* Template for Conversion of SAWP to LPA Application Letter. Insert Company Letter Head

(Date)

**Energy In-Country Value (EICV) Division**

Department of Energy,

Prime Minister’s Office,

Jalan Perdana Menteri, Bandar Seri Begawan,

Negara Brunei Darussalam

Dear Sir / Madam,

**Re: Application for Conversion of Special Authorization Work Pass (SAWP) to Foreign Worker License (LPA)**

(Insert text)

* State applying for Foreign Worker License
* **Justification** for conversion of SAWP to Foreign Worker License application – new contract? **Additional or replacement manpower?** Recruitment does not meet requirement? etc.
* Require **Exemption Letters** for expats not to return to their origin countries or not? If yes, clarify further why on the criticality during the expat’s absence?

Details as below:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Position/ Occupation** | **Salary** | **Country** | **Age** | **Passport No.** | **Start Date with Company** | **Total Years working in company**  **(as of 2025)** | **Existing SAWP Expiry Date** |
|  |  | Service  Engineer |  |  |  |  |  |  |  |
|  |  | Surveyor |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Company Local Business Development (LBD) Plan on Employment**

1. Current Total Employment Status (as a whole in the company) - As of (dd/mmm/**2025**)

|  |  |  |
| --- | --- | --- |
| **Local (%)** | **Non- Local (%)** | **Total (%)** |
| E.g. 40 (80%) | 10 (20%) | 50 (100%) |

*\*State the number of headcounts and the percentage.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Current Organisation** | | | |
| **Local** | **Non-Local** | **Total** | **% of Local** |
| Management |  |  |  |  |
| Supervisory |  |  |  |  |
| Skilled |  |  |  |  |
| Un-skilled |  |  |  |  |
| Admins & Accounts |  |  |  |  |
| **Total** | 40 | 10 | 50 | 80% |

1. Contract Actual LBD breakdown on employment – As of (dd/mmm/**2025**)

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Contract** | **Contract Expiry** | **Local** | **Non Local** |
| Floating Resources | n/a | 5 (50%) | 5 (50%) |
| Ref. No. of Contract 1 | dd/mmm/yyyy | 30 (91%) | 3 (9%) |
| Ref. No. of Contract 2 | dd/mmm/yyyy | 5 (71%) | 2 (29%) |
| Add (if applicable)\* |  |  |  |
| **Total** |  | 40 (80%) | 10 (20%) |

*\*State the Contract Reference No. or Purchase/Work Order No. with Contract/Project Title.*

1. Company contract LBD local employment status

**Contract Reference:** Contract 1 – Contract Title

**Contract Start Date:**

**Contract End Date:**

**Contract Holder/ Owner:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | **Year 1 Actual (2024)** | | | | **Year 2 Target (2025)\*** | | | | **Year 2 Actual (2025)** | | | | **Add (if applicable)** | | | |
| Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local |
| Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervisory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Skilled |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Un-skilled |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Admins & Accounts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total (number)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

* Please indicate current year with **\***
* Please fill in the table as per the LBD Plan in the contract
* Please demonstrate LBD Plan until the end of your contract. I.e. 2019-2024, the above table should show 5-years plan. (Add column if applicable)

**Contract Reference:** Contract 2 – Contract Title (if applicable)

**Contract Start Date:**

**Contract End Date:**

**Contract Holder/ Owner:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | **Year 1 Actual (2024)** | | | | **Year 2 Target (2025)\*** | | | | **Year 2 Actual (2025)** | | | | **Add (if applicable)** | | | |
| Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local | Local | Non-Local | Total | % Local |
| Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervisory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Skilled |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Un-skilled |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Admins & Accounts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total (number)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

* Please indicate current year with **\***
* Please fill in the table as per the LBD Plan in the contract
* Please demonstrate LBD Plan until the end of your contract. I.e. 2019-2024, the above table should show 5-years plan. (Add column if applicable)

(Insert Text) - Brief implications of this application to company and/or contract LBD plan

* Why do you need more?
* If as additional expat/s, to clarify further why do you require another expat to be under long-term work permits? Are there no existing locals and/or expats with the same positions applied already working in the company?
* Changes of current LBD % as a whole company and/or breakdown of Actual LBD % with accordance to each contracts respectively/Floating Resources.
* Current/Actual LBD is meeting the Target LBD or not? If not meeting the Target, what are company plans in order to achieve the LBD as per targeted in the contract for the current year.

**No. of existing workforce** in total under positions applied for expats.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Local (%)** | **Non- Local (%)** | **Total (%)** |
| Service Engineer | 1 (50%) | 1 (50%) | 2 (100%) |
| Surveyor | 0 (0%) | 1 (100%) | 1 (100%) |
| Add more row (if applicable) | **? (??%)** | **? (??%)** | **?** (100%) |

**Brief Job Descriptions of position(s) applied**

Contract Reference = Contract 1 – Contract Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name** | **Position** | **Brief CV** | **Brief Job Description** |
| 1 | \*Name of the non-local | Service Engineer | \*Non-local’s qualifications & total years of experience | Executes successful jobs as per the design provided and approved by the Client. Recognizes risks associated with the operation, and reduces these risks to as low as reasonably possible. Ensure all employees at the work site are in-compliance with Company Safety Standards. Completes all the required pre and post job paper work and job tickets on time and without errors as per company policies. |
| 2 | \*Name of the non-local | Surveyor | \*Non-local’s qualifications & total years of experience |  |

Contract Reference = Contract 2 – Contract Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name** | **Position** | **Brief CV** | **Brief Job Description** |
| 1 | \*Name of the non-local | Service Engineer | \*Non-local’s qualifications & total years of experience | Executes successful jobs as per the design provided and approved by the Client. Recognizes risks associated with the operation, and reduces these risks to as low as reasonably possible. Ensure all employees at the work site are in-compliance with Company Safety Standards. Completes all the required pre and post job paper work and job tickets on time and without errors as per company policies. |
| 2 | \*Name of the non-local | Surveyor | \*Non-local’s qualifications & total years of experience |  |

**Succession Planning**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name of non-local applied/to be replaced** | **Position** | 1. **Name of local assign to be trained, and** 2. **Effective date to replace** | **Brief information on local assigned** | **Local Start Date with Company** | **Local Total Years working in company**  **(as of 2025)** |
| 1 |  | Service Engineer | 1. Name: 2. Effective Date: | \*Local’s background |  |  |
| 2 |  | Surveyor | 1. Name: 2. Effective Date: | \*Local’s background |  |  |
|  | Add more row (if applicable) |  |  |  |  |  |

If there is no local yet assigned to replace the applied expat, please advise the followings:

* To demonstrate or proven of continuous recruitment for these applied positions for expats?
* When will locals be able to be identified in order to replace the expats?
* For how long is the duration of training required for locals to be competent in the applied positions for expats? – State the tentative month and year.
* Otherwise, to clarify in details why no locals will replace these expats?

**Recruitment Effort**

* Date of Advertisement: via **JobCentre Brunei (mandatory)** and Newspaper or other mediums (dd/mmm/**2025**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | No. of People Required | | No. of Applicants Interviewed for position | | No. of selected applicants | | Remarks |
| Local | Non-Local | Local | Non-Local | Local | Non-Local |
| Service Engineer |  |  |  |  |  |  | * Hired – date joined? * Not hired – why expats selected instead? * Why locals not meeting requirements? |
| Surveyor |  |  |  |  |  |  |  |
| Add more row (if applicable) |  |  |  |  |  |  |  |

\*You may attach proof of advertisements here.

* Summary of local recruitments since **2023, 2024 and 2025 until current date**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | **2023** | | | | | | | | | | | | Overall  Total |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Hired |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (-) Resigned |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | **2024** | | | | | | | | | | | | Overall  Total |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Hired |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (-) Resigned |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | 2025 | | | | | | | | | | | | Overall  Total |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Hired |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (-) Resigned |  |  |  |  |  |  |  |  |  |  |  |  |  |

* Commitments on local recruitments from **i-Ready**, BMA/ISQ/NEGAS, PPK, **IBTE**, PLM, etc. – state from which program/school/institute, names of locals, positions in the company, date joined in the company, plan for these locals for their developments, date and reasons of being resigned/terminated (if any).

Yours faithfully,

For ***Application Company***

………………………………………………………..…….

**Name of Applicant**

**Position Title**