



NOTICE

03/2021

TEMPORARY CLOSURE OF COUNTER SERVICES REVENUE DIVISION, MINISTRY OF FINANCE AND ECONOMY

With reference to the announcement made by Ministry of Health on the 7th August 2021, we would like to inform the public of the temporary closure of counter services at Revenue Division, Ministry of Finance and Economy until further notice.

To ensure continuity of services provided, the said services could be done through online or through the drop box which has been prepared by the Ministry of Finance and Economy at the Ministry's lobby. Kindly refer to the standard operating procedures as shown in **ATTACHMENT 1**.

For further information and any questions, please email at revenue@mofe.gov.bn or call at +673 2383933/2380651.

Thank you.



Ministry of Finance and Economy

Date: 9th August 2021

COUNTER SERVICES FOR REVENUE DIVISION, MINISTRY OF FINANCE AND ECONOMY:

NO.	DIVISION	ALTERNATIVE GUIDELINES
(a)	Stamp Duty	<p>Step 1 Submission of "scanned" documents via email (sd.revenue@mofe.gov.bn).</p> <p>Hardcopy of the documents (including Stamp Duty Form) are to be submitted in a sealed envelope addressed to Revenue Division, Ministry of Finance and Economy.</p> <p>Also attach along your contact details with the submitted documents as follows:</p> <ul style="list-style-type: none"> - Name: - IC Number/Passport number: - Email address: - Telephone number: <p>Step 2 Documents to be assessed and customers will be contacted and informed on the following:</p> <ul style="list-style-type: none"> • the Return ID for reference and the amount of stamp duty to be paid; and • make online payment (bill payment option) to the following bank: Bank Islam Brunei Darussalam (BIBD) <p>Step 3 Taxpayer to inform Revenue Division via email (sd.revenue@mofe.gov.bn) regarding the status of payment; and</p> <p>Step 4 Once payment is reconciled in STARS, Revenue Division will make appointment to stamp the documents and to collect the payment acknowledgment letter.</p>
(b)	Corporate Income Tax (Including Withholding Tax, Estimated Chargeable Income (ECI) and Corporate Income Tax)	<p>Step 1 Filing of returns to be made online through www.stars.gov.bn;</p> <p>Step 2 Taxpayer will make online payment (bill payment option) the following banks:</p> <ul style="list-style-type: none"> • Bank Islam Brunei Darussalam Berhad • Baiduri Bank Berhad <p>Step 3 Revenue Division will acknowledge the receipt/reconciliation of payment made through email only.</p>
(c)	General Correspondence (for submission of documents in bulk)	<p>Step 1 Set up an appointment by contacting Revenue Division, Ministry of Finance and Economy via the following:</p> <ul style="list-style-type: none"> - +673 2383933/2380651 - revenue@mofe.gov.bn

Note: please enter the correct Return ID/Bill Reference No. (example: 1000XXXXX/6000XXXXX/8000XXXXX when making online payment)