Manual for Public for Renew Application in 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

| PED | 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? |

- 4) 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

| | PEQS | قرو قوسیونل دان جور و او کور باهن نقار ایرو تی دار السلام Bount Devasion Bard of Achibich Professional Engineers and Go | | Welcome Musa bin Ali Hassan |
|---|----------------|--|---------|--|
| REGISTRATION | $\overline{)}$ | PRACTICING SERVICES | | LICENCE FOR MULTI DISCIPLINE AND CORPORATE PRACTICE |
| | sineer(ACPE) | ARCHITECTURAL WORK PROFESSIONAL ENGINEERING WORK QUANTITY SURVEYOR WORK | | BODY CORPORATE |
| SPECIALIST QUARTITY SURVEYOR SAEAN ARCHITECT(AA) ASEAN CHARTERED PROFESSIONAL ENG | SINEER(ACPE) | RENEWAL / RESUBMISSION | / MY PR | OFILE |

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



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

| | | 6 | Арр | lication Status | - | | | |
|--------|----------------|----------------------------|-----------|------------------|-----------------------|----------------------|-----------------------|--|
| | | | | | | << [| < Page c | |
| Action | Application ID | Full Name | Form Type | Application Type | Application Status | Application for Year | Brunei Identifi No | |
| 🔁 🛱 🖗 | AIDR0385 | Ahmad Zulfikhri Bin Hashim | Architect | New | Application Certified | 2019 | 01-091280 | |

- 7) Click on edit button \square for renewal process.
- 8) System will show full detail of registration form that need to renewal. User need

to click button Renewal **Renew** for renewal application for next year. System will ask to confirm renewal then click OK button.

| Are you sure , you want to 'Renew ' | | |
|-------------------------------------|----|--------|
| | ок | Cancel |
| | | |

9) 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 | Save Draft | then all information are | |
|--|------------|--------------------------|--|
| updated. | | | |

| <u>6</u> | | Registra | tion (Edit,Process NameId-30878) | - |
|--|----------------------------------|-------------|--|----------------------|
| | | s | ave Draft Submit | |
| | Ар | plication | for Registration | |
| Remarks | \$15,000.00 need to paid for thi | is applicat | ion | |
| 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 Registration No. | | | If Renew,Please State Previous Practicing Certificate No. | |
| | | Persona | l Particulars | |
| Full Name | Ahmad Zulfikhri Bin Hashim | * | Telephone No. | - |
| Place of Birth | Brunei Darussalam | | Mobile No. | +6738202676 |
| Citizenship | Bruneian | ۲ | Email | azulfikhri@gmail.com |
| Gender | Male | • | | |
| Date of Birth | 18/03/1997 | | | |
| Brunei Identification Card No. | 01-091280 | 2 | | |

10) After do update, user now can submit the application for next year by click button

Submit 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 | | | 2013 |
| If Renew, Please State Previous Registration No. | | | If Renew,Please State Previous Practicing Certificate No. | |

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