

## 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  
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  
(BILANJEH BILANJEH BILANJEH) \* KETERANGAN BILANJEH BILANJEH BILANJEH BILANJEH BILANJEH BILANJEH

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 mealalui Higer Centralised Admission System (HECAS) bagi 5 subjek	1	\$20.00	\$20.00
JUMLAH KESELURUHAN BIL (BND) TOTAL INVOICE AMOUNT				\$20.00
BAKI TERKINI (BND) CURRENT BALANCE				\$20.00

**MALUMAT:**

1. RESIT RASMI AKAN DISELUARKAN SETELAH BAYARAN DITERIMA. MANAKALA RESIT RASMI PEMBAYARAN MELALUI PERBANKAN AKAN DISELUARKAN DI HARI BERKUTNYA.
2. RESIT YANG TELAH DI KELLUARKAN TIDAK BOLEH DIUBAH ATAU DIBATALKAN SELEPAS TUTUP WAKTU KAUINTER.
3. SILA PASTIKAN NAMA AKALUN BAGI PEMBAYARAN ATAS TALIAN ADALAH BETUL.

**ANNOUNCEMENT:**

1. AN OFFICIAL RECEIPT WILL BE ISSUED AFTER PAYMENT IS RECEIVED. MEANWHILE 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 CANCELED AFTER THE COUNTER HOURS CLOSE.
3. PLEASE MAKE SURE THE ACCOUNT NAME FOR ONLINE PAYMENT IS CORRECT.

## STEP 4.2 LIST OF CASH PAYMENT COUNTERS

No.	Payment Centre	Address	Phone No.	Opening Hours				
				Monday - Thursday		Friday		Saturday
				A.M.	P.M.	A.M.	P.M.	A.M.
1	Counter 8 (Cash and Revenue Unit)	Ground Floor, Block C, One Stop Service Centre, Ministry of Education, Brunei Muara	2381032	8.00 – 11.45	1.45 – 2.45	Tutup	Tutup	8.00 – 9.45
2	BIBD Temburong Branch	Utama Bumiputra Complex, Pekan Bangar, PA1351		8.30 a.m. – 3.45 p.m.		9.45 – 11.00	2.30 – 3.45	8.30 – 11.15
3	BIBD Tutong Branch	OG Complex, Jalan Enche Awang. Pekan Tutong, TA 1141		8.30 a.m. – 3.45 p.m.		9.45 – 11.00	2.30 – 3.45	8.30 – 11.15
4	BIBD Belait Branch	No. 21 Jln Sultan Omar Ali, Seria, KB1190		8.30 a.m. – 3.45 p.m.		9.45 – 11.00	2.30 – 3.45	8.30 – 11.15

**Note: Please bring your Smart Identity Card and HECAS Bill when making cash payment at the counters.**

## STEP 4.3: BILL PAYMENT SLIP

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

BIBD		SLIP PEMBAYARAN BIL BILL PAYMENT SLIP	
BAYARAN BIL UNTUK BILL PAYMENT FOR			
BIL / REFERENCE NO. 1	REFERENCE NO. 2	REFERENCE NO. 3	
NO. KAD KREDIT / CREDIT CARD NO.		NO. TELEFON TELEPHONE NO.	
NAMA PELANGGAN NAME OF SUBSCRIBER			
NO. AKAUN / ACCOUNT NO.		NO. KAD PENGENALAN IDENTITY CARD NO.	
NAMA AKAUN / ACCOUNT NAME		RINGGIT BRUNEI / BRUNEI DOLLARS	SEN / CENTS
TUNAI / CASH			
SIMPANAN CEK / CHEQUE DEPOSIT	NO. CEK / CHEQUE NO.	BANK	
		JUMLAH / TOTAL	
		Sumber Dana / Source of Fund :	
		<input type="checkbox"/> Perniagaan Sendiri / Own Business	
		<input type="checkbox"/> Harta Waris / Pemberian / Inheritance / Gift	
		<input type="checkbox"/> Pulangan Pelaburan / Return on Investment	
		<input type="checkbox"/> Gaji / Salary	
		<input type="checkbox"/> Komisen / Commission	
		<input type="checkbox"/> Lain-lain, sila nyatakan / Others, please specify	
NAMA PENYIMPAN DEPOSITOR'S NAME		PEKERJAAN OCCUPATION	
ALAMAT KEDIAMAN RESIDENTIAL ADDRESS		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

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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  
(DILAMPAI TANDA TERSERIKAH) \*\*\* KETIKA MEMBUKA/PAKAI INTERNET BANKING ATAU KAUNTER BANK

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

POS:  
CID: 3216561498497024

CARA PEMBAYARAN  
PAYMENT METHOD

Credit/Debit Card

BUTIRAN PEMBAYARAN  
PAYMENT DETAILS

Card no.:411111XXXXX1111 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
JUMLAH KESELURUHAN TOTAL AMOUNT						\$10.00

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]

Remove Preference

Add Programme Choice

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