

Payment Counter Finance Division Operating Hours

- Payment counter will be open every Monday to Thursday from 8.00 am to 3.00pm, and every Saturday from 8.00 am to 10.00 am
- Counter will be open for walk-in, but priority will be given for those who make time-slot booking
- Only fourteen (14) time slots are available each day on Monday to Thursday, and only four (4) time slots on Saturday
- Booking should be made at least three (3) days before the payment date
- Booking can be made by emailing us at finance@pb.edu.bn or by calling 2234466 (ext. 297 / 303) during working hours
- Please follow Politeknik Brunei's Standard Operating Procedures (SOPs)

Payment Counter Finance Division Operating Hours

| Slot | Time | Day |
|------|---------------------|--------------------------|
| 1 | 8.00 am – 8.30 am | Monday to Thursday |
| 2 | 8.30 am – 9.00 am | |
| 3 | 9.00 am – 9.30 am | |
| 4 | 9.30 am – 10.00 am | |
| 5 | 10.00 am – 10.30 am | |
| 6 | 10.30 am – 11.00 am | |
| 7 | 11.00 am – 11.30 am | |
| 8 | 11.30 am – 12.00 pm | |
| 9 | 12.00 pm – 12.30 pm | |
| 10 | 12.30 pm – 1.00 pm | |
| 11 | 1.00 pm – 1.30 pm | |
| 12 | 1.30 pm – 2.00 pm | |
| 13 | 2.00 pm – 2.30 pm | |
| 14 | 2.30 pm – 3.00 pm | |

| Slot | Time | Day |
|------|--------------------|----------|
| 1 | 8.00 am – 8.30 am | Saturday |
| 2 | 8.30 am – 9.00 am | |
| 3 | 9.00 am – 9.30 am | |
| 4 | 9.30 am – 10.00 am | |

Standard Operating Procedures (SOP) upon entering Politeknik Brunei campus



Face mask



Bruhealth



Complete
two doses



Vaccine
passport



Show your IC or Student
ID For Visitor



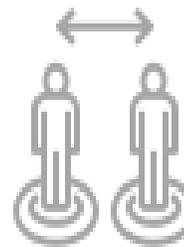
ART tested
negative



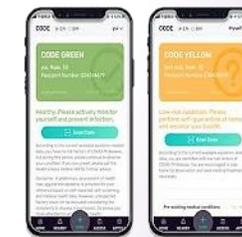
Temperature
check (<37.5°C)



Hand
sanitisation



1.5 m
distancing



Show your IC or Student
ID For Visitor

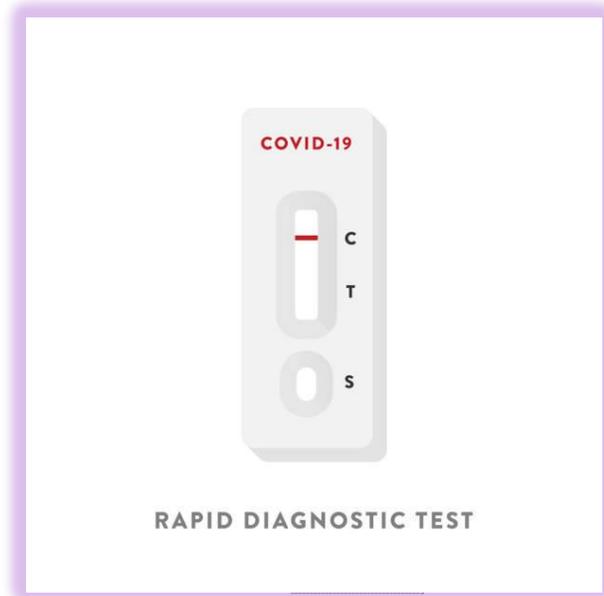


Only 1 person per time
slot is allowed to enter the
campus.

Instruction on performing Antigen Rapid Test (ART)



Administer
ART at home
the night
before /
morning on
the payment
day
(on-site
tests are
not
allowed)



Only people with
negative (-ve) ART
results are allowed
to enter the campus



Label the ART with IC
number and the date of
the test taken



Show evidence of your
ART results upon arrival
at entry screening
points before entering
the campus



Please ensure that you
have a photo of your
latest ART results and
show to the person in
charge at the points