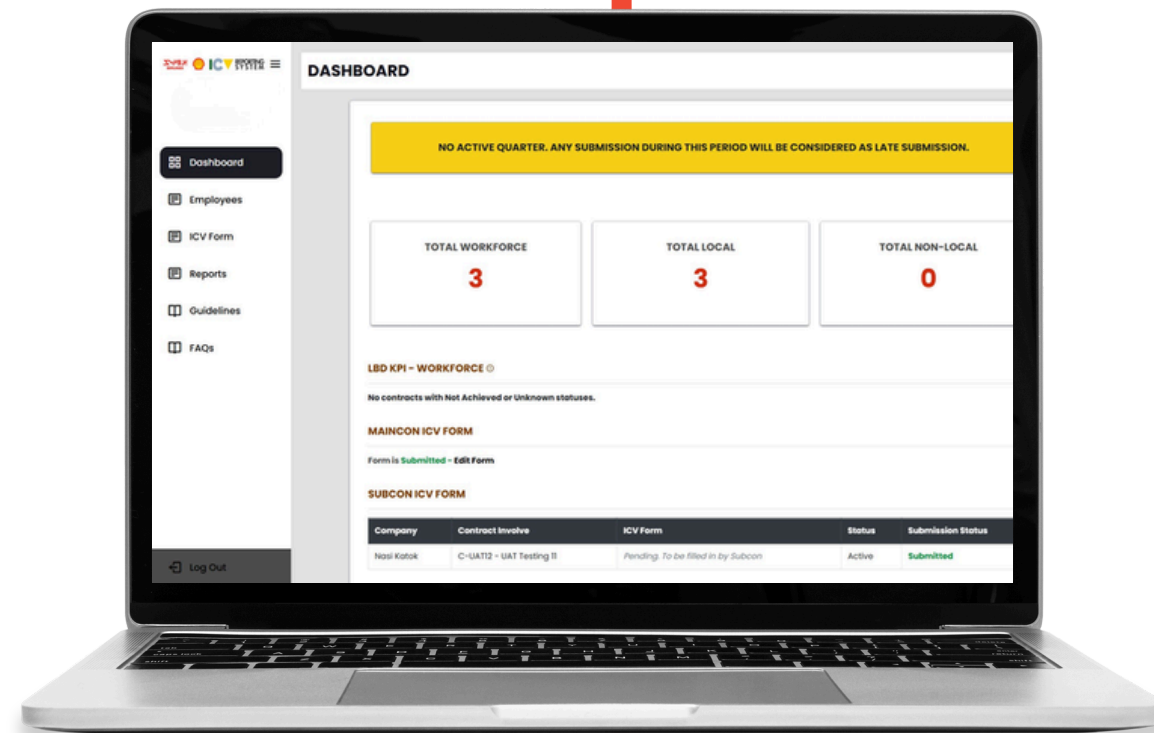
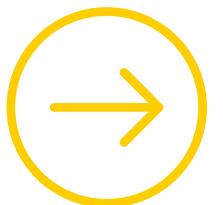


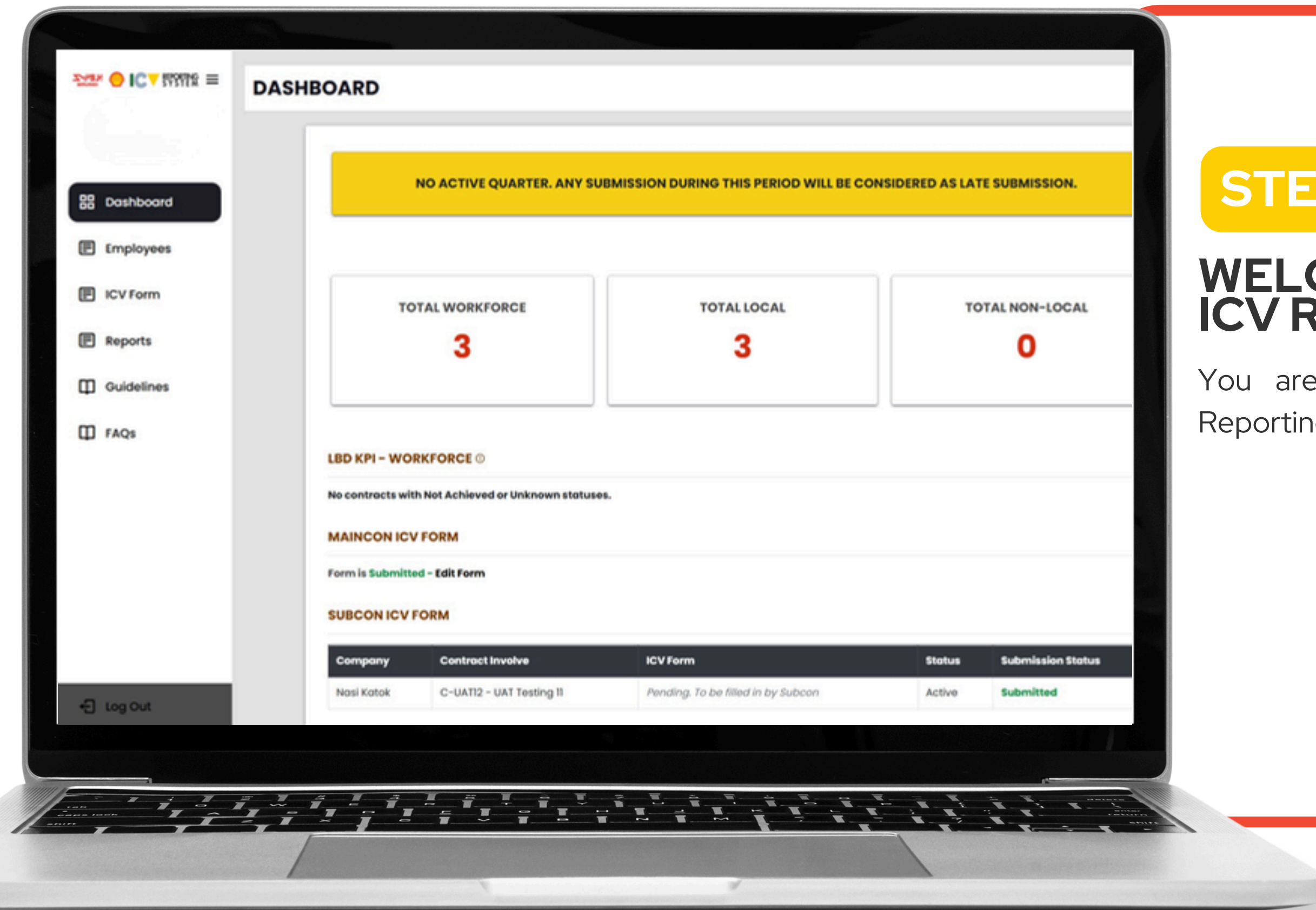


REPORTING GUIDELINES



MODULE 4: SUBMITTING ICV FORM

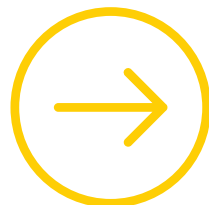




STEP 1

WELCOME TO ICV REPORTING SYSTEM!

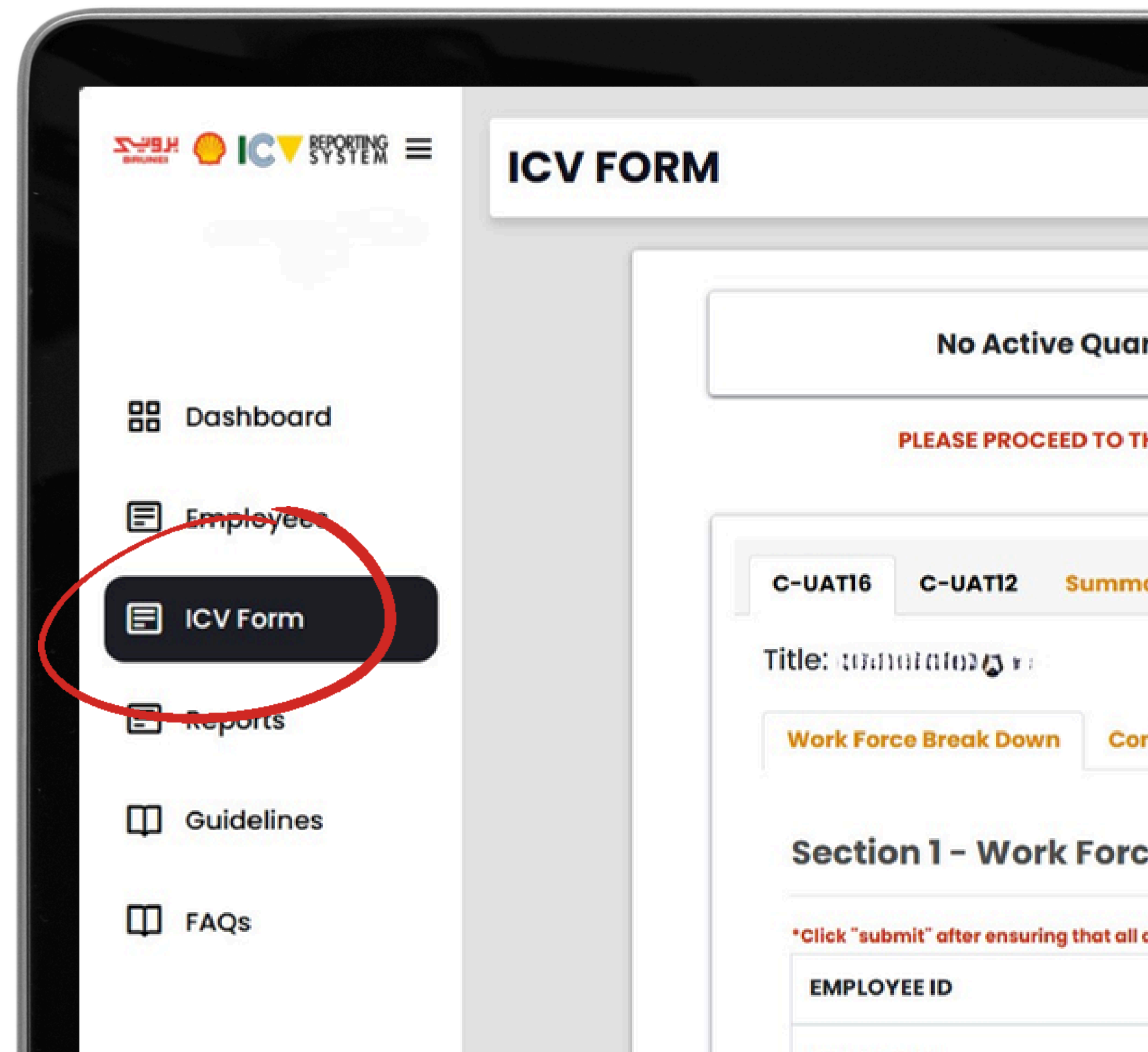
You are now at the Dashboard page of ICV Reporting System.



STEP 2

GO TO ICV FORM TAB

- On the left side of your screen, click "ICV Form".



ICV FORM

No Active Quarter. Any submission during this period will be considered as late submission.

PLEASE PROCEED TO THE SUMMARY PAGE AFTER YOU HAVE DONE SUBMITTING ALL SECTION FOR SUBMISSION CONFIRMATION.

C-UAT12 C-UAT16 Summary

Title: UAT Testing 11

Workforce Details Local Content Workforce Forecast

Section 1 - Workforce Details

*CLICK "SUBMIT" AFTER ENSURING THAT ALL ADDED DATA IS CLARIFIED AND THERE IS NO DUPLICATION OF INFORMATION

EMPLOYEE NAME	JOB POSITION
James, Scott	Foreman
	Scaffolder
	Admin
	Data Analyst

Add Submit

STEP 3

EFFECTIVE CONTRACTS

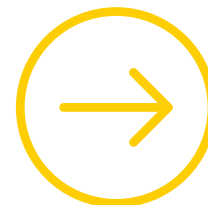
Here you will see multiple tabs of your effective contract(s) and a Summary tab.

STEP 4

UPDATE ICV FORM

3 items to look through to submit your ICV Form.

1. **Workforce Details**
2. **Local Content**
3. **Workforce Forecast**

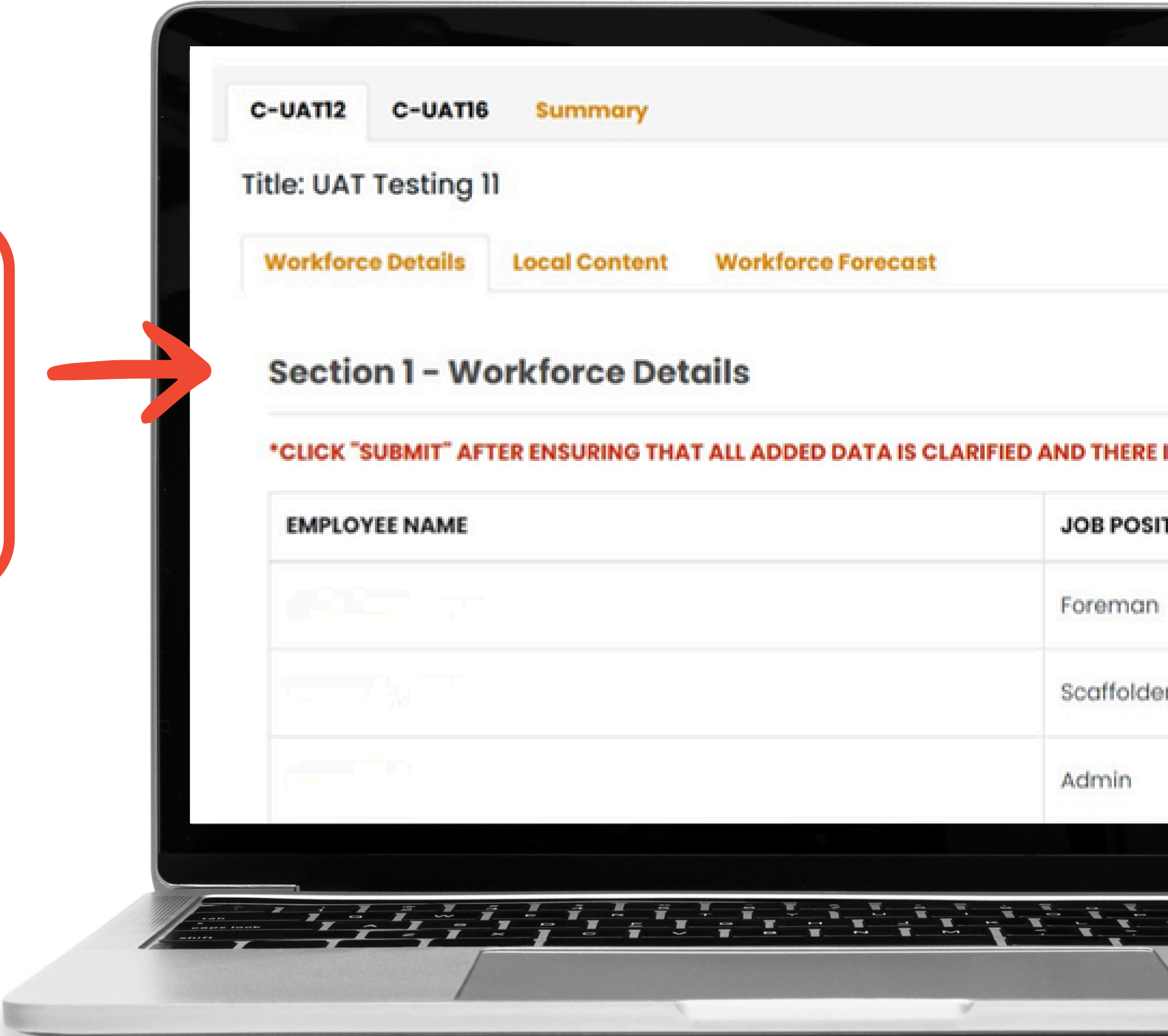
A screenshot of a laptop screen displaying the 'ICV FORM' interface. The form is titled 'ICV FORM' and includes a warning message: 'No Active Quarter. Any submission during this period will be considered as late submission.' Below this, a red instruction states: 'PLEASE PROCEED TO THE SUMMARY PAGE AFTER YOU HAVE DONE SUBMITTING ALL SECTION FOR SUBMISSION CONFIRMATION.' The form has three tabs: 'C-UAT12', 'C-UAT16', and 'Summary'. The 'Summary' tab is selected, showing the title 'UAT Testing 11'. Below the title, there are three sub-tabs: 'Workforce Details', 'Local Content', and 'Workforce Forecast'. The 'Workforce Details' sub-tab is selected, displaying 'Section 1 - Workforce Details'. A red instruction reads: '*CLICK "SUBMIT" AFTER ENSURING THAT ALL ADDED DATA IS CLARIFIED AND THERE IS NO DUPLICATION OF INFORMATION'. Below this is a table with two columns: 'EMPLOYEE NAME' and 'JOB POSITION'. The table contains four rows of data: 'Employee 1 (1234567890)' as 'Foreman', 'Employee 2 (1234567890)' as 'Scaffolder', 'Employee 3 (1234567890)' as 'Admin', and 'Employee 4 (1234567890)' as 'Data Analyst'. At the bottom right of the screen, there is an 'Add' button and a partial view of a 'Submit' button.

SUBMITTING ICV FORM

WORKFORCE DETAILS

Section 1: Work Force Break Down

- Simply **review** the list of Employees that you have previously entered in Employees
- Click **Submit** when you are done!

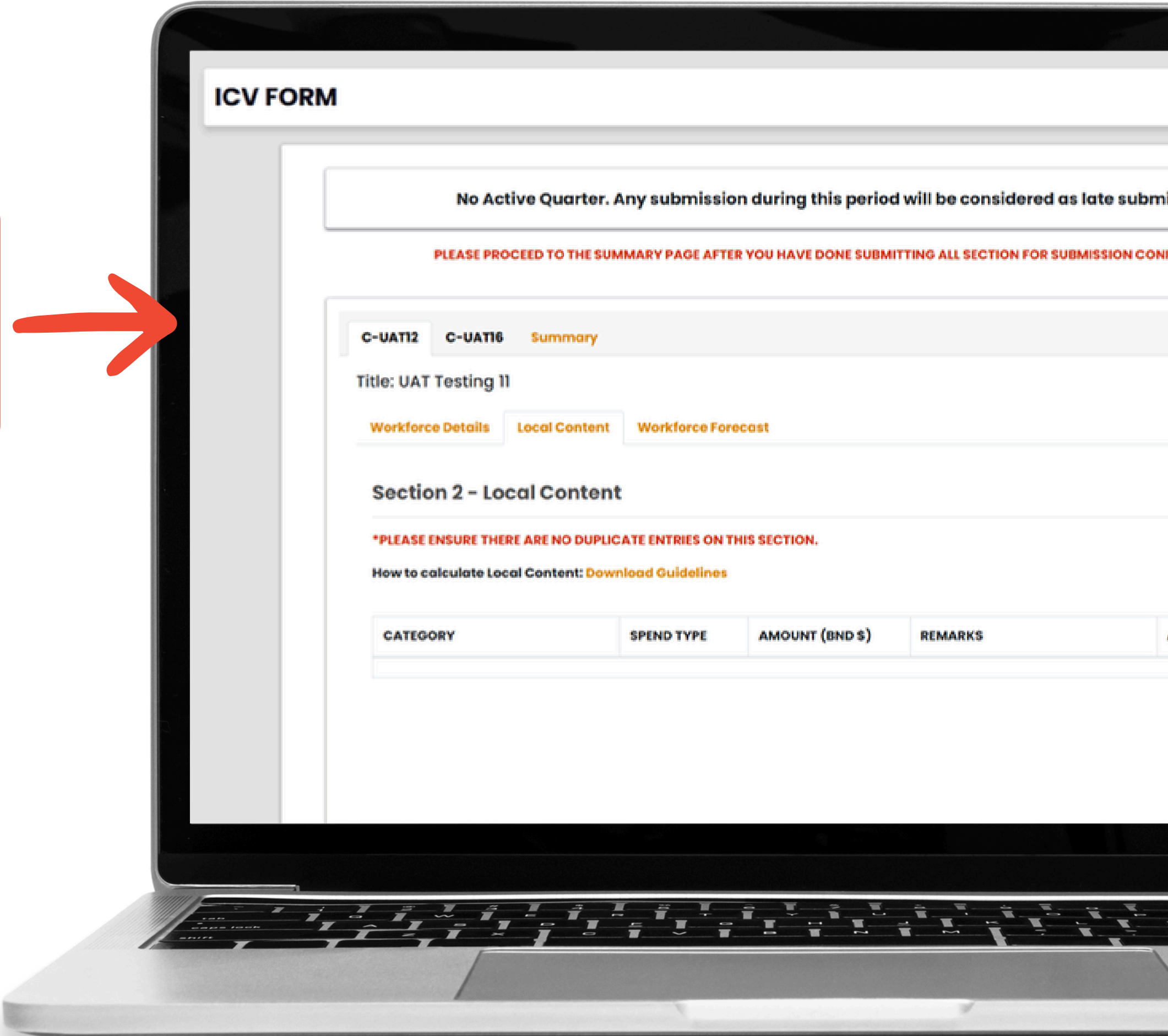


SUBMITTING ICV FORM

LOCAL CONTENT

Section 2: Content Break Down

Here is where you fill in the Spend / Content report.
Click **"Add"** to start.



SUBMITTING ICV FORM

ADD NEW SPEND

1. Select **Spend Category**:

- a. Local Employment
- b. Non-Local Employment
- c. Training
- d. Training (Multi-Skilled)
- e. Goods Manufactured
- f. Goods Purchased
- g. Services

A laptop screen displaying a web form titled 'Add New Spend'. The form has several fields: 'Vendor ID' with value 'V-UAT002', 'Contract ID' with value 'C-UAT16', 'Spend Category' with a dropdown menu showing 'Choose..', 'Spend Type' with a dropdown menu showing 'Choose..', 'Amount (BND \$)' with an empty input field, and 'Remarks' with an empty text area. A red arrow points from the list of spend categories to the 'Spend Category' dropdown menu.

Add New Spend

Vendor ID
V-UAT002

Contract ID
C-UAT16

Spend Category
Choose..

Spend Type
Choose..

Amount (BND \$)

Remarks

SUBMITTING ICV FORM

ADD NEW SPEND

2. **Spend Type:**

- a. Spend In Brunei
- b. Spend Out Brunei

3. **Amount** (BND \$)

4. **Remarks** (e.g. allowance, training in Malaysia)

A laptop screen displaying the 'Add New Spend' form. The form is divided into two sections: a grey header section and a white body section. The header section contains fields for 'Vendor ID' (V-UAT002), 'Contract ID' (C-UAT16), and 'Spend Category' (Choose..). The body section contains fields for 'Spend Type' (Choose..), 'Amount (BND \$)' (empty), and 'Remarks' (empty).

Add New Spend

Vendor ID
V-UAT002

Contract ID
C-UAT16

Spend Category
Choose..

Spend Type
Choose..

Amount (BND \$)

Remarks

SUBMITTING ICV FORM

LOCAL CONTENT

Click '**Add**' to submit your Spend report.

Here you will see your submitted Content Break Down.

C-UAT12C-UAT16Summary

Title: UAT Testing 11

Workforce DetailsLocal ContentWorkforce Forecast

Section 2 – Local Content

*PLEASE ENSURE THERE ARE NO DUPLICATE ENTRIES ON THIS SECTION.

How to calculate Local Content: [Download Guidelines](#)

CATEGORY	SPEND TYPE	AMOUNT (BND \$)	REMARKS	ACTION
Goods Purchased	Spend In	7000	Laptops	Delete
Training	Spend Out	5000	Malaysia	Delete
Local Employment	Spend In	20000	Salary and Allowances	Delete

Add

FILL IN EMPLOYEES DETAILS

WORKFORCE FORECAST

C-UAT16 C-UAT12 Summary

Title: UAT Testing 15

Workforce Details Local Content Workforce Forecast

Section 3 – Workforce Forecast

***FILL IN ONLY WHEN THERE'S A DEMAND IN WORKFORCE**

POSITION TITLE	EMPLOYMENT TYPE	FORECASTED QUARTER	FORECASTED YEAR	ACTION
Administrator	Full Time	Q4 - January to March	2027	

Add

Section 3: Workforce Forecast

This is where you fill in any **manpower demands** you have in your contracts.

Click '**Add**' to start.

FILL IN EMPLOYEES DETAILS

WORKFORCE FORECAST

Add Workforce Forecast ✕

Job Position

Brunei Darussalam Standardised Occupational Classification (BDSOC 1)

Brunei Darussalam Standardised Occupational Classification (BDSOC 4)

Employment Type

Nationality

Skillset Level

Work Experience

Forecasted Quarter

Forecasted Year

WORKFORCE DEMAND DETAILS

- Fill in all the required details of the **workforce demand** - similar to Employee form.
- You may refer to **Module 3: Filling in Employees Details** for the how-to guide.

FILL IN EMPLOYEES DETAILS

WORKFORCE FORECAST

Add Workforce Forecast

Job Position

Brunei Darussalam Standardised Occupational Classification (BDSOC 1)

Choose

Brunei Darussalam Standardised Occupational Classification (BDSOC 4)

Choose

Employment Type

Choose..

Nationality

Choose..

Skillset Level

Choose..

Work Experience

Choose..

Forecasted Quarter

Choose..

Forecasted Year

Choose..

FORECASTED QUARTER & YEAR

From the dropdown selection, select which quarter and year this position is planned to be filled in.

SUBMITTING ICV FORM

SUMMARY

SUMMARY PAGE:

- 1. Review all of your submissions, contract by contract.
- 2. Tick the acknowledgment box.
- 3. Click **“Submit Form”**.

ICV FORM

No Active Quarter. Any submission during this period will be considered as late submission.

PLEASE PROCEED TO THE SUMMARY PAGE AFTER YOU HAVE DONE SUBMITTING ALL SECTION FOR SUBMISSION CONFIRMATION.

C-UAT16 C-UAT12 **Summary**

Title: UAT Testing 15

Work Force Break Down Content Break Down Workforce Forecast

Section 1 – Work Force Break Down

*Click "submit" after ensuring that all added data is clarified and there is no duplication of information.

EMPLOYEE ID	NAME	JOB POSITION
V9DWXFCM	Muhammad Ali	Foreman
JUYELIWB	Awang Payung	Scaffolder

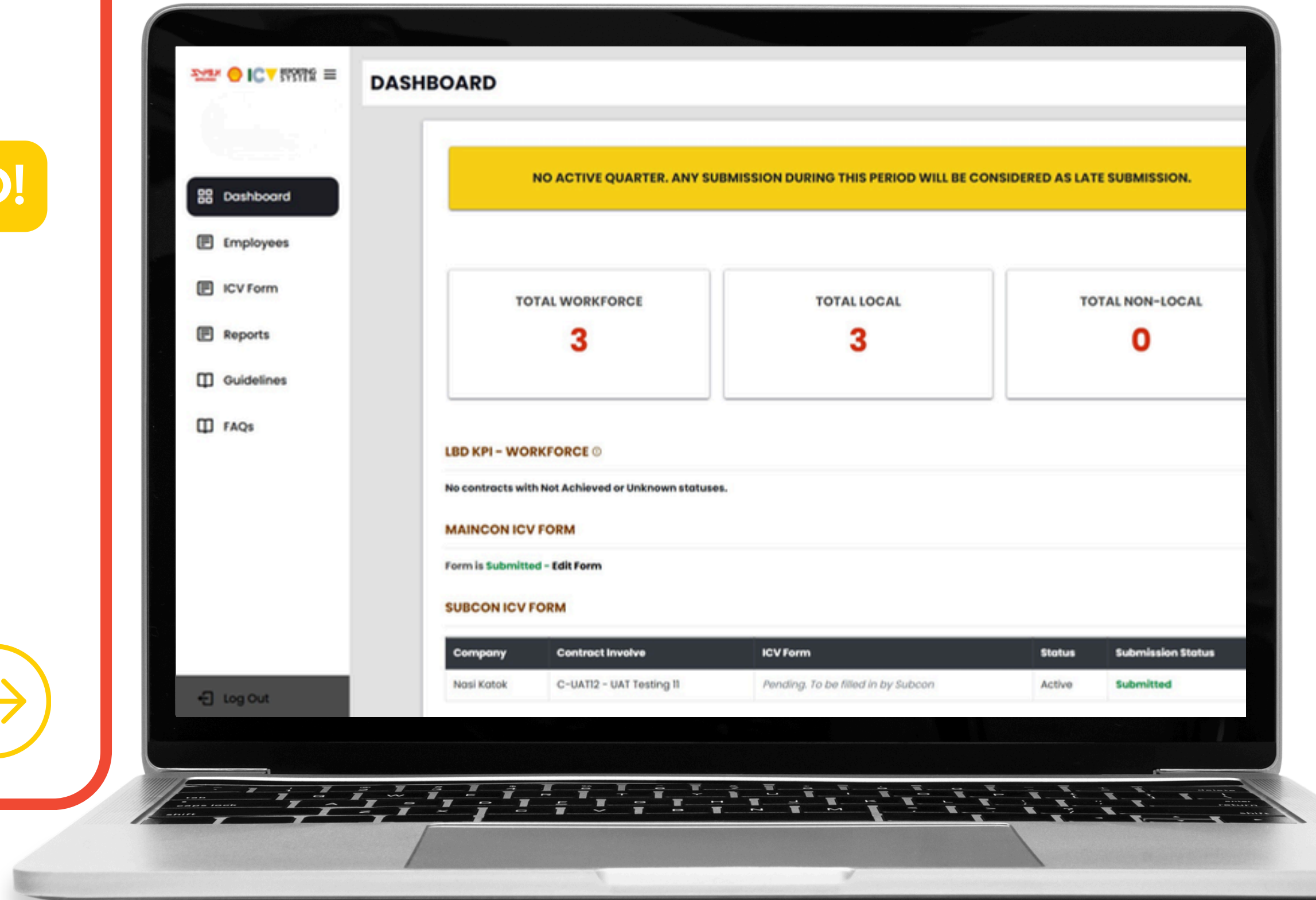
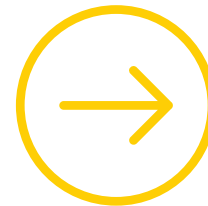
Submit

ICV FORM

SUCCESSFULLY SUBMITTED!

Up Next:

Module 5: Subcon Details





**REPORTING
SYSTEM**