



QP CLINIC JUNE SESSION

17 June 2016, 8.30AM



AGENDA

1. Housekeeping
2. E-mail Etiquette
3. OneBiz System
 - OneBiz SMS replies
 - Step 2
 - Step 3
 - Step 4
 - Renewal of Approvals
4. Document Naming Standards
5. Any Other Businesses



Housekeeping

- Please ensure email addresses are **up to date**.
- If email addresses are updated, an **official letter** must be sent to ABCi so that emails in ABCi's mail listing is updated.
- Emails **MUST** match the email address used in OneBiz. Any updates to active email addresses must be updated with corresponding e-Darussalam accounts.
- OneBiz applications where Email addresses do not match those listed in the corresponding e-Darussalam account with the email in ABCi's mailing list will **not be considered**.



2. Email Etiquette

E-Mail as a medium for Correspondence

i.

“Prime Minister’s Office Circular 3/2012 allows electronic communications for Government official purposes as a mode of communication among Government agencies and between Government agencies and private sector and the public.”



2. Email Etiquette

E-Mail as a medium for Correspondence

ii.

What does it mean?

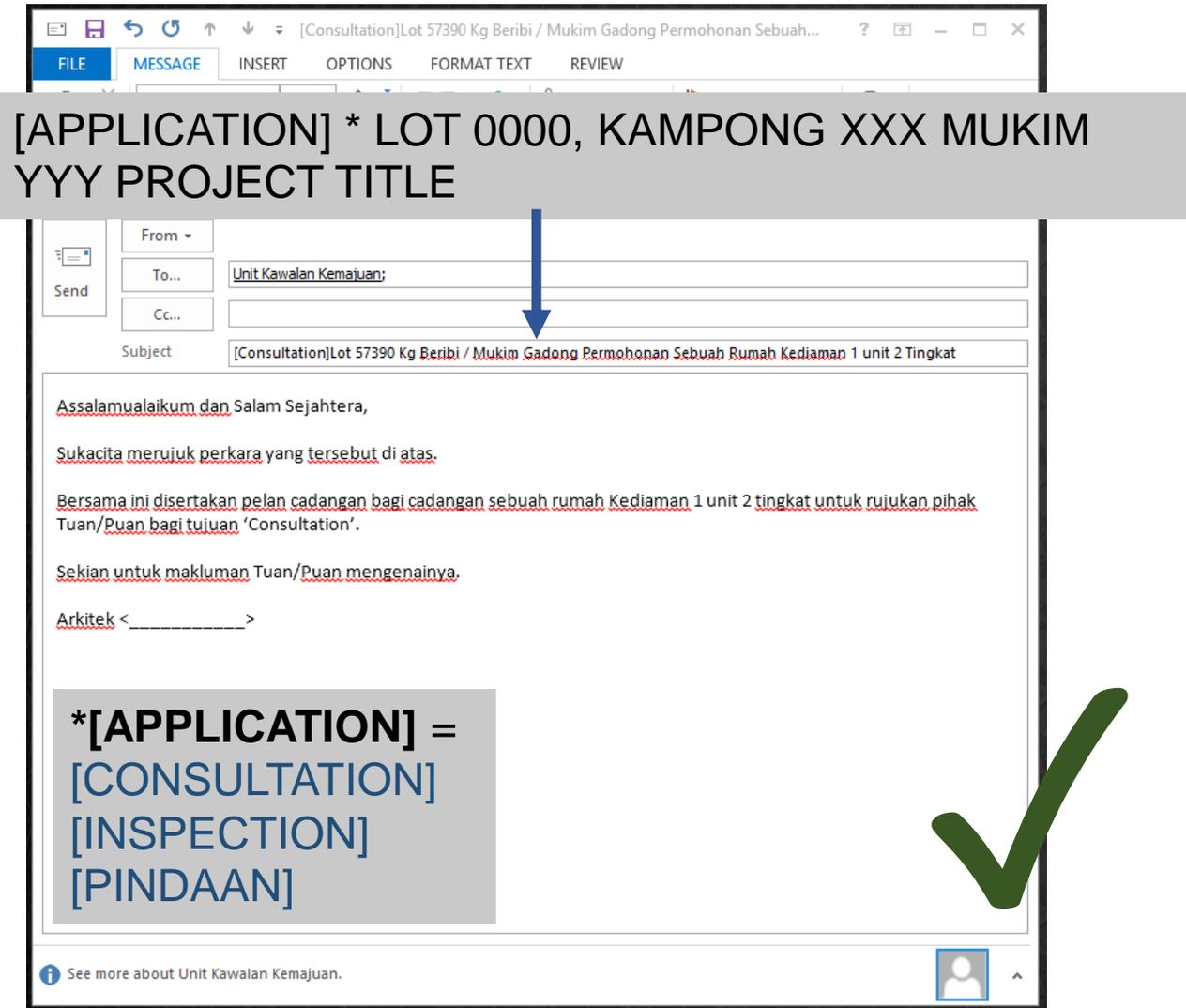
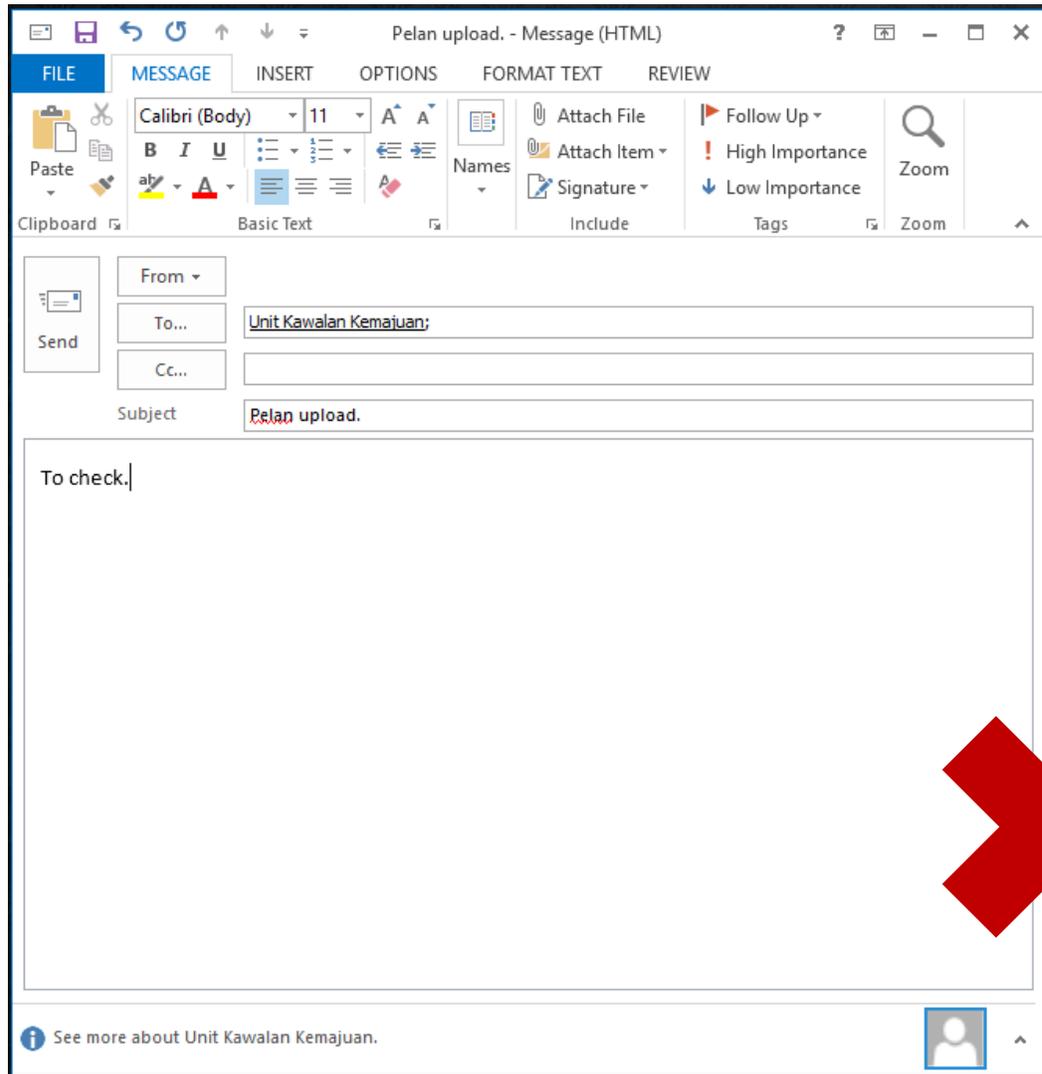
- Emails sent to ABCi or Government agencies are **official**.
- Emails **replace traditional modes** of correspondences such as letters.
- Correspondences through emails are **kept and archived** as official communication transcripts.
- Email correspondences to Government agencies are to be **formal**.



2. Email Etiquette

E-Mail as a medium for Correspondence

iii.





3. OneBiz

SMS REPLIES

OneBiz is a system created for multiple Government Agencies. OneBiz SMS replies are standardised for all Licences. Some SMS replies are not applicable to ABCi.



3. OneBiz

STEP 2

i.

- Land development submitted to ABCi via OneBiz, **no payment is required**.
- Land Development, Extensions & Unit Renovations (anything that doesn't go through TCP for Planning Approval)
 - In OneBiz : Planning Approval License No - **key in Lot No./ Unit, Block, Floor/Daerah**. **Do not click Retrieve**.
 - Example: **LOT45721/Unit2/BM**
- Payment: **Development Fees** for New Buildings, Extensions & Unit Renovations are to be paid either **Online** OR at the **OneBiz payment counter in D&T Building**.
- Approved Application in OneBiz: QP/TP are required to submit 2 sets of Clean Sheets (pelan bersih) to the Counter at ABCi MODTC, **BEFORE** approval letter is released. Please bring a printout of the approved page for Building Approval during submission. **Once ready, the plans and approval letter can be collected from ABCi MODTC Counter**



3. OneBiz

STEP 3

ii.

- There are **no payment** to be made for Borang C. Please ignore the SMS from OneBiz.
- If a signed copy of the Borang C is required for any other matters, please print out the OneBiz approved page and Bring in the original Borang C to ABCi's Counter for it to be signed.



3. OneBiz

STEP 4

iii.

Payment to be made Online OR at the OneBiz payment counter in D&T

Building for:

- Registration form by Brunei Fire Rescue Department (BFRD) [except earthworks]
- Payment Receipt by Brunei Fire Rescue Department (BFRD) [except earthworks]
- Inspection Fee for Fire Protection Equipments [Fourth Schedule (Section 17A)] [except earthworks]



3. OneBiz

Renewal of Approvals

iv.

Renewal of Building Approvals should now be submitted via OneBiz.

Approval given by	Items to be submitted
ABCI	Approval
TCP Bandaran Tanah Jabatan Kemajuan Perumahan	-Approval letter for concerned agency (Manually as well as attached in OneBiz) - Approved drawings (Manually)

There is a BND3.00 renewal fee for Approval Renewal as per the BCO.

Payment will be made either online or at the counter when the Renewal is Approved



4. Naming Standards

Summary

i.

All documents **must be properly named. This is so that there will not be any confusion as generic names such as **plan.pdf** or **img23.JPG** may already be used for a different project.**



4. Naming Standards

Summary

i.

A document that is uploaded should typically follow this format for its naming:

<Document type> <Lot No> <Kampong> <Mukim>

So a 'Borang A' for a project in lot 4982, Kg Tagap, Mukim Sengkurong will be named:

ABCI BORANG A LOT 4982 TAGAP SENGKURONG.pdf



4. Naming Standards

Examples

ii.

Building Approval

Document	File Name
ABCI Application for Approval of Plans of Building Works (Form A)	ABCI BORANG A LOT 0000 KG MUKIM.pdf
Agreement between QP and owner	ABCI MOA LOT 0000 KG MUKIM.pdf
Brief site report with coloured pictures/photos of site condition land boundaries stones/building/shop unit interior	SITE REPORT LOT 0000 KG MUKIM.pdf
Complete M&E details drawings endorsed and certified by PE (M&E). [if applicable]	M&E DRAWINGS LOT 0000 KG MUKIM.pdf
Complete architectural drawings taking into account all requirements	ARCHITECTURAL DRAWINGS LOT 0000 KG MUKIM.pdf
Complete structural detail drawings plus calculations endorsed and certified by PE (C&S) [if applicable]	C&S DRAWINGS LOT 0000 KG MUKIM.pdf
Other documents	BOMBA PAYMENT RECEIPT LOT 0000 KG MUKIM.pdf OWNER'S PARTICULARS LOT 0000 KG MUKIM.pdf TCP APPROVAL LETTERS LOT 0000 KG MUKIM.pdf TCP BORANG PEMBAYARAN DAN BORANG RESMI LOT 0000 KG MUKIM.pdf



4. Naming Standards

Examples

ii.

Document	File Name
ABCI Application for Permit to Carry Out Building Works (Form C)	ABCI BORANG C LOT 0000 KG MUKIM.pdf
Brief site report with coloured pictures/photos of setting out of proposed building and the land boundaries stones pegged	SITE REPORT LOT 0000 KG MUKIM.pdf
Certified Plan from Licensed Land Surveyor [if applicable]	CERTIFIED PLAN LLS LOT 0000 KG MUKIM.pdf
Other documents	None

Borang C

Document	File Name
Application for Occupation Permit (Form E)	ABCI BORANG E LOT 0000 KG MUKIM.pdf
Borang Perangkaan Jabatan Perangkaan dan Kemajuan Ekonomi (JPKE)	BORANG JPKE LOT 0000 KG MUKIM.pdf
Brief site report with coloured pictures/photos of completed building works	SITE REPORT LOT 0000 KG MUKIM.pdf
Other documents	None

Borang E



4. AOB

Submission/Uploads

i.

- Complete and clear set of drawings to be uploaded. Line weight/plot styles must be used accordingly. Avoid excessive colours in drawings.

- Uploaded Forms A, C & E must be the NEW ABCi FORMS. The forms can be found at:
<http://mod.gov.bn/SitePages/DEALING%20WITH%20CONSTRUCTION%20PERMITS.aspx>

- Drawings must be in PDF form. **Plot/print directly from the CAD software.**

- Preferred uncompressed files or ZIP file. Avoid using .RAR containers, ZIP files are more native to existing Operating Systems.

- Clear and readable forms. DO NOT take photos of filled in forms. They tend to be unclear and **will not be considered**. Please scan them.



4. AOB

Common Mistakes/reminders

ii.

- ❑ Openable windows on the first floor MUST be **at least 1m** from the finished floor level as per the PBD12. A lot of submissions still use 900mm from FFL to the base of the openable window sill.
- ❑ State the distance between the FFL of a landing to the base of sill of an openable window at staircases. It should be **at least 1m**.



4. AOB

Consultation

ii.

- ❑ Before applying for Building Approval in OneBiz, consultation must be made. This is done through sending an email through to ukk.abci@mod.gov.bn with the drawings that are to be checked. Correspondences will be done through the email until the plans are resolved.
- ❑ Once the plans are resolved, the application may be made through OneBiz.



4. AOB

Inspections

iii.

- An email requesting for a date of inspection is to be sent to op.abci@mod.gov.bn and a date will be given for inspection.
- On the day of inspection**, a OneBiz application is to be made.
- Any amendments/rectification required will cause the OneBiz application to be rejected. Amendments/rectification will need to be done and resolved via email and/or another inspection as required.
- Once all the amendments/rectifications are resolved, the application is to be sent through OneBiz again.



4. AOB

Reminders

iv.

- Unresolved applications will be cancelled if it is not amended and sent back to ABCi within one month, as per the BCR.
- Please ensure all the required fields in the Forms are filled.
- In particular, total floor area for Borang A, Contractor details for Borang C and Declaration details for Borang E.
- JPKE Forms needs to be filled in as accurately as possible. This includes the Fees for the project as well as the total cost of the project.
- Should the forms be unsatisfactorily filled, the application will not be considered, as it counts as an incomplete submission.



4. AOB

Surveys

iv.

- Please respond and complete the Survey forms that are sent to your emails.

- There are 2 surveys to be made:
 - Kajiselidik Kemajuan 2015
 - QP Satisfaction Survey



Thank You