

JABATAN PERBENDAHARAAN

BORANG PERMOHONAN ELAUN CUTI DAN TAMBANG BAGI PEGAWAI TEMPATAN LEAVE AND PASSAGE ALLOWANCE APPLICATION FORM FOR LOCAL OFFICERS



Fail Perbendaharaan:
Treasury File: _____

ID Permohonan: **LA -**
Application ID _____

DIISIKAN OLEH PEMOHON (Nota - Sila hadapkan dua salinan borang permohonan dan satu set dokumen sokongan)
TO BE FILLED BY APPLICANT (Note - Please submit two applicant forms and one set supporting documents)

Jenis Permohonan
Application Type Elaun Cuti (3 Tahun) Leave Allowance (3 Years) Elaun Tambang 10 Tahun Passage Allowance (10 Years)

Bahagian I: Keterangan Peribadi
Part I: Personal Information

Nama
Name (50 Characters) _____

No. Kad Pengenalan
Identification No. _____

Taraf Kelamin
Marital Status Bujang Single Kahwin Married

Warna
Colour Tarikh Lahir
Date of Birth (ddmmyyyy) _____ Janda/Duda Divorcee Balu Widow

Bahagian II: Keterangan Perhubungan (Mana Berkenaan)
Part II: Contact Information (Where Applicable)

Alamat Persuratan
Postal Address _____

Daerah
District Brunei / Muara Tutong Kuala Belait Temburong Poskod
Postal Code _____

No.Tel.Pejabat
Office Tel. _____ No.Telefon Bimbit
Mobile Phone No. _____

No.Tel.Rumah
Home Tel.No. _____ No.Faks
Fax No. _____

E-Mel
E-Mail _____

Bahagian III: Keterangan Pekerjaan
Part III: Employment Information

Tarikh Mula Berkhidmat
Service Begin Date (ddmmyyyy) _____

Jabatan
Department _____

Jawatan
Designation _____

Sukatan Gaji
Salary Scale _____ Gaji Pokok
Basic Salary \$ _____

Bahagian
Division I II III IV V

Jenis Perkhidmatan
Employment Status Tetap Permanent Sebulan Ke Sebulan Month To Month Kontrak Contract Open Vote Open Vote

Bahagian IV: Keterangan Permohonan
Part IV: Application Information

Tarikh Ketetapan Dahulu
Date of Previous Allowance (ddmmyyyy) _____

Tarikh Mula Bercuti _____ Tarikh Akhir Bercuti
Leave End Date (ddmmyyyy) _____

Bahagian V: Keterangan Kursus dan Cuti Gaji
Part V: Course and No Pay Leave Information

Adakah pernah berkursus / bercuti tanpa gaji sepanjang 3 tahun kebelakangan?
Have you ever attended training inside the country/abroad or taken unpaid leave during the past 3 years? Ya Tidak

Sila isikan keterangan di bawah jika pernah
Please fill in the details below if you have

Latihan Dalam Perkhidmatan / Cuti Tanpa Gaji In-Service Training / Unpaid Leave	Tempat Kursus Training Venue	Dari (From) (ddmmyyyy)	Hingga (To) (ddmmyyyy)

ID Permohonan
Application ID

Bil Kad Pengenalan Pemohon
Application IC No

Bahagian VI: Keterangan Tanggungan
Part VI: Dependents' Information

i) Nama Isteri/Suami
Spouse's Name
(50 characters)

Adakah isteri/suami akan
memohon secara berasingan?
 Ya Tidak

Bil. Pengenalan
Identification No.

Warna
Colour

Tarikh Lahir
Date of Birth (ddmmyyyy)

Jabatan / Syarikat
Department / Company

ii) Anak-anak Children	Nama Name (50 Characters)	Anak Keberapa * Child No.	No. Kad Pengenalan/Surat Beranak Identification Card No./Birth Certificate No.	Tarikh Lahir Date of Birth (ddmmyyyy)
1				
2				
3				
4				

* Sila tulis nombor susunan anak mengikut tarikh lahir
Please write in chronological order of date of birth

Bahagian VII: Keterangan Pembayaran
Part VII: Payment Information

Jumlah Elaun Yang Dipohonkan
Total Amount of Allowance Applied For

Tarikh Ketetapan
Due Date

Nama Bank
Bank Name

Nombor Akaun Bank
Bank Account No.

(Jika akaun bank tersebut di atas berlainan dari akaun bank tempat gaji anda dibayar,
sila lampirkan salinan pas buku bank/penyata bank)
(If the above account is different from the account where your salary is credited, please attach a copy of
bank passbook/statement)

Tandatangan Pemohon / Tarikh
Applicant's Signature / Date

Disahkan oleh Kementerian/Jabatan
Endorsed by Ministry/Department

Nama
Name

Jawatan
Designation

Cap Rasmi
Official Stamp

Tandatangan Pemohon / Tarikh
Applicant's Signature / Date

Disemak & Diluluskan oleh Jabatan Perbendaharaan
Checked & Approved by Treasury Department

Jumlah Elaun Yang Diluluskan
Total Approved Amount of Allowance

Tarikh Ketetapan
Due Date

Diproses oleh
Processed by

Disemak oleh
Verified by

Diluluskan oleh
Approved by

b/p Jurukira Agung
Jabatan Perbendaharaan
Kementerian Kewangan
Negara Brunei Darussalam