GUIDELINES E-ARRIVAL CARD

NO	GUIDELINES
i	NEW E-ARRIVAL CARD APPLICATION
ii	UPDATE, AMEND AND CHANGE INFORMATION ON REGISTERED E-ARRIVAL CARD
iii	CANCELLATION OF E-ARRIVAL CARD

(i) NEW APPLICATION



STEP 1:

Visit website <u>https://www.imm.gov.bn</u> and click 'Register Now' for New Application.



STEP 2:

Enter **E-mail Address** and **Password** that have been registered on the Brunei INRS portal in the fields provided. Click **'Login'** to enter the portal.



STEP 3:

Once the user is logged in, the homepage to the portal will be displayed. In the main menu, click on **'Travel Cards'** to start E-Arrival Card registration.

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	You don't have any Travel Cards yet

STEP 4:

Click 'Create Travel Card' for new application.

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STEP 5:

For Section 1 'Identity', the applicant is required to complete the mandatory information (Full Name, Date of Birth, Sex, Place of Birth, Nationality, Passport No, Place of Issue, Expiry Date).

Individuals are required to fill in the mandatory fields that are marked with M & (*)

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STEP 6:

For Section 2 'General Information', complete the required information.

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STEP 7:

For sections 3 & 4 'Arrival Data' & 'Departure Data', complete the required information then click 'Create'.

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	Important Notice The Travel Card registers the traditional paper Disembarkation/Embarkation/Card and heps you to save time and avoid long lines at the border. A biserbarkation/Embarkation Form (Travel Card) must be completed by every water including one for each child or dependent; if details given found to be connect immigration pass may cancelled WARNING DEATH FOR DRUG TRAFFICKERS UNDER BRUNE LAW To remet Travel Cards Derrent Travel Cards Derre	
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STEP 8:

The application page for the **E-Travel Card** will be displayed as above along with the **Reference Number.**

(ii) UPDATE, AMEND AND CHANGE INFORMATION ON REGISTERED E-ARRIVAL CARD



STEP 1:

Visit website <u>https://www.imm.gov.bn</u> and click 'Log in' to log into the Brunei INRS portal.



STEP 2:

Enter **Email** and **Password** that have been registered into the Brunei INRS portal in the space provided. Then click '**Sign in**'.



STEP 3:

Once the individual logged in, the home page will be displayed. In the main menu, click on '**Travel Cards**'.

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STEP 4:

Click on '**Current Travel Card**'. After that click on the E-Arrival Card reference number that is to be changed/ amended or updated as shown above.

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STEP 5:

Individual need to ensure that the information that has been updated is correct before clicking 'Apply Changes' and then click 'Apply Changes'.



STEP 6:

The **E-Arrival Card** registration confirmation page will be displayed as above along with the **Reference Number.**

(iii) CANCELLATION OF E-ARRIVAL CARD



STEP 1:

Visit the website <u>https://www.imm.gov.bn</u> dan click **'Log in'** to log into the Brunei INRS portal.



STEP 2:

Enter the **Email Address** and **Password** that have been registered into the Brunei INRS portal in the space provided. Then click '**Sign in**'.



STEP 3:

Once the individual logged in, the home page will be displayed. In the main menu, click on '**Travel Cards**' to start E-Arrival Card registration.

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STEP 4:

Click on '**Current Travel Card'**. After that click on the E-Arrival Card reference number that is to be changed/ amended or updated as shown above.

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STEP 5: Press '**Delete'** to cancel the application.