

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:
Application ID **LA -**
DISIKAN OLEH PEMOHON (Nota: Sila hadapkan dua salinan borang permohonan dan satu set dokumen sokongan)
TO BE FILLED BY APPLICANT (Note: Please submit two application forms and one set of 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.

 Warna
Colour

 Tarikh Lahir
Date of Birth (ddmmyyy)

 Taraf Kelamin
Marital Status

 Bujang
Single

 Kahwin
Married

 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
Kuala Belait

 Tutong
Temburong

 Poskod
Postal Code

 No. Tel. Pejabat
Office Tel.

 No. Tel. Rumah
Home Tel. No.

 E-Mel
E-Mail

 No. Telefon Bimbit
Mobile Phone No.

 No. Faks
Fax No.

Bahagian III: Keterangan Pekerjaan
Part III: Employment Information

 Tarikh Mula Berkhidmat
Service Begin Date (ddmmyyy)

 Jabatan
Department

 Jawatan
Designation

 Sukatan Gaji
Salary Scale

 Gaji pokok
Basic salary

 Bahagian
Division

 Jenis Perkhidmatan
Employment Status

 I

 II

 III

 IV

 V

 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 (ddmmyyy)

Tarikh Mula Bercuti

 Tarikh Akhir Bercuti
Leave End Date (ddmmyy)

Bahagian V: Keterangan Kursus dan Cuti Tanpa 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) (ddmmyyy)	Hingga (To) (ddmmyyy)

ID Permohonan

Application ID

LA -

Bil. Kad Pengenalan Pemohon:

Applicant IC No

Bahagian VI: Keterangan Tanggungan

Part VI: Dependents' Information

Adakah isteri / suami akan
memohon secara berasingan?

I) Nama Isteri/Suami

Spouse's Name
(50 characters)
 Ya

 Tidak

Bil. Pengenalan

Identification No.

Warna

Colour

Tarikh Lahir

Date of Birth (ddmmyyyy)

Jabatan / Syarikat

Department / Company

I) 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 Diphonkan

Total Amount of Allowance Applied For

Tarikh Ketetapan

Due Date

Nama Bank

Bank Name

Nombor Akaun Bank

Bank Account Number

(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 bank 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 / Tarikh
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