



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)

### Table of Content

| Topics                         | Page              |
|--------------------------------|-------------------|
| Changing Business Name Details | <a href="#">4</a> |

# OCP – Changing Business Name Details

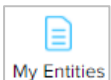
|                                       |                  |
|---------------------------------------|------------------|
| <b>CHANGING BUSINESS NAME DETAILS</b> | <b>Applicant</b> |
|                                       | Online User      |

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 for 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table listing registered businesses. The table has columns for 'Registration No.', 'Name', 'User Role', and 'Status'. The 'Status' column contains 'Registered' buttons. The row for 'Steamboat Chronicles' (Registration No. P0000025) is highlighted with a red box, and a red '1' is placed next to its 'Registered' 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 businesses.

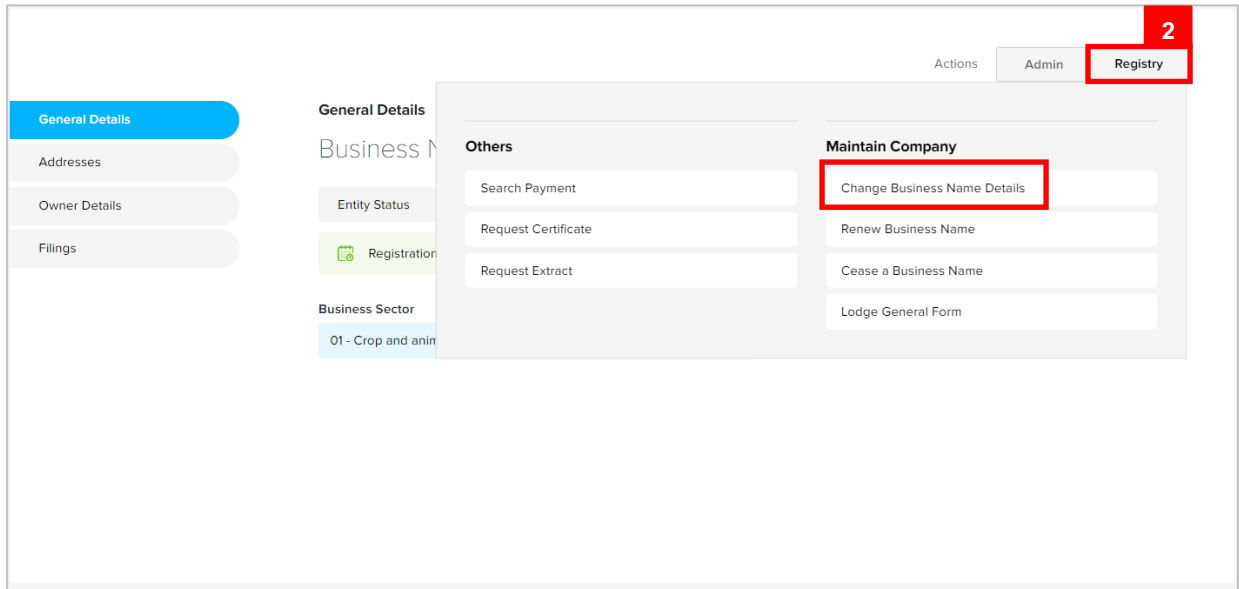
Registered business name will be displayed under the **My Entities** section or by clicking on

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

The **Change Business Name Details** page will appear.

Maintain a Business Name

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

**General Details**

Change Name?  Yes  No

Proposed Name \* Steamboat Chronicles and Friends **Validate**

The proposed name is available to register!

Entity Type Sole Proprietor

Business Sector \* 45 - Wholesale and retail trade and repair of mot... 29 - Manufacture of motor vehicle, trailers and se...

Date of Change \* 12-Oct-2020

**IMPORTANT:** Any submitted applications are deemed to have been thoroughly reviewed by the applicant.

It is the responsibility of the applicant to ensure that the name of the company applied is not identical 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. The name will be rejected if it is already used by another business or if it infringes with any trademark or is obscene or undesirable.

Please be informed that if the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name, even if the complaint is filed after the company has been successfully registered.

Prev **Next** Cancel

- Click on the  Yes radio button to change the business name.
- Update the details for **General Details** section as per the example below.

| Field           | Example   |
|-----------------|---|
| Proposed Name   | Steamboat Chronicles and Friends  |
| Entity Type     | Sole Proprietor   |
| Business Sector | Wholesale and retail trade and repair of motor vehicles and motorcycle<br>Manufacture of motor vehicle, trailers and semi-trailer |
| Date of Change  | 12-Oct-2020<br><i>Date must be greater than the registration date and cannot be a future date.</i>                                |

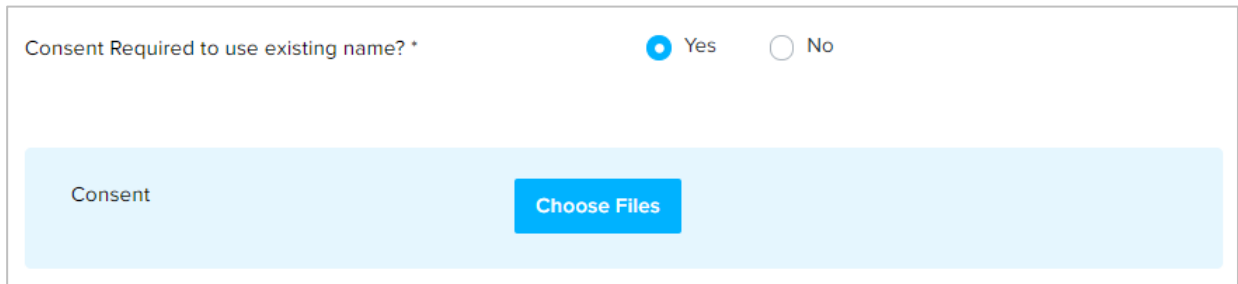
## OCP – Changing Business Name Details

### 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.<br><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.<br><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<br><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<br><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**

- 1    Principal Place of Business  
42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam    Change
- 2    Additional Places of Business  
No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara,    **11** Change    Cease
- 3    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<br><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 \*    Brunei Darussalam

Add Address   
 Clear

Date of Change \*    12-Oct-2020

Prev   
 Next   
 Cancel

**Added Addresses**

|   |   |
|---|---|
| 1 | Principal Place of Business<br>42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg<br>Mumong A, Belait, Brunei Darussalam |
| 2 | Additional Places of Business<br>No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei<br>Darussalam                        |
| 3 | Additional Places of Business<br>No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam                                |

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

| Field          | Example  |
|----------------|--|
| Date of Change | 12-Oct-2020<br><br><i>Date must be greater than the registration date<br/>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

**18**

Add

Email \*    muhd.ash92@gmail.com

Appointment Date \*    07-Oct-2020

**16**

Change    Cease

Save    clear

ID Evidence    Choose Files

Resolution    Choose Files

Prev    Next    Cancel

User can update the **Owner** details.

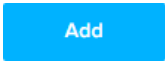
16. Click on the **Change** button.

## 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<br><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<br><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. |
|---|-------------------------------------|

# 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**

**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   |

**20**

**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<br><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<br><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. |
|---|-------------------------------------|

**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 \*      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, STKRJ

Postal Code \*      KA 1531

Mukim \*      Kuala Belait

Village \*      Kg Mumong A

District \*      Belait

Country \*      Brunei Darussalam

Occupation \*      Self-employed

Telephone \*      Country \*      Number \*  
673      8600697

Add

Email \*      nick.sipun@gmail.com

Appointment Date \*      07-Oct-2020

Retirement Date \*      16-Oct-2020

**Save**

ID Evidence      Choose Files

Resolution      Choose Files

Prev      Next      Cancel

**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

Change      Cease

**21**

**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

Edit      Delete

# 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<br><i>Retirement Date must be equal or greater than appointment date.</i><br><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

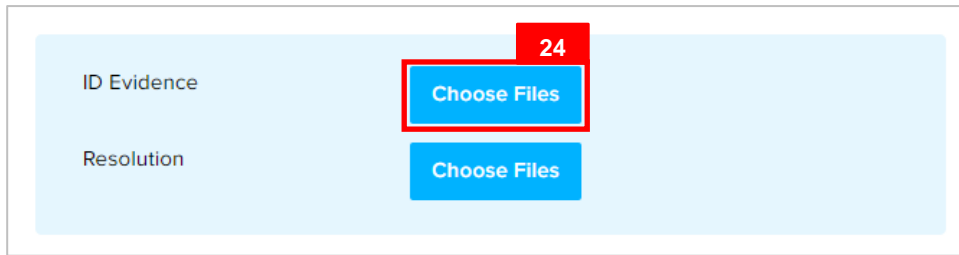
|                                |   |
|--------------------------------|---|
| Full Name                      | Muhammad Ashraf   |
| Identification Document        | IC-Yellow   |
| Identification Document Number | 01048181  |
| Date of Birth                  | 14-Jun-1992   |
| Nationality                    | 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

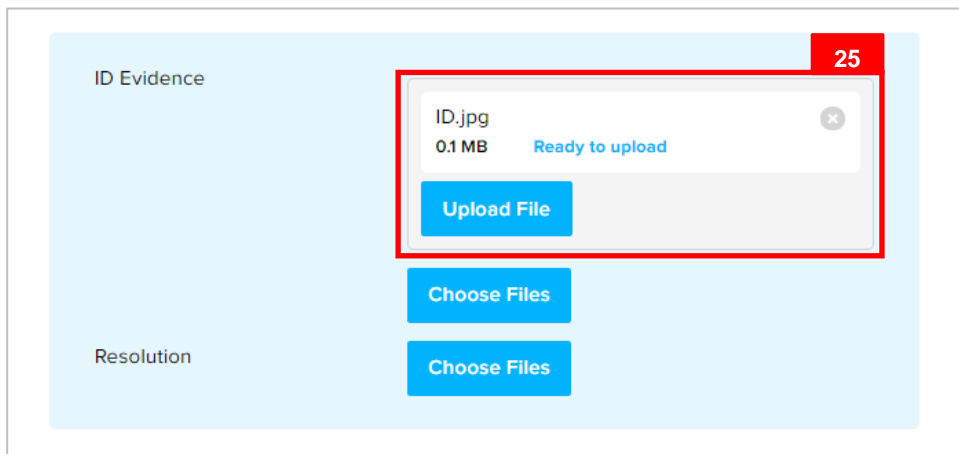
|                                |   |
|--------------------------------|---|
| Full Name                      | Muhammad Daniel   |
| Identification Document        | IC-Yellow   |
| Identification Document Number | 01048180  |
| Date of Birth                  | 30-Jul-1991   |
| Nationality                    | 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

|  |   |
|--|---|
| <input type="checkbox"/> Credit Card  | <input type="checkbox"/> 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,

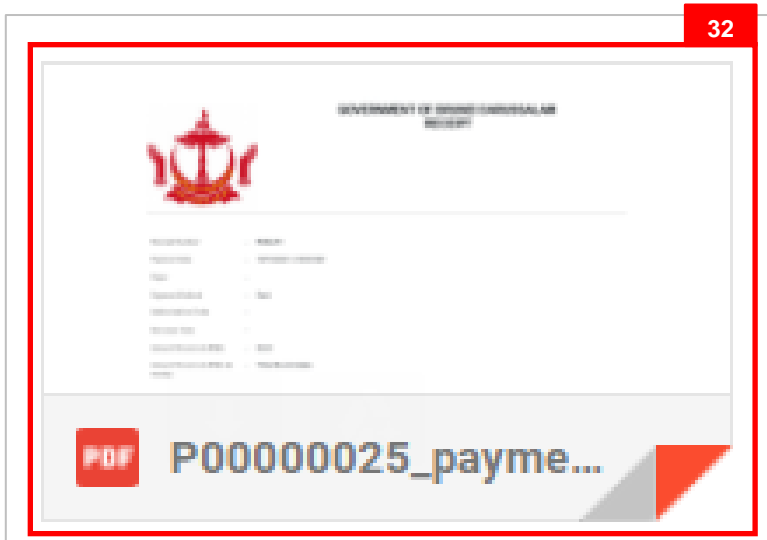
**FOR REGISTRAR OF Business Name**  
Ministry of Finance and Economy,  
Brunei Darussalam

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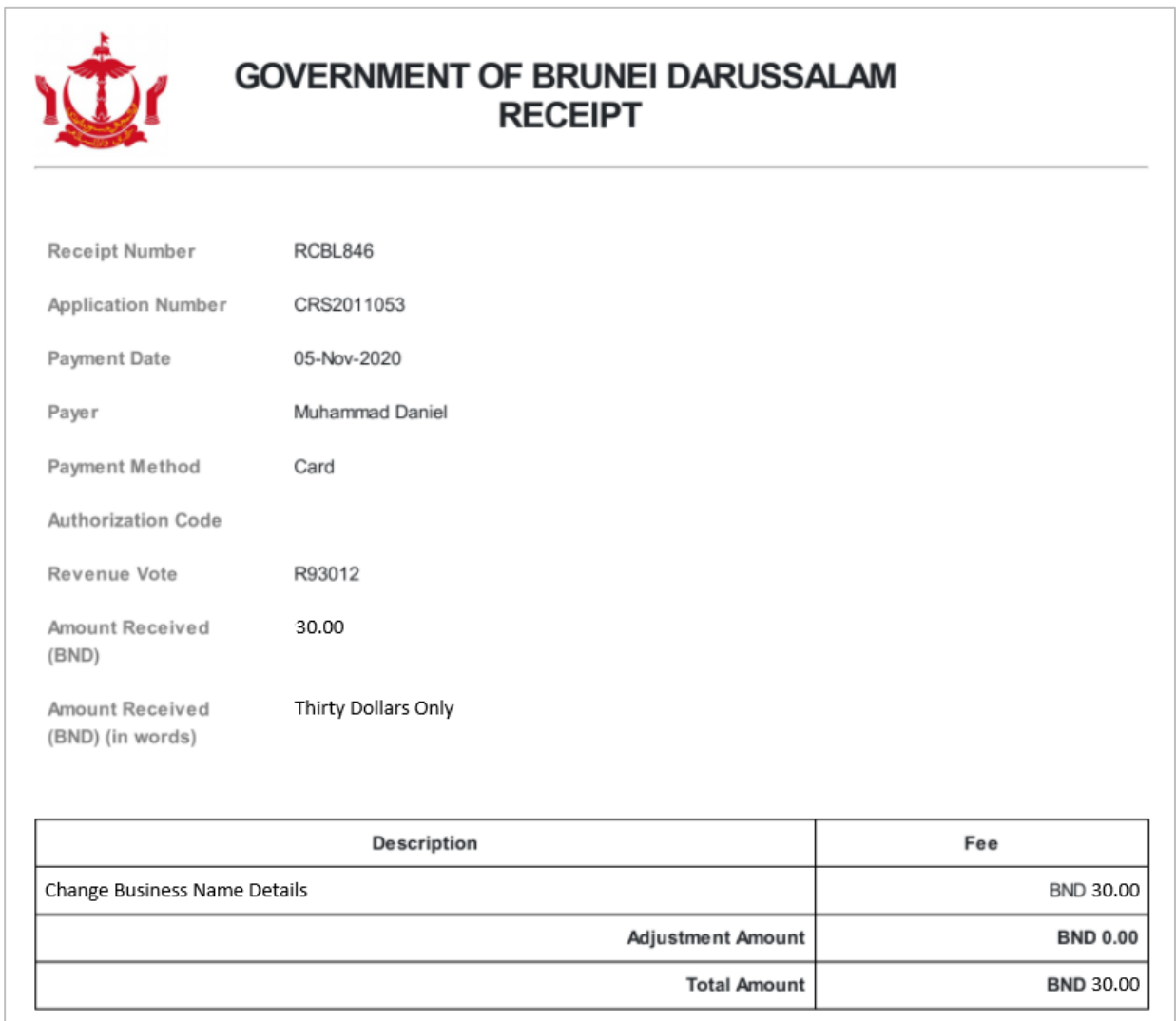
Please do not reply to this email.  
Emails sent to this address will not be answered.


## 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.



 **GOVERNMENT OF BRUNEI DARUSSALAM  
RECEIPT**

---

Receipt Number            RCBL846

Application Number        CRS2011053

Payment Date                05-Nov-2020

Payer                         Muhammad Daniel

Payment Method            Card

Authorization Code

Revenue Vote                R93012

Amount Received            30.00  
(BND)

Amount Received            Thirty Dollars Only  
(BND) (in words)

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

---

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

Copyright © Brunei Darussalam 2020. All Rights Reserved.

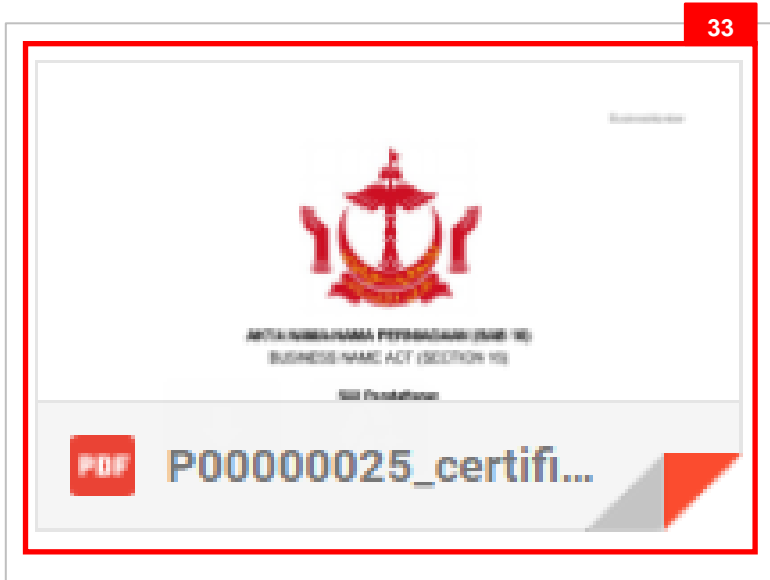
Please do not reply to this email.  
Emails sent to this address will not be answered.

---

## 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     | Draft  |
| 15-Oct-2020      | <b>CRS2010156</b>  | Steamboat Chronicles and Friends | Change Business Name Details | Draft  |
| 15-Oct-2020      | <b>CRS2010154</b>  | Steamboat Chronicles and Friends | Change Business Name Details | Draft  |

[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            | Approved |
| 16-Oct-2020      | <b>CRS20101618</b> | Puzzles                          | Register a Business Name tails | Approved |
| 16-Oct-2020      | <b>CRS20101617</b> | Life and Bar                     | Register a Business Nameetails | Approved |

[View All](#)

## 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**.