Obtained		
Title Aembership No. Sick 🖬 Button to save.		Valid Until Date / Mor	nth / Year Obtained		
itle fembership No. IICK 🖬 Button to save. IICK 📽 Button to edit.		Valid Until Date / Mor	nth / Year Obtained		
itte Iembership No. Iick 🖬 Button to save. Iick 📽 Button to edit.		Valid Until Date / Mor			
itie fembership No. lick Button to save. lick Button to edit lick X Button to detete		Employment Particular			
itie fembership No. lick Button to save. lick Button to det Button to detete	Position	Valid Until Date / Mor Valid Until			
itie fembership No. lick Button to save. lick Button to edit lick X Button to detete		Employment Particular	'S	Address	
Itle Membership No. Iick Button to save. Iick Button to edit. Iick Button to detete		Employment Particular	'S	Address	
itie tembership No. lick Button to save. lick Button to delt Button to delete Name of Company ems Required	List of Docur	Employment Particular	'S	d Address	
itie Iembership No. Ick Button to save. Ick Button to deter Name of Company Ich International Co	List of Docur	Employment Particular Date Date Date Date Date Date Date Date	'S	Address	
itie Iembership No. lick Button to save. lick Button to det Button to detee Name of Company In ems Required ecent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Academ	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address rm	
Itie Iembership No. Ick Button to save. Button to edt Ick Button to detee Rame of Company In Ities Required ecent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Academ ertified True Copies of Valid Pro	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address	
itie tembership No. Ick Button to save. Ick Button to deter Button to deter Name of Company ems Required tecent Passport Size Photogra topy of Smart Identity Card Issi sertified True Copies of Academ certified True Copy of Valid Pro ength of Stay in Brunei	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address rm	
itie tembership No. Itick Button to save. Itick Button to det Button to detete Name of Company ems Required eccent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Acaden ertified True Copy of Valid Pro ertified True Copy of Valid Pro	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address	
itie lembership No. lick Button to save. lick Button to edit kik Button to deter Name of Company lick Name of Company ems Required eccent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Academ ertified True Copy of Valid Pro ength of Stay in Brunei	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address	
itie tembership No. lick Button to save. lick Button to save. lick Button to delete Name of Company eccent Passport Size Photogra loopy of Smart Identity Card Issi ertified True Copies of Academ lettified True Copies of Academ	List of Docur ph (colour) ued by the Government of Bru nic Qualifications	Employment Particular Date Date Date Date Date Date Date Date	'S	Address	
itie Iembership No. Ick Button to save. Ick Button to edit Ick Button to detete Riame of Company ems Required ecent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Academ ertified True Copies of Academ ertified True Copies of Academ ength of Stay In Brunei Jurrent Project Start End Role	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with	s he Completed Fo	Address	
itie lembership No. lick Button to save. lick Button to edit lick Button to deter mame of Company ems Required ecent Passport Size Photogra opy of Smart Identity Card Issi ertified True Copies of Academ ertified True Copies of Academ ertifie	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with	s he Completed Fo	Address rm 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Itie Iembership No. Ick Button to save. Ick Button to edit Kame of Company I I I I I I I I I I I I I I I I I I I	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with	s he Completed Fo	Address	
Itie Iembership No. Ick Button to save. Ick Button to edit Kame of Company I I I I I I I I I I I I I I I I I I I	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with aclaration Letter from the Com	ns he Completed Fo	Address m	
ittle fembership No. Ick Button to save. Ick Button to save. Ick Button to deter Frame of Company Frame of Local Practicing Archite Vidence of Project (Contract D roof of Payment	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with	ns he Completed Fo	Address m	
itie tembership No. Ick Button to save. Ick Button to deter Button to deter Mame of Company Ici ems Required tecent Passport Size Photogra topy of Smart Identity Card Issis- tertified True Coples of Acade Copy of Valid Pro- tertified True Copy of Valid Pro- sourcent Project Start End	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date nents to be Submitted with t nel Darussalam rate with aclaration Letter from the Com	ne Completed Fo	Address m	
itie tembership No. Ick Button to save. Ick Button to detect Button to detect Mame of Company ems Required ems Required ens Required entified True Copies of Academ certified True Copies of Academ certified True Copies of Academ certified True Copies of Academ certified True Copies of Academ Start End Role Name of Local Practicing Archit vidence of Project (Contract D roof of Payment faild Insurance Policy	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date Date Date Date Date Date Particular Date Date Date Particular Date Da	ne Completed Fo	Address m	
itie tembership No. tex Button to save. tex Button to edit tex Button to deter Button to deter Preme of Company Le ems Required eccent Passport Size Photogra topy of Smart Identity Card Issi ertified True Copies of Academ certified True Copies of Academ tertified True Copies of Academ ertified True Copies of Academ settified True Copies of Academ topy of Smart Identity Card Issi ertified True Copies of Academ settified True Copies of Academ Start End Role lame of Local Practicing Architity vidence of Poject (Contract D roof of Payment falld Insurance Policy	List of Docur ph (colour) ued by the Government of Bru nic Qualifications fessional Qualification	Valid Until Date / Mor Valid Until Date / Mor Valid Until Date Date Date Date Date Date Date Particular Date Date Date Particular Date Da	ne Completed Fo	Address m	

15) User need fill up everything in the field. For attachment, kindly button attachment, then browser will popup new window. Select Folder (general), Category (general) and click choose file for upload file. File supported (PDF/JPEG/PNG) with not more than 2mb per file. After done, click SAVE button, to add click button (+) for another file attachment. For close, kindly click button close.

ile Upload (New)	
Folder General	
Category General	
File Name	
File to Upload Choose File tenda.jpg	
Remarks ic musa	



16) After done, click SAVE BUTTON. Browser will save draft, and user can continue at any times. After completed everything, kindly click SUBMIT button.

Save Draft save draft and can continue anytime submit submit application after completed go to home page/main page

exit from system

17) When save draft, browser will show Request updated successfully (DRAFT), kindly click OK to continue.

Request updated successfully (DRAFT)
ОК

18) If submit application, browser will show Are you sure, you want to Submit, then click OK to continue.



19) Then browser will show Request updated successfully, then click OK to continue.



22) Browser will show application status and if anything need to update if application not completed, user can click button edit

		Ô	Application Status	-0			
							<< < Page of 1 > >>
Click 코 butt	ton to open your Application.						
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification Card No
	AIDR0383	musa bin ali hassan	Architect	New	Pending Verification (Admin Staff)	2018	01-123456

23) After submit application, user will received email notify about registration. Kindly check email that register with this system.

	apeqs.sec@mod.gov.bn to me Assalamualaikum and Salam Sejahtera,				
	There is a new file registered by musa bin ali hassan for New in the BAPEQS Portal. Please login to the BAPEQS Portal to start processing.				
	Thank you.				
	This email is automatically generated by Par3 FloWave system. Do not reply to this email.				
	Reply Forward				

24) Applicant can download or view their certificate by go to menu Renewal, system will show application which has been certified, then click button 🖨 to view certificate, then download for print process.

	۵		Application Status				
							< < Page
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identificat
🔁 🐺 🖨 💨	AIDR0378	test 2018	Architect	Renew	Application Certified	2019	51-306213
🔁 🐺 🖨 📀	AIDR0379	Test teknologi	Professional Engineer	New	Application Certified	2018	51-306213

25) If user want to reset password, kindly go to home page. Then click Forget Password.

PEQS	لمباڭ اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors
м	Login ID: Password: Sign In ew user signup / Forgot Password? / Forgot Login ID?

26) Keyed in login id and registered email id then click submit. User will received new reset password, then keyed in new password from email to enter into system.

1

£

Reset Password			
Login ID:	musa2018		
Registered Email ID: musa.alihassan2018@gmail.con			
Sub	omit	Go Back	
Your password will be reset and emailed to your registered email id upon successful verification.			

27) If user not remember login id, user can click on home page. Then click button forgot login id.

PEQS	لمباڭ اركيتيك جوروترا قُروفيسيونل دان جورواوكور باهن نڭارا بروني دارالسلام Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors
	Login ID: Password: Sign In New user signup / Forgot Password? / Forgot Login ID?

28) Keyed in registered email id and mobile number, then click button submit. User will received login id from email. Kindly keyed in login id follow from email that received, then login.

Login ID Retrieval			
Registered Email ID:	musa.alihassan2018@gmail.con		
Mobile:	8123456		
Submit Go Back			
Note: This action will reset your p	assword.		
Your Login id and new password v email id upon successful verificati	vill be emailed to your registered on.		
If you do not remember your registered email id or mobile, please contact administrator.			