

# STEP 4: CASH PAYMENT GUIDELINE

- 1. Print/ save HECAS online form.
- 2. Print/ save HECAS Bill
- 3. Bring original IC of the applicant.
- 4. Make payment at the nearest designated counters.
- 5. Login to HECAS to check outstanding balance.

## STEP 4.1: HECAS BILL

- i. An emailed will be sent with HECAS Bill attached.

**JABATAN PENGAJIAN TINGGI  
KEMENTERIAN PENDIDIKAN**  
Tragus 1, Blok 6  
Jalan Lapangan Terbang Lama,  
Bandar 46350  
Negara Brunei Darussalam

**BB, KERAJAAN**  
Government Invoice

Rujukan BB / Bill Reference: BBCCA-2279-GMFB-0317  
Tarikh / Date: 28 May 2024  
Kepada / To: IC No. [Redacted]  
Pericaya / Est. det. / Kaitan dengan / Description: [Redacted]



BB. No.	PERKARA / PARTICULARS	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH (BND) / AMOUNT
1	Pendaftaran malaral Mgr. Centralized Admission System (HECAS) bagi 9 subjek	1	\$20.00	\$20.00
JUMLAH KESELURUHAN BB (BND) / TOTAL INVOICE AMOUNT				\$20.00
BAKI TERKINI (BND) / CURRENT BALANCE				\$20.00

**PANDUAN / INSTRUCTIONS:**  
1. BIL BUKAN BAHAN BAYARAN SETELAH BERHARAP DITERIMA. MENGIKUTI BIL BUKAN BENDAHARAN MELALUI PERBANKAN BUKU BENDAHARAN DI NEGARA BRUNEI.  
2. BIL BUKAN TERBUKA SELURUH TANPA BERHAJAT ATAU BERTUKAR SELURUH TITUP HANYA-SAMPAI.  
3. BIL BUKAN BAHAN BAYARAN BENDAHARAN ATAU TUKAR KEJAWAN BIL BUKAN BENDAHARAN.  
**PANDUAN TUNGGU:**  
1. ALL OFFICIAL RECEIPT WILL BE ISSUED AFTER PAYMENT IS RECEIVED. THEREFORE THE OFFICIAL RECEIPT OF PAYMENT THROUGH INTERNET BANKING WILL BE ISSUED ON THE FOLLOWING DAY.  
2. THE RECEIPT THAT HAS BEEN ISSUED CANNOT BE CHANGED OR CANCELLED AFTER THE COUNTER HOURS/CLOSE.  
3. PLEASE KEEP YOUR THE ACCOUNT BANK FOR OFFICIAL RECEIPT TO CORRECT.

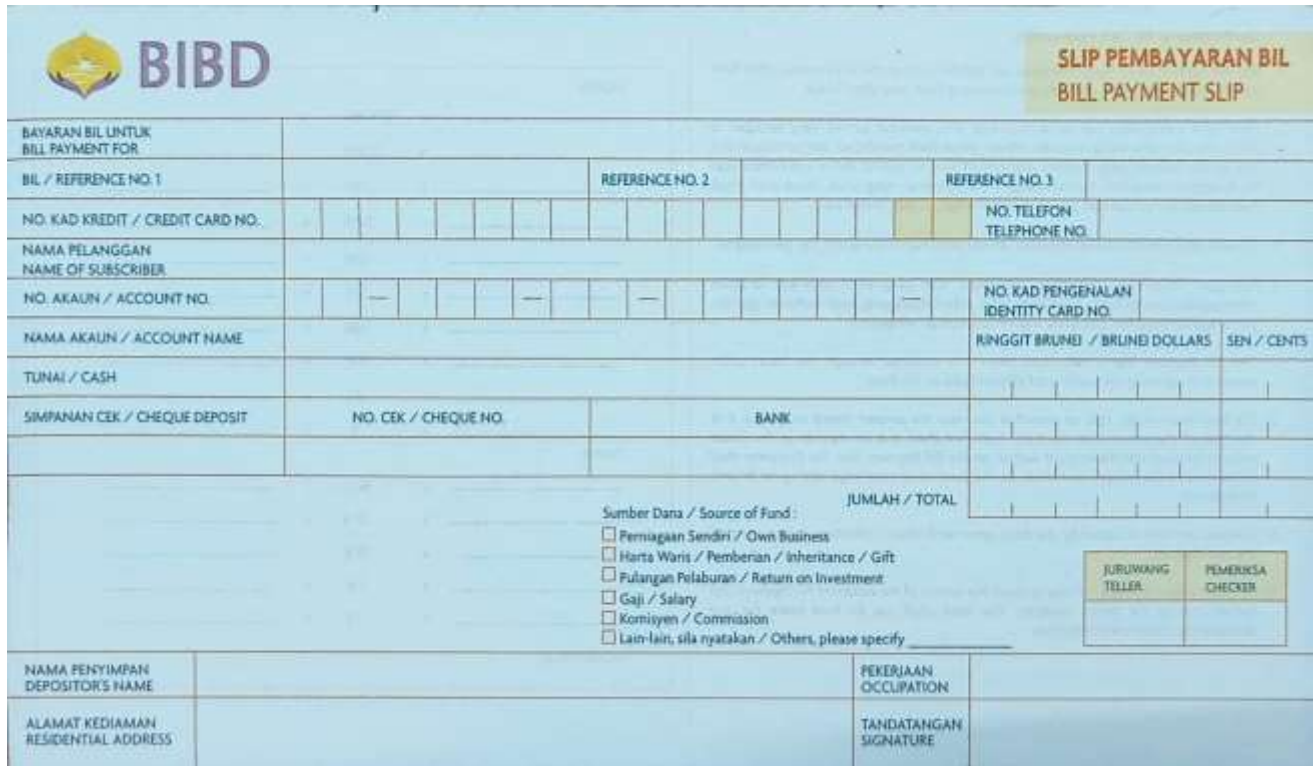
## STEP 4.2 LIST OF CASH PAYMENT COUNTERS

Bil.	Jabatan/ Agensi	Alamat	No Telepon	Waktu Buka Kaunter				
				Isnin hingga Khamis:		Jumaat		Sabtu
				Pagi	Petang	Pagi	Petang	Pagi sahaja
1	Kementerian Pendidikan (Unit Tunai & Hasil), Brunei Muara	Tingkat 1, Block B, Kaunter 1, Unit Tunai & Hasil, Bahagian Perakaunan dan Perbekalan, Jabatan Pentadbiran dan Perkhidmatan-Perkhidmatan, Kementerian Pendidikan, Berakas	2381032	8.00– 11.30	2.00 – 3.00	Tutup		8.00 – 10.00
2	BIBD Temburong Branch	Kompleks Utama Bumiputra Pekan Bangar PA1351		8.30 pagi – 3:45 petang		11:45 - 11:00	2.30 - 3:45	8.30 – 11:15
3	BIBD Tutong Branch	Unit 13, 14 & 15, Lot 27, OG Complex, Jalan Enche Awang, Pekan Tutong TA 1141		8.30 pagi – 3:45 petang		11:45 - 11:00	2.30 - 3:45	8.30 – 11:15
4	BIBD Belait Branch	No. 21, Jln Sultan Omar Ali Seria KB 1190		8.30 pagi – 3:45 petang		11:45 - 11:00	2.30 - 3:45	8.30 – 11:15

Nota: Sila bawa Kad Pintar Asal Pemohon dan HECAS Bill semasa membuat pembayaran tunai di kaunter.

## STEP 4.3: BILL PAYMENT SLIP

- i. For payment transactions at BIBD Branches, Bill Payment Slip must be filled in correctly.



The image shows a 'BIBD SLIP PEMBAYARAN BIL / BILL PAYMENT SLIP' form. It includes fields for:
 

- BAYARAN BIL LINTUK / BILL PAYMENT FOR
- BIL / REFERENCE NO. 1, REFERENCE NO. 2, REFERENCE NO. 3
- NO. KAD KREDIT / CREDIT CARD NO. and NO. TELEFON / TELEPHONE NO.
- NAMA PELANGGAN / NAME OF SUBSCRIBER
- NO. AKAUN / ACCOUNT NO. and NO. KAD PENGENALAN / IDENTITY CARD NO.
- NAMA AKAUN / ACCOUNT NAME and RINGGIT BRUNEI / BRUNEI DOLLARS, SEN / CENTS
- TUNAI / CASH
- SIMPANAN CEK / CHEQUE DEPOSIT, NO. CEK / CHEQUE NO., and BANK
- Sumber Dana / Source of Fund:
  - Pemilikan Sendiri / Own Business
  - Harta Waris / Pemberian / Inheritance / Gift
  - Pulangan Pelaburan / Return on Investment
  - Gaji / Salary
  - Komisyen / Commission
  - Lain-lain, sila nyatakan / Others, please specify
- JUMLAH / TOTAL
- JURUWANG TELLER and PEMERIKSA CHECKER
- NAMA PENYIMPAN / DEPOSITOR'S NAME and PEKERJAAN / OCCUPATION
- ALAMAT KEDIAMAN / RESIDENTIAL ADDRESS and TANDATANGAN / SIGNATURE

- ii. In the Bill Payment Slip, the following fields must be filled in:

	Field	Detailed filled by applicants
a.	BILL PAYMENT FOR	MOE - JABATAN PENGAJIAN TINGGI
b.	BIL/ REFERENCE NO. 1	Bill Reference (Refer to your HECAS Bill)
c.	BIL/ REFERENCE NO. 2	Applicant's IC no. (e.g. 01123456)
d.	BIL/ REFERENCE NO. 3	Applicant's Mobile no. (8123456 and 7123456)
e.	CREDIT CARD NO.	-
f.	TELEPHONE NO.	Applicant's Mobile no.
g.	NAME OF SUBSCRIBER	Applicant's name
h.	ACCOUNT NO.	-
i.	IDENTITY CARD NO.	-
j.	ACCOUNT NAME	-
k.	CASH	Enter total cost of programs applied
l.	CHEQUE DEPOSIT	-
m.	CHEQUE NO.	-
n.	BANK	-
o.	DEPOSITOR'S NAME	Applicant's name
p.	RESIDENTIAL ADDRESS	Applicant's home address
q.	OCCUPATION	Student

- iii. Refer to HECAS Bill for Bill Reference

JABATAN PENGAJIAN TINGGI  
KEMENTERIAN PENDIDIKAN  
Tingkat 5, Blok B  
Jalan Lapangan Terbang Lama,  
Berakas BB3510  
Negara Brunei Darussalam



BIL KERAJAAN  
Government Invoice

Rujukan Bil Bill Reference	BBCCA-2279-GMFB-0317
Tarikh Date	28 May 2024
Kepada To	IC No. [REDACTED]
Perkara Ext. Ref.	[REDACTED]
Keterangan Description	[REDACTED]



## STEP 4.4: HECAS RECEIPT

- i) Receipt will be generated after 1 working day.
- ii) If your receipt is not generated, please email to [ocbs-support@treasury.gov.bn](mailto:ocbs-support@treasury.gov.bn) or contact via 2383444.



KERAJAAN BRUNEI DARUSSALAM  
GOVERNMENT OF BRUNEI DARUSSALAM



SALINAN ASAL  
ORIGINAL

NO. RESIT  
RECEIPT NO. TREA-20200330-SF5WBJKRH8T

TARIKH & JAM RESIT  
RECEIPT DATE TIME 2020-03-30 14:29:43

RESIT DIKELUARKAN DARI  
RECEIPT ISSUED AT [REDACTED]

CARA PEMBAYARAN  
PAYMENT METHOD Credit/Debit Card

BUTIRAN PEMBAYARAN  
PAYMENT DETAILS Card no.:411111XXXXXX1111 type:UNKNOWN

JUMLAH DITERIMA  
AMOUNT RECEIVED BND \$10.00

JUMLAH DALAM PERKATAAN  
AMOUNT IN WORDS TEN DOLLARS ONLY

BUTIRAN PEMBAYARAN / PAYMENT DETAILS						
NO.	JABATAN DEPARTMENT	PELANGGAN CUSTOMER	NO. RUJUKAN BIL BILL REFERENCE NO.	KETERANGAN DESCRIPTION	KOD TAFIS TAFIS CODE	JUMLAH (BND) AMOUNT (BND)
1	Jabatan Pengajian Tinggi	Thor IC No: 98798798(GREEN)	AZIMM-5887-FZCB- 0265		SK02A R93022 500200 TAPPBA TAPPBP	\$10.00
<b>JUMLAH KESELURUHAN TOTAL AMOUNT</b>						<b>\$10.00</b>

DOKUMEN INI ADALAH CETAKAN KOMPUTER. TANDATANGAN TIDAK DIPERLUKAN.  
THIS IS A COMPUTER GENERATED DOCUMENT. NO SIGNATURE IS REQUIRED

## STEP 4.5: CHECK OUTSTANDING BALANCE

### BIBD ONLINE PAYMENT

- i. After payment via BIBD mobile app is made, allow 3 working days for the payment to be processed.
- ii. Applicants must check the outstanding balance that is reflected in the Section C of the HECAS online form to confirm BIBD payment is processed.
- iii. Applicants must settle any outstanding balance before the closing date of HECAS.

**SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)**

**Minimum one local institution**  
Applicants who wish to apply for overseas scholarship must also apply to at least one local higher education institution.

**Maximum 6 programmes**  
Applicant can have a maximum of 6 programmes.  
Your final payment will be based on the number of programmes chosen.

No. Of Programmes Payment	
1 Programme	\$5
2 Programmes	\$10
3 Programme	\$15
4-6 Programme	\$20

**Maximum 2 programmes for each institution except for Scholarship Section**  
For overseas scholarship, applicant can only apply for ONE programme.

Pilihan (Choice No.) : 1  
Nama Institusi (Institution Name) : [Select] ▼  
(Course/Programme Title) : [Select] ▼

Registration Cost : BND 0.00  
Amount Paid: BND .00  
**Payment Due : BND .00**