

CLEARANCE LETTER AT JOB CENTRE BRUNEI

What is a “Clearance Letter?”

A clearance letter is required for companies to obtain before proceeding to Labour Department to apply for foreign workers.

Clearance Letter indicates that the company have already made efforts in hiring local jobseekers but unsuccessful, therefore is cleared to employ foreign workers.

What is the objective of Clearance Letter?

- Ensuring equal job opportunities are offered to locals
- Encourages companies to give locals opportunities first before employing foreign workers
- Capture manpower projection in all companies to work towards a comprehensive manpower forecast data
- Helping companies in reaching optimal localization

HOW TO APPLY FOR CLEARANCE LETTER?



1

Complete “Clearance Letter Form” and “Attachment 1 & 2”
*Forms can be downloaded on www.jobcentrebrunei.gov.bn
Information Tab > Download > Document Titles*

2

Submit completed documents to JobCentre Brunei counter or
via email jobcentrebrunei@memi.gov.bn

3

Clearance Letter will be issued in 5 working days
(*Companies to complete their full recruitment diligence)

BEFORE SUBMITTING CLEARANCE LETTER



Checklist for companies:

- Register as an employer at www.jobcentrebrunei.gov.bn
- Advertise the position on the JCB Portal
- Review applicants
- Conduct relevant recruitment process
- Have demonstrated efforts in recruiting locals first
- Local succession plan included in application



THANK YOU

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