



NOTICE

03/2020 (UPDATED)

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

With reference to the Notice 03/2020 dated 25th March 2020, we would like to inform the public the updated standard operating procedures which is 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: 23rd May 2020

**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 revenue@mofe.gov.bn;</p> <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 (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 • Standard Chartered Bank • Baiduri Bank Berhad <p>Step 3 Revenue Division will acknowledge the receipt/reconciliation of payment made through email only.</p>

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