LA

**PERCUMA**

FREE

NO PENDAFTARAN:

*REGISTRATION NO:*



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| **JABATAN KEHAKIMAN NEGARA** **JABATAN PERDANA MENTERI****NEGARA BRUNEI DARUSALAM****UNIT PENDAFTARAN WARIS***PROBATE REGISTRY UNIT* |
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| **BORANG PERMOHONAN SURAT KUASA PENTADBIR** *LETTER OF ADMINISTRTION APPLICATION FORM* |
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| **SILA BACA ARAHAN DI BAWAH DENGAN TELITI***PLEASE READ THE FOLLOWING INSTRUCTION CAREFULLY* |
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| 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* |

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| **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* |  |

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| **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* |  |

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| **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* |  |

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| **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* |  |

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| **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:***

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| 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 |  |  |

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| 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* |  |
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| **BAHAGIAN C – KETERANGAN HARTA PUSAKA** *SECTION C – ESTATE DETAILS* |
| A. SENARAI DOKUMEN-DOKUMEN YANG DIPERLUKAN*LISTS OF DOCUMENTS THAT ARE REQUIRED*SILA TANDA JIKA SELESAIPLEASE 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)* |  |

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| 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)* |  |  |

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| 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? |  |

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| **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*

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| **PERMOHONAN INI DITERIMA OLEH***THE APPLICATION IS RECEIVED BY* |
| **NAMA***NAME* | **JAWATAN***POSITION* |
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**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*

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| Tarikh: ………………………………………*Date* | Tandatangan: ………………………………………*Signature* **Penolong Pegawai Waris** *Assistant Probate Officer* |

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| **Nota:***Note* |