LA

**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 ADMINISTRTION 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 Pecahan Faraidh terlebih dahulu di Mahkamah Tinggi Syariah Bandar Seri Begawan.**   *for Muslim applicants, Faraidh Distribution order must first be obtained from Syariah High Court, Bandar Seri Begawan.*   1. **Pemohon dan Ahli-ahli waris yang lain untuk membuat akuan ANGKAT SUMPAH di Mahkamah Magistrate .**   *Applicant and Beneficiaries to make, STATUTORY DECLARATIONS at the Magistrate Court.*   1. **Pemohon hendaklah berumur 18 tahun keatas dan bekemampuan untuk melaksanakan tugas sebagai Pentadbir**   *Applicants must be at the age of 18 years old and above and fit to carry duties to be an administrator*   1. **Permohonan tidak boleh melebihi 4 orang pemohon.**   *The total maximum of applicants are 4 people.*   1. **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.*   1. **Dalam Bahagain C, pemohon-pemohon dikehendaki untuk menyertakan Salinan-Salinan dokumen yang berkenaan.**   *In section C, Applicants are required to attach copies the relevant documents.*   1. **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* | | | | | |
| **Nama Penuh Dalam Huruf Besar**  *Full Name In Capital Letters* |  | | | | |
| **Nombor Kad Pegenalan**  *Identity Card No.* |  | **Warna**  *Color* |  | | |
| **Tarikh Lahir**  *Date of Birth* |  | **Bangsa**  *Race* |  | | |
| **Jantina**  *Gender* |  | **Ugama**  *Religion* |  | | |
| **No. Telefon**  Telephone No |  | **Emel**  *Email* |  | | |
| **Hubungan dengan Allahyarham/Mendiang**  *Relationship with deceased* |  | | | | |
| **Alamat Tetap**  *Permanent address* |  | | |  | |
| **Poskod**  *Postcode* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PEMOHON 2**  *APPLICANT 2* | | | | | | | |
| **Nama Penuh Dalam Huruf Besar**  *Full Name In Capital Letters* |  | | | | | | |
| **Nombor Kad Pegenalan**  *Identity Card No.* |  | | **Warna**  *Color* |  | | | |
| **Tarikh Lahir**  *Date of Birth* |  | | **Bangsa**  *Race* |  | | | |
| **Jantina**  *Gender* |  | | **Ugama**  *Religion* |  | | | |
| **No. Telefon**  Telephone No |  | **Emel**  *Email* | | |  | | |
| **Hubungan dengan Allahyarham/Mendiang**  *Relationship with deceased* |  | | | | | | |
| **Alamat Tetap**  *Permanent address* |  | | | | |  | |
| **Poskod**  *Postcode* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PEMOHON 3**  *APPLICANT 3* | | | | | |
| **Nama Penuh Dalam Huruf Besar**  *Full Name In Capital Letters* |  | | | | |
| **Nombor Kad Pegenalan**  *Identity Card No.* |  | **Warna**  *Color* |  | | |
| **Tarikh Lahir**  *Date of Birth* |  | **Bangsa**  *Race* |  | | |
| **Jantina**  *Gender* |  | **Ugama**  *Religion* |  | | |
| **No. Telefon**  Telephone No |  | **Emel**  *Email* |  | | |
| **Hubungan dengan Allahyarham/Mendiang**  *Relationship with deceased* |  | | | | |
| **Alamat Tetap**  *Permanent address* |  | | |  | |
| **Poskod**  *Postcode* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PEMOHON 4**  *APPLICANT 4* | | | | | |
| **Nama Penuh Dalam Huruf Besar**  *Full Name In Capital Letters* |  | | | | |
| **Nombor Kad Pegenalan**  *Identity Card No.* |  | **Warna**  *Color* |  | | |
| **Tarikh Lahir**  *Date of Birth* |  | **Bangsa**  *Race* |  | | |
| **Jantina**  *Gender* |  | **Ugama**  *Religion* |  | | |
| **No. Telefon**  Telephone No |  | **Emel**  *Email* |  | | |
| **Hubungan dengan Allahyarham/Mendiang**  *Relationship with deceased* |  | | | | |
| **Alamat Tetap**  *Permanent address* |  | | |  | |
| **Poskod**  *Postcode* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BAHAGIAN B - KETERANGAN ALLAHYARHAM / MENDIANG**  *SECTION B – DECEASEDS DETAILS* | | | | | | | |
| **Nama Penuh Dalam Huruf Besar**  *Full Name In Capital Letters* |  | | | | | | |
| **Nombor Kad Pegenalan**  *Identity Card No.* |  | **Warna**  *Color* | | | |  | |
| **Tarikh Lahir**  *Date of Birth* |  | **Bangsa**  *Race* | | | |  | |
| **Jantina**  *Gender* |  | **Ugama**  *Religion* | | | |  | |
| **Alamat Tetap**  *Permanent address* |  | | |  | | | |
| **Poskod**  *Postcode* | | |  |
| **Tarikh Meninggal**  *Date of death* |  | **No Sijil Kematian**  *Death Certificate no* | | | |  | |
| **Tempat meninggal**  *Place of death* |  | | | | | | |
| **Hubungan**  *Relationship* |  | | **Status Kelamin**  Marital Status | |  | | |

**Butir-butir keluarga si mati/*Information on the family of the deceased:***

|  |  |  |
| --- | --- | --- |
| Adakah si mati mempunyai suami atau isteri? | Ya/*Yes*  Tidak *No*  Sila nyatakan nama/*Please provide the name:* | |
| **Sila nyatakan keramaian ahli keluaraga si mati yang tersenarai:**  *Please provide how many relatives of the deceased had as listed below:* | **18 tahun ke atas/**  *Above 18 years old* | **18 tahun kebawah**  *Below 18 years old* |
| 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 mengunakan 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 HARTA PUSAKA**  *SECTION C – ESTATE DETAILS* | | | |
| A. SENARAI DOKUMEN-DOKUMEN YANG DIPERLUKAN  *LISTS OF DOCUMENTS THAT ARE REQUIRED*  SILA TANDA JIKA SELESAI  PLEASE TICK IF COMPLETED | | | |
| **1** | **Pembayaran Permohonan**  *Payment for application* | **BND$160.00** |  |
| **2** | **Pembayaran Afidavit bagi Pemungut Setem setiap pemohon**  *Payment for Affidavit For Collector of Stamps per applicant* | **BND$5.00** |  |
| 3 | **Salinan Perintah Pecahan Faraidh dari Mahkamah Tinggi Syariah (Beragama Islam sahaja)**  *Copy of the Faraidh Distribution Order from Syariah High Court (for Muslim only)* | |  |
| 4 | **Surat Angkat Sumpah, tidak ada bantahan dari semua ahli-ahli waris lain bagi pemohon untuk menjadi Pentadbir**  *Statutory Declaration, No objection from all beneficiaries for applicant to apply for be the Administrator* | |  |
| 5 | **Surat Angkat Sumpah dari pemohon memohon unutk menjadi Pentadbir**  *Statutory Declaration from Applicant to be the Administrator* | |  |
| 6 | **Salinan Sijil Meninggal Arwah/Mendiang**  *Copy of Deceased certificate* | |  |
| 7 | **Salinan Kad Pengenalan Arwah/Mendiang**  *Copy of Deceased Identity Card* | |  |
| 8 | **Salinan Kad Pengenalan Pemohon**  *Copy of Applicant’s Identity Card* | |  |
| 9 | **Salinan Kad Pengenalan Ahli-Ahli Waris**  *Copy of Beneficiaries Identity Cards* | |  |
| 10 | **Salinan Sijil Beranak Ahli-Ahli Waris (Yang Dibawah Umur 12 Tahun)**  *Copy of Beneficiaries Birth Certificate (For Those Who Are Below 12 Years Old)* | |  |
| 11 | **Salinan Sijil Penikahan (Jika Arwah/Mendiang Sudah Berkahwin)**  *Copy of deceased Marriage Certificate (if the deceased was married)* | |  |
| 12 | **Surat Sumpah Dari Ketua Kampong (Jika Arwah/Mendiang belum Berkahwin)**  *Statutory Declaration from the Head Village (If the Deceased was not married)* | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **HARTA PUSAKA ARWAH/MENDIANG**   *DECEASED ESTATES* | | | | |
| **SERTAKAN SATU SALINAN SAHAJA, JIKA ADA**  *ATTACH ONE COPY ONLY, IF AVAILABLE* | | | | |
| **Senarai Harta Pusaka**  *Lists of assets* | | | **Adakah Allahyarham / Mendiang mempunyai harta-harta berikut?**  *Does the deceased have these assets?*  **Tanda dimana yang berkenaan**  *Tick where applicable* | **Adakah awda mempunyai penilaian bagi harta tersebut?**  *Do you have the valuation for the said property?*  **Jika Ya, sila nyatakan nilainya**  *If yes, please state the value* |
| **1** | **Salinan Geran-Geran Tanah**  *Copy of Land Titles* | |  |  |
| **2** | **Salinan Kad Biru Kereta**  *Copy of BlueCard* | |  |  |
| **3** | **Salinan Lesen Perniagaan dan Balance Sheet A/C Perniagaan terkini**  *Copy of Businesses License and updated Balance Sheet A/C* | |  |  |
| **4** | **Akaun Simpanan Allahyarham/Mendiang**  *Deceased’s saving accounts* | |  |  |
|  | 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 |  |  |
| **5** | **Salinan Insurans Allahyarham/Mendiang**  *Copy of deceased Insurance Policy* | |  |  |
| **6** | **Salinan Sijil Saham**  *Copy of Share Certificate* | |  |  |
| **7** | **Salinan Resit Buruh**  *Copy of Labour Receipt* | |  |  |
| **8** | **Surat Asal dari Tabung Amanah Pekerja (TAP/PCT)**  *Letter from Tabung Amanah Pekerja (TAP/PCT)* | |  |  |

|  |  |
| --- | --- |
| 1. **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 yang dokumen-dokumen yang disertakan adalah benar dan sejuah mana yang saya/kami ketahui dan percaya dan saya/kami tidak dengan senghaja 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* |