



PRE-ARRIVAL BOOKLET
BRITISH FORCES BRUNEI



**HEADQUARTERS BRUNEI GARRISON, TUKER LINES SERIA,
BFPO11**



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Station Staff Officer (SSO) British Forces Brunei

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1. INTRODUCTION

Congratulations on being posted to Brunei. This posting is a unique and exciting one, with the opportunity to work with the Gurkhas and experience their traditions, customs and celebrations while living in the small Islamic Sultanate of Brunei. The posting provides the opportunity to enjoy a wide variety of leisure pursuits and to travel extensively around Southeast Asia should Covid travel restrictions allow.

This information book is designed to assist you prepare for your move to Brunei and to give you an insight into life in Brunei. It will also direct you to relevant companies, departments and agencies to enable you to find out more information about areas that interest you.

The HIVE Information Officers are available to help if any of your questions remain unanswered after you have read this book. They can be contacted at BruneiGar-SpSvcs-HIVE-Mailbox@mod.gov.uk

You are recommended to contact the subunit / department that you will be working for to request job specific information. In addition to this information booklet the following items are available:

- Application to Occupy Service Accommodation, **MOD Form 1132**.
- HIVE Information Sheets providing supplementary information

2. GLOSSARY OF TERMS & MILITARY ABBREVIATIONS

| Abbreviation | Meaning |
|--------------------|--|
| 1RGR or 2RGR (RIB) | 1 st Battalion The Royal Gurkha Rifles or 2 nd Battalion The Royal Gurkha Rifles - Resident Infantry Battalion (RIB) |
| 667 Sqn | 667 Sqn Army Air Corps |
| ASU | Accommodation Services Unit |
| AWS | Army Welfare Service |
| BFB | British Forces Brunei |
| BFBS | British Forces Broadcasting Service |
| BFPO | British Forces Post Office |
| BSRC | Brunei Shell Recreation Club |
| CEAS | Children's Education Advisory Service |
| CILOCT | Cash in Lieu of Council Tax |
| CO | Commanding Officer |
| COLA | Cost of Overseas Living Allowance |
| DBS | Defence Business Service |
| DPA | Difficult Post Allowance |
| DPRC | Defence Personnel Reservation Centre |
| DSCOM | Defence Supply Chain Operations & Movements |
| EC | Emergency Contact |
| ETS | Education Training Service |
| EU | European Union |
| Fmov | Form Movements |
| FMT | Form Motor Transport |
| FSM | Flight Sergeant Major |
| UWC | Unit Welfare Centre |
| GMT | Greenwich Mean Time |
| GRQMS | Garrison Regimental Quartermaster Sergeant |
| GYH (O) | Get You Home (Overseas) |
| HIVE | Information Service for Service Community |
| HQ | Headquarters |
| ISB | International School Brunei |
| JIS | Jerudong International School |
| JNCO | Junior Non Commissioned Officer |
| JPA | Joint Personnel Administration |
| JPMC | Jerudong Park Medical Centre |
| JWD | Jungle Warfare Division |
| LANDSO | Land Standing Order |
| LEC | Locally Engaged Civilians |
| LOA | Local Overseas Allowance |
| LPPO | LEC Pay & Personnel Office |
| LTS | Leave Travel Scheme |
| MCC | Movement Control Centre |
| MOD | Ministry of Defence |
| MMA | Motor Mileage Allowance |
| MOV CON | Movement Controller |

| | |
|-------|---|
| PCMF | Primary Care Medical Facilities |
| MT | Motor Transport |
| NAAFI | Navy Army Air Force Institute |
| NSN | Nepali Specialist Nurse |
| NST | Nepali Specialist Teacher |
| OGS | On Government Service |
| PPPA | People, Pay and Pensions Agency |
| QM | Quartermaster |
| QOGLR | Queen's Own Gurkha Logistic Regiment |
| RAO | Regimental Administrative Officer |
| RCMO | Regimental Career & Manning Officer |
| RIPAS | Raja Isteri Pengiran Anak Saleha (Hospital) |
| RMP | Royal Military Police |
| RRA | Recruitment and Retention Allowance |
| SCE | Service Children's Education |
| SFA | Service Families' Accommodation |
| SLA | Single Living Accommodation |
| SMO | Senior Medical Officer |
| SSAFA | Soldiers', Sailors', Airmen and Families' Association |
| SSO | Station Staff Officer |
| UKBC | United Kingdom Based Civilian |
| WOs | Warrant Officers |
| CCCC | Chit Chat Community Centre |
| AFF | Army Families Federation |

3. USEFUL CONTACTS

To assist your move to Brunei, please find below some important contact details for agencies, departments or personnel who can provide information on specific subjects.

Contact by Phone.

When contacting someone working for British Forces Brunei from a civilian phone outside Brunei, it is usually necessary to go through the Military Exchange. The procedure is as follows: Dial 00 673 3224101 (Military Exchange) and request the extension number, which is the last 4 digits of the military number given in the table below. Civilian numbers should be preceded by the international prefix for Brunei 00673.

Remember that if you need to contact anyone in Brunei by phone that we are 7 hours ahead of the UK in British Summer Time and 8 hours ahead for the remainder of the year.

Contact by Military Email.

Go to the global address link and type in 'BruneiGar'. A drop-down list of various appointments within Brunei Garrison will appear. For the Resident Infantry Battalion type in '1RGR' or '2RGR' and a drop-down menu will appear.

| Contact | Responsible for | Military Telephone | Civilian Telephone | Email / Fax |
|---------------------------|---|-----------------------|------------------------------|---|
| Station Staff Officer | Housing and Welfare | 94193 3202 | 00673 3224101 ext 3202 | BruneiGar-SpSvcs-SO2-SSO@mod.gov.uk |
| Housing and Welfare Clerk | Clerical support to Station Staff Officer | 94193 3253 | 00673 3224101 ext 3253 | BruneiGar-SpSvcs-HousingClk@mod.gov.uk Fax: 006733223423 |
| JCCC | Compassionate cases | +44 (0)1452 519951 | | |

| | | | | |
|------------------------------------|--|-------------------------------|---|--|
| QOGLR Detail NCO | Transport | 94193 3762 | 00673 3224101 ext 3762 | BruneiGar-QOGLR-DetailsNCO@mod.gov.uk |
| MCC Mover | VISA / Immigration Issues / Compassionate Travel | 94193 3396 | 00673 3224101 ext 3396 | BruneiGar-MCC-GroupMailbox@mod.gov.uk |
| SO3 COORD/ETS | Education, Visits, Media | 94193 3318 | 00673 3223955 | BruneiGar-SO3-Coord@mod.gov.uk |
| Gar Chief Clerk | Finance, Docs, Pay, HR Admin | 94193 3344 | 00673 3224101 ext 3344 | BruneiGar-HQ-ChClk@mod.gov.uk |
| GRQMS | | 94193 3395 | 00673 3224101 ext 3768 | BruneiGar-GAR-RQMS@mod.gov.uk |
| Primary Care Medical Facility | Dental & Health Care provider | 94193 3226 | 00673 3224101 ext 3226 | BruneiGar-MedGen-pcrf-Groupmailbox@mod.gov.uk |
| SMO | Return of annex C LANDSO once received from Families Section, Abbeywood. | 94193 3397 | 00673 3224101 ext 3397 | Fax: 00673 3224272 |
| Hornbill School & Treetops Nursery | Nursery & Primary Education Provider | 94193 3214 (Receptionist) | 00673 3224101 ext 3214 | Hornbill.Admissions@modschools.org Fax: 006733 322213 |
| HIVE Brunei | Information portal for Local & Relevant Information for Military & wider community | | 00673 3332309 or 00673 3223809 | BruneiGar-SpSvcs-HIVE-mailbox@mod.gov.uk |
| RIB Welfare Officer | Welfare | 94193 3216 | 00673 3224101 ext 3216 | Fax: 00673 3225848 |
| RIB Welfare Office | Welfare | 94193 3273 | 00673 3224101 ext 3273 | |
| RIB RCMO | Workforce & career management | 94193 3731 | 00673 3224101 ext 3731 | |
| RIB Education Centre | Learning & Development for SP & Spouses | 94193 3324 | 00673 3224101 ext 3324 | |
| 667 Sqn FSM | | 94193 3833 | 00673 3224101 ext 3833 | |
| 667 Sqn Ops Room | | 94193 3369 | 00673 3225263 | |
| 667 Sqn Clerk | | 94193 3834 | 00673 3224101 ext 3834 | |
| Trg Officer | | 94193 3332 | 00673 3224101 ext 3332 | |

| | | | | |
|-----|------------------------------------|--|------------------|--|
| AFF | Army Families Federation Enquiries | | 00673 8990701 | overseasmgr@aff.org.uk |
|-----|------------------------------------|--|------------------|--|

Defence Passenger Reservation Centre.

- Families Section

Ministry of Defence
Defence Support | Join Support
MOD Abbeywood
NH3 #3351 Cedar 3C

Opening Hours: Monday – Thursday 08:00 – 16:30
Friday: 0800 - 1600

Bristol BS34 8JH

Email: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk

Team Tel: 030679 81013 9679 81013

(MCC)

- Agility GRMS

Main Telephone: +44 (0) 844 282 1465
Email: grmsapps@agilitylogistics.com
SPS Fax: +44 (0) 844 282 1467
RSO/Storage Fax: +44 (0) 844 282 1468
UKRS/FMS Fax: +44 (0) 844 282 1469

- White & Co

Military Moves Department (RSO)
Hillsons Road, Botley, Southampton, Hampshire SO3 2DY.
Main Telephone: +44 (0) 1483 774903
Fax: +44 (0) 1489 774959

BFB Welfare Communication Services

The following means of communications are available for all BFB personnel and their dependants.

HIVE Blog – <http://bruneihive.blogspot.com/>
Tuker Lines: +6733 223809 (Civ)
Mumong: +6733332309 (Civ)
Email: BruneiGar-SpSvcs-HIVE-mailbox@mod.gov.uk

Brunei Garrison Information Centre Facebook page, public page, HIVE Information Officer posts links to HIVE blog.

- <https://www.facebook.com/BGInfoCentre/>

BFB Wives Page, private page, (HIVE Information Officer is Admin and only authorises BFB families or those moving to Brunei to join)

- <https://www.facebook.com/groups/266338930043946/>

SSO Welfare Emails – Please provide the Housing clerk with your email address via email address below if you wish to be added to the mailing list.

SSO Welfare

- BruneiGar-SpSvcs-HousingClk@mod.gov.uk

BFBS Brunei Facebook page. Public page, BFBS post all local information.

- <https://www.facebook.com/ForcesRadioBrunei/>

BFBS Gurkha Radio Facebook page, public page BFBS.

- <https://www.facebook.com/GurkhaRadio/>

4. BRUNEI GEOGRAPHY AND THE ROLE OF BRITISH FORCES BRUNEI

Brunei

Brunei Darussalam, a small Islamic Sultanate on the north-west coast of Borneo, is an independent and sovereign state, divided into four districts with a total area of 5,765 square kilometres and a population of about 430,000. The main towns are the capital, Bandar Seri Begawan (where you will land on arrival), the oil town of Seria and the commercial town of Kuala Belait. Brunei is mainly jungle, and approximately 70% of the country is covered by rain forest.

British Forces Brunei is located in the southwest area of Brunei in the Belait District, located just outside the town of Seria. This is 120 kms south of Bandar Seri Begawan. They are spread over three sites: Sittang Camp (jungle training facility), Medicina Lines (Support Services) and Tuger Lines (British Forces Brunei Head Quarters and the Resident Gurkha Unit). With the exception of the Sittang Camp, these locations are within close proximity to one another and approximately half a mile from the coast. Most facilities and living accommodation have been developed around Tuger and Medicina Lines.



Why we are here?

British Forces Brunei (BFB) is the name given to the British Armed Forces presence in Brunei. The BFB Garrison came about in 1963, when British troops were moved there from Singapore to quell a revolt against Sultan Omar Ali Saifuddin III in December 1962. From there, British Forces have been involved in several conflicts, including helping to quell the Brunei Revolt of 1962 and the Indonesia-Malaysia confrontation.

Since Brunei's independence in 1984, forces have been stationed at the request of the current His Majesty Sultan of Brunei, in a renewable agreement lasting five years at a time. The forces stationed in Brunei are available to assist the Sultan but are also available for deployment overseas with other elements of the British Armed Forces if needed. As recompense, the Sultan pays to help support the British presence.

British Forces Brunei is located at Seria and is centred on a light infantry battalion, which will be one of the two battalions of the Royal Gurkha Rifles. The battalion stationed in Brunei operates as the British Army's acclimatised Far East reserve and is available for overseas deployment to the Far East and beyond the Brunei-based battalion has been deployed to Afghanistan as part of Operation Herrick on several occasions, as well as to East Timor.

In addition, Brunei serves as one of the British Army's major training areas, specialising in jungle warfare, with the Jungle Warfare Training School (also known as the Jungle Warfare Division) running the Jungle Warfare Advisor's Course.

British Forces Brunei support troops provide support to RIB, to enable it to carry out its military mission effectively.

5. PREPARATIONS FOR POSTING TO BRUNEI

There are several steps to be taken to ensure a smooth move for yourself, your family and your possessions.

ELIGIBILITY FOR ASSIGNMENT IN BRUNEI

Reporting social and welfare needs.

Brunei is an isolated station in a challenging environment and personnel with pre-existing special social and welfare needs – either personally or within their families – must think through very carefully whether a posting to BFB is suitable for them and take advice from the chain of command if in doubt. BFB is well supported by a range of welfare agencies that are well equipped to deal with issues that emerge during a posting. It is the responsibility of all personnel to ensure that the right support is available from the outset. While it is not possible to give an exhaustive list of relevant social and welfare needs, examples include children registered with Children's Education and Advisory Service (CEAS), family registered with Social Work Service, family currently receiving AWS support or family members receiving on-going medical treatment. Contact detail is at Annex A.

Marital Status. (LFSO 7205)

Brunei law does not recognise civil partnerships or accept co-habitation unless married. This, therefore, restricts the status of those assigned to the Garrison (including civil servants, teachers, med staff, SSAFA.)

Arrival packs and administrative forms.

On receipt of an Assignment Order to BFB personnel are to contact the Welfare Clerk BFB (BruneiGar-SpSvcs-HousingClk@mod.gov.uk or so3spsvcs@gmail.com) who will provide an arrival pack and BFB administration forms.

Medical Health Screening (ANNEX C TO LANDSO 7205).

Pre-deployment medical screening must be conducted for all individuals, military or civilian including spouses and children, deploying to BFB on posting to ensure that medical needs can be met from existing medical service provision within Brunei. Details of medical treatment available in Brunei are listed in 2015 DIN01-246 Healthcare Provision for British Forces in Brunei – directory of Local Health Services and Medical Screening Advice. If pre-existing medical conditions are identified that cannot catered for in Brunei or may be exacerbated in a tropical climate, assignments may be rescinded. Medical screening is conducted through the Families Section, MOD Abbey Wood. All personnel must engage with the Families Section as soon as their assignment order is received. Contact details for the Families Section are:

Families Section UK

Ministry of Defence

Defence Support | Join Support

MOD Abbeywood

NH3 #3351 Cedar 3C Bristol BS34 8JH

Email: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk

Team Tel: 030679 81013

S4B: +44 300 162 8848

The Families Section will forward Medical certification completed by the dependants to the Global Medical Support Cell (GMSC). Families who have not gained medical clearance from the GMSC will not be called forward to BFB. Families of MOD civil servants including SCE employees will be screened in the UK by ATOS Healthcare who will, in turn, request clearance from the SMO in BFB. Families who proceed direct under private arrangements from Nepal on their first accompanied posting will be asked to complete a screening questionnaire which will be forwarded to then by the housing office.

They will not be allocated a quarter until this form has been seen and approved by GMSC.

Passports and Visas

Brunei requires all visitors to arrive with a passport showing at least 6 months validity. You are responsible for ensuring that your passport and that of your dependants are valid. If you or any member of your family do not already have a passport, or it is not valid for the required period, a new passport will be supplied free of charge from your current unit. Your RAO will assist, but you must start the process as soon as you received your posting order.

Visa requirements of other countries.

For those holding a passport showing the national status as British Protected Person, British Subject, Irish, Commonwealth citizen or a Foreign Passport Holder, DT Visa Section will check with the relevant Embassy or High Commission. All Visa applications must be accompanied by a unit covering letter. This must state the return address for passport(s), UIN, dates of visit/posting, name/address of unit sponsor and when the passport is required by if prior to travel date. All visa applications forms are to be downloaded from the appropriate Embassy or High Commission website. In cases where the country does not have website connectivity, applicants should contact the DT Visa Section for further advice on the application process. For more information, please visit the [Defence Visa section](#) website.

DT Visa Section Contact: DSCOM Visa Section, Ground Floor, Zone F, MOD Main Building, Whitehall, London, SW1A 2HB

Tel: 9621 84366 (Mil) / 02072184366 (Civ)

Email: UKSTRATCOM-DefSp-DSCOM-DPAFCVisa@mod.gov.uk

British Passport Holders

Whether travelling on business or holiday, you will automatically receive a 90 days visit pass on arrival in Brunei. This is due to the government-to-government agreement between the UK and Brunei. This facility applies to all British passport holders, even to Nepalese children born in the UK issued with a British passport travelling with their Nepalese parents and family members.

Nepalese Nationals

No such agreement exists between Brunei and Nepal so all Nepalese nationals must be covered by a work visa prior to departure or must ask the Brunei SSO office to request a visa on arrival (VOA) on their behalf. For VOA applications, you must fax (or scan and e-mail) the passport details for you and your family members travelling on Nepalese passports with a copy of the soldier's Army ID to the SSO office at least 3 weeks prior to departure date.

Foreign & Commonwealth Passport Holders

If you or any member of your family is travelling on a passport other than British or Nepalese, you must ask the appropriate embassy for advice on entry procedures to Brunei. We cannot advise Commonwealth soldiers or nationals of other countries on entry procedures. If you do not have the correct entry documents, you and your family may be interrogated at length on arrival.

Dependants / Family members

If any dependant or family member does not hold a British Passport, you may be required to obtain a visa before departing the UK or Nepal. Your RAO will be able to guide you through this very important stage. Visa requirements are very strict and the family of Service personnel who are non-UK passport holders will not be given any special treatment at the immigration checkpoint on entering Brunei. In the circumstances, please start the visa application process without delay. For married accompanied soldiers, once your unit has notified the DPRC of the requirement for travel for your family, you should

then receive a travel pack from them with forms that must be completed and sent back as soon as possible.

Flights

Please speak to DSCOM Families Section reference your flight booking in the first instance. Outside of the Covid pandemic, Families Section would be responsible for booking your flights. During the pandemic, entry requirements are changing frequently and the MCC here will book your flights to Brunei. Please speak to your current HR clerk and ask them to email the department/company clerk responsible for you here in Brunei. The clerks here will know the most current process and be able to give the MCC the correct documents for flight bookings.

Service Personnel

At the time of writing, Service Personnel who do not hold a British passport are allowed to travel to Brunei without the need for a visa. This is under the Visiting Forces Act. When deploying to Brunei, the Service person must carry his / her passport, Service ID Card and a copy of their assignment order.

The DPRC is responsible for all the travel arrangements for your move to Brunei. Your current RAO should lead you through all the administration required for you to fly to Brunei. Please make sure you contact the RAO as soon as possible.

It is the RAO's responsibility to submit your application for flights to Brunei to the DPRC, however, it is important to note that no tickets will be issued until Brunei has forwarded notification of your medical clearance and allocation of accommodation. On receipt of this notification and the application for flights, DPRC will forward information regarding passports and fit to fly documentation which must be signed by a doctor and immunisation detailed.

Dependants

The serving member of the family will complete and submit flight application forms (Fmov 562 and 564) for dependants. DPRC will buy tickets for dependants separately so ensure you bid for the same flight if you intend travelling together.

Teachers

The administration relating to the posting of teachers to Brunei is handled by HQ SCE Wegberg or Bath. The PPPA will be able to advise you on all details of your move.

6. JOURNEY TO BRUNEI

The Royal Brunei Airlines (RBA) direct flight will depart from London Heathrow, Terminal 4. The total flight time is approximately 14 hours. It is recommended to wear comfortable clothing and bring any entertainment items with you such as a book or iPad. You will also have access to in-flight entertainment. A small pillow and blanket may be provided by the airline.

Duty Free

Brunei is an Islamic nation which is dry by choice. Although alcohol is not freely available and consumption of alcohol in public places is forbidden, non-Muslim adults are allowed to import a maximum of 2 litres of wines or spirits and 12 cans of beer. Please note that as an entitled member of BFB you will be able to purchase beer, wine, spirits, and tobacco from the Naafi on camp. In the circumstances, there is no need to carry duty free goods with you on the journey from the UK.

RBA is a dry airline so no alcohol will be served on board and passengers are not permitted to drink any of their duty-free allowance.

On Arrival

Before you disembark the plane, you should be given a landing card and health declaration for everyone travelling. You will be asked for these documents as you enter the terminal. (If these are not available on the plane, you may have to complete the cards before you reach immigration). Upon arrival

at Bandar International Airport (BIA) on a core day, you will be met by a member of the MOV CON and / or a representative from your new unit who will assist in the final journey to Seria.

Ramdhani Shop provides a Starter Ration Box (essential food items) for all the new arrival families posting to Brunei. The proxy will be collecting the ration box direct from Ramdhani shop. For this request, please inform your new unit/proxy or colleague here in prior before your arrival.

Families, on arrival, will be welcomed through a visit from either a Commanding Officer's spouse and/or the GSM's spouse. Following this visit, a local area tour can be arranged. The HIVE Information Officers will be assisting the families during the tour.

If you arrive on another airline or at a time other than the core times described, transport should have been booked for you in accordance with your flight arrival time. Walk out of the airport building and remain on the lower level. One of the QOGLR drivers, a man wearing white shirt and black combat trousers, should be looking for you. If no one appears to be waiting for you, go to the airport information desk and ask the clerk to call the military exchange 3224101. During office hours request to be put through to QOGLR on ext 3762/3221.

Out of hours use the following numbers if you need assistance:

QOGLR Duty Officer: 8888497

Duty Mover: 8740635

The journey from BIA to Seria takes approximately 75 minutes by car, slightly longer by minibus or coach.

If travelling with small children or babies, please ensure you bring a car seat with you so that it can be used during the trip from the airport to Seria.

Procedures On Arrival In Brunei

This guidance is provided for all new arrivals, including Single, Married Soldiers,' Teachers,' Civil Servants,' Medical Support staff and their Dependants.

- At arrivals in the airport QOGLR driver should be holding a sign marked 'Brunei Garrison.' You should report to the driver with your luggage, and they will check you off their list. You can then board the transport.
- If the Unit / Department representative meets you, they will transport you direct to Tuger / Medicina Lines or families accommodation depending on the time of handover.
- If you are posted to Brunei Garrison, you should get off the bus at Medicina Lines, where you will be met by your Unit / Department escort (unless otherwise arranged). For all others, remain on the bus until it reaches Tuger Lines Swimming Pool, where all must disembark. At this location, a Unit / Department will meet up with you to take you to your accommodation.
- For married new arrivals you will be taken to your quarters at the planned handover time to carry out 'march-in' procedures. You will be notified of a time for the 'march-in' and we ask for your patience during this period. There may be time at this juncture for your Unit / Department to commence showing you places around the Garrison.
- The Chain of Command of an arriving soldier's will assign a mentor prior to their arrival in Brunei. Whenever possible soldiers arriving with their families will be provided a good neighbour to help support a smooth transition into Brunei. Where possible a volunteer should be sought from within the same department as the arriving soldier and preferably living in close proximity. If this support cannot be provided by the company or department the SSO or Unit Welfare Officer is required to be notified prior to arrival so other arrangements can be made.

Government Service Stamp (On Government Service (OGS))

Within 2 weeks of your arrival, military personnel should bring all passports with a copy of their assignment order to their Coy/Dept Chief Clerk who will then prepare the relevant documents and submit to LPPO in Tuger Lines. UKBCs and teachers will require a copy of their contract letter. For the spouses, Brunei Immigration will require a copy of 'Marriage Certificate' as well. A copy of birth certificate will be required by the Immigration for children who are 3 years old and below. The LPPO will organise OGS stamps for you and your family. Once your passports are endorsed, you can travel freely in and out of Brunei. The OGS stamp will last for the duration of your posting or 6 months prior to the expiry date of your passport, whichever is earlier.

Please note that children over the age of 18 years old will not be granted any OGS by the Immigration. Ensure that you carry all paperwork, including your assignment order with you when travelling to Brunei for the first time. If you are travelling separately from your spouse or family, they will also need copies of this paperwork.

7. HOUSING

Service Families' Accommodation

To ensure you are allocated the correct accommodation (based on entitlement) complete and submit MOD form 1132 (The form can also be obtained on request from your Unit Welfare Office).

Please ensure you return the completed form 1132 as soon as possible, to the appropriate address below:

Garrison

The Support Services Housing and Welfare Clerk
HQ British Forces Brunei
Chit Chat Community Centre
H15 Tuger Lines Seria
BFPO 11
Mil 94193 3253
Email : so3spsvcs@gmail.com
MOD Global Address Book
BruneiGar-SpSvcs-HousingClk@mod.gov.uk

Gurkha Unit (RIB)

Unit Welfare Office
1RGR / 2RGR
Chit Chat Community Centre
H15 Tuger Lines Seria
BFPO 11
Mil 94193 3216/3273

MOD Global Address Book

2RGR-UWC-UWO@mod.gov.uk
2RGR-UWC-AUWO@mod.gov.uk

On receipt of your application and confirmation from the Famsec UK that your Medical Screening Proforma has been cleared, the SSO will allocate accommodation and inform you accordingly.

Family First Move

Marriage & Civil Partnerships Abroad

Any SP who intends to marry or form a civil partnership abroad should contact the local authorities in the country where they intend to get married or enter into a civil partnership, see www.gov.uk/marriage-abroad. Your marriage or civil partnership will need to be recognised in the UK if you wish to establish a family life in the UK/Brunei.

Spouse/Partner Joining SP from CoO

Unit Letters Supporting VAF (AF) Applications

Before applying for a UK entry visa (VAF AF) the applicant must first obtain from the sponsor's unit a letter that confirms the sponsor's service details. The letter should accompany the application but does not give right to a UK entry visa. For information on how UKVI handled Armed Forces applications made outside the UK see [Armed Forces Entry Clearance Guidance and Immigration Rules-Appendix Armed Forces](#). Units may also be requested to provide a letter confirming the length of service

employment and gross annual salary. The parent unit are not to produce official sponsor letters to support any standard visitor visa, tourist visa or family visitor visa.

Maintaining Passports and Visa

Receiving units are to check that entitled accompanying dependants have a valid passport and entry visa and not a standard visitor visa. Units both in the UK and overseas are to ensure that SP and dependants maintain a valid passport and visa and explain to the SPO and the dependant that a failure to maintain a valid entry visa will register a dependant in the UK as over stayer after 28 days and could affect their route to settlement and affect future immigration applications. Where dependants need to renew their passports and must transfer their visa.

Passports and Visa at Public Expense

When there is a requirement to provide Service personnel and their immediate family travelling on official journeys with the necessary identity documentation the costs are met by the public expense see JSP 752 Chapter 10 Section 13. This includes maintaining valid UK visas whilst on an overseas assignment at public expense, this also includes a refund of passport renewal fees (not replacement due to loss or mutilation).

Call Forward Requirements

Call forward is the term given to process by which permission is granted to dependant(s) sponsored by a member of the British Armed Forces to travel to accompany the sponsor on assignment. In all cases of call forward for non-EEA dependants the sponsor and applicant are responsible meeting UKVI requirements in Immigration Rules-Appendix Armed Forces.

Call Forward to UK on to Overseas Assignment

Before a non-EEA dependant is called forward on an overseas assignment the SP sponsor must notify their overseas unit before making any travel arrangements. A dependant who is called forward **must** first of all enter the UK on a valid UK Leave to Enter/Remain visa and not a standard visitor visa. Dependant(s) will be called forward from UK to the overseas country through Families Section Office Abbey Wood under the Status Agreement of the overseas country. See Global Removals and Family Services.

Pets (Dogs and Cats)

If you are bringing a pet to Brunei you must obtain written permission in advance of making any bookings for shipping arrangements. The same restrictions apply in Brunei for keeping a pet in a SFA as they do in UK and Germany, which include additional cleaning costs for your quarter on departure. Written import permits must also be obtained from the Brunei authorities before any animal arrives in Brunei. Importation and shipping costs are your personal responsibility and individuals must make all the arrangements themselves.

The importation of dogs to Brunei is not recommended because they are considered 'unclean' by Muslims who will not touch them; a strict control of dogs is therefore necessary. In addition, the extreme change of climate compared with the United Kingdom may be considered to be unkind to animals. Animals are generally treated well, and all kinds of basic animal products are readily available in both supermarkets and specialist pet shops.

All cats and dogs kept by families in SFA must be registered with the Housing Office, and this includes providing annual confirmation of the animal's inoculations as well as wearing a collar with a tag showing owner and Garrison Registration number. Veterinary attention is frequently unavailable. All animals that you import must be taken with you on posting out of Brunei. If you adopt a pet whilst you are in Brunei then you will be held totally responsible for it and will be required to take it with you or report to the Housing Officer with the details of the provision that you have made for its welfare and upkeep after your departure.

It is not difficult importing pets to Brunei, however it is expensive, be prepared to pay more than £2000 to ship a large dog and about £1000 for a cat. Beware of the dangerous insects and snakes that are in Brunei, plus the climate, before you bring your pet to Brunei.

Families need to carefully arrange everything to ensure there are no issues encountered. Prior to bringing your pet to Brunei, you must first seek permission from the SSO. This is due to the housing situation where the majority of quarters are flats. Once permission is granted, your pet must also be registered with the SSO.

Vaccinations

All pets over 3 months of age must have an original rabies certificate. The rabies vaccination must be administered more than 60 days before travel and within 360 days of departure. A microchip is not a necessity but is recommended.

Importing a Pet

Currently, there is no quarantine period for pets imported from Australia, United Kingdom, Ireland, Singapore or Sarawak.

Written export and import permits must be obtained before any animal arrives in Brunei. The export certificate is obtained through your local DEFRA office. You can find out where this is by contacting DEFRA head office on Tel: 020 7238 6951 or your local county council should be able to help. DEFRA will send you an application form for an export certificate.

They will then send the certificate to the Local Veterinary Inspector (LVI) for completion on examination of your animal (most UK vets have an LVI). A Vet Health Certificate must be filled out by your accredited Vet and must be issued within 10 days of flight. The animal has to be examined within 48 hours of travel, so it is worth making sure the vet you choose is somewhere within reach of the airport. The certificate must contain:

1. Owner's name
2. Animal's data: breed, sex, date of birth, colour, and particular signs
3. Country of Origin and transit points, if applicable
4. Statement that the animal has been examined within 10 days of departure and not showing any clinical signs of diseases.

The form will ask if the animal has been out of the UK in the last 6 months. If you are coming from Germany, the animal should be at a UK address 6 months before you travel because animals coming from Germany require quarantine. The DEFRA website also explains the conditions needed for export and can list the criteria required for Brunei. All animals are subject to a health inspection on entry.

Next, you should contact the senior veterinary officer who is in charge of all importation of domestic pets into Brunei. Request the Import Permit Application form and the regulations relating to the importation of your pet.

The Import permit can be obtained from the Ministry of Agriculture. The contact details are as follows:

Animal Health & Quarantine Unit,
Department of Agriculture,
Old Airport Road,
BB3510, Bandar Seri Begawan.
Tel: 00673 2380144 Extn 332, Fax: 00673 2382226
Website: <http://www.petrelocation.com/resources/international-regulations/brunei>

Fill in the details on the Import Permit Application form and return it to the same address. If time is tight, a courier such as DHL is suggested. The import permit costs about B\$20, this can be paid on release of the animal at the airport. The department of agriculture will email you a copy of the import permit – they will keep the original. This usually takes about 5 days however a phone call is required to instigate this.

The animal couriers assigned to Royal Brunei Airlines are JCS Livestock. Website www.jamescargo.com, Tel: +44 (0)1753 687722. They will be able to send you a full set of instructions and a suitable crate if you do not already have one.

You will need to drop the animal off at kennels just outside of Heathrow the night before the flight. With export permit, import permit, crate, and comfortable blanket (optional).

Make sure you are in Brunei before the animal arrives, or you arrive on the same flight as you also have to be at the Cargo terminal to receive, clear and handle the animal. The cargo section is approximately 1-2km from the passenger terminal. You will have to wait for the paperwork, pay a small handling fee and the animal will then be released to you, still in its transport cage.

If the animal is arriving on the same flight as you, it is advised that you arrange a hire car to get from Bandar to the Garrison as the Garrison transport will be moving other troops and is unlikely to wait or drive you to the cargo terminal.

If there is a requirement for quarantine, looking after your pet is your sole responsibility. The quarantine station will not feed or water your pet. In the circumstances, it is likely that you will be visiting your pet twice a day for the duration of confinement. You are given free access to clean, feed and care for your pet but exercise opportunities are limited.

Exporting animals

Please note that all animals are still subject to 6 months quarantine upon returning to the UK from a non-EU country. This can cost in the region of £2500 per animal in addition to airfare costs. Some families have taken pets back to an EU country then once they are fully registered have return to them UK, thus avoiding quarantine. Again, rabies vaccinations must be up to date and the blood test carried out six months before travel. Several companies will ship your pet back, one is LPS shipping who do the unit moves based in KB and the other is Morley & Co based in Bandar.

| | | |
|-------------------|---|---|
| Pet Air UK | 5 – 7 Castle Street, Cranborne, Dorset, BH21 5PZ | Tel: 0044 (0) 1725 551124 Fax: 0044 (0) 1725 551125 Email: enquiries@petairuk.co.uk |
|-------------------|---|---|

| | | |
|--------------------|---|--|
| Jets 4 Pets | KMH House, Market Square, Yeadon, Leeds, W. Yorkshire LS19 7PP | Tel: 0845 408 0298 Fax: 0845 408 0658 Intl: 0044 113 239 7287 Email: enquiries@jets4pets.com |
|--------------------|---|--|

| | | |
|----------------------|---|--|
| Fetch a pet - | Fetchapet Ltd 58 Malting Green Rd, Layer de la Haye, Colchester CO2 0JJ | Tel: 01206 330332 Email: info@fetchapet.co.uk |
|----------------------|---|--|

Dog Licence

Dog Owners are required to have a dog license in Brunei to protect the pet and its owners. The license costs approximately BND\$8 (inclusive of serial number tag provided by the government) and must be renewed annually.

The Ministry of Home Affairs (MoHA) has informed dog owners to register their dogs aged three months and above. The licences can be obtained at the payment counters of the Bandar Seri Begawan Municipal Department, Kuala Belait and Seria Municipal Department; and Tutong Municipal Department.

The counter will be open from Monday to Thursday (8am to noon, and 1.30pm to 3pm), and on Saturday (from 7.45am to 10am).

Chapter 60 at Section 4 of Dogs Act states that owners found guilty of failing to register their dogs will receive a BND250 fine or 14 days in prison for a first offence, and a BND500 fine or one month in prison for a second offender.

Cats / Dogs Registration

Cats are not required to be registered at the Government office. BFB Personnel are still required to register their cat(s) with the SSO Department, and the cat(s) must wear a collar with ID tag(s) to clearly identify the name and contact number of the owner. This is to ensure that the cat(s) are not mistakenly captured or re-homed. Tags can be locally purchased (various sources) or order online. Engraving of tags can be done at local hardware store for a minimal cost no more than BND \$25.00 (tag and engraving inclusive).

Veterinary Surgeons

| | | |
|--------------------------------|---|---|
| Health Paws KB | Lot 5628, Jalan Sg Pandan, Pandan 4, Kuala Belait | Tel: 3335077 Mob: 8234006 |
| DZ Vet KB | No 40, Lot 5079, Jala Setia Pahlawan, Kuala Belait. | Tel: 3333868 Mob: 8673134 |
| Anicare Veterinary | 8 Bang Hasbullah 4 Gadong | Tel: 2440329 Mob: 8753884 |
| Petlink Veterinary Care | Gr FI Bang Hj Metussin HA & Hj Abdullah HM | Tel: 2231772 |
| Dr Ling a vet from Miri | Mobile surgery visits Brunei On a Sunday Phone for prearranged visit At your home. | Tel: +6085 655188 Mob: +6085 8855588 |

Pet Shops

| | | |
|-----------------------------|--|--|
| Nimanja Pet Store KB | Units 19 & 20, Block B Lot 7065 Jalan Jaya Negara Kuala Belait. | Tel: 3333738 |
| Petlink Enterprise | 24 & 25 Gr FI Blk B Kompleks Q-Lap or 3 Gr FI Blk E Kg Pangkalan Gadong | Tel: 2220903 Tel: 2452578 |
| Joley Dog Boarding | No 89, Lot 4248 Jalan Sungai Teraban. Kuala Belait | Tel: +6738 831771 Email Address: joandora4@gmail.com Instagram: joleypdogboarding |

8. REMOVALS, BAGGAGE, SHIPPING AND STORAGE

Postal Service

It is recommended that you pack a box of things that you know you will require on arrival and post it to Brunei via BFPO 11. This will enable you to pack more in the suitcases that will accompany you to Brunei and ensure that you are within your unaccompanied baggage allowance.

Unaccompanied Baggage

DSCOM with Agility GRMS deal with any unaccompanied baggage for both single and accompanied Service Personnel and UKBCs. The Agility website and DSCOM will confirm your Cubic Metre allowance.

Your current QM or MCC will guide you on booking your unaccompanied baggage shipment via Agility GRMS website <https://grms.agilitylogistics.com>. The following links are specific to Brunei MCC, however, the process is similar when leaving the UK: [sing/married unaccompanied](#) and [married accompanied](#) process.

You have to complete the online booking request on the Agility GRMS Website & print out the online form which is to be signed by you & also authorised by WO2 or above with unit stamp & date. Once completed hand it over to the clerk along with 'HM Customs C3 Form'. The clerk will then send them to Agility. Within 5 working days you should receive confirmation of the move and the date of collection as you have requested online.

Your packing should be completed and collected 8 – 12 weeks prior to your flight date if it is to arrive around the same time as you. It is possible to track your shipment using this guide: [track containers](#)

Single soldiers or unaccompanied personnel are only entitled to use the 'Normal Service' (see definition below) when shipping their possessions to Brunei. They will have to drive this process from start to finish. Sitting back and relying on the QM Staff and Admin office to organise packing of unaccompanied baggage will almost certainly result in boxes being seriously delayed. When packing, all the boxes with sensitive things in should be lined with waterproof material and care should be taken when packing fragile or valuable items.

Married accompanied personnel may send 2 unaccompanied baggage consignments to Brunei, one on the 'Normal Service' and one using the 'Removal Service'.

Normal Service

When using this service, you will need to get boxes from your QMs department, pack them yourself and arrange for pickup of these boxes for onward travel to Brunei. Your QMs department can usually supply large rolls of PVC. Delicate equipment should be packed using copious quantities of foam sheet and bubble wrap. Again, all these materials should be provided by the system, but you may need to coerce the QM / o21rganise. Using this service, you can defer the delivery for up to 5 months.

Removal Service

This service is carried out by a civil contractor, who will provide all boxes and packing materials, pack all furniture, boxes, bikes etc and remove them, for onward travel to Brunei. This service will deliver all your removals to your married quarter in Brunei as soon as it arrives. Agility GRMS will contract a removals company to carry out this service for you. An estimator will arrange to visit your home to go through what you have decided to take with you to Brunei. (It is important to be as accurate as possible as you will be charged if you are over your allowance). It is recommended that you monitor the packers, especially if it is raining the day your kit is packed for Brunei as your furniture could get damaged if it is wet and then is in transit for up to three months.

Storage Facility

Married accompanied personnel are entitled to store possessions that they are not shipping to Brunei for the duration of their tour in Brunei. You are to request 'storage facility' online at the same time you request for your unaccompanied baggage shipment via Agility GRMS Website. Your possessions can be moved into storage up to 14 days before you depart from your current post.

You should supervise contractors when items go into store particularly if it is raining. Your possessions will be stored for a period between one and three years depending on your assignment in Brunei. There is no storage facility in Brunei therefore all kit needs to go back to UK.

Accompanied Baggage

The entitled current baggage allowance is 40kg per adult, with 40kg for each child. This will normally be two pieces of hold baggage (per adult) and one piece of cabin baggage per person. Currently the maximum weight of each piece of cabin baggage with Royal Brunei Airlines is 7kg for Economy and 10 kg for Business. You are advised to use this allowance to the full, using strong but lightweight bags. Before your unaccompanied baggage is packed it might be a good idea to have a trial pack of the luggage that you want to take with you on the flight to make sure you are within the airline's limits. We also advise that you think about how you are planning to get to the airport.

Insurance

You are strongly recommended to insure your belongings whilst they are in transit, in storage and in use whilst they are in Brunei. Many standard UK household contents insurers will not provide cover whilst your belongings are overseas so you may have to shop around. The Forces Plan and Forces Financial insurance products are specifically geared towards military and MOD personnel posted

overseas so the plans cover all possessions wherever they are in the world whether in storage, transit or overseas. You are strongly encouraged to shop around for the best deal for your personal circumstance.

Travel Insurance

When you travel outside of Brunei, travel insurance is your responsibility, the MOD is not liable for medical costs should you need medical treatment out with Brunei.

Forces Plan

Email : <http://www.forcesplan.co.uk/>

Tel : 0800 197 2770 (UK)

Tel : 0044 1255 871965 (from outside UK)

Forces Mutual

Email : www.forcesmutual.com

Tel : 00800 0001/02/03 (UK)

Tel : 0044 (0) 0395 658 1190 (from outside UK)

Brunei Address for Removals / Movers and Storage

RGR:

RGR, (Coy/Unit)
A/No, Rank, Name
HQ British Forces Brunei
Tuker Lines Seria
BFPO 11

Garrison:

Garrison, (Unit)
A/No, Rank, Name
HQ British Forces Brunei
Tuker Lines Seria
BFPO 11

MCC Department (Surface) Contact Details:

Email: BruneiGar-MCC-ImpexClk@mod.gov.uk

Civ Line: +00673 224111 Ext 3364

Mil Line: 94193 3364

9. WHAT TO BRING TO BRUNEI

Although many of the items listed may be purchased in Brunei you will find that quality and availability vary widely, and the local options may not be of the same standard as European items.

Online purchasing is very popular as postal costs are charged at UK mainland rates by the companies that deal with BFPO. If you order from companies who do not have an arrangement with BFPO you may have to arrange for your order to be sent to a friend or relative and forwarded to you through the BFPO system, this can then become expensive. Timeliness of orders cannot be guaranteed, a UK bank holiday or postal strike may result in extensive delays to your order.

Supplies via the BFPO service to British forces personnel based outside the VAT territory of the EC are eligible for zero-rating. A few popular online companies that provide this are Amazon, Next, Mothercare.

Clothing

The Syariah Penal Code order which states that wearing indecent clothing in public is a crime is effective from April 2014.

Men's Clothing

It should be noted that shorts, singlets and flip flops are inappropriate dress forms for men when visiting government offices. Trousers, a sleeved shirt, and shoes should be worn.

You will need warm weather clothing as soon as you step off the flight so make sure you have enough lightweight items in your suitcase. Once you settle you can purchase clothing from local shops or order from tailors but be wary, the fabrics and workmanship may not meet your standards. There is very little ready to wear clothing in western sizes available locally; the average local male is considerably smaller in stature than his European counterpart.

You may wish to purchase a black dinner jacket for formal occasions. A lightweight suit and light weight jacket are recommended for formal occasions.

Ladies' Clothing

There is no national dress code; however, it is advisable to dress modestly around the local community. Ladies should avoid wearing tight fitting or revealing clothes when visiting public areas or government offices. Conservative, modest clothes should be worn.

A good supply of cotton day dresses is a must. Some readymade dresses are available in the local shops, but although choice is varied, sizes are generally small. Dressmaking charges are reasonable, and local tailors are excellent at making exact copies of fashion items. Yellow is the 'Royal colour' and should not be worn at functions where Royalty is present, although this will be very rare. The markets here in Brunei cater to petite local sizes (a European woman sized 10-12 usually has to buy large to extra-large here).

Bring formal wear (both long and cocktail dresses) for Mess functions and smart, casual wear for informal Mess functions. Again, although there are plenty of local tailors, their promises and interpretation of your preferred style and the available fabrics may not match your expectations.

In airconditioned homes, restaurants, and bars in the recreational clubs it is possible to wear manmade fibres and remain comfortable, although a cardigan may sometimes be required. Swimsuits can be obtained but are limited; shorts and tennis clothing are very rarely stocked, and then only in the smaller sizes. It is wise to bring your own.

Lingerie can only be obtained in limited sizes, quantities, and qualities; bras for example are all heavily padded. A good supply should be brought with you, particularly cotton bras and pants as most in Brunei are synthetic.

There are a few high heeled shoes for formal wear available and of those that are, they are in small sizes, and they can be expensive. Casual shoes and sandals are stocked in the local shops in a variety of styles and sizes and are stylish and reasonably priced. Anyone who takes an English size 6 shoe or larger however, will find the selection rather limited. In the circumstances, it is recommended that a selection of shoes and sandals is brought from home.

Maternity wear and accessories (nursing bras etc.) are not easy to find in Brunei. Local ladies wear a long tunic and floor length skirt combination (known as 'Baju Kurung') which is roomy enough however, western women tend to find the climate hot enough without swathing themselves in polyester from head to foot.

Handbags, generally made from plastic or straw, are stocked locally, but the choice is not as wide as Europe. Leather goods of all kinds are available in Malaysia, Singapore, Bangkok, and Hong Kong.

An umbrella will at some time be needed. Golf umbrellas should be brought with you as they seem to be much stronger and larger than normal umbrellas. A light raincoat may also prove to be useful. Cosmetics are generally available through the local supermarkets and chemists. Kuala Belait also has a Body Shop for UK cosmetics. Majority, most of the moisturising lotions out here contain a whitening agent. If you use a specialist product it would be worth bringing a supply with you, or order online. A strong protective sun lotion is necessary when you first arrive in Brunei, and while it can be bought

here, it is very expensive. The local shops tend to carry a small selection of local brands and few selected items from Revlon, Max Factor and Maybelline ranges. Online ordering for such items is popular, duty-free shopping when travelling to or from Brunei is also the favoured source of such purchases. Brunei airport is not recommended for duty free shopping whereas Dubai, Singapore and Bangkok airports carry broad ranges of major brands at very competitive prices.

Uniform

It is the responsibility of your despatching unit to ensure that you are equipped with all military clothing and equipment for Brunei (e.g., Nos 4, 6, 7 & 9 Dress) in accordance with JSPs. You are expected to bring with you the majority of your 1157 with the exception of Temperate Mess Kit, No2s / Service Dress (you will require your No 1 dress hat, Sam Browne and No 1 Dress shoes). The majority of normal Working Dress is Combat 95; however, WO1's and Officers are expected to wear No 7 Dress when in Barracks. Tropical Mess Kit can be made locally at a reasonable price, but you will need to bring all the necessary accoutrements for your Corps / Regiment with you as it will not be available in the country. You are advised to speak to your sub-unit / department for a more detailed list of military clothing to bring.

Nepali ladies' clothing and makeup

Saree and kurtha²⁴ for Nepali ladies can be purchased or tailored locally from Ram Dhani which is located close to Toker Lines accommodation, however, you will have a limited choice at Ram Dhani and you may discover that available clothing is not in line with current fashion. Additional tailoring and fabric options are available in Seria and KB town. You are encouraged to bring your traditional, tribal costumes and jewellery which you will need for Dashain, Tihar and other social functions. Ladies are advised to bring your Nepalese accessories to match your saree as you may not be able to find matching ones locally.

Children's Clothing

Children will need plenty of hard-wearing play clothes, cotton shorts, t-shirts, skirts, UVA suits and swimwear. Small children's clothing is available as are trainers, sandals, crocs, and flip flops, however, the selection, quality, style, and sizes are not always to European standards. Corrective shoes and inserts are not easily found and may need to be ordered online or through friends and relatives back at home.

School Uniform

School Uniforms are available from the individual schools. Please refer to the school internet site for more information:

Hornbill Primary School – www.hornbillschool.com

JIS – www.jis.edu.bn

ISB – www.isb.edu.bn

Babies and Toddlers Clothing

Clothes for both boys and girls can be purchased locally but romper suits baby grows cannot always be found. Although this is a tropical country all accommodation is air conditioned and can get cold at night. Vests are not required for under clothing although most people use them instead of dressing their babies in heavier clothing. Sandals / Crocs are available locally.

The following items are available locally:

- Cots, Highchairs and Playpens, Stair gates – ASU will provide if required.
- Baby Milk and Food – SMA, Aptamil and Cow and Gate baby milk is available in the NAAFI most of the time. Jars of baby food are available in the local supermarket and the NAAFI often stock Heinz and Cow & Gate products
- Baby medication – Calpol, Vix, Tixylix and Karval can be purchased at the NAAFI. All prescription medication is provided by the military PCMF.

- Bottles, Teats, Beakers and Sterilising equipment – These are available in local shops, or you can order online from Amazon or Mothercare. If you have a particular preference, it might be worth stocking up as the postal system can be unreliable at times.

- Disposable Nappies – Local brands are readily available but are of varying quality. Drypers are probably the closest you will get to Pampers. Boots and Superdrug online deliver Disposable Nappies- but in small quantities due to BFPO parcel size restrictions. Bring a supply of your usual brand to get you started while you test the local options.

It is advisable to bring the following items with you:

- Car seat – Bring one per child in your accompanied baggage; or British Forces Brunei are currently able to provide child or baby seats for the journey from the airport. (Liaise with your unit in Brunei for this request and transport arrangement)

- Pram and Buggy with sunshade – The local terrain is much the same as in the UK although pavements are rare. For walking along the beach, a buggy with bigger 'all terrain' wheels might be useful.

- Battery operated fan which clips onto buggy – These can be ordered online from Amazon and Mothercare. They are also available in local stores – Soon Lee, Milli Me Wah for \$10 (Approx £5).

- Sun Block and Mosquito Repellent – Bring items suitable for babies and toddlers with you; preparations suitable for older children and adults are more readily available locally.

- UV swimsuits, Hats, Swim Nappies, Arm bands, buoyancy aids, Mosquito net

- Bring what you have and be prepared to order replacements online. The items are occasionally available in Brunei but you will find a large number of parents chasing limited stock and having to travel to find it. There is a wider range of these items available in Malaysia.

- If you have small children, you may also want to consider posting a few toys a week or so prior to your arrival so that they have a few things to entertain them until your boxes arrive. You can post a box weighing up to 30Kg please refer to Parcelforce.com for a price guideline.

- Red Book – Please bring your child's red book provided by the health visitor.

Sports Clothing and Equipment

Sports Clothing

A very limited selection of sporting clothes is available in the local area; a wider selection is available in Bandar Seri Begawan but again clothing sizes are an issue and authenticity of the labels is not guaranteed. Bring training gear, swim wear and tennis wear with you.

Sports Equipment

It is not easy to find sports equipment; racquets and clubs built to last are expensive and only available from limited sources – especially if you need specialist items (ladies' and left-handed golf clubs for example) so bring what you need or arrange to have it sent soon after your arrival. Some sports equipment can be bought in Brunei for the more popular sports played here (badminton, volleyball, basketball etc).

Panaga's Golf Club section sells golf equipment though no ladies equipment/clothing is sold here. Tennis racquets should preferably be strung with nylon reinforced string to prevent deterioration in the humidity; a few artisans are available in local shops.

A wet suit is recommended for those who intend swimming in the sea. They will offer protection against the sun and the occasional jelly fish. For the more popular sports that are played in Brunei (badminton, volleyball, basketball) sports equipment can be brought.

Bicycles

The area around the British Forces real estate is popular with cyclists; if you wish to cycle to and from work you may find local motorists unaccommodating. Cycle paths are limited to the military and Shell real estate. Bicycles can be purchased locally but will probably only last the duration of your posting. Bring your mountain or road bike with you. There are triathlon competitions to participate in if you are a serious cyclist. A limited selection of adult accessories is available so bring your essential maintenance kit and accessories with you. If your child enjoys cycling bring a helmet with you or purchase online.

Warm Clothing

These are not readily available in Brunei: bring warm clothing for visits to the UK and holiday destinations with colder climate.

Fancy Dress Outfits

If you have a good supply of fancy dress outfits it is worthwhile bringing them with you, although this is one item that is easily and cheaply made by local tailors – as long as you are clear in your instructions.

Dressmaking and Tailoring

There are many tailors in both Seria and Kuala Belait who make trousers, shorts, shirts etc at reasonable prices. There is quite a reasonable range of fabrics to choose from. Zips and sewing threads are also available. There is only a limited selection of buttons. There are local tailors and dressmakers to whom one can take ones own material and a pattern or picture for copying. Prices are reasonable, and the workmanship is acceptable.

10. IMPORTANT DOCUMENTATION

The following documentation should be brought with you in your hand luggage to Brunei:

- Custody orders for any children accompanying you.
- Birth certificates for children of school age for registration at Hornbill School and adopted children.
- Car Insurance as proof of any No Claims Discount that you have with previous insurance company. These discounts will be recognised by Bruneian insurance companies.
- Driving Licence
- Marriage certificates, especially if children are from a previous marriage and will be accompanying you; if you are registering a birth in Brunei for baby's UK passport, you require parents' birth certificate.
- Property documents, as these may be needed if you later choose to sell, rent or make any changes to the current status of your property. Getting documents out of storage can be costly.
- Record of immunisations that you have received.
- Contract for UKBC's
- Photocopies of passport of children who are at boarding school in UK. These will be required when applying for a licence if you wish to employ an amah.
- Passport photos as these may be useful for a variety of things that you will be required to do on arrival including joining the Panaga Club or Travel visas. There are few photo shops in Kuala Belait and Seria town that provide passport photo service. Most famous shops are the Nanyang shop is allocated in Kuala Belait town and the Gopal shop is in Seria town.
- School paperwork provided by your child's current school, including examination certificates for older children.
- Dependant's employment references, qualifications, or certificates.

- All baggage and insurance paperwork. If your shipment arrives damaged, you will need the contact details and receipt number for your claim.

- Primary Health Care Record, or “Red Book” for each child.



11. ACTION CHECKLIST PRIOR TO MOVING

| ACTION | COMPLETED |
|--|-----------|
| 1. Complete Annex C LANDSO 7205 (health screening proforma) and return to DES Families Section, Abbeywood for all travellers. | |
| 2. Submit Housing forms (Mod Form 1132 Manual) – note written permission from the SSO is required, if you want to bring a pet (Cat/Dog) | |
| 3. Contact your RAO to discuss requirements of your move. | |
| 4. Passport and visas check validity. | |
| 5. Get the Tri Service Unaccompanied Baggage Guide For Personnel and United Kingdom Based Civilians (UKBC) Assigned to and from or between Overseas Duty Stations Read and Fill in. Remember one booklet for unaccompanied baggage and one for storage. If you need storage get the Unaccompanied Baggage Guide for Personnel and United Kingdom Based Civilians (UKBC) Requiring Storage of Personal Effects while on Assignment Overseas. | |
| 6. Check insurance for unaccompanied baggage and for storage. | |
| 7. Submit applications for flights. | |
| 8. Immunisations. | |
| 9. Finances – set up internet, apply for credit card, change of address notification. | |
| 10. Documentation – sort out the following to take with you to Brunei Driving Licence, Assignment Order, and Marriage Certificate, Birth Certificates of children for school applications and proof of no claims discount. | |
| 11. JCCC details to your relatives | |

12. ACCOMMODATION

Families Accommodation

Married Quarters within Brunei were visited by the CAAS team in 2017 the following link will take you to the team’s assessment, [CAAS Document](#). Accommodation at present is very limited; quarters currently consist of the following:

Mumong

Brunei Garrison has a few main housing areas. Mumong SFA which includes houses in Istana Gardens, Istana Drive, Istana Avenue, Istana Grove and the 620/621 flats. This area is a 15 minutes’ drive from Taker Lines and the Garrison. Mumong SFA includes two Officers’ patches which comprise of four bedroom detached houses (Istana Drive, Istana Avenue) and three and four bedroom bungalows

(Istana Gardens). The Other Ranks' patch (Istana Grove) comprises of semi-detached bungalows and flats. The Mumong patch is within walking distance or a short drive from the beach and the Officers' Mess. The SFA in this area is co-located with Mumong Community Centre, the Splash Pool, the Patio Club, Treetops Nursery and HIVE.

Tuker Lines

SFA is within walking distance of Tuker Lines Camp and a short drive from Medicina Lines and the Brunei Garrison Head Quarters. This area comprises a mix of Hornbill teachers in detached bungalows (G15), and Other Ranks' accommodation in semi-detached bungalows and flats. Tuker Lines SFA is within walking distance of the Hornbill School, NAAFI shop, Chautari Club, Garrison Gym, Garrison Swimming Pool, the Primary Care Medical Facility (PCMF), the Education Centre, Thrift Shop, Ramdhani shop and Chit Chat Community Centre.

The SFA facilities include a volleyball court, basketball court, 5-a side football court, play area, sports field and playgrounds for children.

Officer SFAs

Istana Gardens, Mumong

This area is also known as Jurassic Park. The patch consists of 7 bungalows which are usually allocated to senior officers. It is located next to the coast with easy access to the beach by foot. The patch is 15 minutes' drive from Tuker Lines. The bungalows have either 3 or 4 bedrooms, one of which is en-suite, a veranda, front and back garden and a covered drive. There are Amah's quarters adjacent to each house. The Commander's house is also on this patch. The Officers' Mess is less than a 5 minutes' drive from Istana Gardens and it is possible to walk home after Mess functions.



Istana Gardens CO Quarter



Istana Gardens Officers' Quarter

Istana Drive, Mumong

This is located at X2. The X2 site consists of 22 quarters built in 2006/7. All these quarters have four bedrooms, all with fitted wardrobes and drawer space and the main bedroom is very spacious with en-suite. Downstairs, patio doors lead from the sitting room. There is a separate dining room which is often used as a family room as the lounge is large enough to accommodate a dining room table and chairs. All rooms offer masses of wall space for pictures and hangings. The Amah's quarters are at the back of the house. New shrubs and occupants' own plants enhance the gardens and perimeter of the estate. Istana Drive is located within 5 minutes' drive from the Officers' Mess and 15 minutes from Tuker Lines.



Istana Drive Officers' Quarter – X2

Istana Avenue, Mumong

This is located at X1. These officers' quarters were built in 2008 and are adjacent to the other ranks' families' accommodation. The Avenue consists of 13 quarters. This patch is within walking distance of the Splash Pool, HIVE and Treetops Nursery. The accommodation lay out is the same as described for Istana Drive above.



Istana Avenue Officers' Quarters – X1

G15

This comprises of one, two, three and four bedroom bungalows. They are within walking distance of Tuger Lines, Hornbill School, the PCMF, Garrison Swimming Pool, Ram Dhani, NAAFI and the 'Chit Chat' Community Centre.



G15 Tuger Lines Officer Quarter

Other Rank SFAs

Istana Grove, Mumong

42 semi-detached bungalows, the majority being three bedrooms, however there are 5 four bedroom bungalows. Mumong complex has a Splash pool, Patio Club and HIVE Office on site. It is a 15-minute drive from Tuger Lines.



Istana Grove –Mumong – X1



Entrance onto Mumong Patch – X



Mumong Patch X1 Soldiers' Quarters inside the bedrooms of the bungalows



Dining Area



Patio Area



Kitchen



Front Room



Bathroom

620/621 Flats

This consists of 24 three bedroom flats and is located at Mumong. They comprise of a living/dining area, three bedrooms of which one is en-suite, large kitchen with pantry, bathroom and storeroom. Additional storage space is available under the building.



620/621 Families Flats Mumong X1

H15 Flats

The flats were built from 2007 onwards. There are 180 03 bedroom flats and 60 04bedroom flats. There are 12 flats to a block. The accommodation comprises of a main bedroom with en-suite, large

kitchen, and spacious living accommodation throughout. The flats are within walking distance of Toker Lines, Hornbill School, the PCMF, Garrison Swimming Pool, Ram Dhani, Thrift Shop and the NAAFI.



Front Room



H15 Furniture



Bedroom soft furnishing



Kitchen



Bathroom



Balcony

J16 Flats

The J16 flats were completed in April 2011 and consist of 68 03 bedroom flats and 12 04 bedroom flats. The accommodation comprises a main bedroom with en-suite facilities, large kitchen and spacious living accommodation throughout. The flats are within walking distance of Toker Lines, Hornbill School, the PCMF, Garrison Swimming Pool, Ram Dhani, Thrift Shop, NAAFI and the 'Chit Chat' Community Centre.



J16 Flats Toker lines

H16

There are a total of 64 semi-detached two bedroom bungalows on this patch. They are within walking distance of Toker Lines, Hornbill School, the PCMF, Garrison Swimming Pool, Ram Dhani, Thrift Shop, NAAFI and the 'Chit Chat' Community Centre.



H16 Type C Quarter



H16 Type B Quarter



H16 Ext to Sgt Mess

JKR

There are a further 40 semi-detached 02 bedroom bungalows on this patch. They are within walking distance of Toker Lines, Hornbill School, the PCMF, Garrison Swimming Pool, Ram Dhani, Thrift Shop and the NAAFI.



Single Live-In Accommodation

Single and unaccompanied personnel will be accommodated in either Toker or Medicina Lines, dependent on whether you are posted to the RIB or to the Garrison. These will consist of mainly two-man bedrooms, with JNCOs getting a single bunk. The current SLA in Toker Lines is made of three new blocks completed in 2009. In Medicina lines all JNCO accommodation is single bunks. There are

small kitchens in all the accommodation blocks. The JNCOs Restaurant is less than 100 metres from the accommodation.

All rooms will be scaled in accordance with JSP 315. The furnishings for all SLA are: 1 x 3ft bed, 1 x wardrobe, 1 x chest of drawers (please note that if a bedroom has fitted wardrobes and drawers these items may well be omitted), 1 x bedside table, 1 x chair, 1 x bedside light, sheets, bedspread and blankets.

Accommodation – SLA



JNCOs SLA Medicina Lines



JNCOs Bedroom SLA



JNCOs Bedroom SLA



Ablutions



RIB WOs & Sgts Mess – Bedroom SLA



GST WOs & Sgts Mess - Bedroom SLA



Officers Bedroom



Bedroom Sink



Shower & Toilet

BFB Welfare Contact Houses

G16 & H16 Welfare Houses

There are two Welfare Houses in British Forces Brunei (BFB) which is administered by the SSO/UWO and Army Welfare Service (AWS) Brunei. It is located at G16 Tuger Lines and H16 -18 Ramdhani Lines, within easy reach of the NAAFI, Chautari Club and Restaurant and the Garrison swimming pool.

It's primary purpose is to provide suitable, comfortable accommodation for personnel with genuine welfare need.

An administration fee is set to cover the cost of maintenance and replacement of furnishings, which is currently \$20 per night payable in full within 7 days of occupation.



G16 Type 02 Bedrooms



H16 Type 03 Bedrooms

ISTANA PANTAI

ISTANA PANTAI translates to beach palace; it is an old wooden stilted structure with direct beach access through a locked gate to the rear. It was gifted by the Sultans father in the 1960's and since then has been used primarily as a welfare facility for entitled personnel.

It has 4 bedrooms, containing: 1 double bed, 7 single beds and a cot. There is also a kitchen, living room, study and dining room. There is no bedding supplied less for pillows, the user has to provide their own sheets and pillowcases. Underneath the structure there is a bar area.

ISTANA PANTAI offers our personnel the ability to spend time outside of the Garrison in a secluded area in a facility that whilst basic, provides what's needed for bonding and/or family time. As such the facility must be used appropriately and in accordance with these orders, anyone found to be misusing or be in direct contravention of these orders will face administrative or disciplinary action.



ISTANA PANTAI costs BND\$50 per day/night. The money is used to maintain the property and provide further welfare equipment for use at the location. There is a minimum of 2 night bookings over the weekend cost BND\$100.00. The full rental cost and the deposit are to be paid when booking the property.

Booking Process

All bookings are to be made using the form available from the SSO Dept. Once complete this must then be submitted to the SSO Dept to assess and confirm availability of the facility for use. The user must then pay fee and deposit to the SSO welfare/housing clerk, who will then stamp the booking form. The user must then liaise with the AUWO to arrange the HO/TO organised at a convenient time.

13. HOUSEHOLD ITEMS

Service Family Accommodation in Brunei is furnished to a basic standard. This includes a cooker, fridge / freezer, kitchen table, dining table & chairs, coffee table, sofas, bookcase, beds, and cots if required, chests of drawers and bedside tables. It is strongly advised not to bring large items of furniture (sofa, dining table, beds, chest of drawer, sideboards etc) with you! All SFA are issued to scale with furniture, you will not be able to return any of the issued furniture to the store due to storage restrictions.

Other household items include lamps, bucket, brooms, mops, dustpan & brush, toilet brush, washing basket, vacuum cleaner, iron & ironing board, small pedal bin, electric kettle, saucepans of all sizes, frying pan, mixing bowl, pudding basins, dinner service, tea service and basic cutlery.

All the rooms have carpets. However, these are not fixed which is considered more suitable to the local conditions (they may be removed on request depending on storage), curtains and cushion covers to fit the furniture supplied; bedrooms are supplied with blankets, flat sheets, pillows, and pillowcases. Bathrooms are supplied with towels and shower curtains.

Electrical Equipment

The local electricity supply is 240 volts and plugs follow the UK standard of 3 square pins. If you don't already own surge protectors and voltage regulators, ensure you buy a few locally for key items such as computers before your boxes arrive as the electricity supply is prone to surges and lightning strikes. If you use your electrical gadgets often, bring them with you. It is recommended that the following electrical goods are brought with you; food mixers, rice cookers, steamers, microwave, bread maker, washing machine, tumble dryer, TVs, DVD player, video recorders, computers, and laptops etc, large freezer and small freezer supplied.

Personal Computers & Game Consoles

These should work without any issues once you have had the internet installed.

Television, DVD players and Music System Television, VCR and DVD players will need to be multi region reception as Brunei and Malaysia TV is broadcast on a different frequency to UK transmissions. However, TV and DVD combinations bought from overseas will work for playback alone.

Telephone and Answering Machine

The actual telephone device is not issued in quarters or hirings. Please bring your phone and answer phone with you or be prepared to purchase one when you arrive. Occasionally previous occupants leave theirs behind, although this cannot be guaranteed. Your cordless set and or answering machine will work in Brunei.

Sitting Room

Home Accessories

Bring as much as you wish to make your house as homely and familiar as possible. For example, Lamps, Cushions Throws and Christmas tree. Leave space for mementos of Brunei and future holidays in the region! Occasionally people have experienced damage to their photographs and pictures due to the humidity, although this is uncommon, you are advised to think about this risk.

Nepali Ornaments and decorations

You should consider bringing those you own from Nepal. Please note that customs officers in Brunei are strict about items they class as weapons such as kukris. If any items accompany you in your baggage, they must be declared to the Customs Officer, and you must be in possession of a certificate from your unit.

Rugs

All SFA are carpeted but the carpets are not fitted. They are simply laid over varnished or mosaic tiled floors.

Kitchen

You will find as a minimum the following in your SFA on arrival:

| Crockery | Pyrex Items | Cutlery |
|---|--|--|
| 1 x milk jug 1 x teapot 6 x dinner plate 6 x soup plate 6 x tea plate 6 x teacup 6 x saucer 2 x sugar bowl 1 x vegetable bowl | 1 x 8' casserole dish with lid 1 x 11' casserole dish with lid 1 x 11' baking dish 1 x round glass dessert bowl | 1 x carving fork 1 x carving knife 1 x bread knife 6 x table knife 6 x table fork 4 x tablespoon 6 x dessert fork 6 x dessert spoon 6 x soup spoon 6 x teaspoon |

For further details on the style of furnishings in your quarter or hiring, please contact the ASU:

Mil: 94193 3279

Civ: +673 3224101 ext 3279

Fax: +673 3228421

Email: BRUNEIGAR-ASU-Mailbox@mod.gov.uk

Washing Machine

Front and top loader washing machines are readily available in the local stores, prices are similar to those in the UK. You can also bring your own if you wish to use your unaccompanied baggage allowance for it. There are 2 washing machines in Mumong for use when arriving/leaving Brunei provided by SSAFA.

Tumble Dryer

A tumble dryer may be useful during the rainy season, as it is difficult to dry clothes inside due to air conditioning. Some people prefer to use them as clothes dried in the sun tend to discolour.

Fridge and Freezer

At least one 'fridge freezer' is provided in your quarter, the ratio is usually a third freezer to two thirds fridge. Small free-standing freezers are available locally, but the large chest freezers found in the UK are rare.

Dishwasher

The quarters are not fitted for a dishwasher; therefore, it is not recommended that they are brought with you.

Microwave

If you own one, bring it with you. If you don't already have one, they are available in Brunei, however, they are more expensive than in the UK.

Bakeware

If you are fond of baking, it is advisable to bring non-stick baking trays and cake tins. Those available in Brunei are not of the best quality.

Glassware, Crockery and Linen

If you are fond of entertaining you may also wish to bring items such as table mats, napkins, napkin rings, serving dishes, wine, beer, and spirit glasses. The one shop in Bandar Seri Begawan which stocks selected items from Ikea is the best local source of such items but there is no guarantee of stock or continued availability. The prices of Ikea items in Brunei are considerably more expensive than in the UK.

Other Items

Bring whatever you use regularly for example food processor, toaster, extra non-stick saucepans, utensils, potato masher, sharp knives, potato peeler, cheese grater, corkscrew, tin opener, bottle opener, tea towels, pressure cooker, steamer. It is also worth bringing a few plastic food containers however, they are widely available here and are probably cheaper than in the UK.

Bedroom and Bathroom

Summer Quilts

You are advised to bring a 4.0 tog summer quilt to Brunei. Although we have a tropical climate the temperature in the house can feel quite cool due to the air conditioning.

Bedding

Wool blankets and flat sheets are provided. If you prefer to use fitted sheets and quilt covers, you will need Queen Size bed sheets and you will have to bring them with you. Bedding is available locally, but choice of pattern and fabric may be limited.

Bedding Mattress sizes:

- Kingkoil Hotel Executive Double Queen Size W-60" x L-75 x H-8"
- Kingkoil Hotel Executive Mattress Extra Long Double King Size W-72" x L-79" x H-8" (This mattress is only special order for person more than 6')
- Kingkoil Hotel Executive Mattress Single Size W-36" x L-75" x H-8"

Towels and Bathroom Sets

Towels are provided in each quarter; however, the quality is basic and there is rarely enough provided for a family. You may also wish to bring beach towels and bathroom sets if you have them.

Other Suggestions

Sewing Machine

If you enjoy sewing, fabric is cheap.

Vacuum Cleaner

A vacuum cleaner is provided in every quarter, but you may wish to bring your own as it may be of better quality.

Dustbins

One pedal bin is provided in the SFA for rubbish disposal in the kitchen. If you prefer a large capacity bin in the kitchen, bring one with you or one can be purchased locally. Rubbish bins are not provided in any other room in the house.

Garden Furniture, BBQ, Paddling pool and Trampolines

Please think before you bring your garden furniture and barbecue with you as not every quarter has a garden. Prior to bringing these items, please contact a colleague in your new unit. Trampolines are not widely available and are too large to order online.

Small Suitcases and Holdalls

For holidays and short weekend breaks, it is advisable to bring these with you; however, there is a wide selection available locally.

Bicycles

As the area between Seria and Kuala Belait is flat, it is ideal for cycling. Please ensure you bring cycle helmets with you, although they can be purchased in Brunei.

14. FINANCE

Currency

The currency in Brunei is the Brunei Dollar (B\$). The Singapore dollar is on a par with the Brunei dollar and both currencies are accepted in local shops. If bringing currency from the UK, you may wish to consider bringing Singapore Dollars due to availability and exchange rates in the UK. Brunei has 1, 5, 10, 50, 100, 500 and 1000 dollars notes in circulation plus small coins.

The exchange rate fluctuates on a monthly basis depending on worldwide markets. The exchange rate through which the military are paid and can draw cash from the Post Office is reviewed on a monthly basis. This is called the [General Accounting Rate \(GAR\)](#). A Revolut/Monzo card from the UK is recommended for free withdrawals in Brunei without UK bank charges.

On Arrival

You may wish to bring some local currency with you to cover immediate expenditure. If you have a UK bank account with an ATM card, there are machines at Brunei International Airport and locally from which you can withdraw cash. The majority of UK banks and building societies charge for this service. There is also a Chip and Pin facility located in the Post Office in Tuger Lines which can be used without charge.

BFPO Money Rations Card

Ration cards are used for all serving and civilian personnel entitled to withdraw money from the Force Post Office. One Ration Card per person or per family for married personnel will be issued. It will be required to withdraw cash from the FPO. Serving personnel or dependants are all required to bring their ID Card along with the issued Ration Card for cash withdrawal direct to the FPO. For any information, individual should approach their respective HR Staff or Chain of Command in the first instance.

In consultation with BFPO and the Garrison RAOs department, the following restrictions will be applied to all personnel in the BFB Garrison:

- Monthly Withdrawal Limit - £1000 GBP (local equivalent) depending on exchange rate.
 - Daily Withdrawal Limit - \$400 BND (in one transaction)
 - Withdrawals - You have £1000 worth of Brunei dollars to withdraw in a Month you can come and withdraw everyday till your limit is reached or spread out over the month.
 - Deposits - The same rule applies for Deposits £1000 (local equivalent) in one month.
- Exchange Rate changes

The GAR (General Accounting Rate) is an exchange rate used by MOD and is reviewed and adjusted on a monthly basis. All money withdrawn from the FPO is always done at the GAR rate. As this changes on a monthly basis, the value of the £1000 GBP entitlement will change in Brunei dollars each month. Therefore, by the first day in each month, the FPO staff will display a poster and publish on CROs the GAR rate.

Advance of Pay on Posting

All SP who are permanently assigned overseas are eligible to receive an advance of pay in accordance with JSP 754 and will be entitled to receive an advance of up to four months' net pay on assignment.

SP must be aware that advance of pay attracts an individual liability for tax if the average amount outstanding plus any other beneficial loans during a tax year exceeds £10,000.

Cashing UK Cheques

On arrival in Brunei you may cash a UK cheque in the Admin Office up to the value of 1 month's net salary on arrival provided that you have not made any advance of pay application.

Bank Accounts

Military Personnel

Banking facilities are available locally, and you can have an allotment of your pay sent to them. There are number of options, Standard Chartered Bank, BIBD and Baiduri Bank. You will be required to present your passport (with it OGS stamp), and a payslip or letter from your employer before you can open the account.

SP have the option for monthly pay allotments. However, in order to utilise this service, their salary must be paid into a Bruneian bank account with an allotment paid into their UK bank account.

Other Financial Advice

You should consider setting up internet banking prior to departure to enable you to administer your personal finances during your tour. A credit card is recommended as backup for travel purposes, especially if your debit card is not Visa or MasterCard as Switch and Maestro are unheard of here. You are advised to apply for one prior to arrival as it may be difficult to obtain once you have arrived.

You may also wish to set up a pre-paid travel card such as Revolut/Monzo, this allow you to spend and withdraw a limited amount of cash per month from local ATM's without being charged large international transaction fees. Most of these cards need to be set up and in hand before you leave the UK.

It might also be worth considering setting up other financial assets such as Cash ISA's etc. prior to leaving as these can also be difficult to set up with a BFPO address. To alleviate this problem, you can leave your bank accounts in the address of someone at home and just change the address for correspondence to BFPO. This will then allow you to enter a valid postcode when applying for new accounts, ISA's, credit cards etc. This will also allow you to maintain your credit rating when applying for mortgages, loans etc.

Travel Insurance

You are advised to ensure that you have valid travel insurance for travel outside Brunei. It is required even for short trips across the border to Malaysia and you should ensure that your insurance is valid for travel originating in Brunei. If you already have an annual travel insurance policy in place, we advise you to check that it's still valid when the start of your journey begins in Brunei. If you require any information on Travel Insurance packages that will cover you from Brunei, please contact HIVE.

15. GENERAL ADMINISTRATION

Relocation Leave

All personnel moving as a result of a posting order necessitating a change of SFA, SLA, substitute equivalents or private accommodation are entitled to 10 days' relocation leave. This may be taken in the geographical location of the previous unit, but the aim is to give requisite time to personnel and their families (if applicable) to settle into the new environment. Ideally, relocation leave should be taken as soon as possible after arrival, but dates must be agreed with respective superior.

Leave

Whilst posted to Brunei you will be entitled to 30 days of leave plus various additional days for public holidays. The Resident Gurkha Battalion tends to operate leave on a Stand Down system (Block Leave). Christmas and New Year is usually a stand down period for BFB with the remainder of leave, taken at the individual's convenience, depending on work commitments and departmental cover.

Get You Home Overseas

The entitlement is one return journey for the Service person and each eligible member of their immediate family travelling with them from Brunei to the UK or Nepal for each 12 months service

overseas (i.e., one assignment year). Periods of less than 12 months will not qualify for GYH (O). Each 12-month period is calculated from the anniversary of your arrival date in Brunei. Service personnel in Brunei may not transfer their GYH (O) entitlement to allow visits by friends and family. Further details are available from the admin office and rules are contained in JSP 752 Ch 6 Sect 7.

Respite Provision

It is the entitlement which contribute towards travel and accommodation costs of Service personnel and their accompanying immediate family permanently assigned to an overseas station in order to achieve overnight respite from their duty station. It is claimed through JPA Self Service system. For more details, please refer JSP 752 Chapter 9 Section 5.

Overseas Private Vehicle Provision (OPVP)

The aim of OPVP is to assist Service Personnel (SP) permanently assigned to or from an overseas location with access to a private motor vehicle. It replaces the vehicle provision in previous LOA policy. Please refer to JSP 752 Chapter 9 Section 4 for more details.

Disturbance Allowance

Normal rules for Disturbance Allowance apply. Application must be made through JPA using Self Service system and can be applied for up to 45 days prior to the expected move date.

Local Overseas Allowance

Brunei is in an LOA area. The amount you receive is based on your marital status and number of children accompanying with you. LOA rates are under constant review and current rates can be obtained from your admin office.

Day and Night Subsistence Allowance

All personnel posted to Brunei should speak to their current RAO about their entitlement to day and night subsistence for the journey to Brunei. Hotel and food charges may be claimed, subject to meeting the eligibility criteria detailed in JSP 752.

School Children's Visits

The standard SCV entitlement is **increased to a maximum of 6 return, or 12 single journeys** at public expense, per academic year when the SP is assigned overseas. You must be registered as the official guardian of the children. Flights are booked through the unit movement clerk. You should book these flights early to ensure seats on preferred travel dates are available. MMA can be claimed for the return journey from the boarding school to the airport of departure. There is a parental contribution of 100 miles towards this journey. The claim is submitted on JPA and the parental contribution is automatically deducted from your army pay. When your children arrive in Brunei please inform your unit clerk / administrator who will commence LOA for the duration of the visit. Likewise inform your clerk / administrator when the children depart to avoid overpayment of LOA.

The increased number of SCV journeys is based on one publicly funded return journey for each term and each half term school holiday, **less the appropriate parental contribution**, for all eligible children. This enhancement does not apply to the SCV provision that commences from the beginning of the academic year in which a child reaches the age of 19. SCV can be reversed for parent to visit child in UK. For more details, please refer to JPS 752 Chapter 10 Section 2.

Dependent Children over 18 years

School Children's Visits – Children of Service personnel permanently assigned overseas who are attending, full-time, a nationally accredited establishment (any type of full-time educational establishment, university, teacher training college, technical college or any other educational institution, including those offering unpaid vocational training to that provided at university or technical colleges) in pursuit of a nationally accredited qualification, will be eligible for three return SCV at public expense during each academic year commencing from the academic year in which their 19th birthday falls until completion of the academic year in which their 23rd birthday falls. For children at university, this entitlement applies only to those studying for a first degree.

When the child/children are residing in Brunei having used a SCV, then the increased rate of LOA will be paid (provided your administration office is informed).

Please note that unless your children who are over 18 years old, meets the criteria above they have no dependant status. You will therefore be unable to claim any allowances and travel for them at public expense. They will also not be entitled to use the PCMF or Dental Centre so you must ensure you have adequate medical insurance.

The age limits do not apply to a son or daughter who is physically or mentally incapable of contributing to their own support.

Due to the expensive nature of travel to Brunei and the lack of "weekly commuting" as an option, if you have a case that falls outside the regulations in terms of accompanied status, flights etc, you must highlight it to the chain of command at the earliest opportunity in order for casework to be written and submitted.

Child Benefit

There are no facilities in Brunei to collect child benefit in cash. If eligible, arrangements must be made to have Child Benefit paid directly into a UK bank account.

Food Charges

Single and Married Unaccompanied personnel should note that a "Pay As You Dine" is in operation in Brunei. For British Forces Brunei no food charges will be deducted from individual pay.

Accommodation Charges

Accommodation charges in BFB vary significantly and are determined by the type and standard of accommodation occupied. In broad terms, accommodation charges apply.

Passports & Visa Charges

Personnel who incur passport or visa charges as a direct result of their posting to Brunei may reclaim all costs through JPA. If your passport is due for renewal and you plan to do a lot of travelling (even across the border to Malaysia).

Telephones & Internet

All SFA have a telephone line installed. You will pay B\$100 deposit and B\$50 connection charge. The deposit is refundable on posting. Telephone line rental is paid at a rate of B\$13 per month. For broadband, the registration fee is \$50, Modem is \$100 and monthly charges start from \$25 for limited data allowance or \$199 for unlimited. This is paid on a monthly telephone bill that you can pay in person or via the Imagine apps.

Medical and Dental Bills

All soldiers and their families posted to Brunei will be provided with medical cover through the PCMF and supporting local Hospitals. Prescriptions are free of charge. Dental Treatment in Brunei is a free service for all routine treatment.

Other Personal Bills

Bills for items such as home telephones, mobile phones, internet connection, satellite connection and other such items will be your personal responsibility.

Emergency Contacts

It is your personal responsibility to ensure that your EC details are updated upon posting on your JPA self-service account. This is a standing order and a Commander British Forces' order. You are also to ensure your passport number and expiry dates are given to your unit clerk / administrators.

Compassionate Travel from Overseas

'Compassionate Travel from Overseas' cards (JPA P001 (Sep 07) are available from your RAO to give to your family and your dependants. These cards are issued in case circumstances should arise whilst you are overseas, on a posting or on deployment, that make it necessary for your family member or dependant to apply for your return to UK on compassionate grounds (such as a death in your

immediate family, serious illness or serious family crisis). Your family member should telephone the Joint Casualty and Compassionate Centre on **01452 519951** (the telephone number on the card) in the first instance. By contacting the Unit or department in Brunei will delay the process.

16. SECURITY

Brunei is a safe place to live, however, there have been a number of minor burglaries reported over the years. The RMP detachment issues a crime prevention booklet to each household and they are also available for advice on home security at any time. If you leave attractive items insecure on your patio, they will be stolen.

The risk from terrorist attack is also deemed to be low despite the fact that we are in a volatile region. It is important that despite the low risk everyone should continue to always remain vigilant, and particularly so when visiting surrounding countries.

17. GENERAL ADMINISTRATION – CIVILIAN STAFF

Key Allowances

For full details of the allowances applicable to you please refer to the Defence Intranet, Defence Business Centre, People Service Centre, Moving Jobs and Personnel Reference Guide, Changing Locations – Overseas.

These sites will provide details about every aspect of transferring overseas, in general terms, which are universal.

NSTs and NSNs should be referring to their contract for further information.

Please note that SSAFA, NAAFI, and BFBS are **not** Crown Servants and have separate terms and conditions of employment.

Defence Business Service

DBS will arrange your posting to Brunei; however, you should not come to Brunei unless there is accommodation available for you. The SSO will do his utmost to ensure you are housed at least ten days prior to your work start date. If houses are available, this will be earlier still. Please ensure you contact the Garrison Welfare office, prior to your arrival in order to start the process. DBS will advise on all the allowances that are applicable to your posting.

All payments, including your pay, will be made to your nominated UK bank account. There is no provision to pay an allotment of your pay to a Brunei bank account that you may choose to open on your arrival.

DBS Contact Details are:

Phoning from the UK: 0800 345 7772
Phoning from Overseas: +44 1225 747750 (Civ) 93345 7750 (Mil)



Leave Travel Scheme

Similar to the Military Get You Home scheme you're, as a MOD Civilian, entitled to use the LTS. The scheme entitles you, and any accompanying dependants, to one economy return flight to the UK, or other place of normal residence in order to maintain links with family and friends at home. You will only qualify for your first LTS journey once you have completed twelve months with Service Children's Education. Thereafter, each completed twelve month period overseas qualifies you for a further LTS journey (e.g. a full 3 year posting would qualify for two LTS journeys). If you are transferring from another SCE school there is no facility to 'carry over' your LTS entitlement from your current post, although you will be entitled to a LTS journey in your first twelve months in Brunei.

For UKBCs and teachers the procedure is similar. DBS pack will provide details of this compassionate travel procedure and contain some emergency cards to give to your family for emergencies.

18. DRIVING & TRANSPORT

General

The majority of all transport requests are governed by the QOGLR detachment. They cover airport transport, duty transport to work, school buses, white fleet vehicles, matrix tests, welfare vehicles to name but a few. They are here to support the RIB, the Garrison and all dependants with transport support for official business. This also includes booking of transport for medical appointments for those dependants who cannot drive and live away from Toker Lines.

Driving

Driving in Brunei is the same as in the UK, we drive on the left. Always park your car on the correct side of the road, in the direction of the traffic flow. Always wear your seatbelt and ensure children are seated in the correct type of child seat; drive carefully and defensively. When driving in Brunei, especially in the city of Bandar, Police on motorbikes may force you to pull right off the road to allow the Sultan or members of the Royal Family cavalcade to proceed. Never think that a red traffic light means all drivers will automatically stop, you must exercise caution.

When coming out of a junction watch out for overtaking traffic. At roundabouts, make sure other vehicles intend to give way, even if you are in the right. Indicate in plenty of time and check again to make sure that no other vehicles are overtaking you as Speed traps are in frequent use. Fines of B\$50 or sometimes even more are payable on the spot. If you are not in possession of your driving licence you will have to present it to the Police Station (next to Supasave) within 7 days of the offence. Brunei has several driving laws not common in other countries. You are permitted to park only on the side of the road in the direction of traffic flow. Do not leave your car with the engine running. Stop at junctions with stop signs.

It is illegal to use your mobile phone while driving in Brunei. There is a penalty of up to 6 months imprisonment in this respect.

Driving Licence

To obtain a Brunei driving licence or to have your licence endorsed from the Government Land Transport Office, Jalan Setia. You will need to obtain a form and payment of a nominal fee (\$5.00). Ensure you take a copy of your passport and OGS Stamp to the office.

At present the UK / EU Driving Licence is valid in Brunei for both service personnel and their dependants. Please ensure this is brought with you and not packed in your removals as it will delay you being able to drive.

Those personnel who could be required to drive a military vehicle through an FMT 600 are to complete the Brunei matrix test, through QOGLR or the Military Transport office for RGR personnel. If your spouse or dependant would like to take the driving test in Brunei and successfully pass, it is not valid in UK; therefore, they would have to re-sit the UK test on their return. The theory test however is valid in UK, with more details available from either QOGLR or the Battalion Military Transport Office.



Registering Vehicles

All car owners are duty bound, when purchasing a car in Brunei, to register it at the Land Transport Department (in your name), regardless of whether it is taxed and insured already. You will require the following documentation in order for your visit to go smoothly:

Valid Insurance

Ensure you check the expiry date of the vehicle; if it is not valid for longer than 2 months the Land Transport Office may insist you extend the road tax to ensure your insurance is valid.

Tinted Windows – only allowed by Royal Family, if caught you are fined and need to return to normal windows in car.

Vehicle Logbook

Ensure you have the car's original Blue Card (Logbook), as a photocopy is not acceptable.

Transfer of Ownership

You must ensure that you have a transfer form signed and completed by the seller of the vehicle. Again, this is available from the Land Transport Office. There is a section on the form that requires completion and signature of the new owner. You will also require a photocopy of the seller's ID card (signed) and a photocopy of the seller's driving licence (signed). Your car will also have to be inspected at a cost of \$5.00.

On submission of these documents to the Land Transport office, your Blue card will be retained for processing. You will be given a receipt and requested to collect your original Blue card in 44 one week.

The Land Transport office timings are as follows:

Office opens Mon to Thu and Sat. Timings: 0800-1215 and 1330 to 1630 hrs.

Petrol Stations

There are four petrol stations in the Seria, Kuala Belait district: with two stations in each town. There is one in Seria known as the Roxana which opens from 6am until 9pm. Petrol stations close on some public holidays e.g., the Sultan's Birthday so remember to fill up in advance. Please ensure you do not use your mobile phone at the petrol station.

Brunei Road Signs

The following Malay to English translations represents the text associated with the most important road signs that you will come across on the roads in Brunei and in the neighbouring Malaysian States of Sarawak and Sabah. There is no 'Highway Code' as we know it in Brunei, and this will be noticed the first time you drive on the roads. It cannot be stressed enough that you and your family should take extra care when driving on the roads in Brunei and maintain a high level of vigilance when driving here; you will quickly become a most effective defensive driver.

Speed limits are generally indicated on all roads in kilometres per hour, with limits in built up areas set at 50 Kph. The speed limit is 65 Kph on main roads and 80 Kph on the motorway. The police do set up speed traps, but these are normally well signposted in advance, but if you are caught speeding you will be fined.

Road Sign Translations:

| MALAY | ENGLISH |
|--|-------------------------|
| AWAS | DANGER |
| AWAS KERJA-KERJA TANAH DI HADAPAN | DANGER ROAD WORKS AHEAD |
| AWAS MELINTAS ASKAR-ASKAR | CAUTION TROOPS CROSSING |
| BERHENTI | STOP |
| BERI LALUAN | GIVE WAY |
| DILARANG BELOK KE KIRI | NO LEFT TURN |
| DILARANG BELOK KE KANAN | NO RIGHT TURN |
| DILARANG BERPUSING BALIK | NO U-TURN |
| DILARANG MOMOTONG | NO OVERTAKING |

| | |
|---|-----------------------------|
| IKUT KANAN | KEEP RIGHT |
| IKUT KIRI | KEEP LEFT |
| IKUT KIRI KECUALI SEMASA (OR APABILA) MEMOTONG | KEEP LEFT UNLESS OVERTAKING |
| JALAN SEHALA | ONE WAY |
| JALAN LICIN | SLIPPERY ROAD |
| PANDU PERLAHAN | DRIVE SLOWLY |
| PERLAHAN | SLOW |
| PERLAHAN KAWASAN SEKOLAH | SLOW DOWN SCHOOL AREA |
| SELEKOH KIRI | ROAD BENDS LEFT |
| SELEKOH KANAN | ROAD BEND RIGHT |

Car Annual Checks

All vehicles have to go through an annual “MOT” check which takes place at the Land Transport Office. Your vehicle documentation and insurance policy will also be checked. If your car is older than seven years it will get thoroughly checked which could take a long time, as you cannot make an appointment. You should also get your cars checked out by the Garrison workshop annually, or prior to buying a second-hand car. For those cars seven years or younger, you need to go the local Post Office to renew their documents. All drivers should take the maintenance and servicing of your cars seriously. (FS No.2n)

Residence to Place of Duty Transport

This shuttle bus runs from all quarter areas except Toker Lines and a few hiring’s, to collect and drop off service personnel within the Garrison. For more information please dial: 00673-3-224101
Ext 3762 Mil: 9240 3762 or 8888497

Airport Transport

UK / Brunei charter transport is provided by QOGLR. On the Core Days transport is provided automatically. All passengers are requested to confirm their pickup place and timing with QOGLR Det on Telephone 00673-3-224101 Ext 3762 Mil: 9240 3762.

- a. Charter in: Collect passengers from BIA travelling from UK to Brunei every Monday and Friday, subject to flight schedule changes.
- b. Charter out: Drop off passengers to BIA travelling from Brunei to UK every Monday and Friday, subject to flight schedule changes.
- c. For timing confirmation please contact the office on 8888497.

Bandar Seri Begawan (BSB) Airport



Welfare Vehicles

QOGLR have Welfare Vehicles, which are available for hire to all serving members of Brunei Garrison. The cost for the hire is \$30.00 per day (24 Hrs). Personnel who would like to book these vehicles are to QOGLR Det MT Sgt on Telephone 00673-3-224101 Ext 3363 Mil: 9240 3363.

Theatre Matrix Test

Brunei Electronic Official Matrix test will be conducted and endorsed into FMT 600 for Mil personnel and other authorised drivers, prior to driving military vehicles. This must be part of your induction plan if there is a need for you to drive service vehicles.

Insurance Companies

There are a few insurance companies available for you to use however we do recommend you shop around.

- a. Insurance TAIB – Tel: 3340252
- b. TAKAFUL BIBD Ins – Tel: 3341083
- c. STANDARD Ins – Tel: 3336155
- d. NATIONAL Ins – Tel: 3331222
- e. Tong Hin Enterprise – Tel: 3331928

Note: Standard Insurance will cover almost everything, except windscreen, flood cover, towing service. To cover all eventualities and to get additional cover you will be required to pay extra. Towing service offered by insurance companies is only valid within Brunei.

Private Car Rental

A rental service is offered by JASRA, Tel: 3331664 and AVIS Car rental, Tel 3334707. Please ensure you use a recognised and authorised rental car provider; contact the RMP for details.

Public Transport

Public transport buses run every day from Seria to Bandar every 40 – 50 minutes. They commence from 0645 hrs and the fare per head is \$6. They also run a shuttle to and from Seria to Kuala Belait every 30 minutes, at \$1 per head.



School Transportation

The QOGLR detachment provides school children bus service from various quarter areas but not all. To ensure your children are added to the collection list please call 8888497 (Mobile).

Baby and Child Safety Seats

Child restraints and baby car seats should be used as in the UK. The RMP will take action against anybody breaking UK and Bruneian law, therefore please make sure your children travel safely.

Note: Further information you would like to know regarding road transport call QOGLR on 8888497 (Duty Mobile which operates 24/7, 365 days a year).

19. BRUNEI – TIME, CLIMATE & WEATHER

Brunei is a wealthy country that produces Oil and Gas as its primary source of income. The oil and gas fields are also situated in the Belait District, within the Garrison Lines. You will see nodding donkeys (oil wells), throughout the Garrison and quarter areas.

Brunei is 8 hours ahead of (GMT) UK and 7 hours ahead during British Summer Time, therefore children, particularly babies and toddlers can find it difficult to adjust to the new timings, having had their routines upset. You should prepare yourself for it to take up to a week to fully adjust to the time difference.

Climate

Brunei Darussalam is a small country situated around 4 degrees north of the Equator and around 114 degrees east, next to the East Malaysian state of Sarawak. The country has an equatorial type of climate with high temperatures and rainfall all year round. Northeast monsoon winds blow from December to March, while the southwest monsoon occurs from May to September. April and October are the transition months between the monsoons, characterised by light and variable winds.

Weather

The weather in Brunei is determined by the combination of the local winds and the larger scale monsoon winds. Occasionally, tropical cyclones in the South China Sea, although not directly affecting the country, may also contribute to the local weather pattern e.g., by affecting wind strength and direction or slightly more unsettled

Rainfall in Brunei is heavy and usually occurs in the form of thunderstorms. Rain is abundant and occurs all year round. Temperatures differ little from month to month, with the usual temperature between 25°C – 35°C during the day. Humidity during the day is about 75%. Night-time temperatures can be oppressive due to high humidity. Although the climate is warm and humid, severe heat stress is rare. The transition months (April & October) can be uncomfortable because winds are light, and humidity may be higher. In the afternoons, conditions on the coast are often relieved by sea breezes.

Please ensure that you are acclimatised fully before you commence physical training that is arduous as the temperature and climate could well catch you out, especially on a long jog. Ensure you take on board plenty of fluids and it is important that you check your dehydration levels through the colour of your urine. There are charts situated throughout the camps in most of the toilet areas.

For further information on Brunei's climate and weather go to: <http://www.weathercity.com/bn/brunei/>

Acclimatisation

Acclimatisation can take between 2 and 6 weeks. The tap water within your quarters and in the single accommodation is not suitable for drinking or cleaning teeth, however it's suitable for bathing, showering and cooking. An increased fluid intake is essential. It is best to take frequent drinks rather than waiting for a thirst to develop. By then the body can be 12 litres short of fluid. Drinking insufficient fluid increases your risk of heat exhaustion and kidney stones.

Beware of the fierce Brunei sun. It can rapidly cause severe sunburn. If you are sunbathing at one of the swimming pools, take a little sun at a time; initially no more than 15 – 20 minutes a day.

A brimmed hat, sunglasses and a high factor sunscreen are advisable when staying in the sun, even if you've been here a while. Despite the current fashion for sunbathing, it should not be forgotten that prolonged exposure of the skin to the tropical sun increases the risk of skin cancer. Children's UV sun suits are available locally and are strongly recommended. Outdoor activities should not be planned for the middle of the day.

How to Prevent Mold Growth in Humid Climates

It is true that mold can occur anywhere, but humid climates provide the optimal conditions for the fungi to grow and thrive:

- The frequent precipitation and high air humidity typical of wet climates produce large amounts of moisture – the main prerequisite for mold growth;
- The temperatures in humid climates are usually high throughout most of the year and contribute to the quick reproduction of mold spores.



Humid climates provide the perfect conditions for mold to thrive.

The excessive moisture combined with the right temperatures allows for extensive mold growth and causes great troubles – mold damage to personal property, health problems and allergic reactions triggered by mold exposure, etc. Getting rid of the mold is very difficult in wet climate areas, as the right conditions for its development remain present, and mold remediation is extremely laborious and time-consuming.

The only good solution under these circumstances is to find an efficient way to prevent mold growth in the first place.

Mold prevention in humid climates, however, is quite the challenge. You need to take certain specific measures in order to thwart mold growth in such a moist environment.

How to Prevent Mold in Your Home

You can neither prevent mold spores from entering your home (they exist everywhere in the outdoor environment and can easily get inside through open doors and windows, air ducts and vents, or even attached to clothes, shoes, and bags), nor deprive mold of its “food” (the harmful microorganisms feed on organic materials, such as wood, carpet, paper, insulation, paint, plasterboard, fabrics, cotton, leather, furniture, and even dust that are found in abundance in the home). Your only option is to make sure the ambient conditions in your house are not right for mold to grow:



Welcome fresh air in your home.

Ensure proper ventilation. Stale air provides perfect breeding and development conditions for the delicate mold spores – they can take roots, grow, and reproduce, completely undisturbed. To prevent such “untroubled development”, you need to allow plenty of fresh air inside and ensure good air circulation within your home – keep the windows open on sunny days, open doors between rooms,

open drawers and closet doors, reduce clutter and move furniture away from walls to improve the airflow in your house, keep air ducts clean and in good condition, run exhaust fans in bathrooms and kitchens where steam and moisture can build up as a result of common everyday activities, etc. Make sure all areas of your house are properly ventilated and free of musty odors (especially confined and/or dark spaces);

- Take care of condensation. Mold thrives on surfaces with condensation, such as windows, metal pipes, and concrete walls. To reduce condensation in your home, you need to keep the indoor temperature higher and the relative humidity in the house lower. Installing appropriate insulation is the way to go here – have in mind though that in addition to ceilings, walls, and other structural elements of the home, it's advisable to insulate the surfaces that are most prone to forming condensation as well. If you notice condensation, make sure you dry the surface immediately;



Portable Small Dehumidifier for Basements, Bathroom, Garage – [Shop Now on Amazon.com](#)

Use air conditioners and dehumidifiers to control your indoor climate and keep air humidity low (see below for more details on how to control humidity in home);

- Use mold-resistant products and materials in your home. When living in a humid climate, it's advisable to equip your home with mold-resistant materials – plastic, metal or glass household items and surfaces (instead of wooden ones), tile or laminate floors (instead of carpeted ones), moisture-resistant drywall in which the gypsum core is covered in fiberglass so that the surface becomes impervious to water (instead of traditional drywall in which the core is pressed between plies of paper), paint that contains mildewcides (chemicals that effectively inhibit mold growth), etc.;
- Clean, dust, and disinfect household surfaces. Frequent cleaning helps remove the mold spores from household surfaces and considerably reduces the dirt and grime (excellent sources of organic food for the harmful fungi) in the home. Therefore, you are strongly recommended to wash and disinfect plastic, metal, glass, stone, tile and other hard surfaces in your home on a regular basis and dry them well immediately after cleaning. Also, make sure you dust and vacuum often (preferably with a vacuum cleaner equipped with a HEPA filter) to prevent the accumulation of dust and dirt on your furniture, carpets, draperies, etc. It has been found that about 80% of household mold grows on dust. Consider having the carpets and upholstery in your home professionally cleaned once or twice a year;
- Inspect your property at regular intervals and immediately after violent storms, torrential rains, snow meltdown, etc. to detect eventual mold growth in its early stages and prevent it from spreading further into your home;



Condensation forms as water vapor from the air cools and liquefies when it comes in contact with cold surfaces.

However practical and adequate these measures may be though, they will not have a substantial effect if there is enough moisture in your home to allow mold growth. The only way to efficiently prevent mold in the house is to control the humidity in the indoor environment.

How to Control Humidity

Humidity control seems easy to achieve with the help of highly advanced technology – we can use AC units, dehumidifiers, and various other hi-tech devices that have been specifically designed to control indoor climate and maintain optimal temperatures and humidity levels within the home. Controlling humidity in wet climates, however, poses a number of specific challenges – you can't just open the windows to improve airflow in the home, for example (when outside humidity levels are high, letting outdoor air into your house will increase the indoor humidity)



#1 in Home Charcoal Air Purifiers – [Shop Now on Amazon.com](https://www.amazon.com)

So, how can you control moisture and prevent mold growth in humid climates?



Proper air conditioning can help you control the humidity in your home.

1) Use quality AC units properly sized for your house. If your air-conditioning unit is too small, it will run constantly without achieving the desired effect; if it is too big, it will start and stop frequently which will make it difficult to maintain constant temperature and humidity levels;

- Set your air conditioner to about 70 degrees Fahrenheit during the hot summer months and keep your home warm in cool weather;
- Set the AC fan mode to “auto”, not to “on”. When the fan is set to “on”, it runs continuously and does not allow enough time for the moisture that condenses onto the evaporator coil during the cooling cycle to drain off – it is re-evaporated and blown back into the house, increasing the humidity level;
- Close windows and doors when your AC unit is running. If the doors and windows are open, warm, humid outdoor air will enter your cooler home and cause condensation;
- Maintain your air conditioner in excellent condition to make sure it works effectively. Clean and replace the filters every month during the summer, inspect the condensate drain pipe to make sure it's dripping regularly (otherwise water may be accumulating inside the unit or on the floor), call a service professional at least once a year for more complex maintenance, such as cleaning the coils, etc.

2) Use dehumidifiers to keep the humidity level in your home below 50%.

3) Do not let wet items stay inside:

- Dry washed clothes outside or use a clothes dryer (never hang clothes to dry inside). Make sure they are completely dry before putting them away in drawers and closets;
- Do not leave wet towels or other wet items lying around in your home;
- Take wet shoes off at the door and clean pets' paws after walks to prevent water and mud from being tracked into your house;
- Thoroughly dry your items before storing them inside, especially if they won't be used for prolonged periods of time;
- Add some Taheebo tea or other appropriate anti-mold products to the water you give to your indoor plants to hinder mold growth in plant soil (moist soil is an ideal breeding ground for mold);
- Remove standing water (such as puddles around sump pumps or hot water tanks) and dry wet areas within your home as soon as possible;
- Vent appliances that produce moisture (such as clothes dryers, stoves, etc.) to the outside.

4) Prevent water from entering your property:

- Keep your property in good repair – Inspect the roof and the chimney on a regular basis and make any necessary repairs without delay, repair foundation cracks, fix plumbing leaks, etc.;



The better waterproofed your home is, the less likely you're to deal with mold problems.

- Keep the gutters clean – Replace damaged or rusty gutters and drainpipes in due time and make sure they are free of leaves and other debris to ensure proper water drainage;
- Direct water away from your home. Make sure the grading around your house slopes away from the foundation – otherwise water may collect there and seep into your crawlspace or basement;
- Cover crawl space floors with plastic coverings to prevent groundwater from seeping inside;
- Leak-proof doors and windows to prevent water seepage into your home during storms and torrential rains.
- Controlling humidity in your home may not be very easy but it will help prevent mold growth and any ensuing mold problems – mold allergies, mold damage to your property, expensive and time-consuming mold remediation, etc. Your efforts will be rewarded with a healthy, mold-free living environment. It's worth it.

20. TRAVEL

Air

Bandar International Airport hosts flights to an array of Asian, Middle East and European destinations. There is also an airport situated in the South, in Malaysia, on the outskirts of a town called Miri, which is less than an hour's drive from the Garrison. This airport is used

extensively for cheap flights to Singapore, Kuala Lumpur and a few other Asian destinations. Recommend 48 pages UK passport for frequent trips to Miri.

Roads

Roads in Brunei are not of a high standard with the exception to the motorway in the North. The roads around the garrison are classed as 'A' roads and the locals are not deemed as good drivers, therefore the advice is to drive slowly and safely. There are numerous accidents when the weather turns for the worse, usually just shunts. There is also a chance of aquaplaning due to heavy rainfalls if you do not drive carefully.

Rail

Those of you who love rail travel, or are train enthusiasts will be disappointed, as Brunei does not have a rail network.

21. COMMUNICATIONS

Post Office

There is a BFPO located in the Chit Chat Community Centre, Tuger Lines and the BFPO system can be used to send and receive post from the UK. For families residing in Mumong, there is one post box situated in Mumong Istana Grove. Mail is collected from this box once a week. All of your mail will go through to your work address with the exception of bills from local firms, which will go to your quarter address i.e., Tel-Bru, Astro etc.

BFPO address for RIB

Number Rank and Name
2 RGR
Company
Platoon/Department
Tuger Lines
BFPO 11

BFPO address for Garrison Staff

Number Rank and Name
HQ Brunei Garrison
Sub-Unit/Department
Tuger Lines
BFPO 11

BF1 3AG – For use when internet shopping and BFPO 11 not accepted.

If ordering or sending items via BFPO every item must have a Customs declaration applied or BFPO will not accept the item, you can order items containing batteries but cannot send back via BFPO 11. Most liquids, gels and pastes are available in Brunei, it is advised not to order these items as they often come broken and damaged affecting other Mail. It is advised to only order specialist liquids, gels and pastes that are not available in Brunei, a liquids window will be advertised when this can happen. Currently we have Royal Brunei Airlines (RBA), DHL and the Mil At flights that deliver the Mail. DHL do not deliver items containing liquids and this is our main carrier at the minute delivering once a week.

Telephones

Telephone lines are provided in all married quarters. You will be required to either bring your telephone from the UK or purchase one out here. Telephone and mobile telephone contracts can be purchased from any of the three suppliers: Imagine, DST or Progresif.

To apply for the Imagine & E-Speed installation service, please visit the SSO office in Chit Chat Community Centre for further information.

Radio

Brunei has its own bfbs radio station with a small complement of bfbs DJs.

1. bfbs Radio: 101.7FM
2. bfbs Gurkha: 89.5FM to keep the Gurkhas and their families in touch with things at home.

3. Facebook Page: 'BFBS Brunei' and 'BFBS Gurkha'.



Television

The majority of families and soldiers have a satellite dish fitted (if not already left from previous occupant), this will enable you to watch a variety of channels, from Live Premiership Football to F1 racing. These are received through Astro and the number of channels depends upon the package you subscribe.

BFBS Satellite Receiver

BFBS TechniSat box is available on loan during your assignment period for the purpose of receiving TV and radio programs broadcasted by SSVc. Currently, there are seven channels available. For further details, please contact +673 322 3424.

Internet

In order for you to get connected to the Internet you will have to register through Imagine, DST or Progresif in Kuala Belait. Frequent lightning storms make it advisable to turn off your computer prior to going to bed or on holiday. Various data plans are available starting from \$29 depending upon individual's need.

Imagine Internet Plan

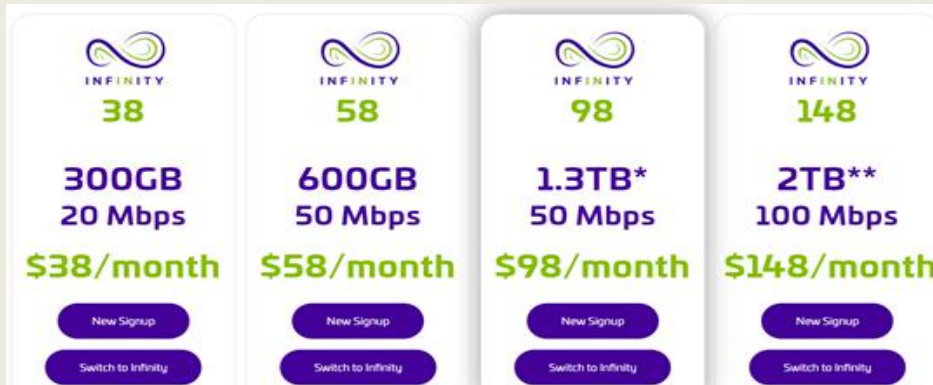
Link [here](#)

| Dream 20 | Dream 50 | Dream 100 |
|--------------------------|--------------------------|--------------------------|
| Speed up to 20 Mbps | Speed up to 50 Mbps | Speed up to 100 Mbps |
| \$ 29 /month* 200GB | \$ 35 /month* 200GB | \$ 55 /month* 400GB |
| \$ 45 /month* 400GB | \$ 49 /month* 400GB | \$ 79 /month* 800GB |
| \$ 69 /month* 800GB | \$ 75 /month* 800GB | \$ 129 /month* 1600GB |
| \$ 125 /month* 1600GB | | |
| 12 or 24 months contract | 12 or 24 months contract | 12 or 24 months contract |

Imagine Customer Support: 111

DST Infinity Internet Plan

Link [here](#)



\$10 per month is chargeable in addition to Infinity plans for fixed voice.

All the above plans are available with a 12-months contract and 24-months contract.

\$50 installation fee applicable for Infinity 38, Infinity 58 and Infinity 98 plans with a 12-months contract.

Free installation for all Infinity plans with a 24-months contract.

The speed will be regulated to not higher than 128kbps for Infinity 38 and Infinity 58 upon reaching the monthly data.

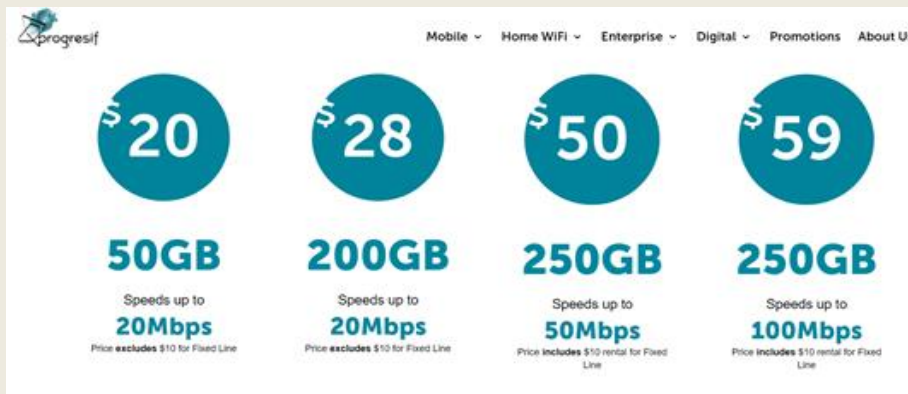
The speed will be regulated to not higher than 1Mbps upon reaching 1300GB* or 2000GB**

Customers can purchase add-on data via the MyDST app or mydst.dst.com.bn to experience regular data speed again.

DST Customer Support: 151

Progresif Internet Plan

Link [here](#)



22. EDUCATION

There are few educational choices for children who accompany parents to Brunei. Children aged 3 to 11 years are educated at the Hornbill School in Tuger Lines that serves the BFB community in Seria and Mumong. Educational establishments in Bandar cater for children of 11 plus years. Treetops Setting located in Mumong Community Centre is available for under 3s.

Early Years Care

Treetops Setting is an Early Years setting catering for the Brunei Garrison and entitled Personnel of the Garrison, offering the Early Years Foundation Stage Curriculum, which is situated in Mumong. It runs sessions for 45 weeks a year, Mon-Fri (0715 – 1445 hrs). For further information, contact the Setting Manager via email address treetops.nursery@modschools.org or contact by telephone on +6733341031.

Primary School (including Foundation Stage One Setting)

Children between the ages of 3 and 11, accompanying their parents to Brunei, are able to access their primary education at Hornbill school.

Initial contact should be made by email to the school office detailing your child's name, date of birth and arrival date in Brunei. Contact should be made with the school before accepting the posting to ensure they can accommodate your child's needs. *You will not be able to proceed with your posting without Educational clearance from the Hornbill School.*

Hornbill School is located in Tuger Lines, which is in walking distance from Tuger Lines SFA and a 15 minutes' drive from Mumong SFA. Children who are unable to walk to school can travel on organised buses provided by the Garrison.

Like other MOD schools, Hornbill school follows the Early Years Foundation Stage and the English National Curriculum and assessments are conducted at the end of Key Stages, in the same way as in maintained primary schools in England. The children are organised, where possible, into single age groups throughout the school.

Children in Foundation Stage 1 (FS1 / Nursery) are admitted into school in the term after their 3rd birthday. Children attend FS1 for 3 hours per day.

Children are admitted into Foundation Stage 2 (FS2 / Reception) at the start of the academic year after they turn age 4. They must turn 4 by the 31st August to be eligible to start FS2. Children in FS2 attend school on a full-time basis.

The school uniform consists of:

- For all Pupils: A school blue and orange polo shirt, grey shorts or skirt plus the school orange hat.
- PE Uniform – Hornbill school t-shirt and blue shorts

All uniform is available on order from the school office. Black leather school shoes should be worn as part of the uniform. It is difficult to purchase leather shoes in Brunei, therefore, please bring these with you. FS1 children don't wear uniform.

Contact:

Email: hornbill.admissions@modschools.org

Tel: +673 3224111 Ext 3893/3214

Fax: +673 3221060

Website: www.hornbillschool.com

Secondary Education

There are no MOD secondary schools in Brunei. Parents of children over 11 years old can choose to educate their child at a boarding school in the UK or at an independent fee-paying school in a neighbouring country where the teaching language is English.

If parents decide to have their older children accompany them on a posting to Brunei they can educate their child at one of the two MOD approved providers of secondary education in Brunei, either ISB or JIS. Both are independent, fee-paying schools that are situated in the capital Bandar Seri Begawan, approximately 90 km from BFB. The cost of the Boarding School Fees is covered by BFB. Adjustments will be made to your LOA during your child's absence from home during the week and a small daily charge is levied to cover your child's meals whilst at the Boarding House. Daily commuting to and from the school is tiring, therefore, children of the BFB community weekly board. Bus transport is provided to take the children up to the schools on a Sunday afternoon and to return them to their parents on Friday.

Both independent schools chosen as secondary providers of education for Garrison children in Brunei follow the UK National Curriculum and offer GCSE courses and examinations, but differ in the academic qualifications they offer 16 to 19 year olds. JIS offers an A Level syllabus, ISB offers the International Baccalaureate (IB) Diploma program.

If you intend to send your child to either of these schools you should directly contact them at the details below:

Jerudong International School, Brunei

Address: PO Box 1408, Bandar Seri Begawan
Telephone: 00673 2411000
Fax: 00673 2411010
Email: enrol@jis.edu.bn
Website: www.jerudonginternationalschool.com

International School, Brunei

Address: Jalan Utama Salambigar, Sungai Hanching Berakas B, Brunei.
Telephone: 00673 2330608 / 2337445
Fax: 00673 2337446
Email: admissionMgr@ac.isb.edu.bn
Website: www.isb.edu.bn

Children with Learning Difficulties

Special Educational Needs

Many children experience difficulties with their schoolwork at some time during their school life. Often these difficulties will be related to a particular piece of work or new subject and with a little extra help or support they can be quickly overcome. In other cases, a special programme of work is needed for a period of time so that the child can catch up with its peers. In a few cases the learning difficulties will be so severe that ongoing, specialist and long-term support is needed. There is very limited support within Brunei for children with special educational needs.

Families with children with special educational needs **must** contact CEAS and UWO prior to accepting a posting to Brunei. Failure to do so may result in your family being returned to the UK immediately on arrival.

The CEAS contact details:

Children's Education Advisory Service

Building 190

Trenchard Lines

Upavon

Pewsey

Wiltshire

SN9 6BE

Email: RC-DCS-HQ-CEAS@mod.gov.uk

Tel: +44 1980 618 244

Fax: 01980 618245 (Civ) or 94344 8245 (Mil)

Website: www.gov.uk/childrens-education-advisory-service

Adult Education

Electronic Learning Centre

This is at the Education Centre in Toker Lines. Soldiers and dependants can carry out a number of MOD and civilian computer-based courses. Many of these courses are offered through Learndirect.

For more information on courses, or to sign up, please contact:

Telephone: 92043797 (Mil)

Email: 2rgr-edn-groupmailbox@mod.uk

23. MEDICAL & DENTAL SERVICES

The PCMF is located in Toker Lines close to the accommodation and school. On arrival in Brunei, you and your dependants will need to register with the PCMF, which is co-located with the Dental Centre

and PCRf. Both you and your family will be able to book initial appointments with a Doctor and Dentist if necessary.

The PCMF will call forward your medical documents from your previous unit or medical centre and for civilians, from the NHS. This could take up to 3 months therefore you are advised to bring at least 3 months' supply of any regular medication with you on your assignment to Brunei.

You are also advised to make every effort to complete your vaccination course prior to moving to Brunei including COVID vaccinations. This is because we do not stock a wide range of vaccinations and you may have to wait for a while to receive them.

Your family should seek advice about immunisation schedules as soon as possible to start your immunisations as far in advance of your move to Brunei.

No international vaccination certificates are required for entry into Brunei except for yellow fever. This is required only for travellers over one year of age arriving from and infected area ie South Africa or Equatorial Africa only.

The following vaccinations are recommended for all personnel moving to Brunei:

- Polio
- Diphtheria
- Tetanus
- Typhoid
- Hepatitis A
- Hepatitis B – due to high prevalence in Asia
- BCG
- Rabies (for service personnel only)
- Japanese Encephalitis
- Yellow Fever
- MMR

Medical Assessment.

Medical assessment is conducted by GMSC in Lichfield. Your HR staff will provide details

Please be reminded that you may have to visit a travel clinic and pay for some of the vaccinations. You can then claim the money back via JPA or HRMS.



Primary Healthcare

The PCMF provides comprehensive primary health care services to all personnel. This includes dependants of serving personnel and those supporting British Forces Brunei (BFB). Medical care is delivered by the Senior Medical Officer, Regimental Medical Officer, two Civilian Medical Practitioners, Advanced Nurse Practitioner (Senior Nursing Officer), Senior Practice Nurse, practice nurses, two Physiotherapists and Combat Medical Technicians.

The PCMF also offers Midwifery and Health Visiting services. It is imperative that non-entitled visitors to the BFB are covered by adequate medical insurance because visitors to the Brunei are entitled to 'life-saving care only' at the PCMF. All referrals to other specialist medical centres incur costs that must be met by the patient.

Routine Appointments

Routine appointment can be made by contacting the PCMF Reception during normal working hours on ext 3226 (civilian 322 4893).

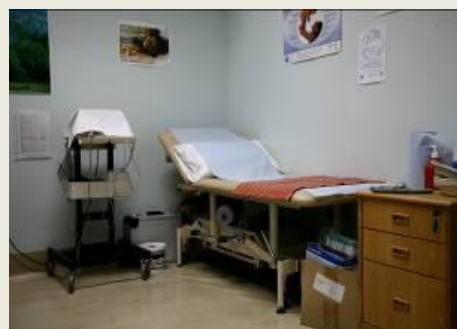
Out of Hours

A Duty Nurse (8330246) is available to provide urgent medical advice that cannot wait until the following day. A Duty Doctor is also available who will assist the Duty Nurse with assessing the medical requirement and offer the patient suitable options when necessary. Further eConsult service is available for all BFB members.

Medical Emergencies

The closest hospital is Suri Seri Begawan Hospital (SSB) in Kuala Belait approximately 30 minutes depending on traffic from Tuger Lines. Patients should contact Duty Nurse where possible otherwise go directly to the A & E department in the event of a medical emergency using their own transport or ambulance on 991. A Hospital Liaison Officer is available to assist with any administrative problems on 8330255. All patients are to report to the PCMF within 48 hours of hospital attendance or discharge from hospital.

The Primary Care Medical Facility (PCMF)



Clinics at PCMF

Daily clinics include sick parade led by CMTs

Nurse's telephone and triage appointments

Doctors' appointments

Sexual health

Family planning

Smoking cessation

Travel vaccinations

Baby immunisations

PULHEEMS (Grading reviews)

Smear clinic (Cervical cytology)

Chronic disease management for long term medical conditions:

- Asthma
- Diabetes
- Hypertension (high blood pressure monitoring)
- Gout
- Thyroid disorders monitoring

The PCMF is a dispensing practice and is therefore able to supply all medicines prescribed by the clinicians. Medications not available will be outsourced or demanded from the UK but please be aware that delays may occur.

Secondary Healthcare Provision – Local Hospitals

The PCMF refers patients to several specialist centres in Brunei. These include the Hospital in Kuala Belait, RIPAS and JPMC Hospitals in Bandar Seri Begawan and the Panaga Health Centre in Seria. The PCMF will discuss available health care options with you. Draken employees and their families are not entitled to secondary healthcare at public expense but via their employer's insurance; PCMF staff will advise on this process.

Midwifery Department

There are two Midwives who offer the following clinics by appointment: Ante natal, post-natal, home visits, parent craft skills and preconception advice. For further details about medical provision during pregnancy and childbirth please see later section in this booklet entitled Babies etc.

Primary Care Rehabilitation Facility (Physiotherapy Department)

Patients can arrange physiotherapy appointments following a referral from the Doctor or Nurse Practitioner.

Midwifery Department

There are two Midwives who offer the following clinics by appointment:

- ante natal
- post-natal
- home visits
- parentcraft skills and preconception advice.

For further details about medical provision during pregnancy and childbirth please discuss with midwives on arrival.

SSAFA Health Visitors' Department

This is located within the PCMF and employs two Health Visitors, one Health Visitor Clerk and one Health Visitor Assistant. They offer the healthy child programme to UK standards

- drop-in baby clinics every Tuesday 0900 hrs – 1100 hrs.
- monthly Sunbird baby club on first Thursday of the month between 1000 and 1130 in the PCMF.
- baby massage classes every Tuesday in CCCC HIVE and Mumong HIVE.

Dental Services

LAND standing orders states that all military and civilian personnel, including their families, must have a dental check-up and any treatment completed before arriving in Brunei. Routine dental treatment is free to all entitled personnel and their dependents. Appointments can be booked by telephone 3393.

Dental implant treatment is not provided, and other specialist treatments are difficult to access.

Orthodontic Treatment

Orthodontic treatment for children is free in Brunei. Any family with a child undergoing active orthodontic treatment should bring a complete copy of the current treatment records including any radiographs (x-rays) and contact the Dental Centre on arrival in Brunei.

Private orthodontic treatment is also available in JPMC and from a local Orthodontist:

Dr Abdul Aziz HJ. Abdul Rahim.

Address: Lot 442, 1st Floor, Jalan Bendahara, PO Box 499, 98000, Miri.

Telephone: +60(0) 85427263

Fax: +60 (0) 85426191

Emergency Dental Treatment

If you require an emergency appointment for the relief of dental pain, the dental centre can be contacted and arrangements will be made for you to be seen by a dentist the same day, during working

hours. If you require to be seen in an emergency outside normal working hours, a duty doctor is available to make necessary arrangements for you to be seen in Kuala Belait Hospital.

24. THE MESSES

Officers' Mess

The Officers' Mess is combined for both the RIB and Garrison Officers, plus entitled staff (Civil Servants, Teachers, and Civilian Medical Staff). The Mess is situated some 12 kms from the main barracks area, on the road to Kuala Belait.

The Mess includes seventeen single Officer's accommodation. It also has two Senior Officers rooms (Maj and above), with four large en-suite flats.

The Mess has a busy entertainments programme planned throughout the year. The Officers' quarters are no more than 1.5 kms away from the Officers' Mess. The majority of functions have transport provided.



Front of Mess

WOs', Sgts' and Cpls Mess

There are currently two WOs' & Sgts' Messes within the Garrison area, one in Toker Lines (Resident Gurkha Battalion) and the other in Medicina Lines (Garrison Troops). These also incorporate accommodation made up of single bunks, some of which have en-suite facilities.

Both WOs' & Sgts' Messes have busy and exciting entertainments programmes throughout the year. The Res Gurkha Bn families are nearly all situated within Toker Lines which makes it slightly easier to attend functions (babysitters permitting). The majority of Garrison Staff are housed at X1 Mumong patch, some 10 Kms away from the mess. That said the majority of functions have transport provided for those attending.

25. EMPLOYMENT FOR DEPENDANTS

Employment opportunities for dependants in Brunei are very limited and are restricted to within the Garrison. All employers within Brunei are mandated to employ a significant percentage of local civilians and Brunei Garrison is no exception, therefore, the numbers of vacancies available are usually taken by locally employed staff.

Hornbill School employs the largest number of dependants, both British and Nepali, as Learning Support Assistants and Key Stage Workers. There are different grades which reflect knowledge and experience, and a DBS check will be required.

All staff, whether local or dependant, are employed as 'Locally Engaged Civilians' and are subject to a combination of Brunei and UK Labour Laws laid down in the Regulations for Locally Engaged Staff (ReLECs) published by HQ UK 4 Division.

Job vacancies are publicised through the Comms Co-ord to all members in the Garrison. For additional advice, job descriptions and application forms please contact Brunei Garrison LEC Pay & Personnel Office (LPPO) in Toker Lines, military extension 3758.

Salaries are paid in accordance with local pay scales, so pay is not high and does not meet the UK minimum wage.

Voluntary Work

There are volunteer opportunities which have the ability to enhance a CV working with SSAFA In-service committee, Army Welfare Services, Hornbill School, Treetops Nursery and the Thrift Shop Toker Lines.

26. GARRISON FACILITIES

Mumong Community Centre

This is a focal point for social activities on the Istana married quarter patch, and it is open to all ranks, both military and civilian within the Garrison. There are a wide range of activities that take place; these are open to all Garrison families. These include parent and toddler groups on Tuesday and Thursday, play scheme holiday activities, coffee mornings, craft clubs etc.

There is a wide range of fitness classes and small gym provided in the main hall – these include yoga.

This facility is managed by Army Welfare Service Community Support, Senior Community Development Worker (SCCDW). For further information, please contact AWS on 8711613 or email on bruneiagar-spsvcs-aws-scdw@mod.gov.uk or the HIVE Information Officers on 3332309, 3223809 or email on BruneiGar-SpSvcs-HIVE-Mailbox@mod.gov.uk

Patio Club

This has a number of entertainment facilities, including a pool table, table tennis, darts, BFBS TV and music. The facility can also be booked by Garrison entitled personnel for private parties such as children's and grown-up's birthday parties. This is done via the CSSDW office.

Outside of the Messes and the NAAFI Chautari Club, the Patio Club is the only recognised drinking premise for the Garrison community. It is within easy walking distance of all SFA in Mumong. The club is usually open twice a week on Fridays and Saturdays from 7.30 pm to 11.00pm. The Club staffs are employed from within the dependant community. The overall supervision is by the SSO, who appoints a manager and committee from within the Garrison community, who are responsible for organising and running all functions. For legal and control reasons, the purchase of alcohol in the Patio Club is restricted to entitled members of the Garrison only.

Splash Pool

The Splash Pool is located besides the Patio Club in Mumong Community Centre and is open every day from 8 am-6 pm (Closed when private parties are booked). It can be booked for children's parties etc. for a small maintenance charge again via the CSSDW.

There is no lifeguard on duty and therefore an adult must accompany **ALL** children under 12 years of age. There is a BBQ stand and adequate shading in addition to pool side furniture. All users should note that it is a shallow pool and safety is paramount, therefore diving and jumping into the pool is strictly forbidden.



MUMONG PATIO CLUB



MUMONG SPLASH POOL

Chit Chat Community Centre (CCCC)

The Chit Chat Community Centre is located in Tuger Lines Seria, where members of Garrison families tend to gather for group activities, social support, public information, and other purposes. It is open to all ranks, both military and civilian within the Garrison. There are a wide range of community activities that take place in the Chit Chat Community Centre Multi-Hall and these are open to all Garrison families.

The parent and toddler groups on Monday and Wednesday mornings, youth and play clubs for ages 4, 5 – 7 and 8 – 11 and boarding students, play scheme holiday activities, soft play, Garrison Library etc. There are various fitness classes during the week. This facility is also extensively used for family fun days, fund raising events, and community fairs.

These facilities are also including the HIVE, SSAFA, AWS, AWW, SSO, Post office and UWC 2RGR Department office. This facility is managed by Army Welfare Service, CSSDW. For further information, please contact AWS on 8711613 or email at bruneiagar-spsvcs-aws-scdw@mod.gov.uk or via the HIVE Information Officers on 3332309, 3223809 or email on BruneiGar-SpSvcs-HIVE-Mailbox@mod.gov.uk



CHIT CHAT COMMUNITY CENTRE, TUGER LINES, SERIA

Parents and Toddlers Group Activities In Chit Chat Community Centre



Chit Chat Community Centre Garrison Library

The Garrison library is situated within the Chit Chat Community Centre in Tuger Lines. You can get recorded TV programmes from the UK as well as a wide array of books and CDs.

To get a Library membership card, you can register at the Garrison Library in Chit Chat Community Centre Tuger Lines. For further information, please contact 00673 3224111 Ext 3792 or email at bfblibrary@gmail.com.



Soft Play:

A soft play area has been built in the Chit Chat Community Centre, attached to the HIVE office for children aged 5 years and below. It is normally open in the mornings and few afternoons on weekdays (except during stand down period and public holidays). For the opening hours, please contact the AWS team on Ext 3368 or 8330235.



Mini Golf Course

Brunei Garrison has a Mini Golf course at the rear of the Chit Chat Community Centre. It has been funded by the SSAFA In-Service Committee. It can be an entertaining place for both children and adults. The facility has a padlock on the entrance, to get the key please contact the CSSDW on 8330235.



Outdoor Playground

Opened in February 2018 this is designed for children age 3-10. There are several slides, a sea saw, monkey bars and ride-on fire engine. All with sun sales and safety surfacing to help your family enjoy their time here.

This is open through the day time and also to children attending the various youth and holiday clubs running.



Located at Chit Chat Community Centre Tuger Lines

Football Patch

The new caged football pitch allows children and young people to play a number of sports safely and securely. There are facilities and equipment for football, basketball and on request volley ball and badminton. The high sides of the cage allow football to be played “enthusiastically” without fear of the ball hitting the other buildings.

This is open to those attending the youth clubs and to groups booking the Chit Chat Centre hall for functions.



Barbeque Pit Area

It is located at Chit Chat Community Centre. This has been designed for family’s outdoor barbeque party. There are 2 barbeque grills, and a seating area next to the children football patch and playground area which can be booked through AWS CSSW at Chit Chat Centre.



Garrison Gym

The Garrison has a Gym in Tuger Lines and Medicina Lines where various aerobic and anaerobic facilities are available for you and your dependants to utilise. There are also several fitness clubs held on various days and early evening for you and your family. There are numerous basketballs, squash court and volleyball Courts around both Tuger and Medicina Lines for all to use. In addition, there is the Garrison sports pitch which is marked out for football.



Weight Trg and Cardio Vascular Trg Room, Garrison Gym

Garrison Swimming Pool

The Garrison has its own Swimming pool, which has been recently refurbished. Lifeguards are in attendance and are employed from the military and dependants of the Garrison. The pool opens every afternoon. Children under the age of 12 have to be supervised in the pool at all times by an adult.



NAAFI

The NAAFI is open seven days a week. The shop provides many UK and European foods that are unavailable elsewhere in Brunei. UK magazines and small household items are also available. Garrison personnel are also able to purchase alcohol from the NAAFI on presentation of their Garrison ID card. However, you cannot buy for Non- Garrison entitled personnel or you will be fenedised. The Standard Chartered ATM machine available at Naafi.



Chautari

Beside the NAAFI is the Junior Ranks Club with a small Bar and Restaurant called the Chautari Club. Here you can purchase good quality meals for lunch, evening and even take-away.



Ram Dhani's

Ram Dhani's is based on Tuger Lines quarter Patch where you can purchase virtually anything. If it is not in the shop they will do their utmost to get your item for you. They also deliver to all the quarters within this catchment area.



Garrison Thrift Shop

The Garrison Thrift Shop is located at Tuger Lines Seria, just across the road from Naafi. Thrift shop is a volunteer-run charity shop where you can take items from your house from clothing to toys, and you will receive 75% of the amount with the remaining 25% going to charity.

Add their facebook page '**Garrison Thrift Shop**'



27. LOCAL CUSTOMS & TRADITIONS



Kampung Ayer



Local Market

Although Brunei has traditionally been relaxed in its attitude towards expatriate and Military behaviour, care must be taken not to take this tolerance for granted. We live in an Islamic State where value systems are often very different to those which most of us are accustomed to and some concessions in terms of social behaviour and personal standards, of dress and discipline be made in order not to cause offence or attract antagonism. The topics below provide further information on some of the more specific customs.

Displays of Affection

Public displays of affection (hugging and kissing) are considered to be in bad taste and will cause offence. NEVER pat anyone on the top of the head as it is considered a sacred personal spot.

Footwear

It is considered polite to remove one's footwear when entering a local person's home. This custom is widely practiced amongst both the expatriate and military communities.



Gestures

Beckoning a person, in the European manner, wagging one crooked finger, is considered very rude, as is pointing with one finger. The correct gesture to beckon is by using all fingers together, but pointing downwards, almost as if waving goodbye. The correct gesture for pointing is to use the right thumb.

Hand Shaking

The majority of Muslims feel uncomfortable shaking hands with the opposite sex so unless the Muslim hand is offered first, then refrain from this practice, and when shaking hands with members of the same sex, the handshake is brief and light - unlike the firm handshake adopted by most Europeans!



Religious Policy (Syariah Law)

Introduced now and not allowed to be alone with Muslim and other important details affecting families.

Food

If dining with a Muslim, it is impolite to use your left hand for eating (as that hand is considered by Muslims to be dirty), unless it is necessary to use both hands. Muslims are forbidden by religious law to consume food that either originated or is derived from pork. All meats consumed by Muslims must come from animals which have been slaughtered according to strict religious regulations. The term for products produced in this way is 'Halal'. It should be noted that a Muslim Amah is not expected to prepare or wash up after a Pork meal.

28. SPORTS & LEISURE

Sports Facilities

Panaga Club

The Panaga club is situated some 8 kms from the Toker Lines and has a raft of facilities from Swimming Pool, Tennis Courts, Indoor Sports Hall, Golf Club to name but a few. The Panaga Club also has various crafts and hobby clubs, including tapestry and Amateur Dramatics. There is a nice restaurant and cafeteria within the club for all members to use.

Please note that the Panaga Club is a private club thus not all Brunei Garrison soldiers are allowed to become members. This has been capped at 125 for the Garrison. The current monthly cost for basic membership is \$120 per month for family membership. You will also be required to pay a deposit. All applications are approved by SSO. You will also need **two passport photos** to accompany your membership form. For more information go to: www.panagaclub.com

Kuala Belait Boat Club

This is a very active division of the Panaga Club, located on the Belait River in Kuala Belait. The heart of the KBBC is the club house with a restaurant, which offers a variety of Asian, Western and local dishes as well as coffee and snacks throughout the day. There is also a playground to compliment the splash pool. These are over looked by the restaurant allowing the children to play safely while Mum and Dad can relax. The club offers, diving, fishing, rowing, yachting to name but a few water sports and pastimes to keep all the family occupied. Please note that you have to be a member of the Panaga Club to benefit from these facilities.



Brunei Shell Recreation Club

The BSRC has an array of facilities as per the Panaga Club.

Jerudong Equestrian Park

This is the first equestrian centre in Brunei Darussalam. The Centre operates from the exceptional stable, indoor arena, polo field and veterinarian facilities which the Sultan of Brunei established to host international dignitaries, sportsmen and Royalty for horse riding and polo matches in Brunei.

The Equestrian Park caters for all experience levels and riding interests. The region's largest indoor arena provides a safe training venue for beginners taking their first rides, and experienced riders seeking to advance their skills. The arena also provides shelter from the tropical sun and rainstorms.

Jungle and beaches, create trail rides with interest, and cater to different riding abilities. Horseback is a great way to explore the Jerudong Park Country Club complex of clubhouses, polo fields, grandstands, golf course and tropical rainforest, with its birds, monkeys and other wildlife.

Royal Brunei Golf and Country Club

This is considered amongst one of the top courses in Asia, and possibly the most unique golfing venue in the world. It was created for The Sultan of Brunei and his international guests. It is certainly the most dramatic and demanding course in Brunei. It is consistently maintained to the high standards demanded by the USA PGA and His Majesty. The specially designed drainage system guarantees year round play, and the greens are fast.



Shopping

The shops in Brunei are not what you will be familiar with when arriving from UK or parts of Europe. There are however, several stores that come pretty close to UK standards. There is Supa-Save – situated some 4 Kms from the Tuger Lines. This is a food store only and sells a lot of British products from HP sauce through to Waitrose biscuits. It has a fruit and vegetable section, a large Meat counter plus a separate area for pork products, that has to be out of sight of the nationals (being a Muslim State) as it may offend them



Soon Lee Mega Mart



Supa-Save

Soon Lee Mega Marts are situated throughout Brunei with one large major store in the Kuala Belait district. This store sells food products, radios, MP3's, clothes, sports equipment etc. There is also a smaller shop on the Kuala Belait road next to the Sea View Hotel.

Branches of Toys 'R' Us are located in Bandar Seri Begawan and Miri, both locations are approximately 90-minute drive in opposite directions from the Garrison. There is also a small toy shop in the local town of Kuala Belait.

A small branch of Mothercare is located at Kuala Belait, Pandan 7 (opposite Soon Lee Megamart). Please note that there is no guarantee of the quantity or variety of the items available. All local supermarkets sell a selection of baby items: bathmats, toys etc but you will have to take what you find as there is again, no guarantee of ongoing stock.

This is a one-stop integrated shopping complex located at the junction of Seria-Rasau Bypass road and Jalan Pandan Lima, a few minute drives from KB town. It offers a variety of quality food and beverage outlets, a well known supermarket Jaya, retail shops that provide a wide variety of textiles, carpets, computers, mobile phones, clothing and shoes.

Located at KB Sentral, 2nd Floor. You'll enjoy the very best comfort and service that a Cineplex can possibly provide. Times Cineplex snack bar will leave you breathless while trying to decide which of our extensive menu items to try next.

Times Cineplex also providing moviegoers the widest choice of films, up-to-date design, and incomparable comfort and convenience. You can go online purchasing system that provides you with a chance to purchase your tickets from home and select your seats and not worry about having to come to the cinema one hour before the show.



KB Sentral Shopping Centre



Times Cineplex KB Sentral

Grand Seria Bowling Complex

Grand Seria Bowling Complex is the perfect place to go for family's weekend activities and to host your parties. Offering you a party package which includes venue, food, basic decorations, bowling games, Cloud 19 access and other activities. It also provides play area for the small children and arcade games facilities.

Garrison entitled 10% discount on every A la Carte food purchased (total bill) available at Burger and Grill Grand Seria Bowling Centre and floating Restaurant, Lobby lounge, Roof top at V-Plaza Hotel, Plaza Sutera Biru in Kuala Belait.

Special Discounts:

BND \$5.00 For 2 Bowling Games

BND1.00 off price for a cinema ticket!

BND 50.00 Monthly Gym Fee per person at The Den Wellness Pusat Insani Seria

BND \$130.00 Monthly Fee for 3 person per month at The Den Wellness Pusat Insani Seria



Grand Seria Bowling Complex



Movie Cineplex



Burger and Grill Café



Games Arcade

Further selections of shops are located around the Kuala Belait and Seria areas.

Local Markets

Both towns also have a large fruit and vegetable market. In Seria it is held on Thursday evening , Friday from about 7 am till late(it is closed between 12 and 2 pm as per all shops) and Saturday mornings. In Kuala Belait the market is open all day Saturday and mornings only on a Sunday.



A fish market is held in Kuala Belait daily. Both fresh fish from the morning catch and frozen fish is available.



Restaurants

There are several very good restaurants in the Kuala Belait and Seria areas, though none are within walking distance of the married quarters.

There are a few well known chains in both Kuala Belait and Seria.



Quite a number do European style food and there are numerous takeaway restaurants that will deliver Pizzas, Malay, Chinese and Indian food direct to your home.

Food Delivery Services.



There are also several Chinese, Japanese and European restaurants in Seria and Kuala Belait but, on the whole, our social events revolve around the Messes and Clubs within the Garrison. The Messes sometimes sponsor events that, with prior permission from the Garrison Commander, selected members of the expatriate community are invited.



29.HOLIDAYS

OGS Stamp

Although the OGS stamp allows free travel in and out of Brunei, it does not provide access into other countries. International criteria will apply as normal. The Garrison does not provide visas for other countries so if you plan to travel around South East Asia, check visa requirements and ensure you complete the application process in good time prior to travel.

All travel arrangements (including visas) for official visits are organised through the Movement Control Centre / Regimental Administration Office.

Passport Renewal

As long as your passport has the minimum six months validity, you will be allowed to enter Brunei. All passport renewals are undertaken by the RAO department. Nepalese passports take much longer for renewal, as the closest Nepalese Embassy is in Bangkok. The turnaround time for British passports is usually 6 – 8 weeks, from the passport office in UK.

Travel

The travel opportunities here in Brunei are exceptional when borders are open. A short 45-minute journey in your car and you are in Malaysia and a town called Miri. This place is used quite a lot for weekend breaks; stand down periods etc by Garrison families. Miri along with Bandar have airports, with access to Asia, where the world is your oyster. Again, you can view prices from various airlines from the list below:

- a. www.bruneiair.com
- b. www.airasia.com
- c. www.malaysiaairlines.com
- d. www.singaporeair.com
- e. www.freme.com

There are travel agents in Seria and Kuala Belait who will always do their utmost to ensure you get the best deal and destination. There are direct flights from Brunei to destinations such as Perth (5 hours), Brisbane (7 hours), Auckland (12 hours), Manila (2 hours) Hong Kong (3.5 hours), Singapore (2 hours) and Kuala Lumpur (2 hours).

There are also numerous short flights within Borneo, ideal for weekend breaks, and the border with Sarawak, Malaysia is only a 20-minute drive from the married quarters by road.

The HIVE has details of generous hotel corporate rates offered to garrison personnel.



The Marriott Hotel in Miri



Pullman Hotel Miri



Meritz Hotel Miri



Kingwood Hotel Miri



Imperial Hotel Miri

30.PLACES OF INTEREST

Places to visit in Brunei range from cultural centres to historical sites, royal buildings to national parks and mosques.

There are a large number of interesting places to visit in Brunei, from Bandar Seri Begawan to Kampong Ayer. Distributed all over the country, some of the major tourist attractions in Brunei include the royal palace of the Sultan, the Omar Ali Saifuddien mosque, Kampong Ayer, Royal Regalia Museum, Brunei History Centre, Tamu Kianggeh or the open market, Wasai Kandal, Kota Batu area, Gadong area, Berakas area, Jerudong area, Muara beach and many more.

The tourist attractions of Brunei reveal the history, tradition and the culture of the country and together they constitute a major aspect of travelling in Brunei.

In Bandar, there is the city and its customs plus the magnificent Golden Mosque that is nearly always in your line of sight.



Mosque in Bandar



Water Village in Bandar

In neighbouring Sarawak, there are also many places to visit, including Niah Caves.

Niah Cave (Sarawak, Malaysia)



Looking up to the Niah Cave



Kampong Ayer

Early European visitors to Brunei Darussalam described the Kampong Ayer or Water Village, the Venice of the East. Today, visitors continue to be fascinated by these traditional and historic houses on stilts which span the greater part of the Brunei River. Home for about 30,000 people, the Kampong Ayer is accessible by boat or via wooden bridges. The houses in Kampong Ayer are joined by a maze of inter-connecting wooden walkways, and visitors are free to roam at their leisure. His Majesty's government has provided every modern facility for the residents, including schools, clinics, police stations and mosques. A visit to Brunei Darussalam would be incomplete without a trip to this unique and intriguing place.



Sungai Basong Recreation Park

This Park lies just short of Tutong town centre along the Muara -Tutong Highway. It is one of the most popular spots in the district for picnickers. The park includes a mini-lake, platforms, shelter huts and open activity areas. The government is currently investing heavily in modernising this special recreation park over the next year.



Billionth Barrel Monument

The monument was built in 1991. It was commemorated by Hassanal Bolkiah, current Sultan of Brunei, on 18 July 1991. The monument commemorates the production of the billionth barrel of oil produced in the onshore oil field in Seria.

The monument is located near the S-1, the first well discovered in Seria Oil Field. The well was discovered by Brunei Shell Petroleum in 1929. The monument is located 38 meters from S-1, which is now located on the beach. The only marker that remains of S-1 is a corroded steel bar.



Please contact HIVE to obtain the extensive list of 'Places of Interest in Brunei', which is also included in your Arrival Pack.

Jerudong Playground

This is the largest and most expensive amusement park in South East Asia, built and funded by the Bruneian government for \$1 billion. The new Phase 2 at Jerudong Park Playground has eight new exhilarating rides: Scary Drop, Telekombat, 4D Simulator, The Plunge Lagoon, Ice World Arctic Rapids, Eco-Adventure Kingdom, Kids Adventure Indoor Playground and The Pirate Ship. Jerudong Park Playground now boasts over 30 rides and attractions making it one of the largest in Borneo.



SERVICES

PLAYGROUND

Experience the biggest amusement park on Borneo, over 34 attractions for one price.

WATERPARK

Get wet at the largest Waterpark in Brunei!

MUSICAL FOUNTAIN

Take in the sounds and ambiance of Brunei's only musical fountain.

WEDDINGS

Share the moment with your loved ones at Jerudong Park Garden or Jerudong Park Amphitheater.

HOUSING ESTATES

Live in comfort at the Housing Estates, where the amusement park is just a hop, skip and a jump away!

FOOD COURT

With over 30 restaurants to choose from spends your family dinner at JP Food Court! From Western, to Frozen Yoghurt and Nasi Katok. It's all there!

Visit Jerudong Park website www.jerudongpark.com for more details & opening and prayer times



For the Water Park session availability kindly call +673 261 1777 (office hours) or +673 2610290 (during operational hours), or present your order number to the online ticket counter at the JP Main entrance for the collection of available Water Park coupon tickets session.

31. DOMESTIC ASSISTANTS

Most people in Brunei, including expatriates and locals, choose to employ an Amah for housework and occasional babysitting and / or cooking. If you are interested in employing a foreign housemaid / domestic worker / Amah you must take out a private license once you arrive in Brunei.

Employing an Amah in Brunei is classified as 'Employment of Foreign Labour by the Brunei Government and is regulated by the Ministry of Labour and the Dept of Immigration. Employment an Amah is a private arrangement between the Service Person or UKBC as the 'employer' and the Amah as the employee. It is incumbent upon the employer to ensure that the regulations stipulated by the Govt are adhered to – failure to do so could result in a fine up to B\$10,000 and imprisonment for a term of not less than six months and not more than three years. More guidance and advice as follows:

To comply with Bruneian Law, JSP464 and not breach your license to occupy the employer is to ensure that the following elements are in place:

- a) BUR301 – Application for a license Recruiting Immigrant Worker (Domestic Helper)
- b) The Employee is to have an in date Brunei Identity Card and Employment Pass.
- c) A government endorsed Contract of employment.
- d) Employer arranged domestic worker insurance.
- e) Amah Bond.

Failure to abide by the above rule breaks, Bruneian Law, BFB Standing Orders and could lead to disciplinary proceedings being instigated against the head of household.

Part Time Employment

It is illegal in Brunei for an immigrant worker to engage in part-time, temporary or casual work – the only contract available in Brunei is for full time work. It is illegal for an immigrant worker to have more than one employer. Any Amah found to be in breach of this law is liable to deportation with the employer facing a fine and or imprisonment. Local (Brunei Nationals) are allowed to work part time or on a casual basis.

License to Occupy

On taking over a SFA there is a requirement to sign a 'License to Occupy'. As part of this contract all heads of household agree to declare long term occupants, beyond immediate family to the housing office – failure to do so could result in the license to occupy being revoked and the offer of SFA withdrawn.

EMPLOYING DOMESTIC HELPER (AMAH) IN BRUNEI – GUIDE FOR NEW EMPLOYER

General

Employment of foreign labour (i.e. those who are not classed as Brunei citizen – Yellow IC – or Permanent Resident – Red IC) is regulated by two Brunei Government offices: Ministry of Labour and Department of Immigration. As the employer of a foreign worker you will be answerable to both offices and failure to observe their regulations will result in serious consequences for you and your amah. As a private employer you are on your own if you abuse the terms of your license: the Garrison will not be able to support or assist you.

You are under no obligation to employ an amah so if you do not need a full- time, live in domestic helper don't employ one. The license process is not difficult but it is time consuming so if you don't need to jump on that bandwagon, find a part time local cleaner and send your ironing to one of the many laundries on the locality.

References

Few Amahs are able to provide references which mean anything (most are written by the Amahs themselves or employers keen to move them on). Word of mouth is the best recommendation but it is no guarantee of quality, ability or willingness. If an Amah is billed as 'too good to be true' she probably is and it is difficult (and expensive) to terminate an Amah's contract once the sponsorship process is complete.

Amahs are unskilled workers – whatever they tell you – any certificate of domestic ability was probably achieved as part of their school curriculum and unlikely to have been worked on or brought up to date since the age of 18. Please take the tales of doctors, teachers and other professional pasts with a large pinch of salt; if any Amah could work in a more lucrative profession in her home country or elsewhere she would not now be offering cleaning and babysitting services in Brunei. Do remember that you employ an Amah at your own risk.

License Application

- Written Consent. To comply with your licence to occupy and JSP 464 you must first obtain written consent to have an Amah reside in your quarter from the SSO's office. This is done by making a declaration on your License to Occupy – should you have already signed and submitted your Licence to Occupy the SSO's office will make an amendment to it.
- BUR301 – Application for a License Recruiting Immigrant Worker (Domestic Helper).

This form is available from the Labour Office in Kuala Belait (KB). As well as the form itself there is a requirement for additional items to be included with the application:

- a. Photocopies of all family passports, including children, showing the OGS endorsement.
- b. A copy of the Head of Household's assignment order.
- c. A copy of a wage slip (that shows sufficient income to cover the amah's wage).

Submission of application.

You can either submit your paperwork in person or engage a third party to do so on your behalf. Be aware that this process involves a lot of 'to-ing and fro-ing' between the Labour and Immigration Departments; fortunately both are housed within the same building in KB.

Signing of Contract Employer/ Employee.

Once your license is granted, you and your amah are required to sign a contract. This is either done in person at the Labour Office or through the third party.

Amah Agency

Teras Maju Employment Agency

Lot 6180, Unit G, Ground Floor
Jln Masjid, Kampong Melayu Asli
P.O.Box 525, Kuala Belait KA 1189
Negara Brunei Darussalam

Office Tel: 3337958

Mob Tel: 7239911

Email address: admin@terasmajuemploymentagency.com

Website: <http://terasmajuagency.com>

Employment

Part time, temporary or casual work does not exist for foreigners working in Brunei (the same is true for foreigners working in the UK). The only contract available in Brunei is for permanent, full time work so no foreigner may work for more than one employer.

On your license you state that you employ your amah for five or six days per week so during her working hours she works for you alone; even if you do not want her physically at work or give her time off, she is not at liberty to work for anyone else.

Cleaning and Odd Jobs

If you need only part time cleaning and/ or ironing, you must look for a local amah. If you employ a foreigner (according to the passports she holds) you must take out a license and sponsor her; if you are not willing to do that or she is not willing to undergo the process you cannot legally employ her. If you wish to employ a part time local cleaner, the (generous) going rates are currently:

- One 3-4 hour session per week \$50-\$60 per month
- Two 3-4 hour sessions per week rate x 2
- Three 3-4 hour sessions per week rate x 3

Alternatively, the going rate for odd jobs varies between \$6.00 - \$8.00 per hour depending on the nature of the work and the frequency.

For local cleaners there are no rules, no contract or obligation – and no minimum wage. To find one look on the boards at Panaga, Facebook pages and ask at the KB Labour Office. There is much guarantee of good character, ability and service as with any foreign amah; you may ask for a Police certificate of good conduct but, as with the foreign Amahs, you are unlikely to see any kind of criminal record check or childcare certificate.

Please remember that foreign Amahs are working in Brunei to earn a wage, they are not charities and no one is obliged to employ them. The national mission (Embassy) and the individual Amahs are responsible for their well-being, not the sponsor or the Garrison.

Amah Bond (Repatriation Cost).

An employer must provide a repatriation bond as a condition of being granted an employment license. The cost varies between nationalities and simply covers the cost of an air ticket to the Amah's home country should be repatriated for any reason. The sum will be refunded in full when the license is cancelled but it cannot be sold on to your Amah's next employer as they must take out their own license before employing the Amah. If you do not cancel your license your bond will not be refunded.

Employment Pass & Identity Cards.

Your Amah must ensure her Employment Pass (stamped in the passport) and Brunei Identity Card is always up to date. When she first arrives in Brunei – and after every home leave – your Amah must be certified fit to work in Brunei.

Health Check

General. To be considered fit to work in Brunei your Amah must undergo a health check – on initial arrival and after home leave – within 14-days of arrival/ return. On arrival in Brunei your Amah will be given a 14-day stamp on her passport as a grace period to get the health checks done. It often takes 10 – 14 days to get tests done and collect the result; the results are to be submitted to the Immigration Office by the date stamped in her passport so she needs to start the process as soon as she returns to Brunei. If her health documents are submitted late, the Immigration and Labour Offices will expect a letter from the Amah explaining the reasons behind the delay and may impose a penalty.

Locations. Chest x-rays are carried out at Suri Seri Begawan Hospital on Jalan Bunga Raya in Kuala Belait (KB) and the blood test at the Health Department located on Jalan Pandan Satu (close to the

junction with Jalan Singa Menteri) also in KB; the tests cannot be carried out the same location. The total cost for these tests is B\$35.00 which must be paid in cash – it is your Amah's responsibility to pay this not the employer. When the Amah goes for the tests she must take the cash, her passport and a copy of your BUR555 (license) which shows her name. Your Amah will not be allowed to continue working in Brunei if she is deemed unfit for work as a result of these tests. If she cannot work her Employment Pass will be cancelled and she will have to leave Brunei.

Renewal of Employment Pass

Your Amah must take her passport, medical test reports and two passport photographs to the Immigration Dept as soon as she gets her health test results – before her Employment Pass expires. If these documents are submitted late, the Bruneian Immigration Department will impose a financial penalty for which your Amah will be liable.

It takes approximately 7 days to process a renewal but can take longer if a local holiday falls around the time the employment pass expires. The renewed employment pass will be valid until the expiry date of your license or the expiry date on her passport – whichever comes first.

Renewal of Brunei Identity Card (Green IC).

For this your Amah must apply to the National Registration Office in Kuala Belait and pay the B\$20.00 fee for which she is responsible. This process can take anything from a few days to several months to complete and it is for your Amah to ensure it is done; no one else can assist or intervene if she falls foul of the timescale. The IC must be renewed when it expires or when she renews her passport (the IC system identifies all foreign workers by passport number).

Passport Renewal.

It is every individual's responsibility to ensure their passport is always valid. When your Amah renews her passport (at the Philippines Embassy in BSB) your Amah must also apply for a Special Pass from the Brunei Immigration Department so her presence in Brunei is always covered by a valid official document.

Salary and Benefits

Salary. Once your Amah is formally named on your license you will be expected to provide her with accommodation and a negotiated wage for the duties agreed. The going rate among the expat community varies, but on average is B\$600 per month for a full time (6-day week) domestic worker. There is no minimum wage for Amahs so it is for the employer to negotiate what you deem appropriate.

Extras. Your Amah is not to be provided with food, clothing, transport or anything else – those items are her responsibility; if you choose to offer any of those items you should abate her salary accordingly.

Provision of Accommodation

If you offer your Amah an 'Amah quarter' but she chooses to live out you are not liable to pay her a housing allowance as the quarter is fit for purpose and fulfils your obligation. However, if you live in a flat or a quarter without Amah accommodation and choose not to give her one of your bedrooms, you are obliged to pay accommodation allowances. The minimum accommodation allowances payable to foreign worker is \$200 per month on top of her salary.

Brunei Rules on Accommodation.

Any foreign worker, who is employed as a full time Amah, is not allowed to reside separate from the employer according to the LPA. Giving permission for them to live out without your full control or observation is not advisable and against your licence to employ an Amah. Remember, it is your own risk. Failure to comply with the LPA, could result in the Labour Enforcement Dept terminating the license and your Amah may be returned to her home country immediately.

Children and Husbands.

Attention is drawn to para 4 and 5 of the main Standing Order. Noting in particular that:

1. It is illegal for an Amah to have their children reside with them and illegal for your Amah to cohabit with a male who is not their husband.
2. Permission must be sought from the SSO's Office for your Amah's husband to reside with her.
3. The relevant legal assurances and processes (as described in para 4 and 5) must be adhered to.
4. The head of household is responsible for the actions and behaviour of all personnel residing in the SFA (including damages).

Medical Care.

All foreigners (holders of a Brunei Green Identity Card) are entitled to receive basic treatment from the local government hospital in KB. Low level treatment (treatment for coughs, colds etc) is not covered by any Amah insurance policy; such costs are the Amah's responsibility. The mandated insurance policy should cover the cost of any hospital treatment but do check this is correct before you pay the premium. If you grant your Amah formal permission to house her husband in your quarter you must ensure she takes out sufficient insurance to cover health care, damage etc. You are not responsible for any costs pertaining to an Amah's dependant (including enforced deportation should the Immigration Dept so rule) and you must make this clear to her at the outset.

Discipline.

You have the right to discipline your Amah if you are unhappy with her performance for any reason. If she chooses not to heed your warnings you may terminate her services – but you must treat her fairly. Your amah may appeal to the Brunei Labour Office if she feels strongly or disagrees with the reason behind your action.

Termination.

If the relationship between you and your Amah breaks down irretrievably you have the right to terminate the employment; your Amah has an equal right to resign. Both parties have the right to (a minimum of) one month's notice. If you have to ask your Amah to leave immediately you must pay her in lieu of notice if she is normally paid in arrears (i.e. paid on the last day of the month). If she has been paid in advance (on the first day of the month) she will not be entitled to any more money – especially if you are required to purchase a ticket to return her to her home country.

Immediate Termination. If the relationship deteriorates suddenly and you have just cause to ask her to leave your premises she must do so immediately – but you should not insist your amah vacate unless something has gone very seriously wrong. If this happens, be very sure of your ground: you must be able to assure the Labour Office that your Amah was fully aware the situation, there is no such thing as surprise termination and it will be your word against hers. This is a suggested list of activities which might provoke you terminate your Amah's contract with immediate effect:

- Abuse or neglect of children in her care.
- Causing harm to children or adults – knowingly or unknowingly.
- Theft.
- Unauthorised use of telephone, computer or other personal items.
- Wilful damage to property or accommodation.
- Participating in illegal activities.
- Anything which requires police attendance.
- Disappearing from the workplace without due cause or notice.

This list is not exhaustive; anything which is serious enough to cause the relationship to break down, irretrievably, may require instant and immediate termination.

Leaving.

If you ask your Amah to pack up and leave, she must do so using her own resources; she is not entitled to any with packing or transporting her effects elsewhere. In this case, she is advised to negotiate a reasonable period with you to enable her to pack up and find immediate alternative overnight accommodation. She is advised not to return to your house when she knows you/ your family will be there. She must not take anything which does not belong to her; removal of drain covers, air conditioners and other items provided by either the garrison or you is theft.

General advice for termination

1. When considering taking this final step you are advised to deliver the notice of termination before a witness.
2. Long before you reach the point of no return make sure your document everything, even if your record only consists of manuscript notes in diary. Your record will make it much easier for you to complete the process otherwise the process will take longer and will be more painful than it already is.
3. If you are concerned about childcare related issues speak to the SSAFA Social Worker at the earliest stage. Don't turn a blind eye to anything your Amah may do regarding that subject; the Garrison takes child abuse very seriously.
4. If you are in any doubt, ask SSO office for advice and support but remember that YOU are the employer not the Garrison. If you disciplined your amah for good reason and found your warnings ignored, you have the right to terminate her employment.
5. If you feel her continued presence within the garrison real estate causes you distress you must tell her so. In that case, purchase a one-way ticket for her to return to her home country (Air Asia usually offers the most competitive online fares to Manila from Miri Airport; Royal Brunei also flies to Manila from BSB) plus a bus ticket to Miri Airport (unless you wish to drive her there yourself). Your last step is to take her passport to the Labour Office in KB to cancel her employment pass – at least 24 hours prior to her departure – with her Brunei Identity Card. If she refuses to give you her passport and Identity Card advise the RMP who will, in turn, advise the Brunei Immigration and Enforcement Departments.
6. You are not obliged to ensure the amah boards the flight – that you purchased the ticket and gave it to her in the presence of a witness is enough for the police and Immigration officials.

Insurance Coverage

By law, the sponsor of every foreign amah must take out domestic worker insurance. To purchase the insurance policy you must provide the following documents:

1. Copy of the amah's passport endorsed with new employment pass.
2. Copy of the formal, government contract.
3. Copy of your license.

As soon as the formalities are complete the Amah will be covered even though the policy document may take several weeks to arrive.

Advice on Insurance

Before you take out the policy confirm exactly what is covered; ensure it covers hospitalisation charges otherwise you may find yourself having to pay in full if your Amah requires a stay in hospital.

Policies are available to cover Amahs who are only required to work in Brunei and for those who may also work overseas (e.g when accompanying the family on holiday or on short trips to Miri). The cost difference between the two is minimal (\$20 or so) but select the policy most suitable to your needs.

Various insurance companies offer domestic worker insurance. Most of the local brokers are located in the Kompleks Harapan mall near the Land Transport building (just before the Kuala Belait Boat Club on the right hand side) in Kuala Belait.

Don't allow her to bring her family into your house (unless you have the requisite permissions from the SSO's office). You will be liable for all accidents or damage to Garrison property which take place while her family members are in your house.

Insurance for local Amahs.

If you wish to use a local (i.e Bruneian Red or Yellow IC holder) Amah for part time or temporary work (e.g babysitting or cover during your own amah's home leave), ensure she holds a current insurance policy which covers her personally for any workplace. If she does not have such cover and has an accident on your premises, you may be liable for her costs. This is her responsibility, not yours – put simply: if she is not insured, don't use her.

Insurance is a big issue for Red IC holders who receive very little local healthcare from government sources. Green IC dependants who are not sponsored in their own right are working illegally so will never get insurance coverage. If you use a part-time Filipina Amah you are doing so illegally: she has no license and no insurance. You could be prosecuted for using illegal worker and she could be deported.

Home Leave.

Under Brunei law, all foreign employees must return to their home country every two years without exception. Those of us employed by a foreign government whose passport is ratified with an OGS (On Government Service) stamp are treated slightly differently; other foreign staff must comply or they will be deported.

Eligibility.

Before you employ an Amah ask when she last returned to her parent country. You must keep a note of her home leave dates and take the necessary action when she is next due to return although it is your Amah's responsibility too – if she falls foul of local law she will have to face the consequences.

Dates. There may be some leeway (3months either side of the 2-year point) on her date of departure if the exact 2-year point is not convenient to you. If you would like her to go home slightly earlier or later (perhaps to coincide with your holiday), ask the Brunei Immigration Dept if they are content for your Amah to do so. With reasonable notice this is usually possible – but not if you leave until the last minute.

Cost.

You, as the Amah's employer, are usually expected to pay the travel costs incurred in returning her to her home country at the appropriate time. The standard required passage is between Brunei International Airport and Manila Airport; any additional bus or taxi costs are paid at your discretion.

Visa.

To enable your Amah to return to Brunei at the end of her leave, a single entry visa must be purchased prior to her departure. If she holds a multiple entry visa, it will be automatically cancelled when she leaves Brunei for her contract leave and if she does not have a new/ valid single entry visa in her passport she will not be allowed to re-enter the country. Your Amah (or you) must take the original passport, flight ticket and \$30.00 to Brunei Labour and Immigration in KB at least 2 weeks prior to her

departure. The Labour Department require the original ticket or e-ticket proving the passage has been paid, they will not accept a photocopy or the itinerary alone.

Leave period.

There is no minimum leave period; 2 weeks is standard amongst the expat community but longer durations are open for negotiation between the two of you. Amahs have no automatic entitlement to local or public holidays.

Holiday Pay.

Contrary to what you may be told, employers are under no obligation to provide holiday pay. Some generous employers choose to give holiday pay at the normal rate and to find temporary help for the period of the Amah's absence but you are not obliged to do either.

Other leave.

The obligatory period of home leave does not prevent your Amah from taking holiday – by mutual consent – at other times. Should she choose to return to her home country at another time she must bear the costs herself; you are not obliged to assist. Other travel overseas will not affect her employment pass in any way; she can normally travel without restriction as long as she has the appropriate visa for the country she plans to visit and a valid multi entry visa for her return(s) to Brunei.

Visas (Generally)

The multiple entry visa is valid for one year and gives unlimited re-entry to Brunei (including trips across the Malaysian border) between the formal 2-year home leave periods. If your Amah requires a visa to enter Malaysia she must ensure she gets this before she arrives at the border. To apply for a visa your Amah should take her passport to the Immigration Dept in KB at least 2 weeks prior to travel; complete the application form and pay the fee (\$50.00 for multiple entries, \$30.00 for single entry as at 1 April 2007). You are under no obligation to pay for this visa – although most families who wish to take their Amah overseas during family holidays pay the fee.

Overseas Employment Certificate.

This passport stamp is issued by the Philippines Embassy and is completely independent of anything issued by the Brunei Immigration office. This stamp simply allows Filipina citizens to leave Philippines in order to return to their workplace at work at the end of their home leave.

Security and Visitors

No security or police checks are conducted on Amahs or their husbands so the decision to allow a man to live with your Amah rests with you as her employer. Be sure that you are content to have a man who purports to be related to your amah wandering in and out of your house and around your children in your absence. The responsibility for his presence on the patch lies with you alone.

Visitors.

If your Amah wishes to have a friend stay overnight – occasionally – she must seek permission from you before the friend arrives. She should not assume you will automatically grant permission, not least because you may have to seek authority from the SSO/ Welfare Officer. Gatherings or parties are not a right – your Amah should seek your permission before inviting around friends for gatherings or parties.

Telephone calls from your landline

You are responsible for all calls on your phone whether made by your family or your Amah so you should advise your Amah on what is acceptable and what is not – acceptable. Bills for “collect call” charges often take up to 12 months to arrive and may not be received until after your departure from Brunei. If you allow your Amah to use your Skype or other computer based phone service, you do so at your own risk; most Amahs have a mobile phone for calling home so her calls should have no impact on you.

Employer Departure

New employment.

When you are posted and you give your Amah notice of your departure, she must set about finding a new employer. An Amah may not be handed from one family to another; every new employer must take out their own license before they are allowed to employ.

No new employment. If you Amah is unable to find a new employer in good time prior to your march-out and is unwilling to organise her departure from Brunei the employment pass will be cancelled when you terminate your license. If you Amah is refusing to leave the country and has no new employment advise SSO office and provide a letter stating your position, the action you took – the period of notice you gave the Amah – and her response. The Garrison will support your case and the Amah will be deported. If this action is on-going when you depart Brunei, you may have to forfeit your bond.

Accommodation.

If she is unable to find new accommodation prior to your departure, your Amah will be evicted from her quarter when you move out / march out. Amahs are not permitted to continue living in Garrison quarters without a current employer and if she refuses to comply, the RMP will hand the matter over to the Bruneian Immigration and Enforcement Departments.

Airfare tickets.

In the event that your Amah is returning to her country of domicile on cessation of your employment you must pay for her return airfare (you are not liable to pay for her husband or any of her dependents). When you give your Amah the ticket back to her home country you are advised to do so in the presence of at least one witness. Should this matter go further and the Amah claims that she never received a ticket you have independent proof that you did all that was expected of you.

32. WILDLIFE OF BRUNEI

Borneo, lying astride the equator and forested by tropical rainforest is one of the richest areas of the world for flora and fauna. We have many different animals and insects in Brunei and listed below are a few:

Monkeys

Monkeys are quite common, even quite close to the centre of town, but they are not tame and you will be unlikely to get close to them. There are no large cats in Borneo but a small bear does exist. This is known as the honey or sun bear, it is black with brown markings and it is very fond of honey and termites. If cornered it is very aggressive, it has large claws and therefore should not be tangled with. Worth a mention is the Proboscis monkey, unique to North Borneo with the largest populations concentrated on mangrove islands at the mouth of the Brunei River.



Oriental Pied Hornbill

Eight different Hornbill species live on Borneo, the most commonly spotted species in Brunei is the Oriental Pied Hornbill. This smaller Hornbill is black with a white belly. The bill and casque are mostly pale yellow with black at the base. These hornbills are frequently seen around the surrounding areas.



Egrets

Known locally as Kenawai or Burong Apuh are one of Brunei's most commonly spotted bird. This elegant member of the heron family is characterised by its long legs, neck, bill and upright body. It has a drooping head-crest and bluish facial skin running from the orange bill through the eye. Its feathers are pure white, and especially long on the back and breast. The legs are black but the feet are greenish-yellow.



Spiders and insects

These are the most numerous and diverse group of animals encountered in Brunei. All spiders are poisonous but very few have mouth parts that are tough enough to penetrate human skin. There are no spiders here that can kill but there are some that could give a nasty bite if handled.

The commonest household spider is the Huntsman; it is pale brown in colour and the female is easily identified by the large, circular egg case which she carries slung beneath her body. It doesn't build a web but hunts its prey. It can grow quite large, up to about 4 inches across but they always run away if threatened.



By far, the most common insects are ants and there are many different species. None cause any harm, though there are some that give sharp bites especially the Weaver ant which is to be found outdoors only. It builds its nest from living leaves in bushes and trees and defends its territory viciously.

Cockroaches

These are common and can grow to quite large sizes. They are scavengers and eat almost anything. The easiest way to keep them down is to be quite scrupulously clean in the kitchen and occasionally spray where they are likely to hide.



Bees, Wasps and Hornets

These are often found in the home though are much more common in the jungle. Some do not possess stings; however, others can deliver enough poison to make you quite ill.

Mosquitoes

Mosquitoes bite through design and not by accident. Mosquitoes are very common and everyone takes measures to keep them out of the house. Screens may be put up at doors or windows, mats may be electrically heated to produce a vapour that kills them or chemical coils lit to drive them away. The population of mosquitoes in the immediate vicinity of houses can be kept down by making sure there is no standing water for them to breed in.



Centipede and Scorpions

Neither of these is particularly common and is likely to nest under logs or stones or in piles in vegetation. The centipede should not be confused with millipedes which are quite harmless; centipedes have one pair of legs to each body segment, move quickly and can bite. Scorpions have a sting in their tail rather like a wasp. They are much less potent than the large African Scorpion and their sting, though painful, is not lethal.



Snakes

These are abundant in Borneo and Brunei yet encounters are rare and usually involve the snake heading for a hiding place. The vast majority of snakes are afraid of large creatures, such as man and will have retreated to a safe spot, having felt the vibrations of footsteps long before. You are to contact the Bomba (fire brigade) on 995 if a snake is spotted in the vicinity of your accommodation.



Chit Chats

These are small lizard type creatures (2 – 6 inches in length) that hide in your curtains, behind pictures and clocks. They are messy and you will be extremely lucky if your house can become Chit-Chat free. They can enter houses through any size crevice. A night visit is usually marked with small strands of black marks about the place.

It is therefore essential that you wash all your sides down in the kitchen prior, to preparing any meals with anti-bacterial disinfectant. They do however do a useful job of eating insects.



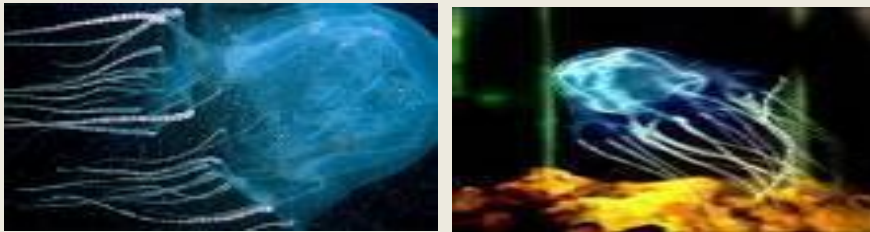
Other Reptiles

Other reptiles in Brunei include lizards, crocodiles, turtles and tortoises. Crocodiles are extremely uncommon, although they are occasionally sighted in the Belait River by those water skiing or boating and in PGC.



Box Jelly fish

This is shaped like a box, or cube (unlike most jellyfish which usually have an umbrella or saucer-shaped body). It can measure 10 - 20 cm along each side of its body but, being translucent or slightly bluish in colour it can be difficult to see in the water. At each "corner" of the cube is an arm-like projection and from these arise the long (up to 3 metres) tentacles. The stinging cells, which inject poisonous toxin, can be located anywhere along a tentacle. Therefore contact with any part of the tentacle should be avoided.



The safest precaution is to avoid water sports, swimming, diving, and water skiing in waters during seasons in which these animals are known to be prevalent. Only exposed skin would be vulnerable to jellyfish stings and protective clothing (wet suit, full tracksuit or similar) should be worn in affected waters.

Just as a warning, ***'When in Rome do as the Romans!'*** If you see the locals and the fisherman in the sea it is pretty safe to go in, however to be more cautious speak to the locals and they will tell you whether it is safe or not. On the majority of days the water is pretty clear and you can see if there are any jelly fish about.

Please do not refrain from carrying out activities because of anything mentioned above, just be careful and make the most out of Brunei and the opportunities and activities it offers.

33. WELFARE

Welfare Support

Within the Garrison there are two welfare Offices and Welfare Officers; one with the resident Gurkha Battalion and one supporting the Garrison Troops. Both offices are in the Chit Chat Community Centre, Tuger Lines Seria.

The SO2 G1/SSO supports the whole BFB serving personnel and dependants in welfare matters requested, requested via UWOs. Alongside the Welfare Offices we have three Estate Wardens, plus one Housing/Welfare Clerk to support and ensure the paperwork is completed in order to get you to Brunei and into accommodation.



COMMUNITY CENTRES

Mumong

There is a Community Centre on the Mumong patch that houses HIVE office, Patio Club, Splash Pool and Treetops Nursery. Some AWS activities are also run in this building. There are many other social functions held on a regular basis.

For full details, please contact AWS or The HIVE.

Tuker Lines

In Tuker Lines, there is a Chit Chat Community Centre. This centre is used to conduct various activities for the garrison community (coffee mornings, quizzes, meetings, youth clubs etc).

It is a one-stop hub of various providers in the garrison. It houses, AWS (Community Development team & Personal Support), HIVE, Library, Post Office, SSAFA Social Services, SSO Department and Unit Welfare Office.

Entitled personnel can book the Multipurpose hall for private functions by contacting the Welfare staffs on Ext 3273. A refundable deposit of BND 50 is required to ensure the facility is returned at the state given.

Internet Facilities

WiFi facility is available in the Chit Chat Community Centre, however, personal laptops and iPads are required to use this facility.

Religious Worship

Brunei is a Muslim state, but it is also very tolerant of other religions. There are Anglican and Roman Catholic Churches in Seria and Kuala Belait. Church services are also held occasionally in the Community Centre by a visiting chaplain. Details are published on Part One Orders and on BFBS. Personal interviews, private visits and Baptism can be arranged in advance of a Padre's/Chaplains visit, and again notices will appear through the various media BFBS, HIVE Blog requesting families to contact the SSO Support Services to arrange a suitable and convenient time. The visiting Padre/Chaplain always conducts an all denomination church service during his visit.

Temple

The Temple is located immediately behind the Gymnasium in Tuker Lines and can be accessed from within Tuker Lines or the H16 quarter's area. All Hindu religious occasions are celebrated under the guidance of the resident P



Pictures of the Temple in Tuker Lines

BFBS

If you have managed to get to this point in this booklet you would have already read about BFBS Brunei, which carries out a marvellous job supporting the Garrison. Anything you want promoting is aired. Their Facebook pages are "BFBS Brunei" and "BFBS Gurkha".

Army Welfare Services

The Army Welfare Service employs a number of part time community support workers, line managed by the Senior Community Development Worker. They deliver a wide range of support activities for families stationed in the Brunei Garrison.



The HIVE

There are two HIVE Information Offices within the Brunei Garrison, located in the Community Centre on the Mumong Patch and at the Chit Chat Community Centre, Tuger Lines. The HIVE supports the community through the provision of an impartial information and referral service. Brunei HIVE provides a vast array of information on local facilities, employment and training opportunities, education, housing, welfare and travel as well as general information for the service community.



AFF – Army Families Federation

We passionately represent our community: Regular or reserve to achieve positive changes, and offer guidance on all aspects of Army life. We represent families on a number of relevant boards, groups and other meetings to help influence future, policy making and ensure decisions makers consider families' needs. Contact your local co-ordinator if you are struggling with an issue. AFF specialists deal with issues that are more complex and build crucial links to ensure families' needs are understood and met.

Our specialists cover Housing, Educations & Childcare, Employment, training Allowances & Money, Health & Additional Needs, Foreign and Commonwealth.



Army Welfare Service Worker (AWS PS)

The Army Welfare Service Personal Support (AWS PS) is second like welfare providing independent, confidential, non-discriminatory welfare support service that independent of Chain of Command.

- Relationship Difficulties
- Equality, Diversity & Inclusion Issues
- Mental Health Issues
- Isolation
- Transition to civilian life
- Safeguarding and Child protection Concerns and courses
- Parenting Advice and Courses
- Domestic Abuse issues and courses Bereavement
- Debt Management and signposting
- Housing advice



Medical Support

The Medical support within the Garrison is first class, from the Doctors, Dentists, Matron, Midwives, Physiotherapists and Health Visitors to the SSAFA Social Workers, who all have a welfare role to play.

Please utilise their skills whilst you have the opportunity, as all these support agencies are here to support you and your family in completing a successful, however, demanding tour in Brunei.



SSAFA the Armed Forces Charity

The SSAFA Personal Support and Social Work Support Service and Health Service team are here to help and support you and your family during your time in Brunei. The PS & SWS provide support for isolated families, emotional issues, domestic violence, behavioural support/parenting, relationship problem, bullying, alcohol misuse and child in need or child protection concern. This department is contactable on Ext 3717 or 3285. The SSAFA Health Service constitutes of Health Visiting, Midwifery services and the Senior Practice Nurse. This department is located inside the Primary Care Medical Facility.



SAFA in service committee

We help funding with community projects, welfare cases or family outings.

We also provide TV's for hire on posting/arrival for a minimal fee, via GQMS, Medicina Line. We have car seats available for use to/from airports available from QOGLR.

Hospital packs are available at PCMF reception for families to help make hospital overnight stays for relative of patients more comfortable.

BFB Induction Brief

All families who have recently arrived in British Forces Brunei are invited to attend a BFB Families Welcome Brief at the Chit Chat Community Centre. It will be organised on monthly basis run by the Welfare teams, 2RGR Unit Welfare Centre, Army Welfare Support (PS & Community Support), HIVE, AFF included RMP and PCMF.

This will be an opportunity to find out what facilities are available in the Garrison and the organisations that are able to support you during your time in Brunei. We also look at life in Brunei and try to answer any questions you might have.

The next day after your arrival, you may visit the SSO office in Chit Chat Community Centre and register your personal email address with the SSO clerk and get your dependent's Garrison ID card issued. Then the SSO clerk will book you in for the next induction and send the invitation through your email address as required.

34. SUMMARY

It is hoped that this Pre-Arrival Information gives you a real taste of Brunei and furnishes you with the information to prepare well for your forthcoming move. Life in Brunei is not all Blue Seas, Golden Sands and shopping, you could feel very isolated at times. At times it can be really busy, with some long days. For military personnel you will start work at 0630hrs apart from Monday when you will start at 0900hrs and work a full day that said there is time for Sports Afternoons, PT and the opportunity to travel. Brunei like most other places is what you make of it. By mixing with people, making friends and joining the various clubs and facilities around the base, you can make Brunei a posting to remember.

Brunei does offer you the opportunity and the experience of a life time, to live quite close to paradise, however the expectation is that, like in the rest of the Army, you "work hard and play hard".

35. CAR SEATS AND PUSHCHAIRS

Car seats and pushchairs are part of the child’s baggage allowance and passengers must take that the into account when checking in for any flight.

However, passengers may bring onboard their own car seats to be used by an infant or a child between the ages of 6 months to 3 years old. The car seats or child restraint system must be an approved purpose designed forward facing car seat that has a single release harness that secures the lap, torso and shoulders of the infant/child, can be securely strapped to an aircraft passenger seat and the width of the car seat must not exceed 16-inches. It must have at least one of the following relevant certifications. If the car seat does not have the certification it must be checked in as baggage:

| Country of Sale | Standard design or requirements |
|-------------------------------------|--|
| Australia and/or New Zealand | <p>Australian/New Zealand design standard AS/NZS 1754</p> <p>New Zealand Standard: NZS5411</p> |
| America | <p>Either:</p> <p>Federal Aviation Administration (FAA) of the United States of America standard FMVSS 213; or</p> <p>both the following markings: “This Restraint is Certified for Use in Motor Vehicles and Aircraft” in red lettering and “This seat conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS)”.</p> |
| Canada | <p>Any one of the following:</p> <p>Canadian Motor Vehicle Safety Standard CMVSS 213 entitled “Child Restraint Systems”;</p> <ul style="list-style-type: none"> • CMVSS No. 213.1 entitled “Infant Seating and Restraint Systems”; or • marked “this restraint is certified for use in motor vehicles and aircraft”. |
| Europe and UK | <p>European Safety Standard requirements of United Nations ECE Regulation 44 (UN/ECE 44)</p> |

Slide Number



TV RENTAL

**32in and 39in LED TVs
available for hire**



Deposit: \$50 (refundable)
Monthly hire: \$20 for 32in
\$30 for 39in

**FOR GARRISON ENTITLED PERSONNEL ONLY AND
FOR A MAXIMUM RENTAL PERIOD OF 2 MONTHS**

Proudly provided to you by your Brunei SSAFA Charity Committee

Email: brunei.isc@ssafa.org.uk

HOW TO HIRE

1. CHECK AVAILABILITY

Phone GQMS on 3224101 extension 3395.

2. PAY FEES

Go to RAO on Toker Lines to pay deposit and sign rental agreement and pay deposit and fees.

3. COLLECT TV

Take receipt back to GQMS and collect TV.

4. RETURN TV & RECEIPTS

At the end of rental period, return TV to GQMS, take final receipt back to RAO and collect your refundable deposit.

ssafa
Brunei

the
Armed Forces
charity

CAR SEATS FOR HIRE



\$20 deposit
(refundable upon return)

Car Seats are for Garrison Entitled Personnel only.
Universal car seats, 1-3 years (9-36kg).

Proudly provided to you by your Brunei SSAFA Charity Committee

Email: brunei.isc@ssafa.org.uk

HOW TO HIRE

1. CHECK AVAILABILITY

Phone GQMS on
3224101 extension
3395.

2. PAY DEPOSIT

Go to RAO on Tuger
Lines to pay deposit
and sign rental
agreement.

3. COLLECT CAR SEAT

Take receipt back to
GQMS and collect
car seat.

4. RETURN CAR SEAT & RECEIPTS

At the end of the rental
period, return car seat
to GQMS, take final
receipt back to RAO
and collect your
refundable deposit.

The BFB Toy Library is here to help – Simply email us, we will deliver!



Baby Toys

We have a huge collection of toys for 0-3 years old, including jumperoos, baby walkers, activity cubes and many more



Construction

If building and construction is what your little ones enjoy, we have duplo, marble runs, wooden blocks and gravitrax to keep them busy



Puzzles

With over 40 different puzzles in our collection there is something for everyone



Cars, boats and trains

Didn't have room to pack the entire car collection? Don't fret, we have hundreds! From fire engines to helicopters, train sets and diggers



Role Play

Check out our collection of dress ups, small world, happy land, dolls, prams and many more that will spark the imagination of any little mind



Games

If its paying taxes in Monopoly or testing your wits with Trivial Pursuits that helps you pass the time, have a look at our games collection.



Sports

Bowling, swingball, skipping ropes, table football and other activities will keep the whole family busy during isolation.



Have a look at our collection and email us:

 BFBtoylibrary@gmail.com



www.bfbtoylibrary.lend-engine-app.com