



ONE•COMMON•PORTAL

# **User Guide**

## **Lodging a General Form**

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# OCP – Lodging a General Form

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## PURPOSE

This user guide acts as a reference for the lodgement of General Form in the One Common Portal.

## 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**

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# OCP – Lodging a General Form

LODGE GENERAL FORM	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

گەنەڕاڵ ڤۆرەم ڤۆر ڤۆرەم

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No **CRS2010121**

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No **CRS2010123**

Abd Events

Rejected

12-Oct-2020

Application No **CRS2010122**

Steamboat Chronicles

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 Registration

30 BND

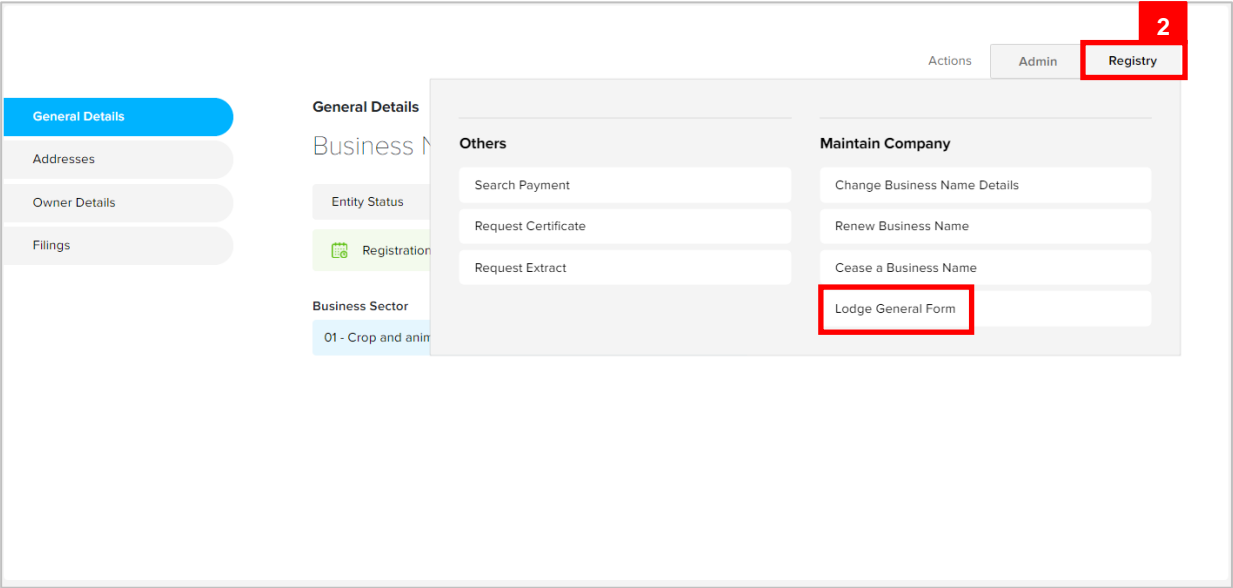
Paid on 25 May 2020

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 – Lodging a General Form

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



2. Click on the **Registry** tab and click on **Lodge General Form** .

# OCP – Lodging a General Form

The **Lodgement of Documents** page will appear.

Lodgement of Documents

Puzzles and Clues

P300000063

3

Document Name \*

Business Name Registry

Effective Date \*

05-Nov-2020

4

Documents to be uploaded

General Form of Application to the Register \*

Choose Files

Supporting Documents

Choose Files

3. Enter the details for **Lodgement of Documents** section as per the example below.

Field	Example
Document Name	Business Name Registry
Effective Date	<i>Today's date will be auto-populated as default.</i> <i>Date must be equal to or after the incorporation date.</i>

4. It is compulsory to upload the **General Form of Application to the Register**.

Click on the 

Choose Files

 button to upload the document.

# OCP – Lodging a General Form

5

General Form of Application to the Register \*

Business Name Registry.png  
0.0 MB    Ready to upload

Upload File

Choose Files

Supporting Documents

Choose Files

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

The file will be uploaded.

Lodgement of Documents

Puzzles and Clues

P300000063

Document Name \*

Business Name Registry

Effective Date \*

05-Nov-2020

Documents to be uploaded

General Form of Application to the Register \*

Business Name Registry.png

Choose Files



Supporting Documents

Choose Files

6

Submit

Cancel

	To download the uploaded file.
	To delete the uploaded file.
<div>Clear All</div>	To delete all uploaded additional file.
<div>Choose Files</div>	To upload additional file.

6. Click on the **Submit** section.

# OCP – Lodging a General Form

The **Payment** page will appear.

Payments

Application ID : CRS2011051

**Puzzles and Clues (P3000000063)**

Business Name - Lodge General Form of Application to the Register

NOTE

Fee - Lodge General Form of Application to the Register

BND 10.00

Total Amount

BND 10.00

Payment Method

☐ Credit Card

☒ Pay over the counter

**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 – Lodging a General Form

## Payment Method – Credit Card

### Payments

Application ID : CRS2011053

**Puzzles and Clues (P300000063)**

Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register

BND 10.00

**Total Amount    BND 10.00**

### Payment Method



Credit Card



Pay over the counter



**Proceed**

**Note:**

- For payment via credit card, refer to *User Guide – Payment*.

# OCP – Lodging a General Form

## Payment Method – Pay Over The Counter

Payments

NOTE

Application ID : CRS2011053

**Puzzles and Clues (P300000063)**  
Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register

BND 10.00

Total Amount

BND 10.00

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.

7

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.

7. Click on the 

Exit

 button.

# OCP – Lodging a General Form

The OCP dashboard page will appear.

NOTE

Unfinished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Pending Review
05-Nov-2020	CRS2011051	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment
View All				

**Note:**

- The unpaid application Renew Business Name 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.

After payment has been made,

NOTE

Finished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Approved
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Rejected
21-Oct-2020	CRS20102121	The Lot	Register a Business Name	Approved
View All				

**Note:**

- After payment has been made, the business name will be displayed under the **Finished Business** section with the status Approved .
- **Lodge General Form** requires no approval from ROCBN.

# OCP – Lodging a General Form

After payment has been made, applicant will receive an email **Submitted – Lodge General Form of Application**.

Submitted - Lodge General Form of Application to the Register For Puzzles and Clues P300000063



Reference No: **P300000063**  
Sending Date: **05 Nov 2020**

[Business Names](#)

## Puzzles and Clues.

Dear Sir/Madam,

Title: **Puzzles and Clues**

We refer to your application dated **05 Nov 2020** on the above matter.

Please be informed that your application for **Lodge General Form of Application to the Register for Puzzles and Clues** has been received by the Registry of Business Names and will be duly reviewed.

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

Yours faithfully,

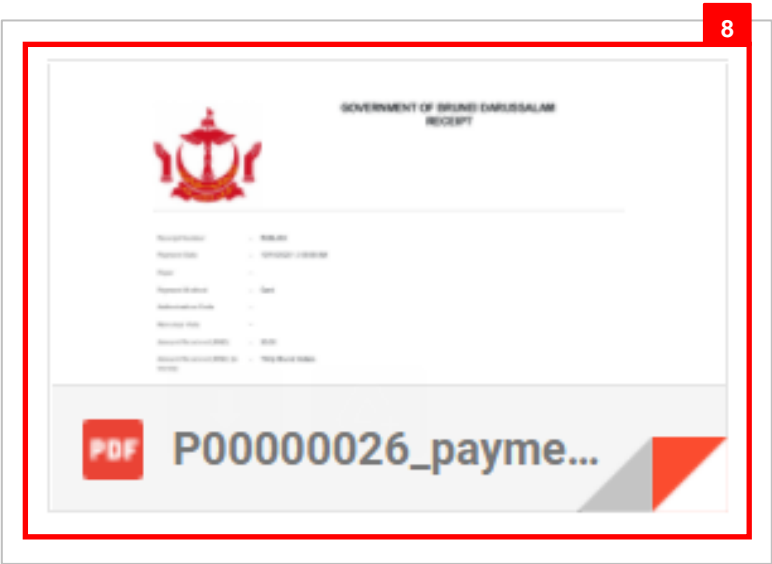
**FOR REGISTRAR OF BUSINESS NAME**  
Ministry of Finance and Economy,  
Brunei Darussalam

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

# OCP – Lodging a General Form

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



8. 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  
(BND)

10.00

Amount Received  
(BND) (in words)

Ten Dollars Only

Description	Fee
Lodge General Form of Application to the Register	BND 10.00
Adjustment Amount	BND 0.00
Total Amount	BND 10.00