



CaP and FCP Workflow

All nationalities must first apply for exit or entry via the PMO Travel Portal

STEP 1

Entry and Exit Application

<http://www.pmo.gov.bn/travelportal>

For non-Brunei residents
apply for

Entry Approval
or Transit Approval



For Brunei residents
apply for

Entry or Exit Approval



Supporting documents from the relevant government authorities, employers and / or educational institutions may be required

Frequent Travelers with PMO approved travel application may proceed with application of Frequent Commuters Pass

STEP 2

FCP Application

<http://www.pmo.gov.bn/travelportal>

For frequent travellers



Eligibility:



Students studying across the border



Employees working across the border



Apply to PMO Travel Portal for Frequent Commuters Pass (FCP) at <http://www.pmo.gov.bn/travelportal>



Enter Approval Reference IDs (**for commuters and transit approvals only**) from Step 1 and fill in mandatory information and declare travels of more than 15 trips per month



Receive FCP Approval Reference ID

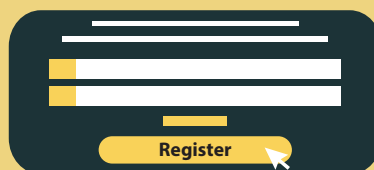
STEP 3

EES Registration

<http://login.bdns.gov.bn/ess>

One time registration

for those who do not have an account with EES



STEP 4

CaP Payments

<http://login.bdns.gov.bn/ess>

For non-frequent travellers



Click New Application at EES Homepage and complete the travel details i.e vehicle used to include vehicle owner and person(s) travelling.



Make payment for Exit and Entry Charges (CaP) prior to travelling. The QR code will be generated once payment is completed.

For frequent travellers



Click **Frequent Commuters Pass at EES Homepage** and enter **FCP Approval Reference ID from Step 2 above** to make payment for FCP Exit and Entry Charges prior to travelling.



Make Payments for Exit and Entry Charges (CaP) prior to travelling.



Go back to EES Homepage and click **New Pass Application to complete the travel application**. After completion, QR code will be generated.

Categories / Rates	1 mth	3 mths	6 mths
Students	BND 30	BND 90	BND 180
Employees	BND 50	BND 150	BND 300

STEP 5

Amending passport details

Click the FCP Amend page at <http://www.pmo.gov.bn/travelportal>



Enter valid FCP Approval Reference ID



Amend passport details and submit

Exemptions from CaP:

- Occupants of the following vehicles:
 - A vehicle which belongs to the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam or a government of another country when it is being used for official purpose;
 - A vehicle which belongs to the military forces of Brunei Darussalam;
 - A vehicle when it is being used for firefighting, ambulance or police purposes; and
 - A vehicle when it is being used for the purpose of a funeral.

- Public Officer of the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam in the execution of their official duties;
- A child of the age of 2 years or below;
- Consular officers and consular employees as defined in Article 1 in the First Schedule to the Consular Relations Act (Chapter 118) and members of their families; and
- A diplomatic agent as defined in the Schedule to the Diplomatic Privileges (Vienna Convention) Act (Chapter 117).