

**PERCUMA**  
**FREE**

NO PENDAFTARAN:  
REGISTRATION NO:



**JABATAN KEHAKIMAN NEGARA**  
**JABATAN PERDANA MENTERI**  
**NEGARA BRUNEI DARUSALAM**

**UNIT PENDAFTARAN WARIS**  
*PROBATE REGISTRY UNIT*

**BORANG PERMOHONAN SURAT KUASA PENTADBIR**  
*LETTER OF ADMINISTRATION APPLICATION FORM*

**SILA BACA ARAHAN DI BAWAH DENGAN TELITI**  
*PLEASE READ THE FOLLOWING INSTRUCTION CAREFULLY*

- 1. Bagi pemohon-pemohon yang BERAGAMA ISLAM, mestilah mendapatkan Perintah Kelayakan Pentadbir dan Perintah Pecahan Faraidh terlebih dahulu di Mahkamah Tinggi Syariah Bandar Seri Begawan.**  
*for Muslim applicants, eligibility to be the administrator and Faraidh distribution must first be obtained from Syariah High Court*
- 2. Bagi Pemohon-Pemohon yang BUKAN BERAGAMA ISLAM, kesemua ahli waris mestilah membuat Surat Angkat Sumpah di Mahkamah Magistrate.**  
*For Non-Muslims Applicants, all beneficiaries must first make a Statutory Declaration at the Magistrate Court.*
- 3. Pemohon hendaklah berumur 18 tahun keatas.**  
*Applicants must be at the age of 18 years old and above.*
- 4. Permohonan tidak boleh melebihi 4 orang pemohon.**  
*The total maximum of applicants are 4 people.*
- 5. Pemohon hanya di kehendaki untuk mengisi di Bahagian A, B, C dan D**  
*Applicants are only required to fill in section A, B, C and D.*
- 6. Dalam Bahagian C, pemohon-pemohon dikehendaki untuk menyertakan Salinan-Salinan dokumen yang berkenaan.**  
*In section C, Applicants are required to attach copies of the relevant documents.*
- 7. Bahagian E adalah untuk Kegunaan Pejabat.**  
*Section E is for the Office Use*

**BAHAGIAN A - KETERANGAN PEMOHON**  
**SECTION A – APPLICANTS DETAIL**

**PEMOHON 1**  
**APPLICANT 1**

|  |  |                                 |                                  |
|--|--|---------------------------------|----------------------------------|
| <b>Nama Penuh Dalam Huruf Besar</b><br><i>Full Name In Capital Letters</i>       |  |                                 |                                  |
| <b>Nombor Kad Penganalan</b><br><i>Identity Card No.</i>                         |  | <b>Warna</b><br><i>Color</i>    |                                  |
| <b>Tarikh Lahir</b><br><i>Date of Birth</i>                                      |  | <b>Bangsa</b><br><i>Race</i>    |                                  |
| <b>Jantina</b><br><i>Gender</i>  |  | <b>Ugama</b><br><i>Religion</i> |                                  |
| <b>No. Telefon</b><br><i>Telephone No</i>  |  | <b>Emel</b><br><i>Email</i>     |                                  |
| <b>Hubungan dengan Allahyarham/Mendiang</b><br><i>Relationship with deceased</i> |  |                                 |                                  |
| <b>Alamat Tetap</b><br><i>Permanent address</i>                                  |  |                                 |                                  |
|  |  |                                 | <b>Poskod</b><br><i>Postcode</i> |

**PEMOHON 2**  
**APPLICANT 2**

|  |  |                                 |                                  |
|--|--|---------------------------------|----------------------------------|
| <b>Nama Penuh Dalam Huruf Besar</b><br><i>Full Name In Capital Letters</i>       |  |                                 |                                  |
| <b>Nombor Kad Penganalan</b><br><i>Identity Card No.</i>                         |  | <b>Warna</b><br><i>Color</i>    |                                  |
| <b>Tarikh Lahir</b><br><i>Date of Birth</i>                                      |  | <b>Bangsa</b><br><i>Race</i>    |                                  |
| <b>Jantina</b><br><i>Gender</i>  |  | <b>Ugama</b><br><i>Religion</i> |                                  |
| <b>No. Telefon</b><br><i>Telephone No</i>  |  | <b>Emel</b><br><i>Email</i>     |                                  |
| <b>Hubungan dengan Allahyarham/Mendiang</b><br><i>Relationship with deceased</i> |  |                                 |                                  |
| <b>Alamat Tetap</b><br><i>Permanent address</i>                                  |  |                                 |                                  |
|  |  |                                 | <b>Poskod</b><br><i>Postcode</i> |

**PEMOHON 3**  
**APPLICANT 3**

|  |  |                                 |                                  |
|--|--|---------------------------------|----------------------------------|
| <b>Nama Penuh Dalam Huruf Besar</b><br><i>Full Name In Capital Letters</i>       |  |                                 |                                  |
| <b>Nombor Kad Pegenalan</b><br><i>Identity Card No.</i>                          |  | <b>Warna</b><br><i>Color</i>    |                                  |
| <b>Tarikh Lahir</b><br><i>Date of Birth</i>                                      |  | <b>Bangsa</b><br><i>Race</i>    |                                  |
| <b>Jantina</b><br><i>Gender</i>  |  | <b>Ugama</b><br><i>Religion</i> |                                  |
| <b>No. Telefon</b><br><i>Telephone No</i>  |  | <b>Emel</b><br><i>Email</i>     |                                  |
| <b>Hubungan dengan Allahyarham/Mendiang</b><br><i>Relationship with deceased</i> |  |                                 |                                  |
| <b>Alamat Tetap</b><br><i>Permanent address</i>                                  |  |                                 |                                  |
|  |  |                                 | <b>Poskod</b><br><i>Postcode</i> |

**PEMOHON 4**  
**APPLICANT 4**

|  |  |                                 |                                  |
|--|--|---------------------------------|----------------------------------|
| <b>Nama Penuh Dalam Huruf Besar</b><br><i>Full Name In Capital Letters</i>       |  |                                 |                                  |
| <b>Nombor Kad Pegenalan</b><br><i>Identity Card No.</i>                          |  | <b>Warna</b><br><i>Color</i>    |                                  |
| <b>Tarikh Lahir</b><br><i>Date of Birth</i>                                      |  | <b>Bangsa</b><br><i>Race</i>    |                                  |
| <b>Jantina</b><br><i>Gender</i>  |  | <b>Ugama</b><br><i>Religion</i> |                                  |
| <b>No. Telefon</b><br><i>Telephone No</i>  |  | <b>Emel</b><br><i>Email</i>     |                                  |
| <b>Hubungan dengan Allahyarham/Mendiang</b><br><i>Relationship with deceased</i> |  |                                 |                                  |
| <b>Alamat Tetap</b><br><i>Permanent address</i>                                  |  |                                 |                                  |
|  |  |                                 | <b>Poskod</b><br><i>Postcode</i> |

**BAHAGIAN B - KETERANGAN ALLAHYARHAM / MENDIANG**  
*SECTION B – DECEASEDS DETAILS*

|  |  |   |                                  |
|--|--|---|----------------------------------|
| <b>Nama Penuh Dalam Huruf Besar</b><br><i>Full Name In Capital Letters</i> |  |   |                                  |
| <b>Nombor Kad Penganalan</b><br><i>Identity Card No.</i>                   |  | <b>Warna</b><br><i>Color</i>                            |                                  |
| <b>Tarikh Lahir</b><br><i>Date of Birth</i>                                |  | <b>Bangsa</b><br><i>Race</i>                            |                                  |
| <b>Jantina</b><br><i>Gender</i>  |  | <b>Ugama</b><br><i>Religion</i>                         |                                  |
| <b>Alamat Tetap</b><br><i>Permanent address</i>                            |  |   | <b>Poskod</b><br><i>Postcode</i> |
|  |  |   |                                  |
| <b>Tarikh Meninggal</b><br><i>Date of death</i>                            |  | <b>No Sijil Kematian</b><br><i>Death Certificate no</i> |                                  |
| <b>Tempat meninggal</b><br><i>Place of death</i>                           |  |   |                                  |
| <b>Hubungan</b><br><i>Relationship</i>                                     |  | <b>Status Kelamin</b><br><i>Marital Status</i>          |                                  |

**Butir-butir keluarga Allahyarham/Mendiang**

*Information on the family of the deceased:*

|  |   |  |
|--|---|--|
| Adakah si mati mempunyai suami atau isteri?  | <input type="checkbox"/> Ya/Yes<br><input type="checkbox"/> Tidak No<br>Sila nyatakan nama/ <i>Please provide the name:</i> |  |
| <b>Sila nyatakan keramaian ahli keluarga si mati yang tersenarai:</b><br><i>Please provide how many relatives of the deceased had as listed below:</i> | <b>18 tahun ke atas/</b><br><i>Above 18 years old</i>   | <b>18 tahun kebawah</b><br><i>Below 18 years old</i> |
| Anak lelaki/ Sons  |   |  |
| Anak perempuan/ Daughters  |   |  |
| Anak angkat lelaki/ Adopted sons   |   |  |
| Anak angkat perempuan/ Adopted daughters   |   |  |
| Anak tiri lelaki/ Step sons  |   |  |
| Anak tiri perempuan/ Step daughters  |   |  |
| Ayah dan Ibu si mati/ Parents of the deceased  |   |  |
| Adik beradik lelaki si mati/ Brothers of the deceased  |   |  |
| Adik beradik perempuan si mati/ Sister of the deceased   |   |  |
| Nenek si mati/ Grandparents of the deceased  |   |  |
| Saudara bapa si mati/ uncles of the deceased   |   |  |
| Saudara ibu si mati/ Aunts of the deceased   |   |  |

Adakah awda mempunyai atau menggunakan perkhidmatan Peguam? Jika Ya sila nyatakan nama pihak guaman dibawah.  
*Are you using the service of a Law firm? If Yes, please provide the name of the law firm below*

Ya  
 Yes  
 Tidak  
 No

|  |
|--|
|  |
|  |

**BAHAGIAN C – KETERANGAN PERMOHONAN DAN HARTA PUSAKA**  
*SECTION C – APPLICATION AND ASSETS DETAIL*

**A. SENARAI DOCUMEN-DOKUMEN YANG DIPERLUKAN**  
*LISTS OF DOCUMENTS THAT ARE REQUIRED*

**SILA TANDA JIKA SELESAI**  
*PLEASE TICK IF COMPLETE*

|    |  |                    |  |
|----|--|--------------------|--|
| 1  | <b>Pembayaran Permohonan</b><br><i>Payment for application</i>   | <b>BND\$160.00</b> |  |
| 2  | <b>Pembayaran Afidavit bagi Pemungut Setem setiap pemohon</b><br><i>Payment for Affidavit For Collector of Stamps per applicant</i>  | <b>BND\$5.00</b>   |  |
| 3  | <b>Perintah Kelayakan Pentadbir dan Pecahan Faraidh dari Mahkamah Tinggi Syariah (Beragama Islam)</b><br><i>Eligibility to be Administrator and Faraidh Distribution Court Order from Syariah High Court</i> |                    |  |
| 4  | <b>Surat Angkat Sumpah (Bukan Beragama Islam)</b><br><i>Statutory Declaration (Non-Muslims)</i>  |                    |  |
|    | <b>4.1 Tidak ada bantahan dari ahli waris lain</b><br><i>No objection from beneficiaries</i>   |                    |  |
|    | <b>4.2 Menolak hak sebagai pentadbir</b><br><i>Renunciation as administrator</i>   |                    |  |
| 5  | <b>Surat angkat sumpah dari pemohon memohon menjadi pentadbir</b><br><i>Statutory Declaration from Applicant as Administrator</i>  |                    |  |
| 6  | <b>Salinan Sijil Meninggal Arwah/Mendiang</b><br><i>Copy of Deceased certificate</i>   |                    |  |
| 7  | <b>Salinan Kad Pengenalan Arwah/Mendiang</b><br><i>Copy of Deceased Identity Card</i>  |                    |  |
| 8  | <b>Salinan Kad Pengenalan Pemohon</b><br><i>Copy of Applicant's Identity Card</i>  |                    |  |
| 9  | <b>Salinan Kad Pengenalan Ahli-Ahli Waris</b><br><i>Copy of Beneficiaries Identity Cards</i>   |                    |  |
| 10 | <b>Salinan Sijil Beranak Ahli-Ahli Waris (Yang Dibawah Umur 12 Tahun)</b><br><i>Copy of Beneficiaries Birth Certificate (For Those Who Are Below 12 Years Old)</i>   |                    |  |
| 11 | <b>Salinan Sijil Penikahan (Jika Arwah/Mendiang Sudah Berkahwin)</b><br><i>Copy of deceased Marriage Certificate (if the deceased was married)</i>   |                    |  |
| 12 | <b>Surat Dari Ketua Kampong (Jika Arwah/Mendiang belum Berkahwin)</b><br><i>Letter from the Head Village (If the Deceased was not married)</i>   |                    |  |

**B. HARTA PUSAKA ARWAH/MENDIANG**  
*DECEASED ESTATES*

**SERTAKAN SATU SALINAN SAHAJA**  
*ATTACH ONE COPY ONLY*

| <b>Senarai Harta Pusaka</b><br><i>Lists of assets</i> |   | <b>Adakah Allahyarham / Mendiang mempunyai harta-harta berikut?</b><br><i>Does the deceased have these assets?</i> | <b>Adakah awda mempunyai penilaian bagi harta tersebut?</b><br><i>Do you have the valuation for the said property?</i> |
|---|---|--|--|
|   |   | <b>Tanda dimana yang berkenaan</b><br><i>Tick where applicable</i>   | <b>Jika Ya, sila nyatakan nilainya</b><br><i>If yes, please state the value</i>  |
| <b>1</b>  | <b>Salinan Geran-Geran Tanah</b><br><i>Copy of Land Titles</i>  |  |  |
| <b>2</b>  | <b>Salinan Kad Biru Kereta</b><br><i>Copy of BlueCard</i>   |  |  |
| <b>3</b>  | <b>Salinan Lesen Perniagaan dan Balance Sheet A/C Perniagaan terkini</b><br><i>Copy of Businesses License and updated Balance Sheet A/C</i> |  |  |
| <b>4</b>  | <b>Akaun Simpanan Allahyarham/Mendiang</b><br><i>Deceased's saving accounts</i>   |  |  |
|   | A Bank Islam Brunei Darussalam  |  |  |
|   | B Baiduri Bank Berhad   |  |  |
|   | C Tabung Amanah Islam Brunei  |  |  |
|   | D Standard Chartered Bank   |  |  |
|   | E Maybank   |  |  |
|   | F RHB   |  |  |
|   | G UOB   |  |  |
|   | H Bank of China   |  |  |
|   | I Baiduri Finance   |  |  |
|   | J At-Tamwil   |  |  |
| <b>5</b>  | <b>Salinan Insurans Allahyarham/Mendiang</b><br><i>Copy of deceased Insurance Policy</i>  |  |  |
| <b>6</b>  | <b>Salinan Sijil Saham</b><br><i>Copy of Share Certificate</i>  |  |  |
| <b>7</b>  | <b>Salinan Resit Buruh</b><br><i>Copy of Labour Receipt</i>   |  |  |
| <b>8</b>  | <b>Surat Asal dari Tabung Amanah Pekerja (TAP/PCT)</b><br><i>Letter from Tabung Amanah Pekerja (TAP/PCT)</i>                                |  |  |

**C. LAIN-LAIN HAL**  
*OTHERS*

**Perkara**  
*Particular*

**Jika Ya, sila nyatakan dibawah**  
*If yes, please state below*

**Adakah Allahyarham/Mendiang mempunyai harta pusaka di luar negara?**

*Does the deceased own any assets overseas?*

**Adakah Allahyarham/Mendiang mempunyai harta pusaka yang belum didaftar atau ditukar milik sebelum meninggal?**

*Does the deceased have any assets that were not transferred or registered before his/her death?*

**Adakah Allahyarham/mendiang mempunyai harta pusaka yang awda tidak ketahui atau tidak pasti samada mereka memilikinya?**

*Does the deceased have any assets that you are not aware or unsure whether it belongs them?*

**BAHAGIAN D - PENGAKUAN**  
*SECTION D -DECLARATION*

**Saya/Kami mengaku bahawa semua butir-butir dalam permohonan dan dokumen-dokumen yang disertakan adalah benar dan sejauh mana yang saya/kami ketahui dan percaya dan saya/kami tidak dengan sengaja menyembunyikan sebarang kenyataan.**

*I/we declare that all the particulars in this application and the exhibits attached are true to the best of my/our knowledge and belief, and that I/we have not willfully suppressed any material fact*

**Saya/Kami akan patuh terhadap mana-mana peraturan-peraturan dan syarat-syarat dari Pejabat Waris dan juga mematuhi undang-undang berpandukan Akta Pentadbiran dan Probet, Penggal 11**

*I/we will comply with any rules and conditions from the probate office and also comply with the laws in accordance with the Administration and Probate Act, Chapter 11.*

**Pemohon 1**  
*Applicant 1*

**Pemohon 2**  
*Applicant 2*

.....  
(     /     /     )

.....  
(     /     /     )

**Pemohon 3**  
*Applicant 3*

**Pemohon 4**  
*Applicant 4*

.....  
(     /     /     )

.....  
(     /     /     )



**BAHAGIAN E**  
*SECTION E*

**UNTUK KEGUNAAN PEJABAT**  
*FOR OFFICE USE*

**PERMOHONAN INI DITERIMA OLEH**  
*THE APPLICATION IS RECEIVED BY*

**NAMA**  
*NAME*

**JAWATAN**  
*POSITION*

**Permohonan ini telah diperiksa dan saya berpuas hati dengan keterangan-keterangan dan salinan-salinan yang diberikan dan seterusnya meluluskan permohonan ini bagi mendapatkan Surat Kuasa Pentadbir**

*This application has been checked and I am satisfied with the information and the copies that are attached and hereby approve the application for the issuance of Letter of Administration*

Tarikh: .....  
*Date*

Tandatangan: .....  
*Signature*

**Penolong Pegawai Waris**  
*Assistant Probate Officer*

**Nota:**  
*Note*