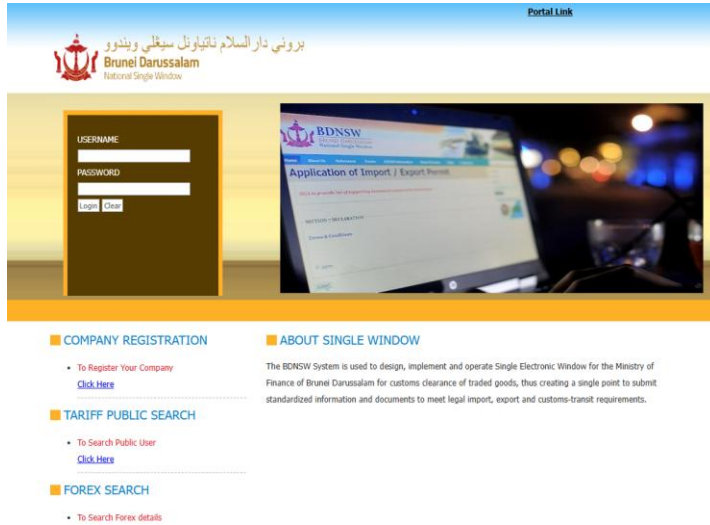


PERMIT MODULE (BDNSW) USER GUIDE

1. Log in into to BDNSW.



Portal Link

بروني دارالسلام ناسيونل سينگل ويندو
Brunei Darussalam
National Single Window

BDNSW
Application of Import / Export Permit

COMPANY REGISTRATION

- To Register Your Company
[Click Here](#)

TARIFF PUBLIC SEARCH

- To Search Public User
[Click Here](#)

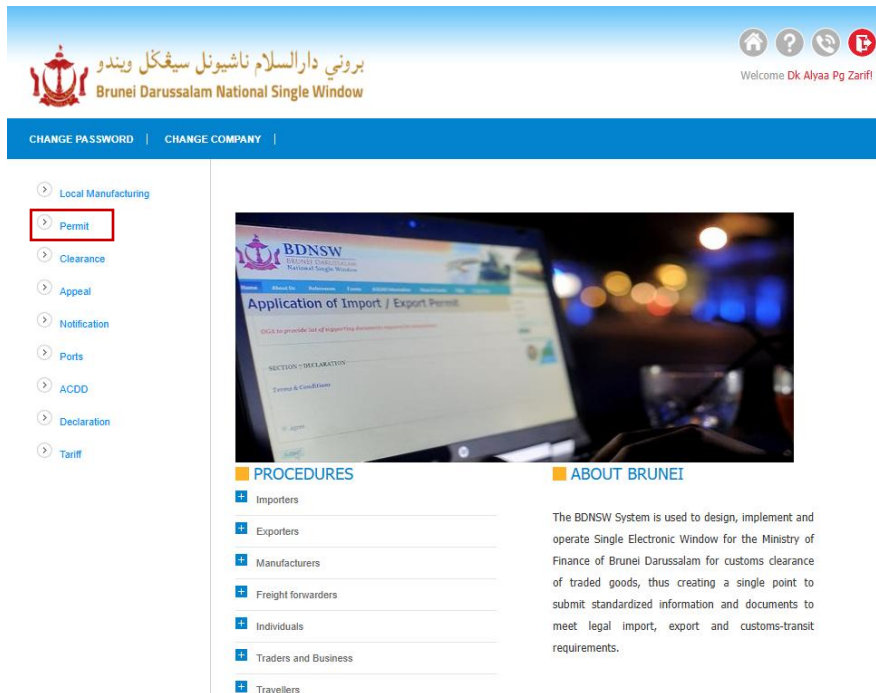
FOREX SEARCH

- To Search Forex details

ABOUT SINGLE WINDOW

The BDNSW System is used to design, implement and operate Single Electronic Window for the Ministry of Finance of Brunei Darussalam for customs clearance of traded goods, thus creating a single point to submit standardized information and documents to meet legal import, export and customs-transit requirements.

2. Click Permit > Permit to proceed to Permit page.



بروني دارالسلام ناسيونل سينگل ويندو
Brunei Darussalam National Single Window

Welcome Dk Alyaa Pg Zariff

CHANGE PASSWORD | CHANGE COMPANY

Local Manufacturing

Permit

Clearance

Appeal

Notification

Ports

ACDD

Declaration

Tariff

BDNSW
Application of Import / Export Permit

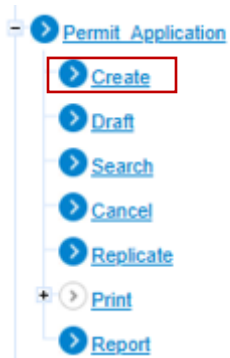
PROCEDURES

- Importers
- Exporters
- Manufacturers
- Freight forwarders
- Individuals
- Traders and Business
- Travellers

ABOUT BRUNEI

The BDNSW System is used to design, implement and operate Single Electronic Window for the Ministry of Finance of Brunei Darussalam for customs clearance of traded goods, thus creating a single point to submit standardized information and documents to meet legal import, export and customs-transit requirements.

3. Go to Permit Application > Create



4. Click on the Permit Type drop down list and select **IMPORT**, Type of Permit Mode and select **SINGLE**, and select one OGA Process, then Click **Create New Application** button to proceed to the next section.

NEW PERMIT APPLICATION

Application Type

Permit Application

Permit Type: IMPORT

Type Of Permit Mode: SINGLE

OGA Process: PLT-Plants, Crops, Vegetables

Create New Application

5. For traders, this tab is just for viewing their information. For agents, this tab requires them to select the specific trader they want to apply permit for.

NEW PERMIT APPLICATION

Application Type | **Trader/Agent** | Transport Ephyto | Invoice | Application Items

Registered Agent/Traders

Company ID:	1352
Company Reg No:	ROC1010102
Name:	Zara Zia Company
Address 1:	Ig Selasih
Address 2:	

Trader *: Brunei Fertilizers Industries Sdn Bhd

Company ID:	3152
Company Reg No:	ROC2612263
Name:	Brunei Fertilizers Industries Sdn Bhd
Address 1:	No. 18, Spg 145, Jalan Kilanas,
Address 2:	Kampong Bengkurong, Bandar Seri Begawan,

6. For Transport, this tab is to add transport details. Field marked with * is a required field. Click **Add Transport Details to List** to add the transport information.

NEW PERMIT APPLICATION

Application Type	Trader/Agent	Transport	Invoice	Application Items
------------------	--------------	------------------	---------	-------------------

Transport Information	
Vessel/Flight/Vehicle No:*	<input type="text"/>
Vessel/Flight/Vehicle Name:	<input type="text"/>
Transport Mode:	Air <input type="button" value="v"/>
Entry Point/Exit Point:*	--Select Entry/Exit Point-- <input type="button" value="v"/>
Arrival/Departure Date:	<input type="text"/> <input type="button" value="calendar"/>
Transport Information Remark:	<input type="text"/>
<input type="button" value="Add Transport Details To List"/>	*Transport Information not mandatory for Blanket application

No	Vessel No	Vessel Name	Entry and Exit Port	Arrival/Departure Date	Transport Remark	Delete
----	-----------	-------------	---------------------	------------------------	------------------	--------

7. For Invoice, this tab is to add invoice information. Click **Add Invoice to List** to add the invoice details.

NEW PERMIT APPLICATION

Application Type	Trader/Agent	Transport	Invoice	Application Items
------------------	--------------	-----------	----------------	-------------------

Invoice Information	
*Invoice No:	<input type="text"/>
Value in B\$:	0 <input type="button" value="v"/>
Invoice Remark:	<input type="text"/>
<input type="button" value="Add Invoice To List"/>	*Invoice Information not mandatory for Blanket application

No	Invoice No	value in B\$	Invoice Remark	Delete
----	------------	--------------	----------------	--------

8. Click **Search by HS Code** and enter the 8 digits HS Code that you require **OR** Click **Search by HS Code Description** and enter any keywords from the item description, then click **Lookup** button.

NEW PERMIT APPLICATION

Application Type | Trader/Agent | Transport | Invoice | **Application Items**

Permit Application

Search by HS Code
 Search by HS Code Description

9. The Search Result will be displayed. Select any of the listed items.

Show 10 entries Search:

Select	HS Code	Item Short Description	Hscode Sub Code	Unit of Qty	OGA Code
<input checked="" type="checkbox"/>	06012010	-- Chicory plants	000(Normal)	UNT	PLT
<input type="checkbox"/>	06012020	-- Chicory roots	000(Normal)	UNT	PLT
<input type="checkbox"/>	06012090	-- Other	000(Normal)	UNT	PLT
<input type="checkbox"/>	06021010	-- Of orchids	000(Normal)	UNT	PLT
<input type="checkbox"/>	06021090	-- Other	000(Normal)	UNT	PLT
<input type="checkbox"/>	06022000	- Trees, shrubs and bushes, grafted or not, of kinds which bear edible fruit or nuts	000(Normal)	UNT	PLT
<input type="checkbox"/>	06023000	- Rhododendrons and azaleas, grafted or not	000(Normal)	UNT	PLT
<input type="checkbox"/>	06024000	- Roses, grafted or not	000(Normal)	UNT	PLT
<input type="checkbox"/>	06029010	-- Rooted orchid cuttings and slips	000(Normal)	KGM	PLT
<input type="checkbox"/>	06029020	-- Orchid seedlings	000(Normal)	KGM	PLT

10. The Item Basic Information and OGA form will be shown. Field marked with * is a required field.
The form will not save/submit if the required fields are left blanked.

Hscode Information	
HS Code:	06012010
HS Code Description:	VEGETABLE PRODUCTS:Live trees and other plants; bulbs, roots and the like; cut flowers and ornamental foliage;Bulbs, tubers, tuberous roots, corms, crowns and rhizomes, dormant, in growth or in flower; chicory plants and roots other than roots of heading 12.12.; Bulbs, tubers, tuberous roots, corms, crowns and rhizomes, in growth or in flower; chicory plants and roots : Chicory plants
HS Sub DIV:	000
Sub DIV Description:	Normal
Basic Information	
*Quantity:	<input type="text"/> UNT
*Country of Origin:	--select country--
*Country of Last Shipment:	--select country--
*Product name:	<input type="text"/>
*Item Description:	<input type="text"/>
*Number of Packages:	<input type="text" value="0"/>
*Type of Package:	--Select Type of Package--
*Vessel No:	11868
*Invoice No:	12121
*Value in B\$:	<input type="text" value="0"/>
Item Remark:	<input type="text"/>

OGA Information	
MPRT Plants Department	
Approval No	<input type="text"/> <input type="button" value="Check"/>
If Application auto approve ,please enter approval no and click check button	
*Community Category :	<input type="text"/>
Company Registration No :	<input type="text"/>
Company Name :	<input type="text"/>
Company Address :	<input type="text"/>
Registration Validity Start Date :	<input type="text"/>
Registration Validity Expiry Date:	<input type="text"/>
Exporter Code :	<input type="text"/>
Exporter Name:	<input type="text"/>
Exporter Address :	<input type="text"/>
Manufacturer(Farm) Name :	<input type="text"/>
Manufacturer(Farm) Address:	<input type="text"/>
Purpose For Import :	<input type="text"/>
Code Commodity :	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Update"/>	
<input type="button" value="Close"/> <input type="button" value="Save As Draft"/> <input type="button" value="Continue Process"/>	

Once form is completely filled, click **Save** to continue (or **Cancel** to cancel the application).

11. The item will be added and displayed in the 'Added Items in Application' list.

NEW PERMIT APPLICATION

The screenshot shows the 'NEW PERMIT APPLICATION' interface. At the top, there are tabs for 'Application Type', 'Trader/Agent', 'Transport', 'Invoice', and 'Application Items'. Below the tabs is a table titled 'Added Items in Application'. The table has the following columns: 'Select', 'HS Code', 'Product Name', 'Qty', 'UoM', 'Country Of Origin', 'Country Of Shipment', and 'Sub HS Code Desc'. There is one row of data: a checkbox, '08012010', 'Bulbs', '10.0', 'UNT', 'Argentina', 'Australia', and 'Plants, Crops, Vegetables*'. Below the table are several buttons: 'Add New Record', 'Duplicate Record', 'Display Record', 'Edit Record', and 'Delete Record'. At the bottom, there are three buttons: 'Close', 'Save As Draft', and 'Continue Process'. The 'Save As Draft' and 'Continue Process' buttons are highlighted with a red box.

To add new item into the Permit Application. Click on **Add New** Record. (Another HS Code) then repeat the same step as before.

Select **Save As Draft** to save the permit application in draft mode for completion at a later time. A reference ID (TMP) will be generated. To continue the application, search the TMP Reference in Draft menu and proceed to add the items.

OR click **Continue Process** if you wish to proceed once all items have been added.

12. Next is uploading documents. Click **Upload New Document** and click **Add Document to Upload** to select a file. Once the files are saved, click CLOSE button. Accepted formats are PNG, JPEG, TXT, and PDF, with a maximum size of 2MB per file. Then click **Complete Process** once all the required documents have been uploaded.

NEW PERMIT APPLICATION

The screenshot shows the 'NEW PERMIT APPLICATION' interface with the 'Upload Documents' section active. At the top, there is a tab labeled 'Upload Documents'. Below the tab is a table with the following columns: 'No', 'File Name', 'Remark', 'File Size', and 'Delete'. The table is currently empty. To the right of the table is a link labeled 'Required Documents Help'. Below the table are three buttons: 'Upload New Document', 'Complete Process', and 'Close Application'. The 'Upload New Document' button is highlighted with a red box.

File Upload

Remark

[+ Add Document to Upload](#)

13. The **Summary** page will be shown to mark the completion of the import permit application creation.

NEW PERMIT APPLICATION

Permit Summary

Summary of Application

Application Ref No:	PTN-042026-020329
Application Type:	IMPORT
Application Mode:	SINGLE
Total Items:	1
Involved/Processing OGA'S:	PLT
Items in Application:	Bulbs

[View payment details](#)

14. To Search for submitted or approved permit applications. Click the **Search** menu.

- ▶ Permit_Application
 - ▶ Create
 - ▶ Draft
 - ▶ Search**
 - ▶ Cancel
 - ▶ Replicate
- ▶ Print

It can be searched using three options: Permit Reference ID (e.g., PTN-999999-999999), date range (Start and End Date), or application status. Click the **Search** button to view the record.

SEARCH STATUS

Enter Permit Reference :

Status :

Start Date : To :

Department/Trader :

The search results for the permit application will be displayed along with the current status.

SEARCH STATUS

Enter Permit Reference :

Status :

Start Date : To :

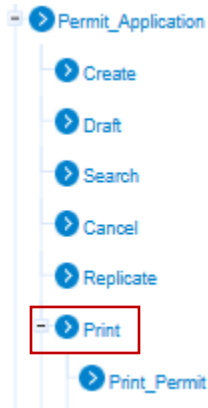
Department/Trader :

Show entries Search:

No	OGA Ref	Permit Ref	Date Applied	Type	Mode	OGA Status	Processed Date	Sub Code	Company
1	PLT-042026-004062	PTN-042026-020329	11/04/2026	IMPORT	SINGLE	SUBMITTED		0019	Display

Showing 1 to 1 of 1 entries First Previous Next Last

14. To Print for submitted or approved permit applications. Click the **Print** menu.



Enter the Permit Reference Number (PTN) and click Search. The search results for the permit applications will be displayed.

PRINT PERMIT APPLICATION

Enter Permit Reference :

Enter E-Phyto Reference :

Status :

Start Date : To :

Department/Trader :

Show entries Search:

No	OGA Ref	Permit Ref	OGA Code	Sub Code	Status	Received Date	Download	Task
1	PLT-042026-004082	PTN-042026-020329	PLT	0019/Plants, Crops, Vegetables	SUBMITTED	11/04/2026	Download	ViewAndPrint

Click the **ViewAndPrint** link to view the printed permit application form.

The print preview of the Permit Application will be shown.

NEGARA BRUNEI DARUSSALAM
BRUNEI DARUSSALAM NATIONAL SINGLE WINDOW
PERMIT APPLICATION FORM

APPLICATION REFERENCE NO.	: PTN-042026-020329	APPLICATION STATUS	: SUBMITTED
APPLICATION TYPE	: IMPORT	APPLICANT NAME	: Brunei Fertilizers Industries Sdn Bhd
APPLIED DATE	: 11-Apr-2026		
SUMMARY			
GOVERNMENT AGENCIES APPLIED TO	: PLT	TOTAL ITEM(S)	: 1
AMOUNT	: 0.0	PAYMENT STATUS	: N/A
PAYMENT TYPE	: N/A	RECEIPT NO	: N/A
AGENT INFORMATION			
Company Name	: Zara Zia Company		
Company ID	: 1352	Company Register No.	: ROC1010102
Address	: kg Selasih		
Contact No.	: 5252147	Postcode	: N/A
TRADER INFORMATION			
Company Name	: Brunei Fertilizers Industries Sdn Bhd		
Company ID	: 3152	Company Register No.	: ROC2612263
Address	: No.18, Spg 145, Jalan Kilanas,		
Contact No.	: 8787256	Postcode	: N/A
INDIVIDUAL INFORMATION			
Customer Name	: N/A		
ID Type	: N/A	IC Colour	: N/A
ID Number	: N/A		
Contact Number	: N/A	Email	: N/A
Address	: N/A		