

# STEP 4: ONLINE PAYMENT GUIDELINE

1. Print/ save HECAS online form.
2. Print HECAS Bill
3. Make payment via BIBD mobile app.
4. 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**  
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**  
(BILAN BILAS GUMBER) \* BERKAH MENDAPUKAN INTANET BANKING ALAM SAUNTA BANI

**Tarikh**  
Date : 28 May 2024

**Kepada**  
To : IC No. [REDACTED]

**Perkara**  
Ext. Ref. : [REDACTED]

**Keterangan**  
Description : [REDACTED]



Bil. No.	PERKARA PARTICULARS	KUANTITI QUANTITY	HARGA PRICE	JUMLAH (BND) AMOUNT
1	Pendaftaran melalui Higer Centralised Admission System (HECAS) bagi 5 subjek	1	\$20.00	\$20.00
<b>JUMLAH KESELURUHAN BIL (BND)</b> <small>TOTAL INVOICE AMOUNT</small>				<b>\$20.00</b>
<b>BAKI TERKINI (BND)</b> <small>CURRENT BALANCE</small>				<b>\$20.00</b>

**MABLUHAN:**


1. RESIT RASMI AKAN DISELUKARKAN SETELAH BAYARAN DITERIMA. MANAKALA RESIT RASMI PEMBAYARAN MELALU PERBANKAN AKAN DISELUKARKAN DI HARI BERIKUTNYA.
2. RESIT YANG TELAH DISELUKARKAN TIDAK BOLEH DIUBAH ATAU DIBATALKAN SELERAS TUTUP WAKTU KANTINER.
3. SILA PASTIKAN NAMA AKUN BAGI PEMBAYARAN ATAS TALIAN ADALAH BETUL.

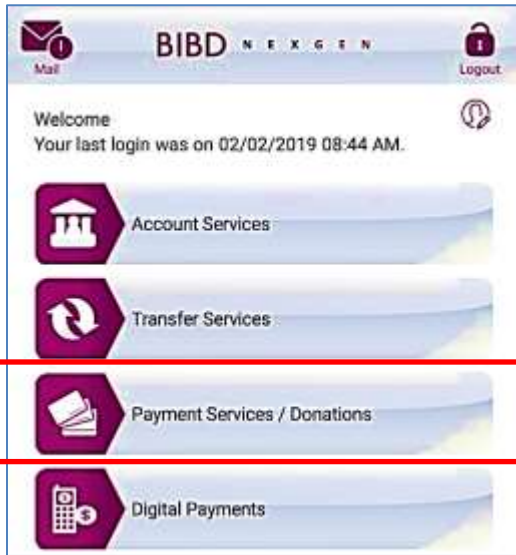
**ANNOUNCEMENT:**

1. AN OFFICIAL RECEIPT WILL BE ISSUED AFTER PAYMENT IS RECEIVED. INSAYWHILE 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 MAKE SURE THE ACCOUNT NAME FOR ONLINE PAYMENT IS CORRECT.

## STEP 4.2: MAKE PAYMENT

### BIBD ONLINE PAYMENT

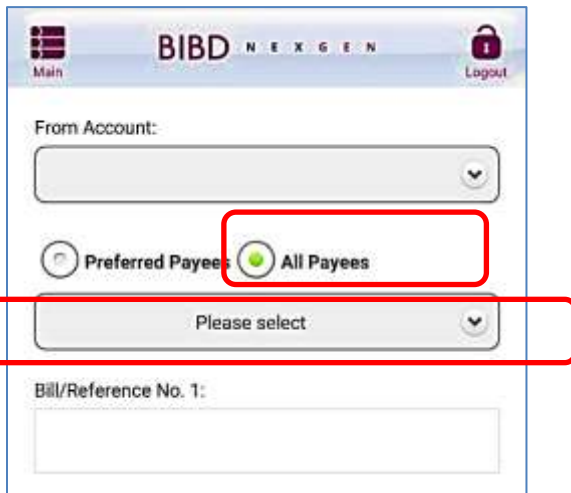
- i) Open BIBD mobile apps 
- ii) Once login, select "Payment Services/Donations"



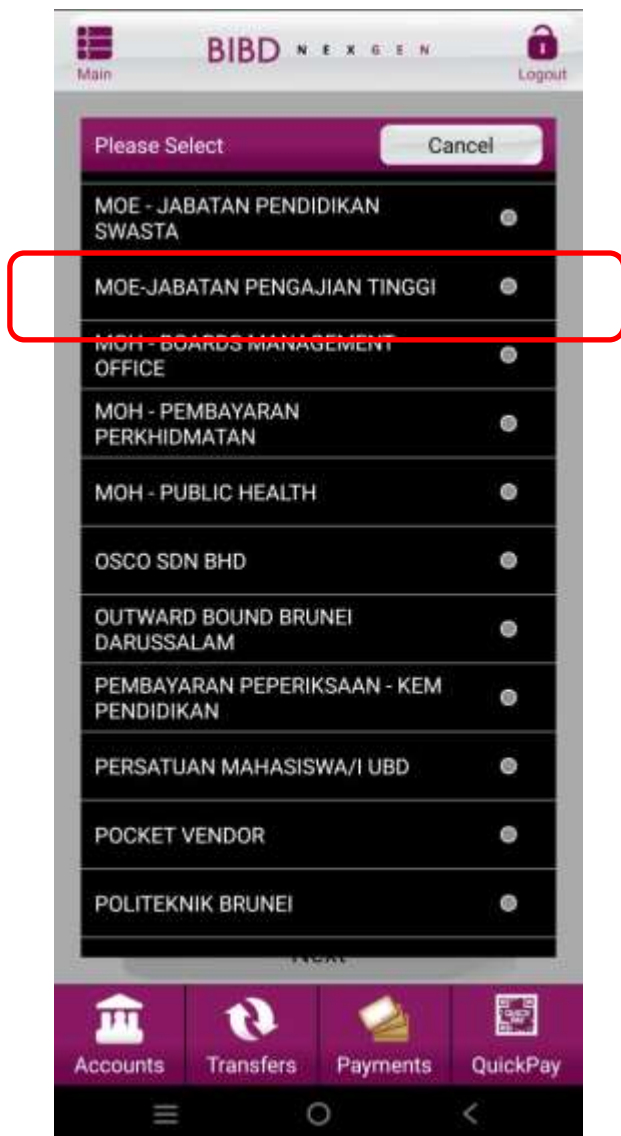
- iii) Select "Pay Bill/Make Donation" to proceed



iv) Select “All Payees” and click “Please select” button to proceed.



v) Select ‘MOE – JABATAN PENGAJIAN TINGGI’ to proceed with the next stage.



- vi) Enter the 4 empty slots shown below and click “Next” to go to the final stage of completing payment:

The screenshot shows the BIBD NEXUS app interface for a payment transaction. The fields and their corresponding callout boxes are as follows:

- From Account:** A dropdown menu currently showing "Hadiah Points".
- Preferred Payees / All Payees:** Radio buttons for "Preferred Payees" and "All Payees", with "All Payees" selected. Below is a dropdown menu showing "MOE-JABATAN PENGAJIAN TINGGI".
- Bill/Reference No. 1:** An empty text input field. Callout: "Enter Bill Reference (Refer to your HECAS Bill)".
- Reference No. 2:** An empty text input field. Callout: "Enter Applicant's IC number (Maximum 25 Characters) e.g. 01123456".
- Reference No. 3:** An empty text input field. Callout: "Enter Applicant's Mobile Number e.g. 8123456 and 7123456".
- Amount:** An empty text input field. Callout: "Enter total cost of programmes applied".
- Next:** A button to proceed to the next step.

At the bottom of the app, there are navigation icons for "Accounts", "Transfers", "Payments", and "QuickPay".

- vii) Refer to HECAS Bill for Bill Reference

The screenshot shows a "BIL KERAJAAN" (Government Invoice) from the "JABATAN PENGAJIAN TINGGI KEMENTERIAN PENDIDIKAN" (Higher Education Department, Ministry of Education). The document includes the following details:

- Address:** Tingkat 5, Blok B, Jalan Lapangan Terbang Lama, Berakas BB3510, Negara Brunei Darussalam.
- Logo:** The official emblem of Brunei Darussalam.
- Bill Reference:** BBCCA-2279-GMFB-0317 (highlighted with a red box).
- Date:** 28 May 2024.
- To:** IC No. [Redacted]
- Ext. Ref. / Description:** [Redacted]
- QR Code:** A QR code is present on the right side of the invoice.

## STEP 4.3: 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]  
POS:  
CID: 3216561498497024

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 4.4: 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.

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

**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.

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

[Add Programme Choice](#)