



ONE•COMMON•PORTAL

User Guide
Ceasing a Business Name

OCP – Ceasing a Business Name

PURPOSE

This user guide acts as a reference for the Cessation of a Business Name 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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CEASE BUSINESS NAME	Applicant
	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. 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 next to its status.
- Unfinished Businesses:** A card for 'Station 103' with application number CRS2010121, showing 05 days remaining.
- Finished Businesses:** Cards for 'Abd Events' (Approved) and 'Steamboat Chronicles' (Rejected), both with application number CRS2010123.
- Correspondence Details:** A section with 'No Information Available' and two payment/penalty cards for 'Super Kids Toys' and 'ABC Computer Services'.

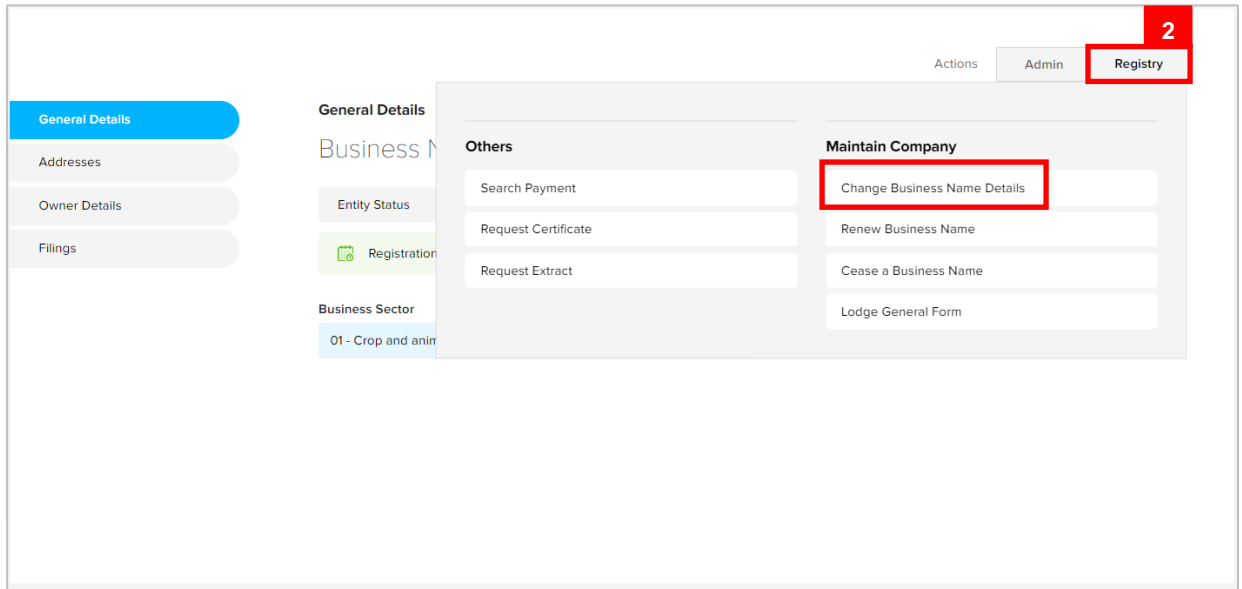
Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon .

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

OCP – Ceasing a Business Name

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



2. Click on the **Registry** tab and click on **Cease a Business Name**.


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

The screenshot shows a form titled "Cease a Business Name". It contains three main input areas: "Reason for Cessation" with a dropdown menu showing "Ceased to carry on business.", "Declaration Date" with a text input showing "17-Oct-2020", and "Letter of Cessation" with an "Upload File" button and a file input showing "Cessation Declaration.pdf". At the bottom right, there is a "Submit" button and a "Cancel" link. Red callout boxes with numbers 3, 4, and 5 point to the Reason for Cessation dropdown, the Declaration Date input, and the Submit button, respectively.

3. Enter the details for **Cease a Business Name** section as per the example below.

Field	Example
Reason for Cessation	Ceased to carry on business
Declaration Date	17-Oct-2020 <i>Default to today's date. Date must be greater than registration date. Date cannot be future date.</i>

4. Click on the  to upload the **Letter of Cessation**.

5. Click on the  button.

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You will be redirected to the OCP dashboard page.

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 **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 **CRS20101618**

Steamboat Chronicles and Friends

Approved 16-Oct-2020

Application No **CRS20101617**

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 Restrastion **30 BND**

Paid on **25 May 2020**

Unfinished Businesses

NOTE

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Pending Review
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft

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Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101618	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CRS20101617	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CRS2010168	Puzzles	Register a Business Name	Approved

[View All](#)

Note:

- The submitted application Cease a Business Name will be displayed under the **Unfinished Business** section.
- The [Pending Review](#) button indicates that the application is currently pending review.
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

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After **approval** has been made, applicant will receive an email **Approved – Cease Business Name**.

Approved - Cease Business Name For Steamboat Chronicles and Friends



گمترین کواغن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P00000025**

Sending Date: **17 Oct 2020**

Steamboat Chronicles and Friends

Dear Sir/Madam,

Please be informed that the submitted **Cease Business Name** for **Steamboat Chronicles and Friends** has been reviewed and approved by Registry of Business Name.

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 – Ceasing a Business Name

After **approval** has been made:

My Entities

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

[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	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft
15-Oct-2020	CRS2010154	Steamboat Chronicles and Friends	Change Business Name Details	Draft

[View All](#)

Finished Businesses

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

[View All](#)

NOTE

Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Ceased**.
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved**.
- The business name will be available to be used and registered as a new business name.