TPR – TRADING PARTNER REGISTRATION FOR BDNSW

Using **Internet Explorer** – www.bdnsw.gov.bn/

Click on BDNSW link (CLICK HERE)

National Single Window

USER NAME

PASSWORD

Login

COMPANY REGISTRATION

- To Register Your Company
  Click Here

PUBLIC USER SEARCH

- To Search Public User
  Click Here

ABOUT SINGLE WINDOW

The BDNSW System is used to design, implement and operate Single Electronic Window for the Ministry of Finance of Brunei Darussalam for customs clearance of traded goods, thus creating a single point to submit standardized information and documents to meet legal import, export and customs-transit requirements.

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Step 1: please **CLICK HERE** that pointed
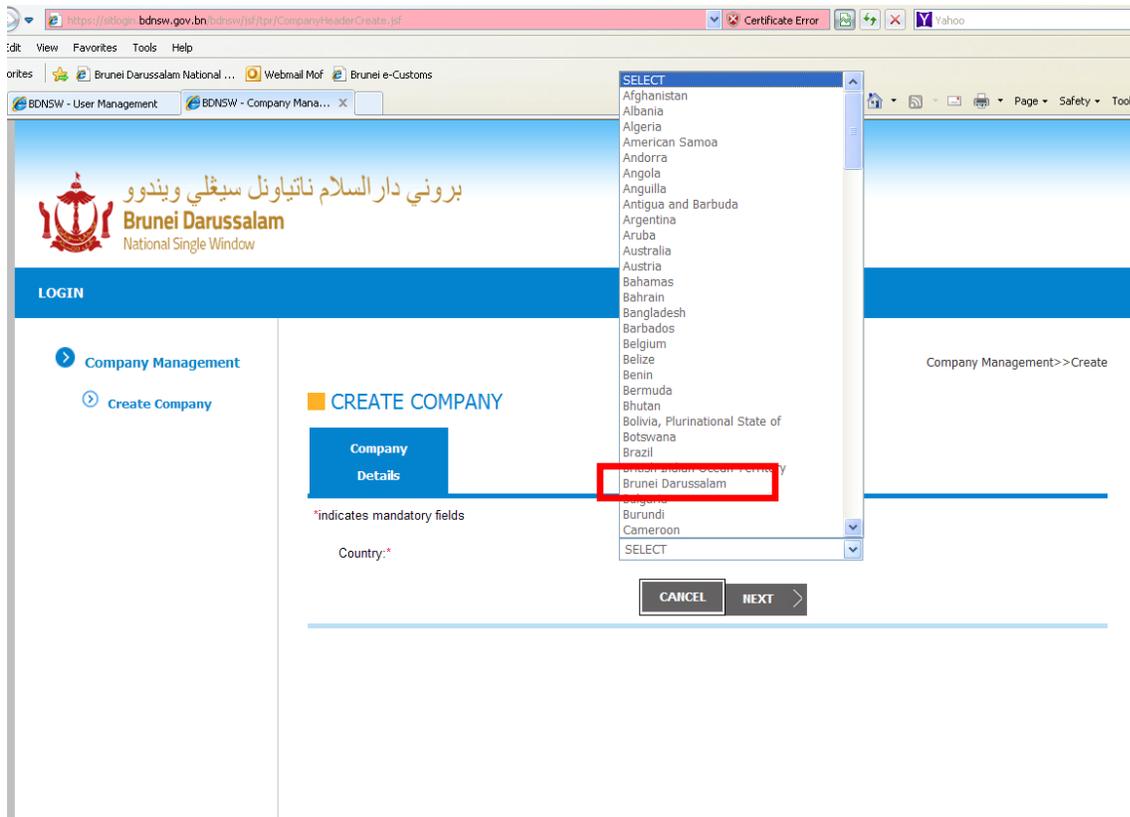
Step 2: On company detail please select **Brunei Darussalam**

Step 3: Please fill in the entire mandatory such as in the following figure then select **NEXT**

COMPANY DETAILS	
Country	Please select "**Brunei Darussalam**"
Company Registration Type	Select "Commercial"
Company Name	Enter your company name
Company Registration No.	Enter your registration no eg. **RC/20001561**
Company Effective Date	Effective date select "Today date"
Company Expired Date	Expired date select also **today date but CHANGE** the year until "**2099**"
Business Activity	Select your business activity **IF you FORWARDING AGENT select AGENT ONLY. IF you PRIVATE AGENT select IMPORTER, EXPORTER and AGENT**. BUT **IF you TRADER please select IMPORTER and EXPORTER ONLY.**

Step 4: Fill in the contact detail such as in the following, make sure you fill in all the mandatory one, then follow by click **NEXT** button

CONTACT DETAIL	
Organisation Type	Select you company type eg. Private LTD co., Public Co., etc.
Address Line 1	Please enter you company address
Address Line 2	Not Mandatory
City	Not Mandatory
State	Not Mandatory
Postal Code	Please enter your company Postal Code eg. BH1245
Telephone No.	Enter your office number
Fax No.	Not Mandatory
Email ID	Enter your effective company email
Company URL	Not Mandatory

Step 5: Select on **ADD AUTHORISED PERSON**

Step 6: Fill in the authorized person List, if can fill in the MANAGER or Director Name here. And after fill in click on **SAVE** button.

AUTHORISED PERSON LIST DETAIL	
Ownership Type	**Please choice APPLICANT** don't choice owner, partnership, etc
User ID	ID user please enter your **IDENTIFICATION NUMBER (I.C NO)**
First Name	Enter your first name
Middle Name	Not Mandatory
Last Name	Enter your last name
Gender	Select Male or Female
Date Of Birth	Enter your date of birth
Identification Type	Enter your ID type (mostly choice "**IC type**")
Identification Number	Enter your Identification number **MUST SAME as USER ID**
Nationality	Enter your nationality
Telephone Number	Enter either your phone number or office number
Email Address	Enter your personal email address or you can enter company email address
Designation	It automatic as **ADMIN** since you have to choice **APPLICANT**

Step 7: After you click on Save button above, figure below will appear and then follow by click **NEXT** button

Step 8: Here you need to UPLOAD your document such as 16/17, applicant or authorized person Identification card, declarant Identification card, etc by either **using scanner or take picture via cell phone then put into your PC side.**

Step 9: After your select UPLOAD this will be appear and choice your file and select **open**

Step 10: After click open your document already uploading inside ADD DOCUMENT and follow by clicking **ADD button**

Step 11: The next step, you can use same step as below click on uploading NRIC applicant, authorized person, declarant (if have this is for AGENT only), etc. after finish uploading click SUMMIT button and finish.

Step 12: lastly, you will **waiting approval from COA department** and any notification you will receive through your company email.