



Authority for
Infocommunications
Technology
Industry of Brunei Darussalam



GUIDELINES FOR SUBMISSION OF TARIFF FILING

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GUIDELINES FOR SUBMISSION OF TARIFF FILING

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APPENDICES

- APPENDIX A: TARIFF FILING FORM
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1. INTRODUCTION

- 1.1. As part of regulatory reforms following the Authority for Info-communications Technology Industry of Brunei Darussalam (“AITI” or the “Authority”)’s Market Review in 2021/2022, the Authority introduced the *Code of Practice for General Duties in the Telecommunications Sector* (“General Duties Code”) as one of the regulatory measures relating to competition and tariff. The General Duties Code, which came into effect on 20 February 2023, sets out the obligations of all Market Players to safeguard End Users and Customers in Brunei Darussalam.
- 1.2. These Guidelines are intended to describe the administrative processes and requirements associated with Section 9, Duties to File Tariffs, of the General Duties Code.
- 1.3. The Authority reserves the right to amend or revoke these Guidelines at any time as it deems necessary, without prior notice.

2. DEFINITIONS

Unless otherwise specified, the terms used in these Guidelines shall have the same meaning as defined in the *Code of Practice for Telecommunications Sector* (“Telecommunications Code”).

3. TARIFF FILING

All Market Players must submit a cover letter together with the Tariff Filing Form, as indicated in Appendix A to these Guidelines, complete with all required information and supporting documents. This is to ensure compliance with the requirements of Section 9.4 and 9.5 of the General Duties Code.

4. TARIFF FILING REVIEW

- 4.1. The review period shall commence upon the receipt of a complete tariff filing, including all required information.
- 4.2. Tariff filing submitted after 2:00pm on a working day shall be deemed received and processed on the next working day.
- 4.3. Upon receipt of a complete tariff filing, the Authority shall endeavour to complete the review including issuance of its response:
 - 4.3.1. Within three (3) working days for Market Players that do not have Significant Market Power (SMP). *Example: If a new tariff is intended to launch on 14 August 2025 (Thursday), the licensee must submit a complete tariff filing by 11 August 2025 (Monday). This allows the Authority to complete its review and issue a response in time for the launch date; and*
 - 4.3.2. Within twenty (20) working days for Market Players that hold SMP. *Example: If a new tariff is intended to launch on 14 August 2025 (Thursday), the licensing holding SMP must submit a complete tariff filing by 17 July 2025 (Thursday). This allows the Authority to complete its review and issue a response in time for the launch date.*
- 4.4. The Authority shall not be held responsible for any delays resulting from late or incomplete submissions of tariff filings.

4.5. The process for Tariff Filing is illustrated in Appendix B.

5. GENERAL AND INTERPRETATION

5.1. The Authority reserves the right to approve a part of a tariff filing and may require amendments to the remainder.

5.2. Market Players shall maintain the confidentiality of all communications with the Authority relating to tariffs and shall not disclose any information requests or decisions made by the Authority.

5.3. Market Players are accountable for the accuracy and completeness of their submissions. Any decision made by the Authority based on inaccurate information may be invalidated.

6. OFFERS AND ACTIVITIES NOT SUBJECT TO TARIFF FILING

6.1. The requirement to file tariffs applies only to tariffs associated with the provision of telecommunications Infrastructure or Services. It does not apply to charges related to ancillary products offered in conjunction with those services; for example, devices bundled with an approved mobile service plan.

6.2. Accordingly, the following may be offered without submitting a tariff filing to the Authority:

6.2.1. packages or plans bundled with handsets or other devices linked to tariffs already approved tariffs by the Authority; and

6.2.2. monetary and non-monetary incentives (for example, discount coupons, freebies, prizes and lucky draws) offered as part of marketing initiatives linked to tariffs already approved by the Authority.

For illustration:

	EXAMPLE	REMARKS	TARIFF FILING REQUIRED
6.2.3.	Mobile device bundle with existing mobile plans.	(a) No change in existing prices, terms and conditions for the mobile plan previously approved by the Authority. (b) Additional device charges may be applied as one-time upfront payment.	No
6.2.4.	Mobile device bundle includes a \$X monthly rebate for 3 months OR one (1) month free rental.	This is a modification or change to approved prices, terms or conditions.	Yes
6.2.5.	New subscribers to fixed broadband plans are entitled to a lucky draw.	If there is no change in existing prices, terms or conditions already approved by the Authority.	No
		If there is a modification or change to the prices, terms or conditions that have not been filed and approved.	Yes

7. REGULATORY COMPLIANCE

- 7.1. Market Players shall provide the Authority with any documents or information within their knowledge, custody, or control, either to support the Authority's assessment or as directed by formal notice, in line with the Authority's duties under the Order.

8. DECLARATION

- 8.1. Market Players shall declare that the information submitted is true, accurate and complete to the best of their knowledge.

9. ENQUIRIES

- 9.1. For further information and clarification, please direct all queries to priceregulation_unit@aiti.gov.bn.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

All Market Players must submit a **cover letter** together with this **Tariff Filing Form, complete with all required information and supporting documents**, to the following address:

SUBMISSION OF TARIFF FILING

Chief Executive
Authority for Info-communications Technology Industry of Brunei Darussalam (AITI)
Block B14, Simpang 32-5, Kg. Anggerek Desa, Jalan Berakas, Bandar Seri Begawan, BB3713,
Negara Brunei Darussalam.

(Attention: Price Regulation Unit)

Note: Where applicable, the Market Player/Licensee shall indicate the appropriate selection(s) by ticking [v] the corresponding box(es).

BRIEF DESCRIPTION OF INFRASTRUCTURE AND/OR SERVICE AFFECTED

Notes:

- For **new** tariffs: Market Players must provide a clear, comprehensive and easily understandable description for the relevant Infrastructure or Service. If technical terms are used, these must be explained in a manner that allows non-specialists to understand. Market Players must also provide the product and/or branding name.
- For **existing** tariffs: Market Players must provide the product and/or branding name of the Infrastructure or Service offered.
- Market Players may also attach and reference other descriptive documentation.

DETAILS

Name of Infrastructure/Service			
Description			
Type of Service	<input type="checkbox"/> Standalone	<input type="checkbox"/> Bundled	
Type of Tariffs	<input type="checkbox"/> Permanent Tariff	<input type="checkbox"/> Promotional Tariff	
Nature of Tariffs	<input type="checkbox"/> Introduction of <u>New</u> Tariff	<input type="checkbox"/> Modification of <u>Existing</u> Tariff	
Objectives of Tariffs			
Target Launch Date		End Date	

COMPREHENSIVE DESCRIPTION OF INFRASTRUCTURE AND/OR SERVICE

Prices	
Minimum Availability Period	
Minimum rate guarantee period (if any)	
Eligibility Requirements	
Any other discounts or special considerations including Qualifications Requirements (If discounts apply only for certain usage volumes, long-term commitments, or specific plans, please specify the criteria).	
Contract Period	
Biling Period	
Terms & Conditions	
Suspension and termination provisions (including notice period and fees for early termination).	

Note: If the Market Player/Licensee intends to offer an Infrastructure and/or Service bundled with other offers or activities not subject to tariff filing (as outlined in Section 6 of the Guideline for Submission of Tariff Filing), please provide a brief explanation of what is included.

COST BREAKDOWN INFORMATION

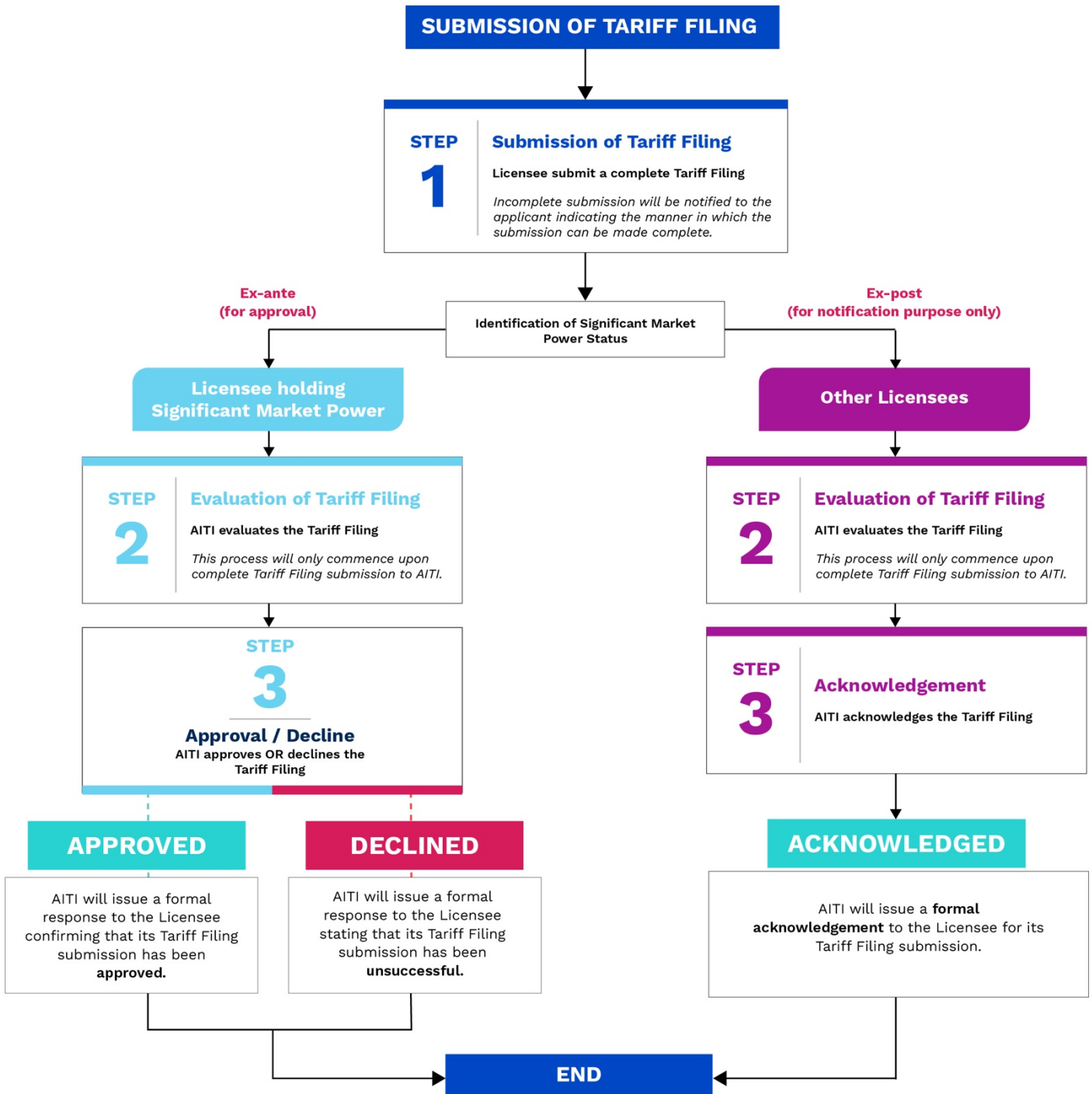
A detailed description of the cost components and the associated value of each, for the affected Infrastructure and/or Service.

COST BREAKDOWN

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PUBLICATION OF TARIFFS

Means of Publication	<input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Radio Social Media Platforms: <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Others
	Links (if applicable)



Completion of Tariff Filing process:

Within **20 working days** for submission by **licensee holding Significant Market Power**; and within **3 working days** for submissions by **other licensees**.

[END OF APPENDIX B]