
MANUAL FOR PUBLIC FOR RENEW APPLICATION IN BAPEQS



Manual for Public for Renew Application in BAPEQS

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



لمباڤ اركيټيڪ جوروترا قروفيسيونل دان جورواوكور باهن نڅارا 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




Login Id :	<input type="text"/>	
Password :	<input type="password"/>	*Password Must Include at least 1 uppercase 1 Lowercase,1 Special Character,1 Number and Minimum 8 Characters
Name :	<input type="text"/>	
Date of Birth :	<input type="text"/>	
Email Id :	<input type="text"/>	*
NRIC	<input type="text"/>	
Address :	<input type="text"/>	
Postal Code :	<input type="text"/>	* Enter 6 Digit Postal Code
Phone :	<input type="text"/>	* Enter 7 Digit Phone Number
Mobile :	<input type="text"/>	* Enter 7 Digit Mobile Number

 Submit

6) Here sample of user for signup



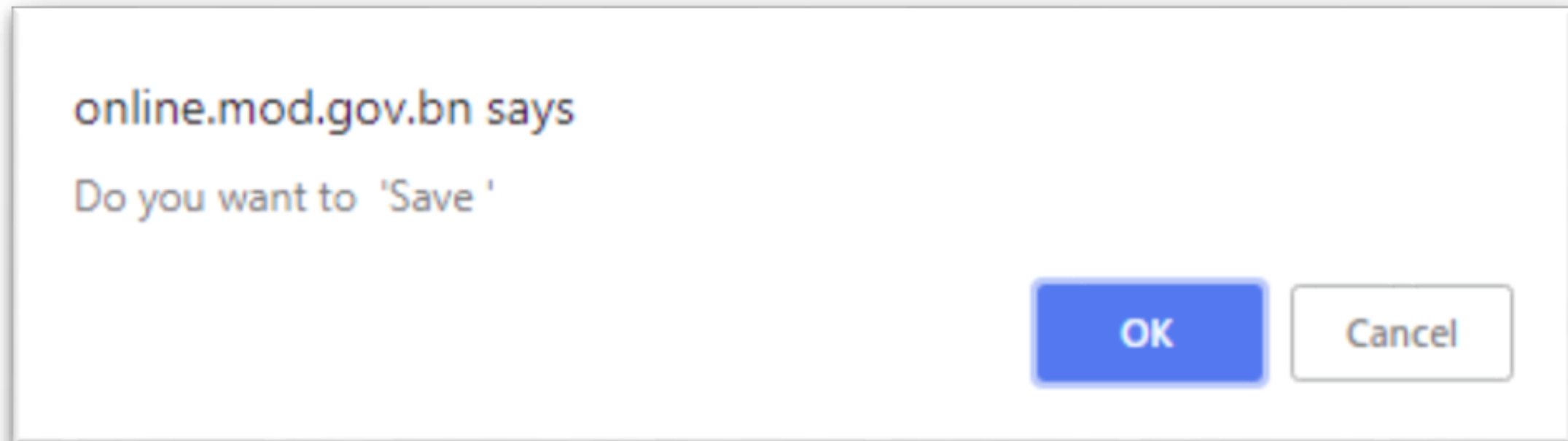
User Master- New



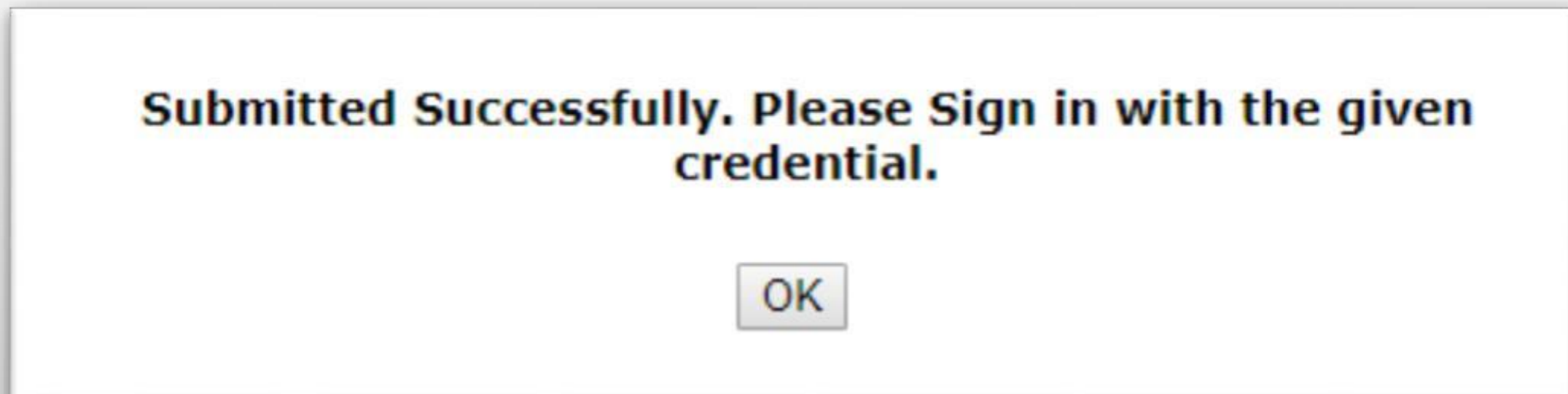
Login Id :	<input type="text" value="musa2018"/>	
Password :	<input type="password" value="••••••••"/>	*Password Must Include at least 1 uppercase 1 Lowercase,1 Special Character,1 Number and Minimum 8 Characters
Name :	<input type="text" value="Musa bin Ali Hassan"/>	
Date of Birth :	<input type="text" value="01/01/1980"/>	
Email Id :	<input type="text" value="musa.alihasan2018@gmail.com"/>	*
NRIC	<input type="text" value="01-123456"/>	
Address :	<input type="text" value="No 9, Jln 9, Spg 9, RPN Rimba, NBD"/>	
Postal Code :	<input type="text" value="BT1234"/>	* Enter 6 Digit Postal Code
Phone :	<input type="text" value="2123456"/>	* Enter 7 Digit Phone Number
Mobile :	<input type="text" value="8123456"/>	* Enter 7 Digit Mobile Number



- 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.



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



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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

Login ID:

musa2018

Password:

.....

Sign In

[New user signup](#) / [Forgot Password?](#) / [Forgot Login ID?](#)

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

Welcome Musa bin Ali Hassan

AECQS لمباتك اركيترك جوروترا فروفيسيونل دان جورواوكور باهن نغارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

REGISTRATION	PRACTICING SERVICES	LICENCE FOR MULTI DISCIPLINE AND CORPORATE PRACTICE
<ul style="list-style-type: none"><input checked="" type="radio"/> ARCHITECT<input type="radio"/> PROFESSIONAL ENGINEER<input type="radio"/> QUANTITY SURVEYOR<input type="radio"/> SPECIALIST ARCHITECT<input type="radio"/> SPECIALIST PROFESSIONAL ENGINEER<input type="radio"/> SPECIALIST QUANTITY SURVEYOR<input type="radio"/> ASEAN ARCHITECT(AA)<input type="radio"/> ASEAN CHARTERED PROFESSIONAL ENGINEER(ACPE)	<ul style="list-style-type: none"><input type="radio"/> ARCHITECTURAL WORK<input type="radio"/> PROFESSIONAL ENGINEERING WORK<input type="radio"/> QUANTITY SURVEYOR WORK	<ul style="list-style-type: none"><input type="radio"/> BODY CORPORATE<input type="radio"/> PARTNERSHIP


NEW / RENEWAL / RESUBMISSION / MY PROFILE


12) For renew application, user need to click on Renewal button at bottom.



13) System will show application that can be renewal as below sample

Application Status							
<div><< < Page 1 > >></div>							
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification No
  	AIDR0385	Ahmad Zulfikhri Bin Hashim	Architect	New	Application Certified	2019	01-091280

14) Click on edit button  for renewal process.

15) System will show full detail of registration form that need to renewal. User need to click button Renew  for renewal application for next year. System will ask to confirm renewal then click OK button.

Are you sure , you want to 'Renew '

OK

Cancel



للمهاتمه اركميتيك جوروترا لروفيسيونل دان جورواوكور باهن نثارا بروني دارالسلام
Brunei Examiners Board of Architects Professional Engineers and Quantity Surveyors



Application Status



<< < Page of 0 > >>



Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification Card No
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If the system does not show application for renewal as above sample. Thus, users will need to email to apeq.ssec@mod.gov.bn . The process will take a maximum of two (2) working days.

16) After do renewal process, user can update any information on white field (example: address, mobile number or email and any related to update). After done update, kindly click button Save Draft then all information are update.

Save Draft


Registration (Edit,Process NameId-30878)


Save Draft


Submit

Application for Registration

Remarks	\$15,000.00 need to paid for this application		
Application ID	AIDR0385	Application Status	Pending Renewal ▼
Form Type	Architect ▼	Application for year	2019
Application Type	Renew ▼	Last Renewal Year	
Renewal Registration No		If Renew,Please State Previous Practicing Certificate No.	
If Renew, Please State Previous Registration No.			

Personal Particulars

Full Name	Ahmad Zulfikhri Bin Hashim *	Telephone No.	-
Place of Birth	Brunei Darussalam	Mobile No.	+6738202676
Citizenship	Bruneian ▼	Email	azulfikhri@gmail.com
Gender	Male ▼		
Date of Birth	18/03/1997		
Brunei Identification Card No.	01-091280		

17) After do update, user now can submit the application for next year by click button Submit . Then system will confirm for submit by click Ok. System will show Application for Year is 2020 (mean for next year).

Application ID	AIDR0385	Application Status	Pending Verification (Admin Staff)
Form Type	Architect	Application for year	2020
Application Type	Renew	Last Renewal Year	2019
Renewal Registration No	00120AR	If Renew, Please State Previous Practicing Certificate No.	
If Renew, Please State Previous Registration No.			

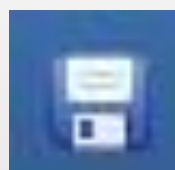
18) Under application status page, will show application for year as 2020.

18) 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.

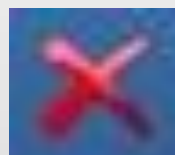


The screenshot shows a window titled "File Upload (New)" with a blue header bar containing standard window controls (minimize, maximize, close, and a green plus icon). The main area contains a form with the following fields:

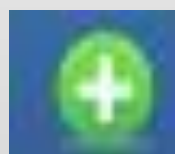
Folder	General
Category	General
File Name	
File to Upload	Choose File tenda.jpg
Remarks	ic musa



save button



delete button



add new file



close button

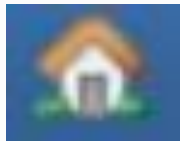
19) After done, click SAVE BUTTON. Browser will save draft, and user can continue at any times. After completed everything, kindly click SUBMIT button.



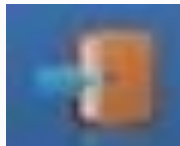
save draft and can continue anytime



submit application after complete



go to home page / main page



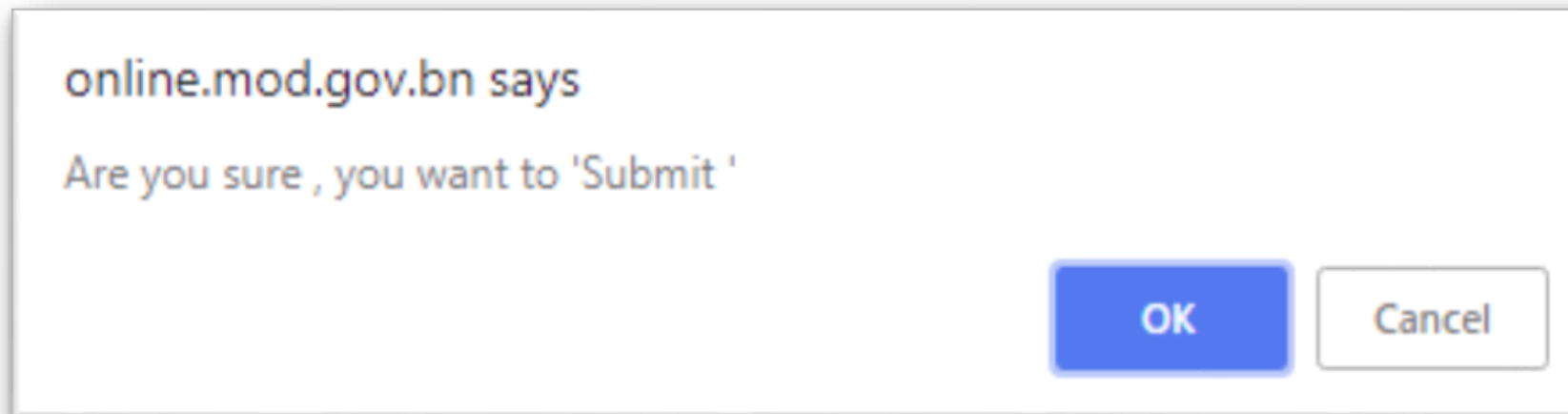
exit from system

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

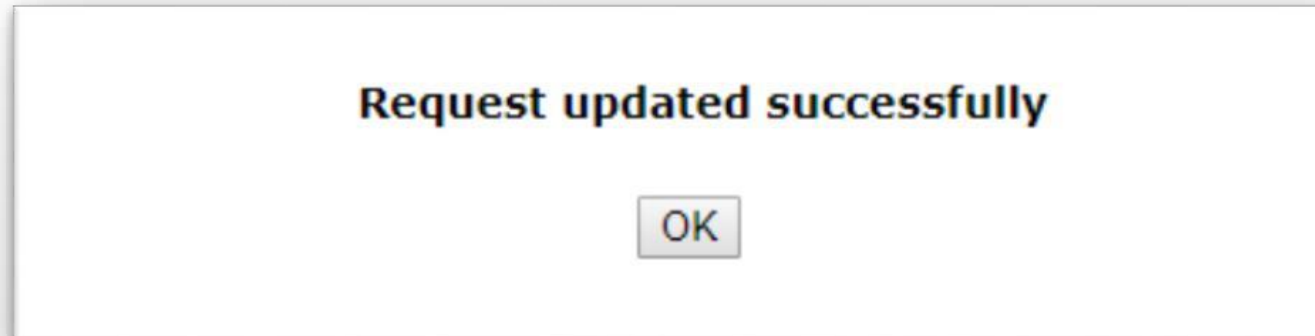
Request updated successfully (DRAFT)


OK

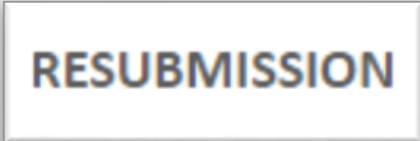
20) If submit application, browser will show Are you sure, you want to Submit, then click OK to continue.



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



22) Click  home button to go main page.

23) Click  button and user can see / view application detail from their entry.

24) Upload document as checklist below:

A. For Registration Application

Bil.	Description	Attachment Field at BAPEQS Online Portal
1	Photo.	Recent passport Size Photograph
2	Annex A (Obtain at BAPEQS Website)	Current Project
3	Copy of Identification Card (IC) / Passport.	Copy of Smart Identity Card
4	Certified True Copy: All Higher Educational Certificates with Transcript.	Certified True Copies of Academic Qualifications
5A	Certified True Copy of Professional Membership Certificate.	Certified True Copy of Valid Professional Qualification
5B	Copy of Payment Receipts of Professional / Institutions Membership OR	Certified True Copy of Valid Professional Qualification
6	Certified True Copy of Valid Professional Membership Card.	Certified True Copy of Valid Professional Qualification
7	Registration fees	Registration Fee

List of Documents to be Submitted with the Completed Form	
Items Required	
Recent Passport Size Photograph (colour)	(1)
Copy of Smart Identity Card Issued by the Government of Brunei Darussalam	(1)
Certified True Copies of Academic Qualifications	(1)
Certified True Copy of Valid Professional Qualification	(1)
Length of Stay in Brunei	(0)
Current Project	(0)
<div>Start</div> <div>End</div> <div>Role</div>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>
Name of Local Practicing Architect That the Applicant Collaborate with	(0)
Evidence of Project (Contract Document / Letter of Award / Declaration Letter from the Company)	(0)
Registration Fee(B\$50)	(0)
Valid Insurance Policy	(0)

25) Upload document as checklist below:

A. For Practising Certificate Application

Bil.	Description	Attachment Field at BAPEQS Online Portal
1	Copy Registration Certificate by BAPEQS.	Section 16/17
2	Duplicate of Professional Indemnity Insurance certified by Insurance company.	Insurance Policy
3A	Copy of Payment Receipts of Professional / Institutions Membership OR	Section 16/17
3B	Certified True Copy of Professional Membership Card.	Section 16/17
4	CPE Form with supporting documents (preceding year of application).	See Step 26 (next slide)
5	Fees	Section 16/17
6	Declaration Form (Obtain at BAPEQS Website)	Section 16/17

List of Documents to be Submitted with the Completed Form

Section 16/17

(0) 

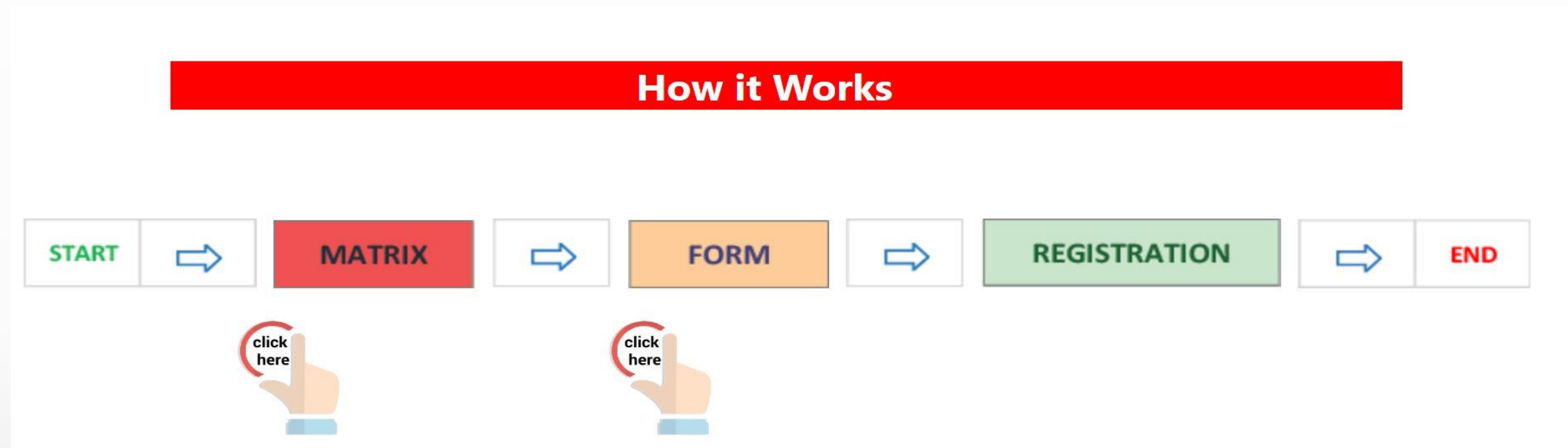
Insurance Policy

(0) 

26) For Practising Certificate application, steps to upload Continuous Professional Education (CPE) as follow:

A. Download CPE Form at link


<http://www.bapeqs.gov.bn/SitePages/Continuous%20Professional%20Education.asp>
X




B. Upload Completed CPE Form & supported documents


Continuous Development Points	
Please Submit Document as Evidence for the Total CPD Stated (0)	
Continuous Development Points	Year
<input type="text"/>	<input type="text"/>

Current Employment


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




Application Status




<< < Page of 1 > >>

Click  button 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

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



apeq@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

29) 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.

Application Status							
<div><< < Page</div>							
Action	Application ID	Full Name	Form Type	Application Type	Application Status	Application for Year	Brunei Identification
   	AIDR0378	test 2018	Architect	Renew	Application Certified	2019	51-306213
   	AIDR0379	Test teknologi	Professional Engineer	New	Application Certified	2018	51-306213

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



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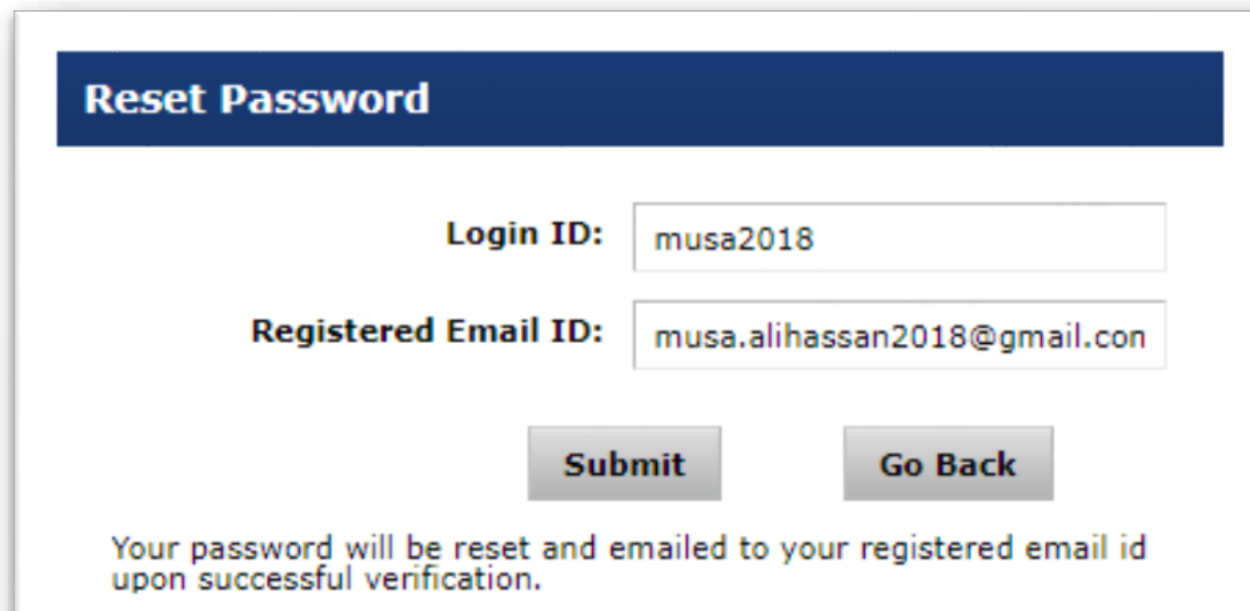
Login ID:

Password:

Sign In

[New user signup](#) / [Forgot Password?](#) / [Forgot Login ID?](#)

31) 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.



Reset Password

Login ID:

Registered Email ID:

Your password will be reset and emailed to your registered email id upon successful verification.

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



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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

Login ID:

Password:

[New user signup](#) / [Forgot Password?](#) / [Forgot Login ID?](#)

33) 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.alihasan2018@gmail.com

Mobile:

8123456

Submit

Go Back

Note: This action will reset your password.

Your Login id and new password will be emailed to your registered email id upon successful verification.

If you do not remember your registered email id or mobile, please contact administrator.