

InSiteAPS

Industrial Site Application Processing System

Steps on How to Apply
Industrial Land &
Ready-Built Factory

About The InSiteAPS Guidelines

This document presents information about Industrial Site Application Processing System (InSiteAPS) and provides guidance and tips on how to apply



Second Edition | June 2021

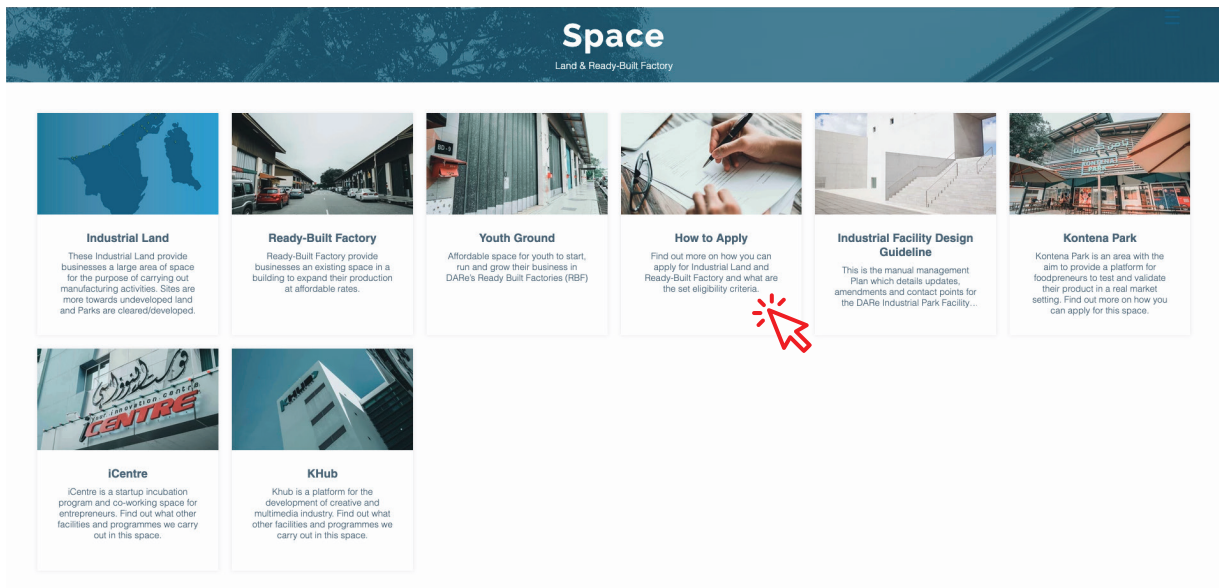
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Step 1: Go to BEDB website at www.bedb.gov.bn

Step 2: Click 'Find A Space'



Step 3: Click 'How to Apply'



Step 4: Read the '**Eligibility Criteria**' to find out if your company is eligible

Eligibility Criteria



Land

- Locally incorporated Sdn Bhd
- Up to 100% foreign ownership



Ready-Built Factory

- Open to Sole Proprietorship, Partnership and Sdn Bhd registered under the Business Names Act and Companies Act (Chap 39)
- Owner(s)/Shareholders must be 100% Yellow IC holder
- Maximum up to 2 units only for Sole Proprietorship and Partnership

Youth Ground;

- Owner(s)/Shareholders must be of age 18 – 35
- Owner(s)/Shareholders must be 100% Yellow IC holder
- Open to Sole Proprietorship and Sdn Bhd businesses
- New startups and existing businesses are welcome to apply



Other Criteria

- Activity must be suitable and matches the purpose of the Land / Ready-Built Factory use (such as manufacturing, processing and value-added activities)
- Registered with JobCentre Brunei
- Registered and update business information with Online Business Reporting
- For existing tenant, applicant must have a valid and no breach of lease/tenancy agreement, and have no outstanding lease/rental fee and utilities (including electricity)
- Employment status: current & future local workforce (meeting minimum ratio based on industry sectors)
- Audit & tax returns status: regular audit, updated filing, tax paid (for Sdn Bhd)

Step 5: Ensure you prepare the ‘**Required Information**’ before applying

Required information

Financial Information

- Audited and/or Management Account for the past 3 years (Balanced Sheet, Profit & Loss and Cashflow Statement)
- Projected Financial Account for the next 10 years

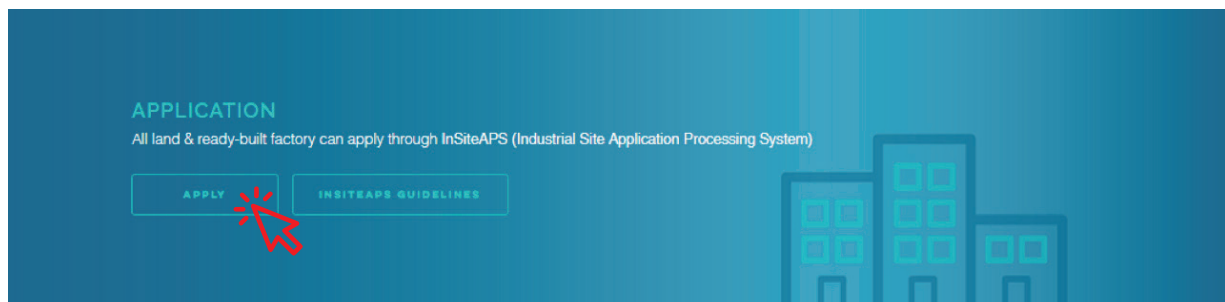
Upload Documents

- Shareholders/Owner’s Identification Card
- Incorporation/Registration Certificate
- Shareholders’ Certificate (for Sdn Bhd)
- Latest Annual Return (for Sdn Bhd)
- Tax Filling Receipts for the past 3 years from Revenue Division (for Sdn Bhd)
- Latest Form X
- Organization Structure
- Company Profile
- JobCentre Screenshot
- Business Reporting Screenshot (Register at www.business.gov.bn/SitePages/OBR.aspx)
- Proposed Layout Plan/Approve As Built Plan

Additional for Ex-TOL

- Approval Letter from Land Department, Ministry of Development
- Site Survey Plan from Survey Department, Ministry of Development
- Latest Receipt of Land Tax Payment from Land Department, Ministry of Development

Step 6: Click ‘**APPLY**’



Step 7: Click 'Register Here'

DARE
Darussalam Enterprise

WELCOME

SIGN IN

Login your account to start the service

ROCBN No / Email

Password

Remember Me [Forgot Password?](#)

Login

Not registered yet? [Register Here](#)

[CONTACT US](#)

Step 8: Complete Registration Form and click 'Register' to submit

Note: Please confirm your Business Entity (e.g. Sdn Bhd or Sole Proprietorship) and if you are an Ex-TOL (previously under the authority of TOL, Land Department)

DARE
Darussalam Enterprise

SIGN UP

REGISTRATION FORM

Login Credentials

Username (ROCBN No) * Business / Company Email * Repeat Business / Company Email *

Password * Repeat Password * Show Password

Company Details

Name * Address *

Profile

Year Established * Registration / Incorporation Date *

Classified Activities * Type *

Ex-TOL * Business Entity *

Contact Details

Name * Email *

Designation * Phone Number *

[Back](#) [Register](#)

Step 9: Check your email to **Verify Email Address**



Dear Sha'adiq Hamid,

Thank you for registering with DARE.

Please verify your account and confirm your email address by clicking the link below.

Verify Email Address

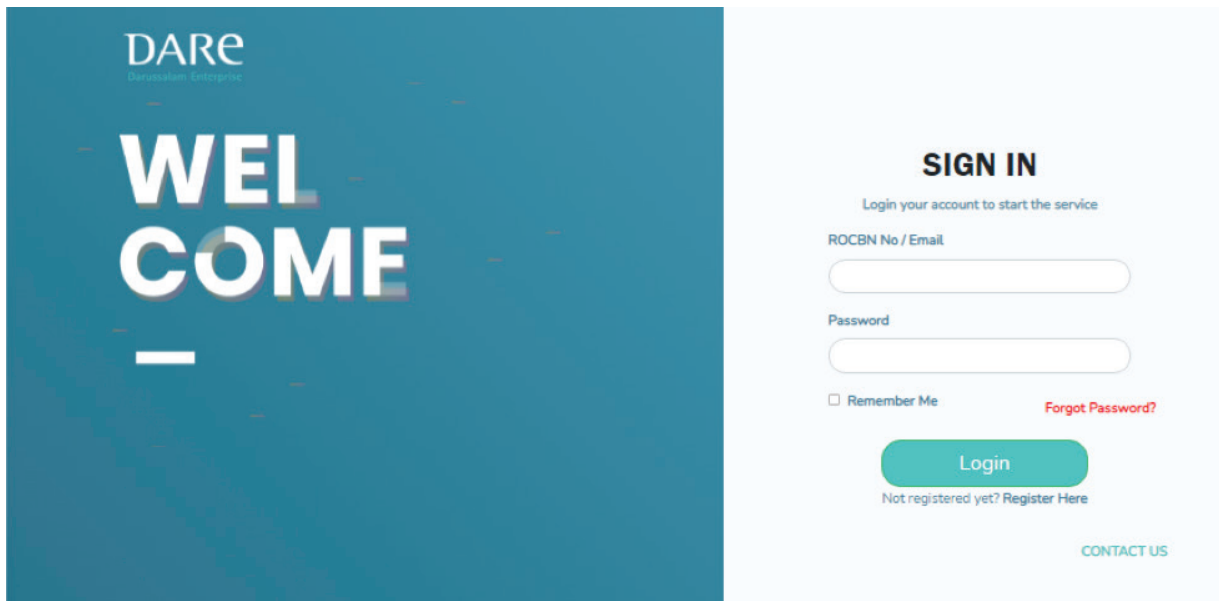


Regards,
DARE SSI

This is an automated e-mail. If you are having trouble clicking the "Verify Email Address" button, copy and paste the url below into your web browser:

<http://aplaravel-388873-1252814.cloudwaysa.cbe6029ecc69.135a1.1d1c5.1bdallad214.542728aa035a4.daabla34.0120089e0email=khalq.286.10,amall.corn&rochn=Khabg111>

Step 10: Login using your **ROCBN No./Email and Password**



Step 11: Read and agree on the Terms & Conditions and Privacy Policy, click ‘**Submit**’

TERMS AND CONDITIONS FOR INSITEAPS
Last updated

Introduction

These Website Standard Terms and Conditions written on this webpage shall manage your use of our website, InSiteAPS (Industrial Site Application Processing System) accessible at <https://insiteaps.dare.gov.bn> (the "Website").

These Terms will be applied fully and affect your use of this Website. By using this Website, you agree to accept and comply with all the terms and conditions stated herein. You must not use this Website if you disagree with any of these Website Standard Terms and Conditions.

Minors who are under the age of 18 years old are not allowed to use this Website.

Intellectual Property Rights

Save for the content and/or material you own, pursuant to these Terms and Conditions, DARE (Darussalam Enterprise) and/or its licensors own all the intellectual property rights and materials contained in this Website.

You are granted limited license only for the purposes of viewing the material contained on this Website.

Restriction

Next

PRIVACY POLICY
Effective date: April 24, 2019

InSiteAPS (Industrial Site Application Processing System) (also referred to through this Privacy Policy as "us", "we", or "our") operates the <https://insiteaps.dare.gov.bn> website (the "Service").

This page is to inform you of our policies regarding the collection, use, and/or disclosure of your personal data when you use our Service and the rights you may have associated with that data.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this Privacy Policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible at <https://insiteaps.dare.gov.bn>.

Information Collection and Use

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

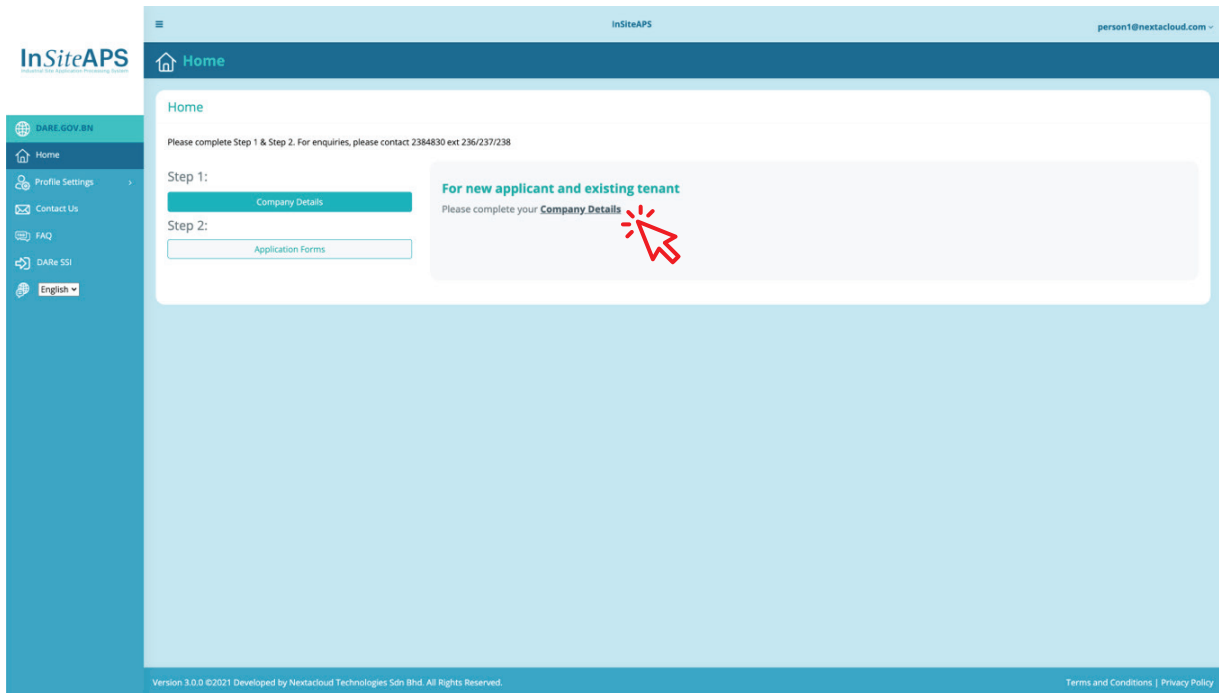
Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to

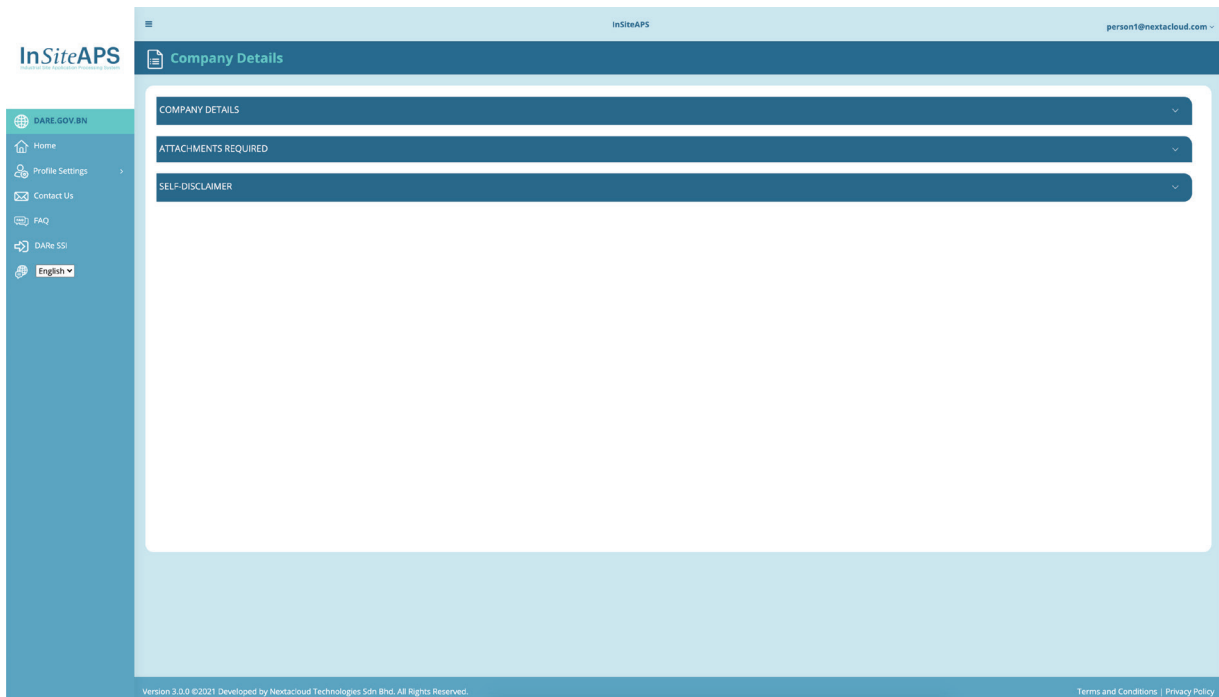
I agree to the Term And Condition and Privacy Policy

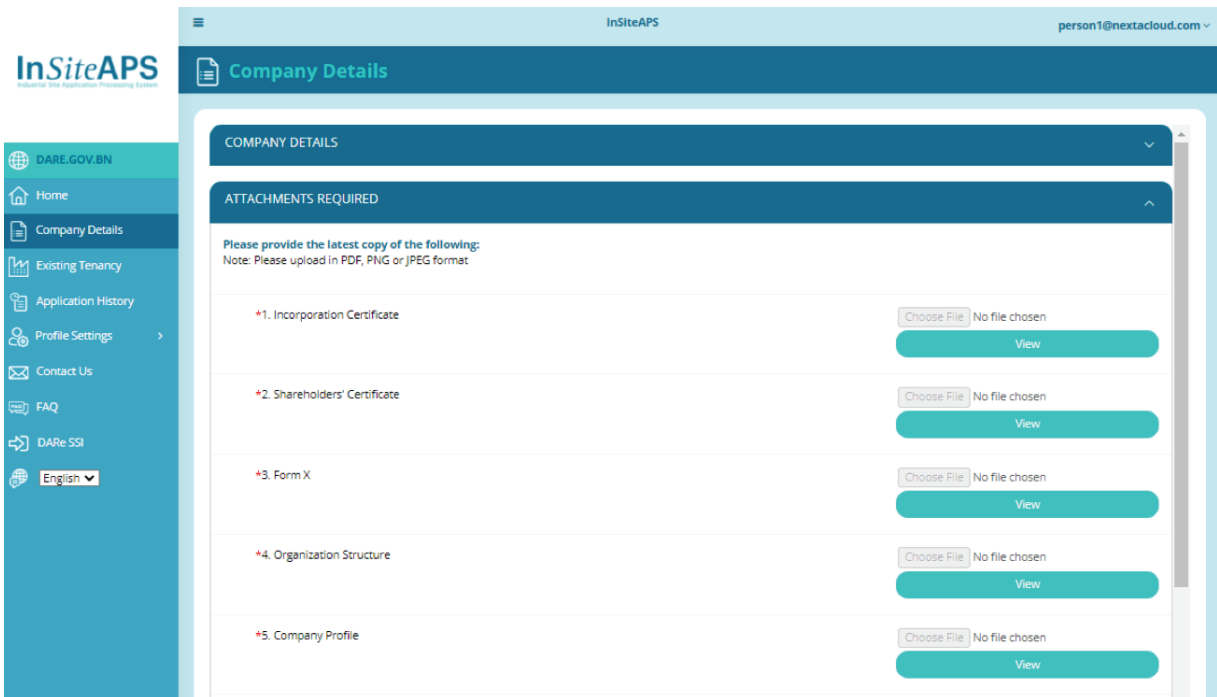
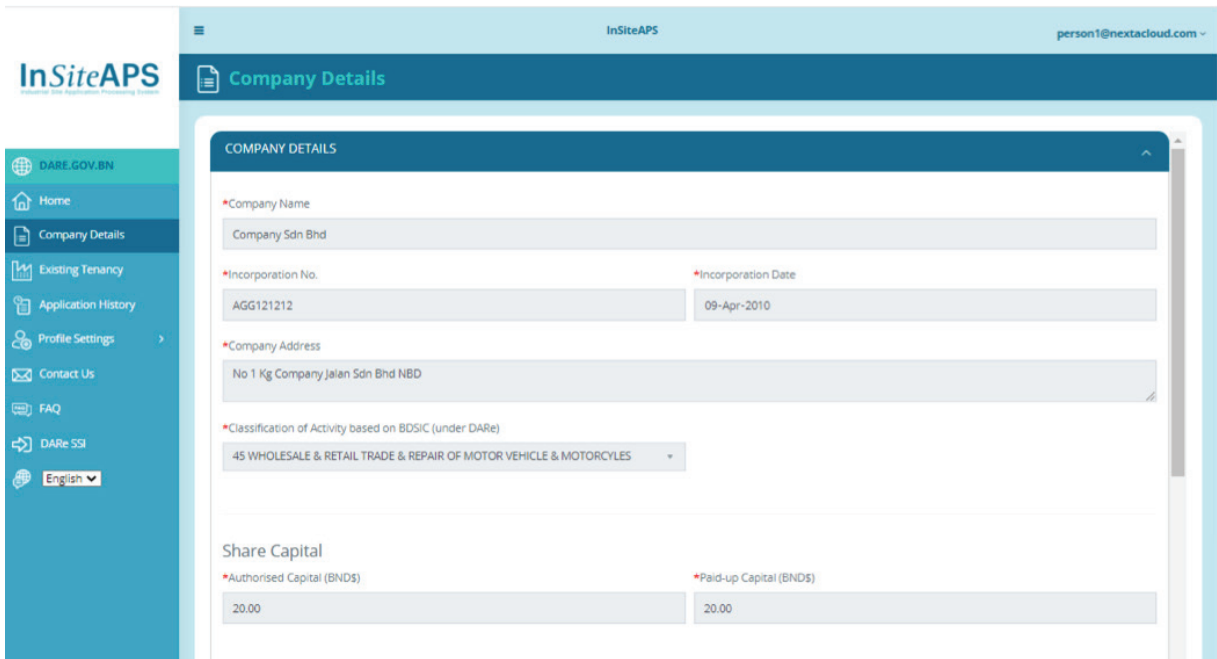
Submit

Step 12: Home – click ‘Company Details’ to complete Step 1

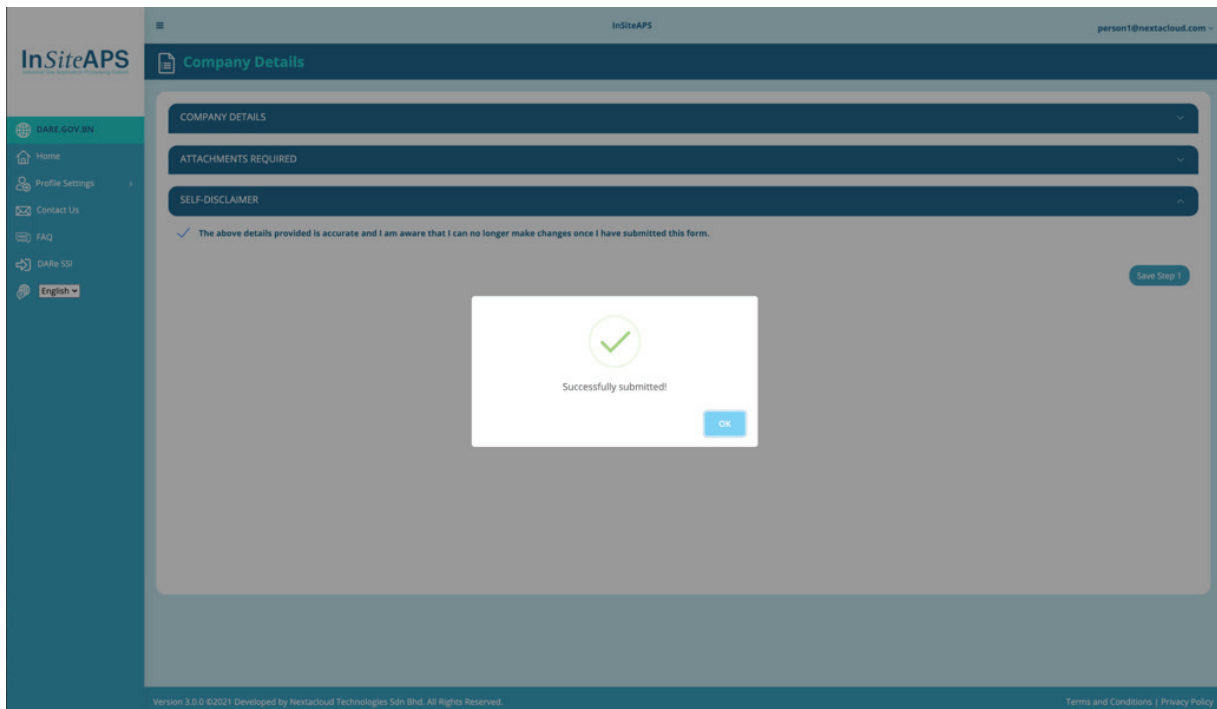
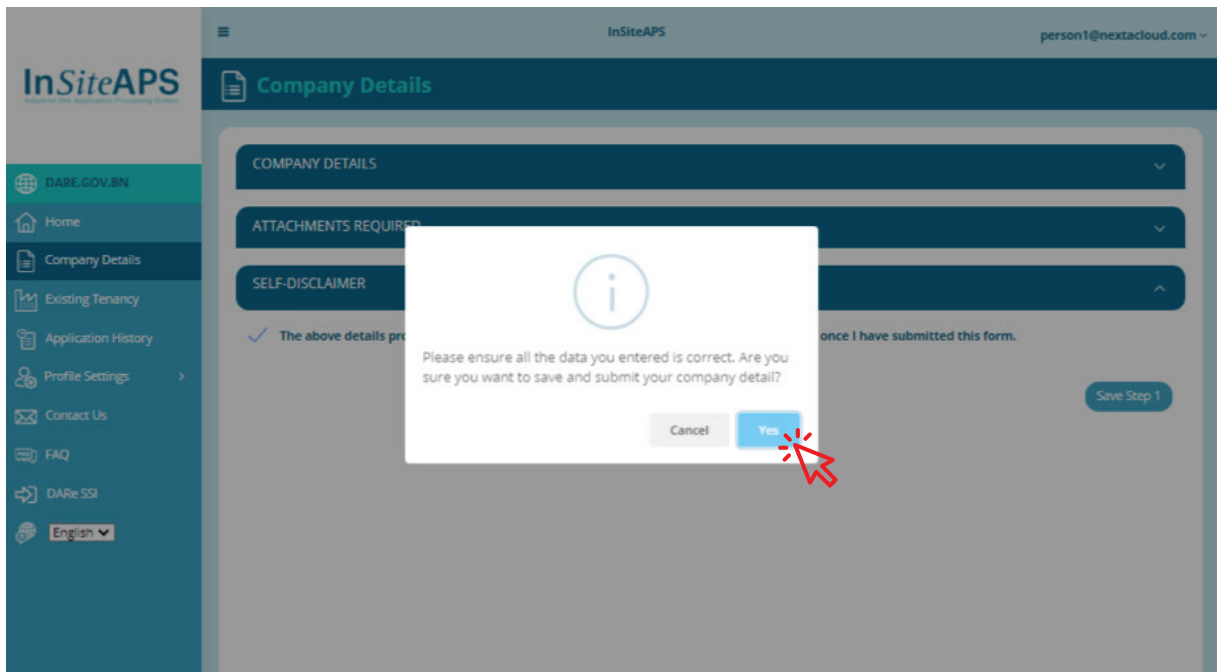


Step 13: Complete Company Details and Upload Attachments Required



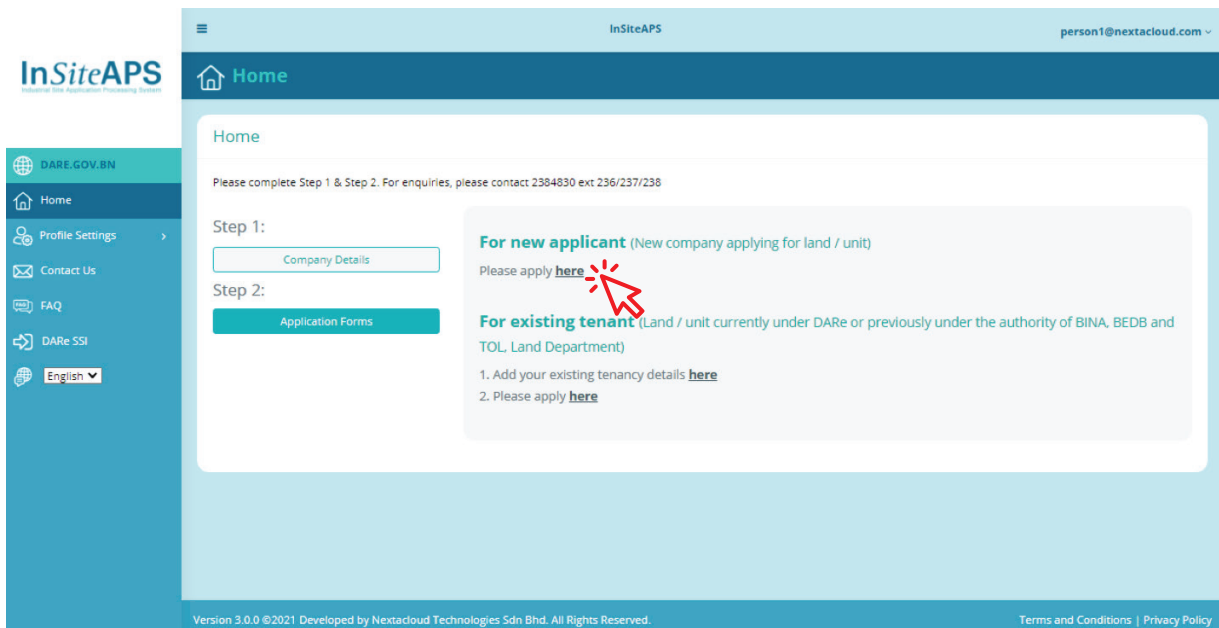


Step 14: Once complete, click 'Save Step 1' and proceed to Step 2: Application Forms

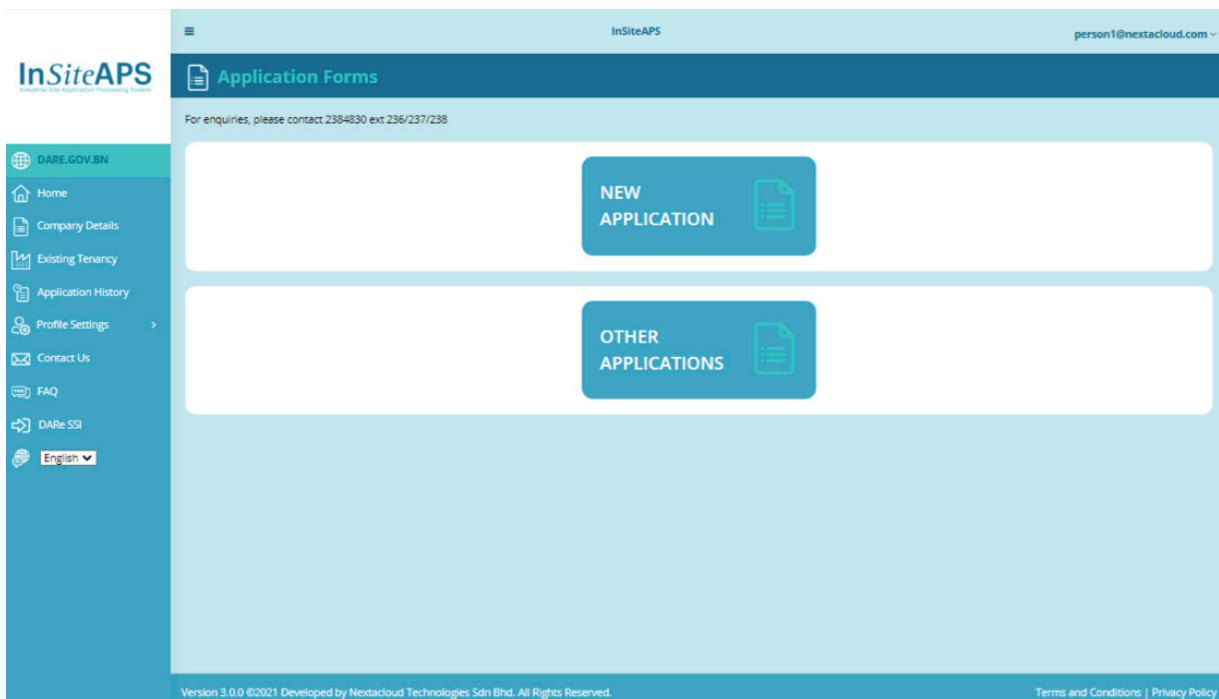


Step 15: Step 2 – Application Forms

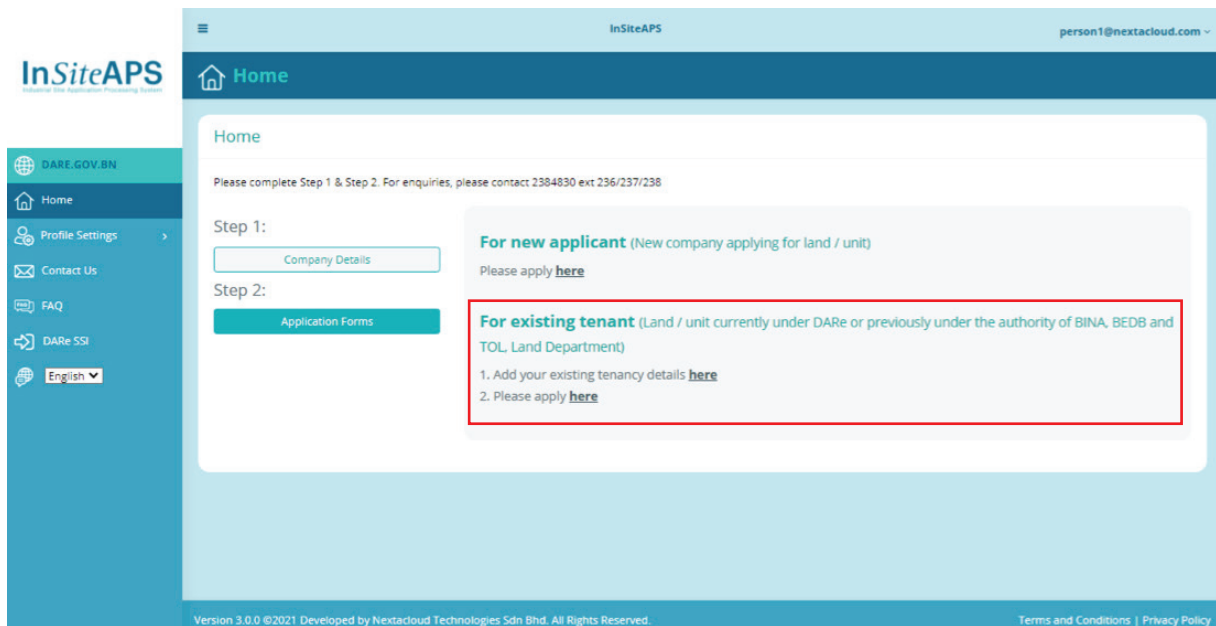
(i) If you are a new applicant, please click ‘[here](#)’



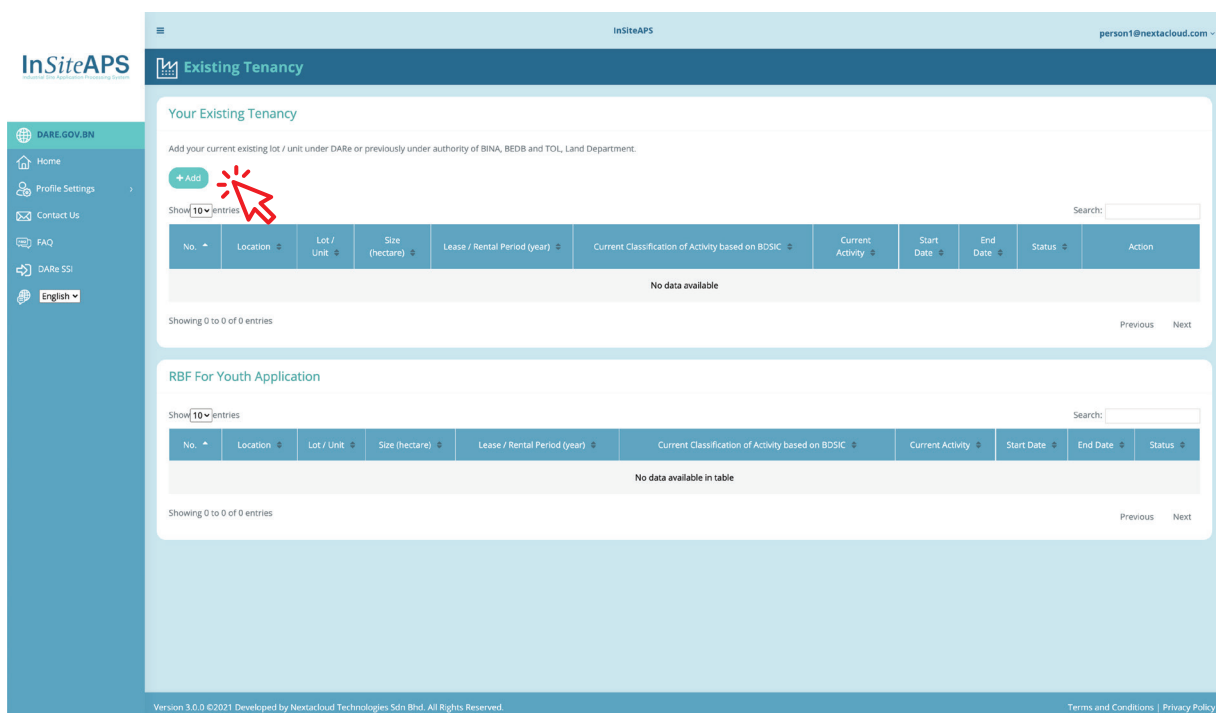
For new applicant, application forms as per below:



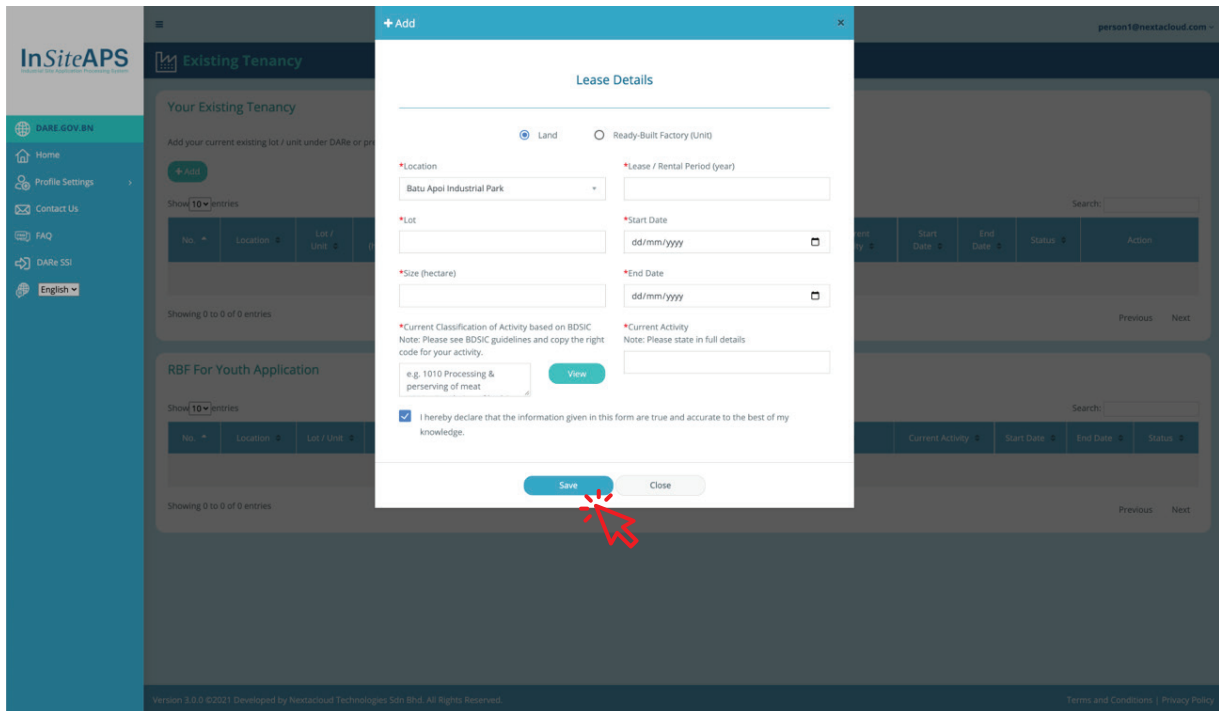
(ii) If your business/company is an existing tenant under DARE or previously under the authority of BINA, BEDB and TOL, Land Department, please add your existing tenancy details



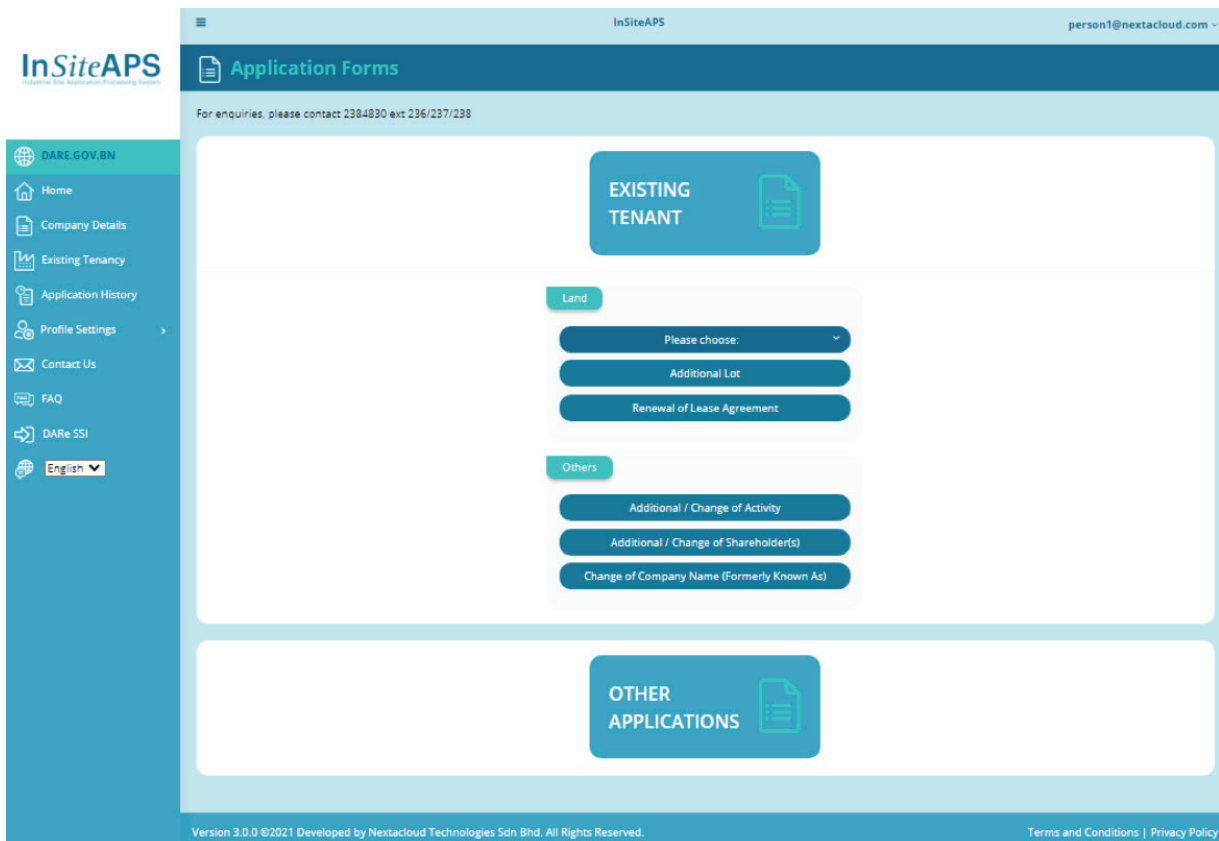
Click 'Add', to fill in your existing tenancy



Once complete, click 'Save' to proceed



For existing tenant, application forms as per below:

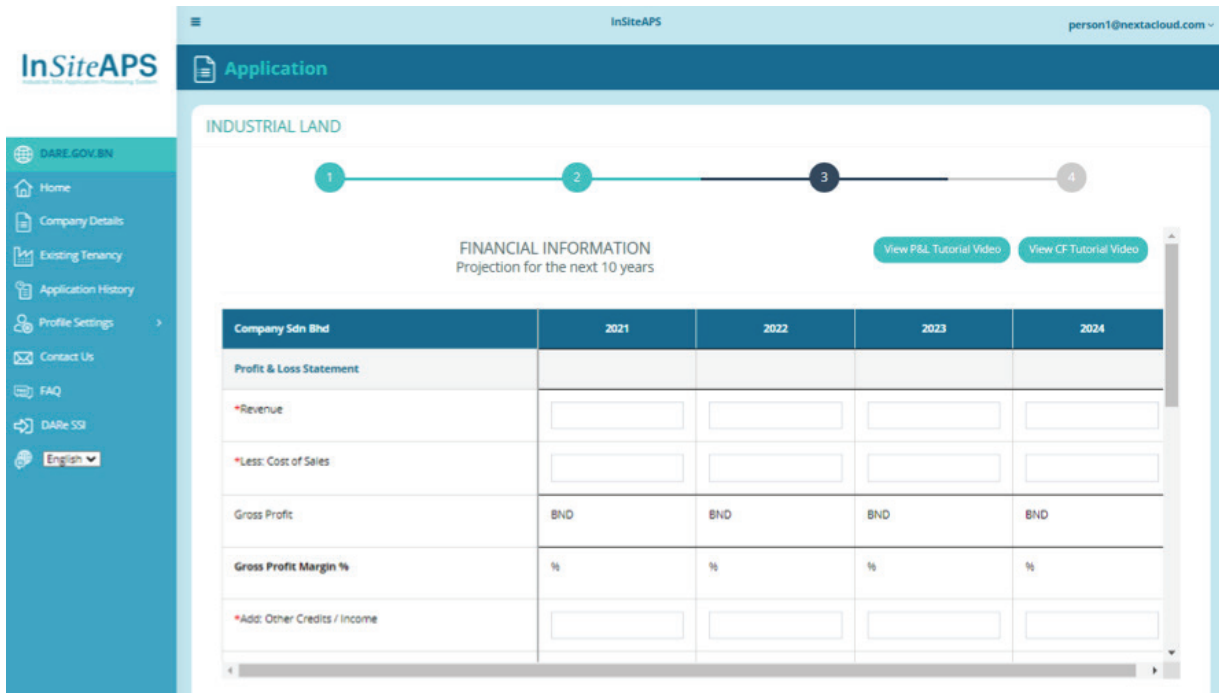


Step 16: Complete Application Form, Financial Information and Attachments Required (page 1-4)

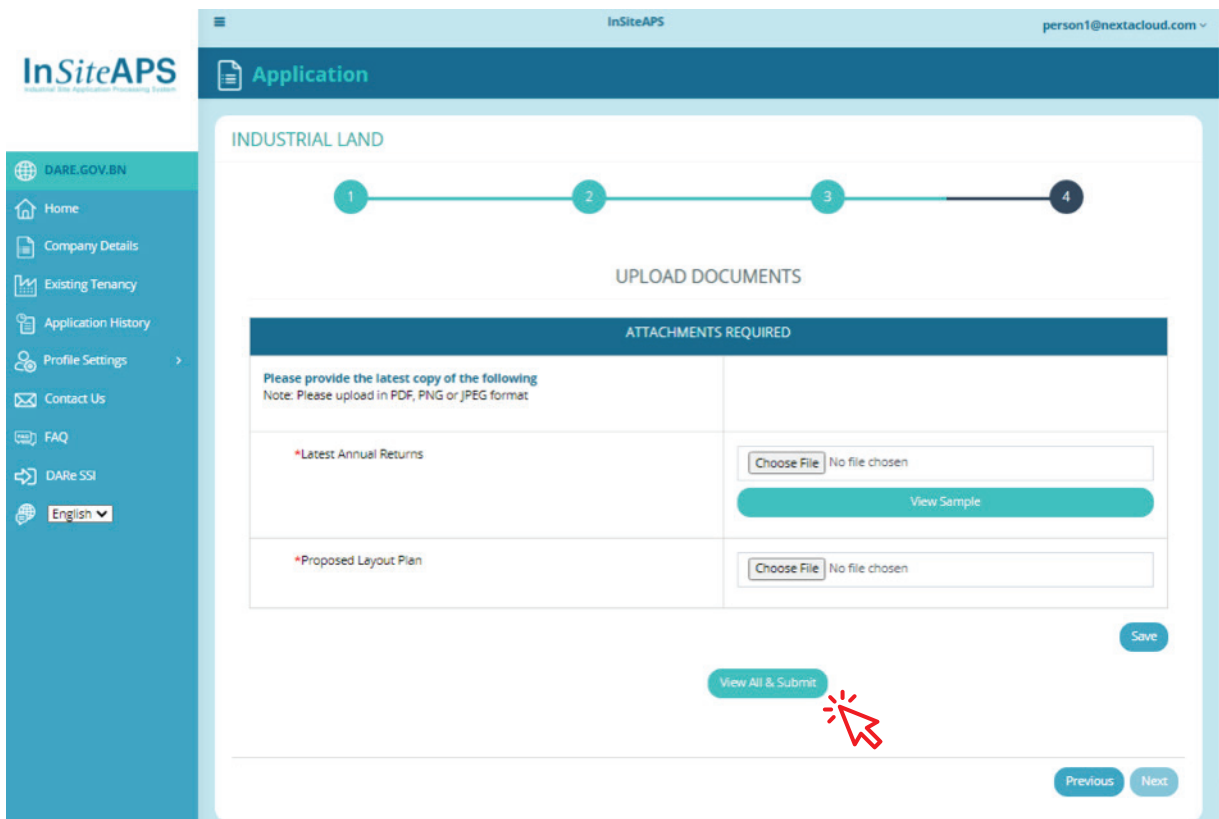
The screenshot shows the InSiteAPS application interface. The top navigation bar includes the InSiteAPS logo and the user email 'person1@nextacloud.com'. The left sidebar contains navigation options: Home, Company Details, Existing Tenancy, Application History, Profile Settings, Contact Us, FAQ, DARE SSI, and a language dropdown set to 'English'. The main content area is titled 'INDUSTRIAL LAND' and features a progress bar with four steps. Step 1 is highlighted in blue. Below the progress bar is a list of expandable sections: COMPANY DETAILS, APPLICATION DETAILS, MARKET, BUSINESS OPERATIONS, EMPLOYMENT, STATUS OF TAX RETURNS, LAND REQUIREMENT, and UTILITIES.

The screenshot shows the 'FINANCIAL INFORMATION' section of the application form. The progress bar indicates that step 2 is currently active. The section title is 'FINANCIAL INFORMATION' with a subtitle 'Audited Financial Statement / Management Account for the past 3 years'. There are two buttons: 'View P&L Tutorial Video' and 'View CF Tutorial Video'. A note states: 'Note: Please ensure information filled in is as per attached in the Audited / Management Account.' Below the note is a table for the Profit & Loss Statement.


Company Sdn Bhd	2020	2019	2018
Profit & Loss Statement			
*Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Less: Cost of Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross Profit:	BND	BND	BND
Gross Profit Margin %	%	%	%
*Add: Other Credits / Income	<input type="text"/>	<input type="text"/>	<input type="text"/>



Step 17: Once complete (page 1-4), click 'View All & Submit'



Cashflow Statement					
*Cash at the beginning of the year	2.00	2.00	2.00	2.00	2.00
*Cash Inflow	2.00	2.00	2.00	2.00	2.00
*Cash Outflow	2.00	2.00	2.00	2.00	2.00
Net Cashflow	BND 0.00	BND 0.00	BND 0.00	BND 0.00	BND 0.00
Cash at the end of the year	BND 2.00	BND 2.00	BND 2.00	BND 2.00	BND 2.00


Are you sure?

Please ensure all the data you entered correct. Are you sure you want to proceed?

Please provide the latest copy of the following
Note: Please upload in PDF, PNG or JPEG format


*Latest Annual Returns	View
*Proposed Layout Plan	View

SELF-DISCLAIMER

*I hereby declare that the information given in this form are true and accurate to the best of my knowledge. In case any of the above information are found to be false or inaccurate, the relevant authority has the right to disqualify my application form.

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Cashflow Statement					
*Cash at the beginning of the year	2.00	2.00	2.00	2.00	2.00
*Cash Inflow	2.00	2.00	2.00	2.00	2.00
*Cash Outflow	2.00	2.00	2.00	2.00	2.00
Net Cashflow	BND 0.00	BND 0.00	BND 0.00	BND 0.00	BND 0.00
Cash at the end of the year	BND 2.00	BND 2.00	BND 2.00	BND 2.00	BND 2.00


Successfully submitted!

Please provide the latest copy of the following
Note: Please upload in PDF, PNG or JPEG format

*Latest Annual Returns	View
*Proposed Layout Plan	View

SELF-DISCLAIMER

*I hereby declare that the information given in this form are true and accurate to the best of my knowledge. In case any of the above information are found to be false or inaccurate, the relevant authority has the right to disqualify my application form.

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Step 18: After successfully submitted, application will appear on your Home page '**Your Current Application**' under status '**Submitted**'

The screenshot displays the InSiteAPS web application interface. At the top, there is a navigation bar with the InSiteAPS logo, a home icon, and the user email 'person1@nextcloud.com'. Below the navigation bar is a sidebar menu with options like 'Home', 'Company Details', 'Existing Tenancy', 'Application History', 'Profile Settings', 'Contact Us', 'FAQ', 'DARe SSI', and 'English'. The main content area features a 'Your Current Application' section with a table of applications. The table has columns for 'No.', 'Request', 'Type', 'Date Submitted', and 'Status'. Two applications are listed: one for 'Industrial Land' with status 'Submitted' and another for 'Ready-Built Factory (Unit)'. The interface also includes a search bar, pagination controls, and a footer with version information and terms/privacy links.

No.	Request	Type	Date Submitted	Status
1	Industrial Land	Land		Submitted
2	Ready-Built Factory (Unit)	Ready-Built Factory (Unit)		

Thank you for your submission!

Business Assessment team will contact you accordingly, should there be any further enquiries.


For general enquiries, please do not hesitate to contact



business.assessment@bedb.gov.bn



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InSiteAPS
Guidelines
2021

Design & Technology Building,
Spg 32-37, Kg Anggerek Desa,
Bandar Seri Begawan
BE3713, Brunei Darussalam