



ONE•COMMON•PORTAL

## **User Guide**

# **Changing Business Name Details**

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## OCP – Changing Business Name Details

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### PURPOSE

This user guide acts as a reference for Applicants who wish to make changes to the details of the business.

### GLOSSARY

The following acronyms are used frequently:

Term	Meaning
OCP	One Common Portal
ROCBN	Registry of Companies and Business Names

### FURTHER ASSISTANCE

If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to [info.rocbn@mofe.gov.bn](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Changing Business Name Details

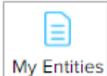
<b>CHANGING BUSINESS NAME DETAILS</b>	<b>Applicant</b>
	Online User

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the text 'One Common Portal V.Q.4.0 Alpha'. A user profile 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. It lists three entities: 'Abd Events' (Registered), 'Tuition School' (Registered), and 'Steamboat Chronicles' (Registered). The 'Steamboat Chronicles' row is highlighted with a red box, and a red '1' is placed next to its status button.
- Unfinished Businesses:** A section showing a 'Draft' application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing 'Approved' and 'Rejected' applications for 'Abd Events' and 'Steamboat Chronicles'.
- Correspondence Details:** A section showing 'Payment' and 'Penalty' details for various entities.

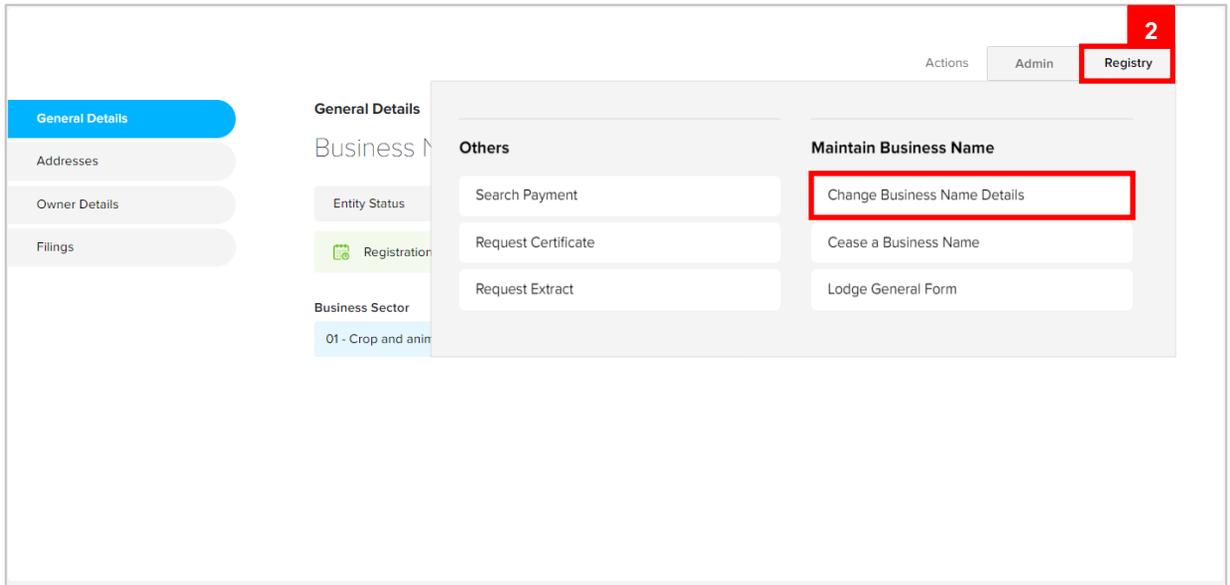
Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon.

1. Click on a registered **Business Name** (Registration name starts with P).

# OCP – Changing Business Name Details

The **General Details** page will be displayed.



2. Click on the **Registry** tab and click on **Change Business Name Details**.



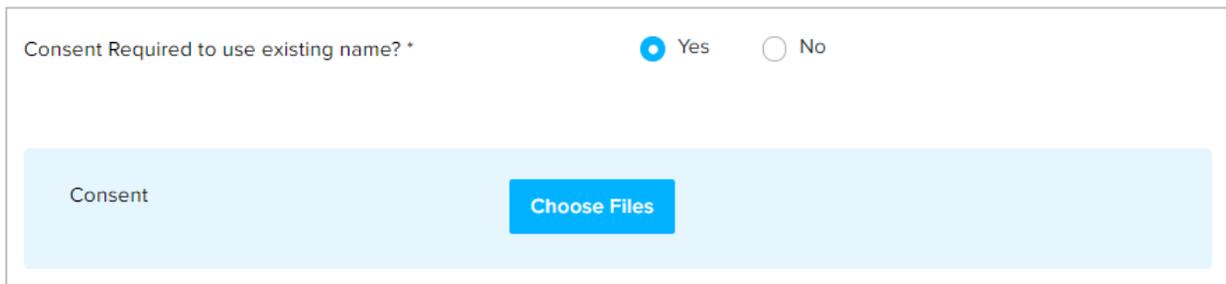
## OCP – Changing Business Name Details

### Note :

- The system will auto-validate proposed Business Name and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
The proposed name is similar or identical to an existing registered / proposed Business Name. Please note that the proposed name will be subject to Registrar review and may be subsequently rejected.	The proposed name is similar or identical to an existing registered / proposed Business Name. <b>Need to provide proof of consent of using existing name.</b>
The proposed name you have entered contains restricted word. Your application may be rejected due to the use of this word.	The proposed name user have entered contains restricted word. <b>Advised to change proposed name.</b>

- If the proposed name is similar or identical to an existing registered / proposed Business Name, the following section will appear:



Consent Required to use existing name? \*  Yes  No

Consent

User is advised to upload a proof of consent that the proposed business name can be used.

- Depending on the selected Business Sector, user may be required to upload evidence of approval from the relevant authorities.

Click on the  button and select evidence of approval document.

*Refer to pages 7-9 for more information.*

- The **Date of Change** must be greater than the registration date and can't be a future date.

5. Click on the  button.

# OCP – Changing Business Name Details

The **Address Details** section will appear.

User can save **Additional Address** for the business name.

6. Enter the details for **Address Details** section as per the example below.

Field	Example
Address	No 99, Jalan Parak
Postal Code	KB1133 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Seria
Village	Kg Panaga
District	Seria

7. Click on the **Add Address** button.

# OCP – Changing Business Name Details

**Note:** The added address will be displayed on the right side of the page as address 3.

Maintain a Business Name

Important Information    General Details    **Address Details**    Owner Details    Review

**9**

**Address Details**

Address Type     Principal Address     Additional Address

Address \*    42, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code \*    KA 1531

Mukim \*    Kuala Belait

Village \*    Kg Mumong A

District \*    Belait

Country \*    Brunei Darussalam

**10** Save    Clear

Date of Change \*    DD-MMM-YYYY

**Added Addresses**

1    **Principal Place of Business**  
54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait, **8** Change

2    **Additional Places of Business**  
No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei Darussalam    Change

**NOTE**

3    **Additional Places of Business**  
No 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam    Edit    Delete

Prev    Next    Cancel

User can change **Address** of the business name.

8. Click on the **Change** button.

9. Update the details for **Address Details** section as per the example below.

Field	Example
Address	42, SPG 64, Jalan Jaya Indera, STKRJ
Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Kuala Belait
Village	Kg Mumong A
District	Belait

10. Click on the **Save** button.

# OCP – Changing Business Name Details

**Note:** The updated address will be displayed on the right side of the page.

Maintain a Business Name

Important Information    General Details    **Address Details**    Owner Details    Review

**Address Details**

Address Type     Principal Address     Additional Address

Address \*    No. 48, Jalan 99

Postal Code \*    BB1421

Mukim \*    Gadong A

Village \*    Rimba

District \*    Brunei Muara

Country \*    Brunei Darussalam

**13** Save    Clear    **12**

Cease Date \*    12-Oct-2020

Date of Change \*    DD-MMM-YYYY

**Added Addresses**

**NOTE**

- Principal Place of Business  
42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam  
Change
- Additional Places of Business  
No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, **11**  
Change    Cease
- Additional Places of Business  
No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam  
Edit    Delete

Prev    Next    Cancel

User can cease **Additional Place of Business** of the business name.

11. Click on the  button.

12. Enter the details for **Cease Date** as per the example below.

Field	Example
Cease Date	12-Oct-2020 <i>Date must be greater than the registration date and cannot be a future date.</i>

13. Click on the  button.

# OCP – Changing Business Name Details

**Note:**

- The ceased address will still be displayed on the right side of the page.
- Click on the Uncease button if user wish to un-cause the address.

Maintain a Business Name

Important Information
General Details
Address Details
Owner Details
Review

**Address Details**

Address Type  Principal Address  Additional Address

Address \*

Postal Code \*

Mukim \*

Village \*

District \*

Country \*

Add Address
Clear

Date of Change \*

**Added Addresses**

1 Principal Place of Business  
42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg  
Mumong A, Belait, Brunei Darussalam

2 Additional Places of Business  
No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei  
Darussalam

Uncease

3 Additional Places of Business  
No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Edit Delete

Prev
Next
Cancel

14. Enter the details for **Date of Change** as per the example below.

Field	Example
Date of Change	12-Oct-2020
	<i>Date must be greater than the registration date and cannot be a future date.</i>

## OCP – Changing Business Name Details

### Note :

- **Principal Place of Business** cannot be ceased. Only **Additional Place of Business** can be ceased.
- **Principal Place of Business** can only be changed. Previous **Principal Place of Business** will be recorded in the **Historical Addresses** section.
- **Additional Place of Business** that has been approved by ROCBN back-office officers cannot be deleted. It can only be changed or ceased.
- **Additional Place of Business** that has been ceased will be removed after the change has been submitted and approved by ROCBN back-office officers. Ceased **Additional Place of Business** will be recorded in the **Historical Addresses** section.
- **Additional Place of Business** that has not been approved by ROCBN back-office officers yet can be edited or deleted.

General Details

**Addresses**

Owner Details

Filings

### Addresses

**Principal Place of Business**  
Start Date: 15-Oct-2020  
486, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

[Show Historical Addresses](#)

**Principal Place of Business**  
54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ KA 1531 Kuala Belait Kg Mumong A Belait Brunei Darussalam

Start Date	12-Oct-2020
End Date	15-Oct-2020

**Additional Place of Business**  
Lot 2781, Lorong Indah 3A-6, Desa Indah 3, Bandar Baru Permyjaya 98000 Kuala Belait Kg Mumong A Belait Brunei Darussalam

Start Date	15-Oct-2020
End Date	15-Oct-2020

15. Click on the [Next](#) button.

# OCP – Changing Business Name Details

The **Owner Details** section will appear.

Maintain a Business Name

Important Information    General Details    Address Details    **Owner Details**    Review

**17**

**Owner Details**

Owner Type \*    Individual

Identification Document \*    IC-Yellow

Identification Document Number \*    01048181

Date of Birth \*    14-Jun-1992

Full Name \*    Muhammad Ashraf

Nationality \*    Brunei Darussalam

Gender \*     Male     Female

**Residential Address**

Address \*    54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STK

Postal Code \*    KA 1531

Mukim \*    Kuala Belait

Village \*    Kg Mumong A

District \*    Belait

Country \*    Brunei Darussalam

Occupation \*    Self-employed

Telephone \*    Country \*    Number \*  
673    8600800

Add

Email \*    muhd.ash92@gmail.com

Appointment Date \*    07-Oct-2020

**18**

Save    clear

ID Evidence    Choose Files

Resolution    Choose Files

Added Owners

1

**Individual**

Full Name    Muhammad Ashraf

Identification Document    IC-Yellow

Identification Document Number    01048181

Date of Birth    14-Jun-1992

Nationality    Brunei Darussalam

Address    54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait.

Occupation    Self-employed

Telephone    673 8600697

Appointment Date    07-Oct-2020

**16**

Change    Cease

Prev    Next    Cancel

User can update the **Owner** details.

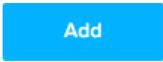
16. Click on the **Change** button.

## OCP – Changing Business Name Details

17. Update details for **Owner Details** section as per the example below.

Section	Field	Example
Owner Details	Owner Type	Individual
	Identification Document	IC Yellow
	Identification Document Number	01048181
	Date of Birth	14-Jun-1992
	Full Name	Muhammad Ashraf <i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender	Male	
Residential Address	Address	54, SPG 64, Jalan Indera Jaya, STKRJ
	Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Kuala Belait
	Village	Kg Mumong A
	District	Belait
Occupation	Self-Employed	
Telephone	Country Code	+673
	Number	8600800
Email	muhd.ash92@gmail.com	

18. Click on the  button to update owner details.

	To add additional telephone number.
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# OCP – Changing Business Name Details

**Note:** The updated owner will be displayed on the right side of the page.

Maintain a Business Name

Important Information    General Details    Address Details    **Owner Details**    Review

**Owner Details**

Owner Type \*    Individual

Identification Document \*    IC-Yellow

Identification Document Number \*    01048180

Date of Birth \*    30-Jul-1991

Full Name \*    Muhammad Daniel

Nationality \*    Brunei Darussalam

Gender \*     Male     Female

**Residential Address**

Address \*    No. 99, Jalan Parak

Postal Code \*    KB1133

Mukim \*    Seria

Village \*    Panaga

District \*    Belait

Country \*    Brunei Darussalam

Occupation \*    Self-employed

Telephone \*    Country \*    Number \*  
673    8600697

Email \*    mu...@gmail.com

**19**

**20**

**Add Owner**    clear

**Added Owners**    **NOTE**

1    **Individual**

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01048181
Date of Birth	14-Jun-1992
Nationality	Brunei Darussalam
Address	54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait,
Occupation	Self-employed
Telephone	673 8600800
Appointment Date	16-Oct-2020

**Change**    **Cease**

ID Evidence    **Choose Files**

Resolution    **Choose Files**

**Prev**    **Next**    Cancel

## OCP – Changing Business Name Details

User can add new **Owner** for the business name.

19. Enter the details for **Address Details** section as per the example below

Section	Field	Example
Owner Details	Owner Type	Individual
	Identification Document	IC Yellow
	Identification Document Number	01048180
	Date of Birth	30-Jul-1991
	Full Name	Muhammad Daniel <i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
	Gender	Male
Residential Address	Address	No. 99, Jalan Parak
	Postal Code	KB1133 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Seria
	Village	Panaga
	District	Belait
Occupation	Self-Employed	
Telephone	Country Code	+673
	Number	8600697
Email	muhd.daniel91@gmail.com	

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## OCP – Changing Business Name Details

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20. Click on the  button to add owner.

	To add additional telephone number.
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**Note:** When entering the details for **Identification Document Number** and **Date of Birth**, there will be **IC Number Validation with Immigration**.

### IC Number Validation with Immigration

Your ICN : 01  and Date of Birth : 30-Jul-1991 will be validated.  
This may take few minutes.  
Do you want to continue?

Click on the  button to proceed.

# OCP – Changing Business Name Details

**Note:** The updated owner will be displayed on the right side of the page, Owner 2.

Maintain a Business Name

Important Information    General Details    Address Details    **Owner Details**    Review

### Owner Details

Owner Type \*

Identification Document \*

Identification Document Number \*

Date of Birth \*

Full Name \*

Nationality \*

Gender \*  Male  Female

### Residential Address

Address \*

Postal Code \*

Mukim \*

Village \*

District \*

Country \*

Occupation \*

Telephone \*

Email \*

Appointment Date \*

**Retirement Date \***

ID Evidence

Resolution

### Added Owners

1 **Individual**

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01048181
Date of Birth	14-Jun-1992
Nationality	Brunei Darussalam
Address	54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
Occupation	Self-employed
Telephone	673 8600697
Appointment Date	07-Oct-2020

**NOTE**

2 **Individual**

Full Name	Muhammad Daniel
Identification Document	IC-Yellow
Identification Document Number	01048180
Date of Birth	30-Jul-1991
Nationality	Brunei Darussalam
Address	No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam
Occupation	Self-employed
Telephone	673 8600697
Appointment Date	16-Oct-2020

# OCP – Changing Business Name Details

For **Business Name Type : Sole Proprietor**, there cannot be more than one owner.

21. Click on the  button to cease the previous owner.

22. Enter the details for **Retirement Date** as per the example below.

Field	Example
Cease Date	16-Oct-2020 <i>Retirement Date must be equal or greater than appointment date.</i> <i>Retirement Date must be equal or less than current date.</i>

23. Click on the  button.

**Note:**

- The ceased owner will still be displayed on the right side of the page.
- Click on the  button if user wish to un-cause the address.
- If the previous owner is not ceased, the **Business Name Type** will change to **Partnership** after the application is approved by ROCBN officers.
- If the number of Owner is two and above, ensure that **Entity Type** in **General Details** section is selected to **Partnership**.

Maintain a Business Name

Important Information
General Details
Address Details
Owner Details
Review

**Owner Details**

Owner Type \*

Identification Document \*

Identification Document Number \*

Date of Birth \*

Full Name \*

Nationality \*

Gender \*  Male  Female

**Residential Address**

Address \*

Postal Code \*

**Added Owners**

**NOTE**

1 **Individual**

Full Name Muhammad Ashraf

Identification Document IC-Yellow

Identification Document Number 01048181

Date of Birth 14-Jun-1992

Nationality Brunei Darussalam

Address 54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Occupation Self-employed

Telephone 673 8600697

Appointment Date 07-Oct-2020

Retirement Date 16-Oct-2020

2 **Individual**

Full Name Muhammad Daniel

Identification Document IC-Yellow

Identification Document Number 01048180

Date of Birth 30-Jul-1991

Nationality Brunei Darussalam

Address No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

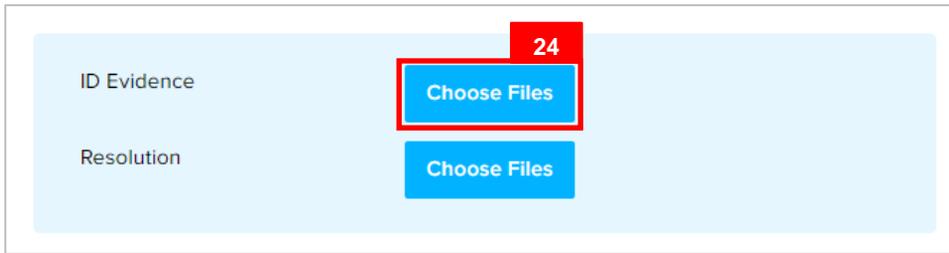
Occupation Self-employed

Telephone 673 8600697

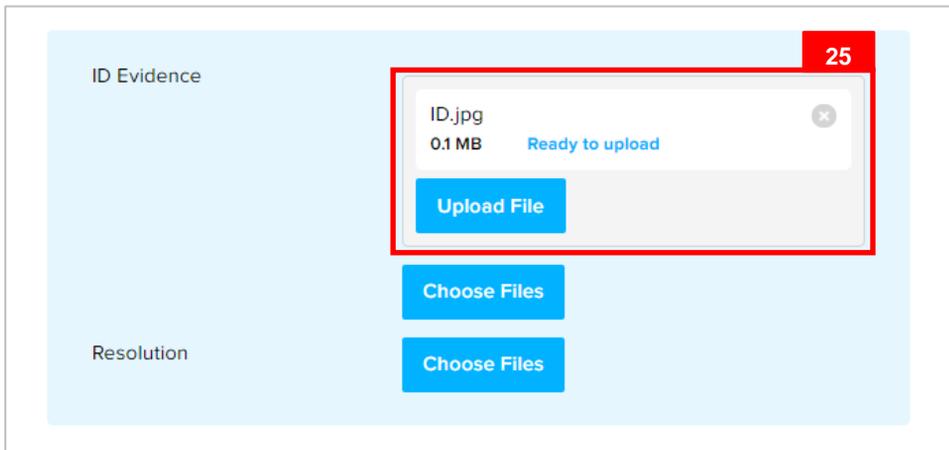
Appointment Date 16-Oct-2020

## OCP – Changing Business Name Details

For adding new **Owner Type: Individual**, it is mandatory to upload **ID Evidence**.



24. Click on the **Choose Files** button to select ID document.



25. Click on the **Upload File** button to upload the file.

The file will be uploaded.

	To download the uploaded file.
	To delete the uploaded file.
<b>Choose Files</b>	To upload additional file.

### **Note :**

- **ID Evidence / Resolution** is only required to be uploaded if a new Owner is added.

## OCP – Changing Business Name Details

- **Owner** that has been ceased will be removed after the change has been submitted and approved by ROCBN back-office officers. Ceased **Owner** will be recorded in the **Historical Owners** section.
- **Owner** that has not been approved by ROCBN back-office officers yet can be edited or deleted.

General Details

Addresses

**Owner Details**

Filings

### Owners

<b>Individual</b>	
Identification Document	IC-Yellow
Identification Document Number	01048180
Date Of Birth	30-Jul-1991
Full Name	Muhammad Daniel
Nationality	Brunei Darussalam
Gender	Male
Residential Address	No. 99, Jalan Parak, Seria, Panaga, Belait KB1133, Brunei Darussalam
Position	Self-employed
Telephone	673 8600697
Email	nick.sipun@gmail.com
Appointment Date	16-Oct-2020

[Show Historical Owners](#)

<b>Individual</b>	
Identification Document	IC-Yellow
Identification Document Number	01048187
Date of Birth	24-Apr-1995
Full Name	Muhd Noah
Nationality	Brunei Darussalam
Gender	Male
Residential Address	No.48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei Darussalam
Occupation	Self-employed
Telephone	673 8600697
Email	nick.sipun@gmail.com

 Appointment Date	13-Oct-2020
 Retirement Date	16-Oct-2020

ID Evidence

Resolution

ID.jpg

Choose Files

Choose Files

26

Prev Next Cancel

26. Click on the [Next](#) button.

# OCP – Changing Business Name Details

The **Review** section will appear.

Register a Business Name

Important Information    General Details    Address Details    Owner Details    **Review** 27

**Review** Expand All

General Details Edit

Address Details Edit

Owner Details Edit

\* I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors. 28

**Declaration & Consent**

I hereby declare that all requirements of the Business Names Act (Chapter 92) in respect of matters precedent to the registration of the said Business Name incidental thereto have been complied with.

I understand that the application will be rejected if the Business Name is already used and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010; or if it infringes with any trademark or is obscene or undesirable.

I confirm that, if after the application has been successfully registered, the Registrar receives a valid complaint stating that the name undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar may direct the business to change its name.

\* I hereby declare that the information provided to the Registrar of Business Names is true and correct. 29

30

Prev Cancel Submit

27. Click on the individual sections to view the separate sections or click on the

Expand All button to view all the sections.

Click on the Edit button edit the specific sections.

28. Click on the  \* I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors. checkbox after all the sections have been reviewed.

29. Click on the  \* I hereby declare that the information provided to the Registrar of Business Names is true and correct. checkbox after user have read through the **Declaration and Consent**.

30. Click on the Submit button.

## OCP – Changing Business Name Details

The **Payment** page will appear.

### Payments

Application ID : CRS20101618

**Steamboat Chronicles and Friends (P00000025)**  
Business Name - Change Business Name Details

**NOTE**

Change Business Name Details	BND 30.00
------------------------------	-----------

Total Amount **BND 30.00**

#### Payment Method

Credit Card 

Pay over the counter 

Proceed

**Note:**

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.

# OCP – Changing Business Name Details

## Payment Method – Credit Card

**Payments**

Application ID : CRS20101618

**Steamboat Chronicles and Friends (P00000025)**  
Business Name - Change Business Name Details

Change Business Name Details BND 30.00

**Total Amount BND 30.00**

**Payment Method**

Credit Card 

Pay over the counter 

**Proceed**

**Note:**

- For payment via credit card, refer to the *User Guide on Payments which can be found under OCP's Homepage, Resources and Guides.*

# OCP – Changing Business Name Details

## Payment Method – Pay Over The Counter

### Payments

**NOTE**

Application ID : CRS20101618

**Steamboat Chronicles and Friends (P00000025)**  
Business Name - Change Business Name Details

Change Business Name Details	BND 30.00
------------------------------	-----------

**Total Amount BND 30.00**

### Payment Method

Credit Card 

Pay over the counter 

**You may pay by cash or cheque by going to our counter :-**

**REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION**  
Level 1, Island Block, Ministry of Finance and Economy Building  
Commonwealth Drive, BB3910  
Brunei Darussalam

**Business Hours :**  
Monday to Thursday (8.00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

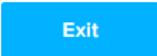
Please note the total payment and quote your Application ID e.g. CRSxxxxxxx for payment at counter.

**31**

**Exit**

### **Note:**

- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

31. Click on the  button.

# OCP – Changing Business Name Details

The OCP dashboard page will appear.

### My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	Registered
P00000026	Tuition School	BusinessOwner	Registered
P00000025	Steamboat Chronicles and Friends	BusinessOwner	Registered

[View All](#)

### Unfinished Businesses

**Draft** 16-Oct-2020

Application No **CR520101616**

**Bar and Grills**

**05** Days Remaining 14 Days

Complete your business registration process before cancellation

[View Details](#)

### Finished Businesses

**Approved** 16-Oct-2020

Application No **CR520101617**

**Steamboat Chronicles and Friends**

**Approved** 16-Oct-2020

Application No **CR52010168**

**Puzzles**

### Correspondence Details

No Information Available

**Payment** [View All](#)

Super Kids Toys  
Address Change  
30 BND  
Paid on **25 May 2020** Online

**Penalty** [View All](#)

ABC Computer Services  
Renewal Restriction  
30 BND  
Paid on **25 May 2020**

**NOTE**

### Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CR520101618</b>	Steamboat Chronicles and Friends	Change Business Name Details	<b>Pending Payment</b>
16-Oct-2020	<b>CR520101616</b>	Bar and Grills	Register a Business Name	<b>Draft</b>
15-Oct-2020	<b>CR52010156</b>	Life and Bar	Change Business Name Details	<b>Draft</b>

[View All](#)

### Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CR520101617</b>	Steamboat Chronicles and Friends	Change Business Name Details	<b>Approved</b>
16-Oct-2020	<b>CR52010168</b>	Puzzles	Register a Business Name	<b>Approved</b>
16-Oct-2020	<b>CR52010167</b>	Life and Bar	Register a Business Name	<b>Approved</b>

[View All](#)

## Note:

- The unpaid application Change Business Name Details will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

# OCP – Changing Business Name Details

After **payment** has been made:

### My Entities

Registration No	Name	User Role	Status
P0000027	Abd Events and Entertainment	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	Registered
P0000025	Steamboat Chronicles and Friends	BusinessOwner	Registered

[View All](#)

### Unfinished Businesses

**Draft** 16-Oct-2020

Application No **CRS20101616**

**Bar and Grills**

**05** Days Remaining 14 Days

Complete your business registration process before cancellation

[View Details](#)

### Finished Businesses

**Approved** 16-Oct-2020

Application No **CRS20101617**

**Steamboat Chronicles and Friends**

**Approved** 16-Oct-2020

Application No **CRS2010168**

**Puzzles**

### Correspondence Details

No Information Available

**Payment** View All

Super Kids Toys Address Change 30 BND

Paid on **25 May 2020** Online

**Penalty** View All

ABC Computer Services Renewal Restriction 30 BND

Paid on **25 May 2020**

**NOTE**

### Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CRS20101618</b>	Steamboat Chronicles and Friends	Change Business Name Details	<b>Pending Review</b>
16-Oct-2020	<b>CRS20101616</b>	Bar and Grills	Register a Business Name	<b>Draft</b>
15-Oct-2020	<b>CRS2010156</b>	Life and Bar	Change Business Name Details	<b>Draft</b>

[View All](#)

### Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CRS20101617</b>	Steamboat Chronicles and Friends	Change Business Name Details	<b>Approved</b>
16-Oct-2020	<b>CRS2010168</b>	Puzzles	Register a Business Name	<b>Approved</b>
16-Oct-2020	<b>CRS2010167</b>	Life and Bar	Register a Business Name	<b>Approved</b>

[View All](#)

## Note:

- After payment has been made, the icon will become **Pending Review**.
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

## OCP – Changing Business Name Details

After **payment** has been made, applicant will receive an email **Submitted – Change Business Name Details**.

### Submitted - Change Business Name Details For Steamboat Chronicles and Friends P00000025



كـمـنـتـرـيـن كـوـاـغـن دـان اـيـكـونـومي  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM

One  
Common  
Portal

Reference No: **P00000025**  
Sending Date: **16 Oct 2020**

[Business Name](#)

**Steamboat Chronicles and Friends.**

---

Dear Sir/Madam,

I refer to your application dated **16 Oct 2020** on the above matter.

Please be informed that your application for **Change Business Name Details** for **Steamboat Chronicles and Friends** has been received by the Registry of Business Name and will be duly reviewed.

The Registry of Business Name will inform you of the outcome of the review as soon as possible.

Yours faithfully,

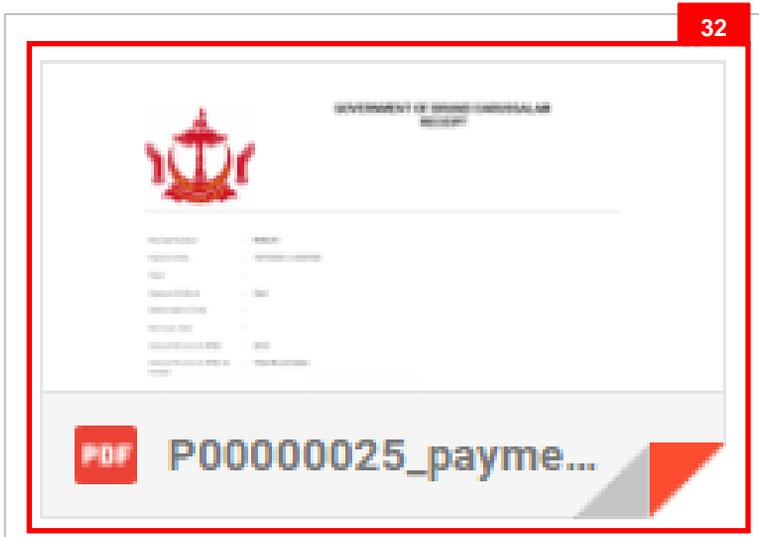
**FOR REGISTRAR OF Business Name**  
Ministry of Finance and Economy,  
Brunei Darussalam

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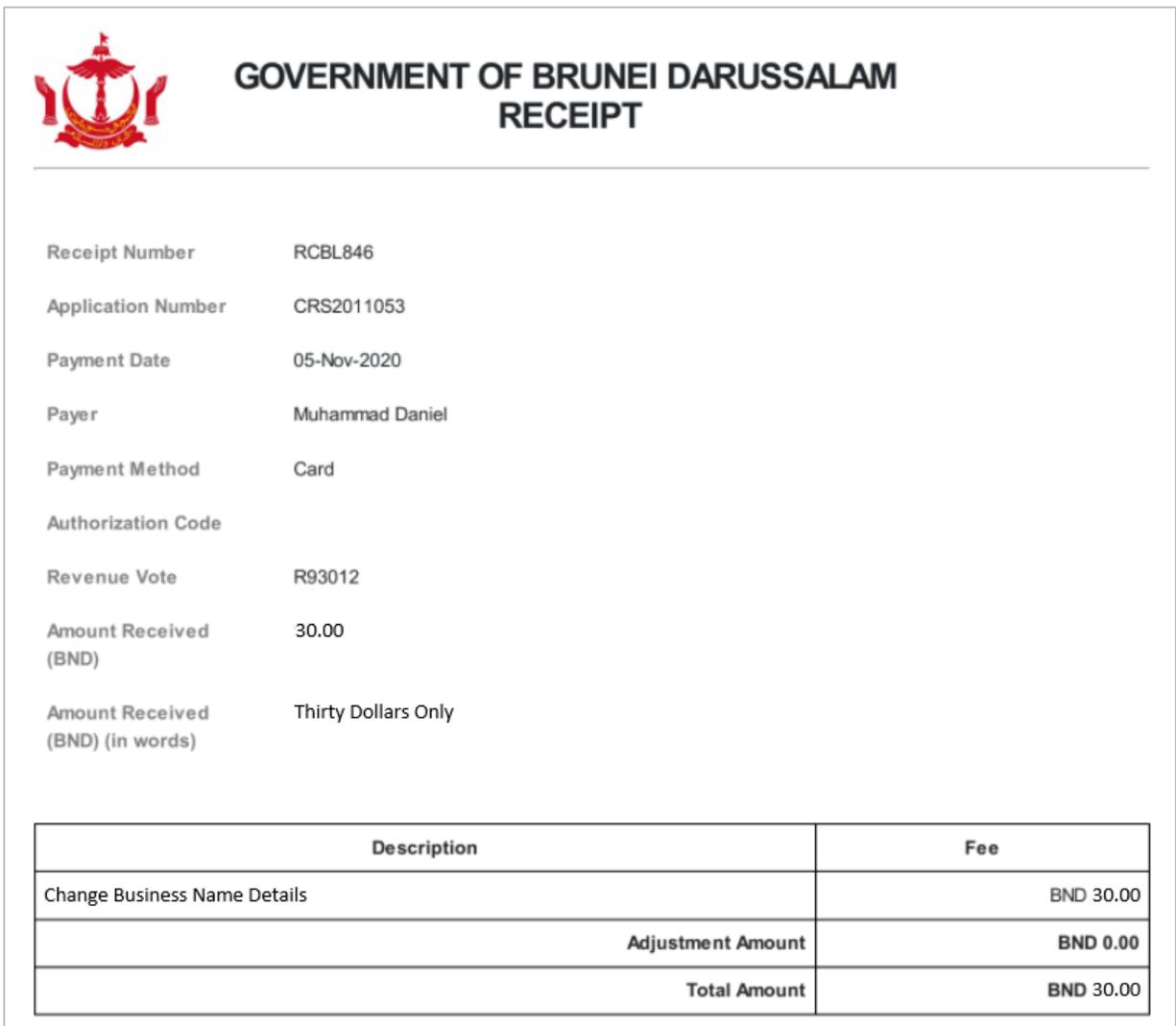
Please do not reply to this email.  
Emails sent to this address will not be answered.

## OCP – Changing Business Name Details

Also attached in the email will be the **Receipt of payment.**



32. Click on the attachments to view the document.



The receipt form includes the national emblem of Brunei and the title "GOVERNMENT OF BRUNEI DARUSSALAM RECEIPT". It contains the following fields:

Receipt Number	RCBL846
Application Number	CRS2011053
Payment Date	05-Nov-2020
Payer	Muhammad Daniel
Payment Method	Card
Authorization Code	
Revenue Vote	R93012
Amount Received (BND)	30.00
Amount Received (BND) (in words)	Thirty Dollars Only

Description	Fee
Change Business Name Details	BND 30.00
Adjustment Amount	BND 0.00
<b>Total Amount</b>	<b>BND 30.00</b>

## OCP – Changing Business Name Details

After **approval** has been made, applicant will receive an email **Change of Details**

### Change of Details Steamboat Chronicles and Friends



كمتريڤن كواڠن دان ايكونومي  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM

One  
Common  
Portal

Reference No: **P00000025**

Sending Date: **16 Oct 2020**

[Business Name](#)

### Steamboat Chronicles and Friends

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Dear Sir/Madam,

We refer to your application dated **16 Oct 2020**.

Please be informed that the submitted application to change the details for **Steamboat Chronicles and Friends** has been reviewed and approved by the Registry of Business Names.

Please find attached the latest Certificate and Business Extract for your records.

Yours faithfully,

**FOR REGISTRAR OF BUSINESS NAMES**

Ministry of Finance and Economy,  
Brunei Darussalam

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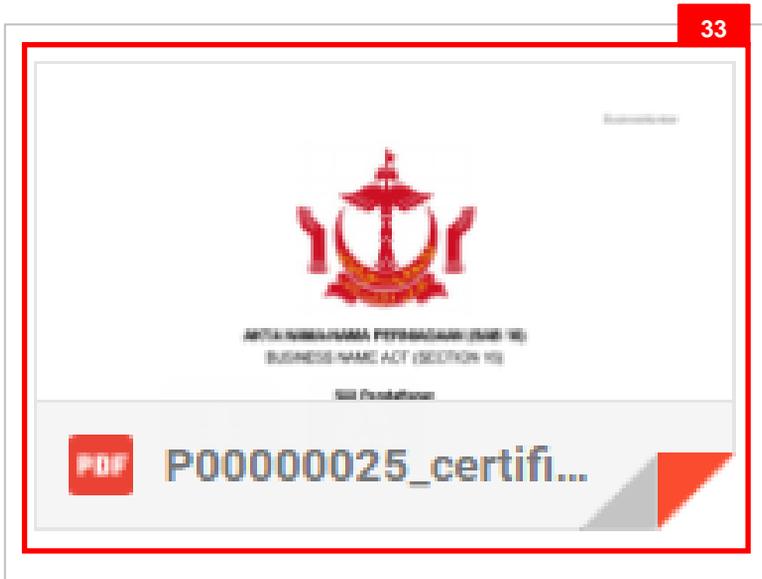
Please do not reply to this email.  
Emails sent to this address will not be answered.

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## OCP – Changing Business Name Details

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Also attached in the email will be the **Receipt of payment**.



33. Click on the attachments to view the document.

# OCP – Changing Business Name Details

The **Certificate of Registration.**

BusinessNumber



**AKTA NAMA-NAMA PERNIAGAAN (BAB 16)**  
**BUSINESS NAME ACT (SECTION 16)**

**Sijil Pendaftaran**  
Certificate of Registration

**Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun One wordNoteddilakukan berhubung dengan perniagaan yang dijalankan di**  
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at BusinessAddress

**Di bawah Nama Perniagaan**  
Under the Business Name of

**Steamboat Chronicles and Friends**

\*(fka: Steamboat Chronicles and Friends)

**Ditandatangani, di Bandar Seri Begawan, pada 6 Haribulan 10 2020**  
Given under my hand, at Bandar Seri Begawan, this 6 day of 10 2020

*brunei*

BusinessNameSignatureName  
**Pendaftar Nama-Name Perniagaan**  
**REGISTRAR OF BUSINESS NAME**  
**BRUNEI DARUSSALAM**

The validation code for this Certificate of Registration is 1610202020111050. To check the validity of this certificate, enter (url + code) in your browser.

# OCP – Changing Business Name Details

After **approval** has been made:

### My Entities

Registration No	Name	User Role	Status
P0000027	Abd Events and Entertainment	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	<b>NOTE</b>
P0000025	Steamboat Chronicles and Friends	BusinessOwner	Registered

[View All](#)

### Unfinished Businesses

**Draft** 16-Oct-2020

Application No. **CRS20101616**

**Bar and Grills**

**05** Days Remaining 14 Days

Complete your business registration process before cancellation

[View Details](#)

**Approved** 17-Oct-2020

Application No. **CRS2010171**

**Steamboat Chronicles and Friends**

**Approved** 16-Oct-2020

Application No. **CRS20101618**

**Steamboat Chronicles and Friends**

### Correspondence Details

No Information Available

**Payment** [View All](#)

Super Kids Toys  
Address Change **30 BND**

Paid on **25 May 2020** Online

**Penalty** [View All](#)

ABC Computer Services  
Renewal Restriction **30 BND**

Paid on **25 May 2020**

### Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CRS20101616</b>	Bar and Grills	Register a Business Name	<b>Draft</b>
15-Oct-2020	<b>CRS2010156</b>	Steamboat Chronicles and Friends	Change Business Name Details	<b>Draft</b>
15-Oct-2020	<b>CRS2010154</b>	Steamboat Chronicles and Friends test 23	Change Business Name Details	<b>Draft</b>

[View All](#)

### Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	<b>CRS2010171</b>	Steamboat Chronicles and Friends	Cease Business Name	<b>Approved</b>
16-Oct-2020	<b>CRS20101618</b>	Puzzles	Register a Business Name tails	<b>Approved</b>
16-Oct-2020	<b>CRS20101617</b>	Life and Bar	Register a Business Nameetails	<b>Approved</b>

[View All](#)

**NOTE**

## Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Registered** .
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .