



ONE•COMMON•PORTAL

## **User Guide**

### **Registering a Branch of a Foreign Company**

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# OCP – Registering a Branch of a Foreign Company

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## PURPOSE

This user guide acts as a reference for applicants who wish to Register a Branch of a Foreign Company.

## 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)

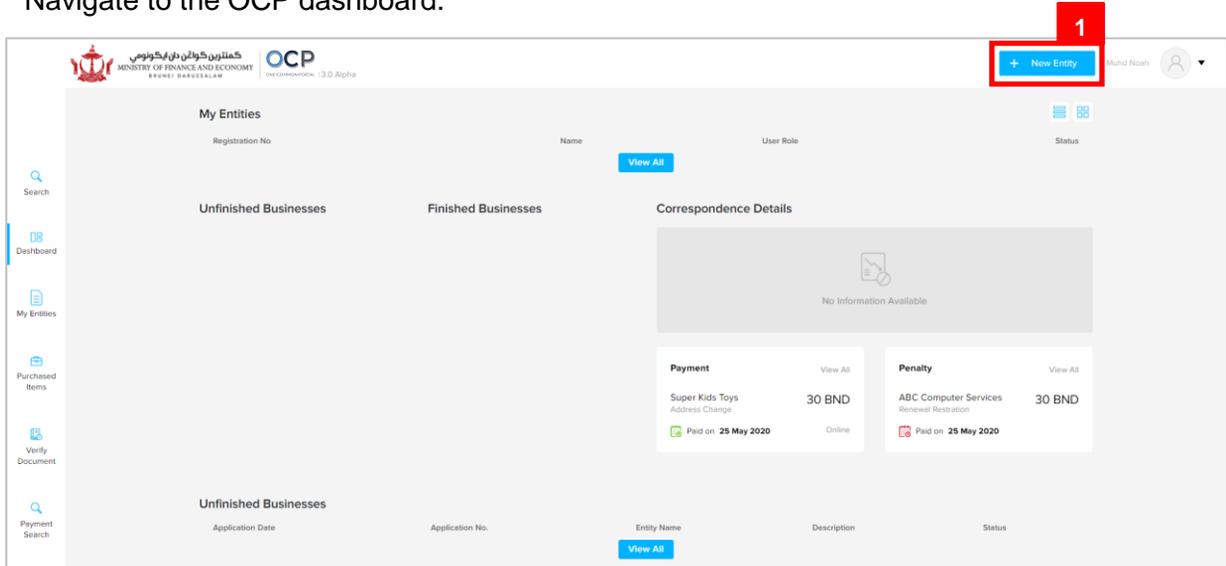
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View Company Details	<a href="#">35</a>

# OCP – Registering a Branch of a Foreign Company

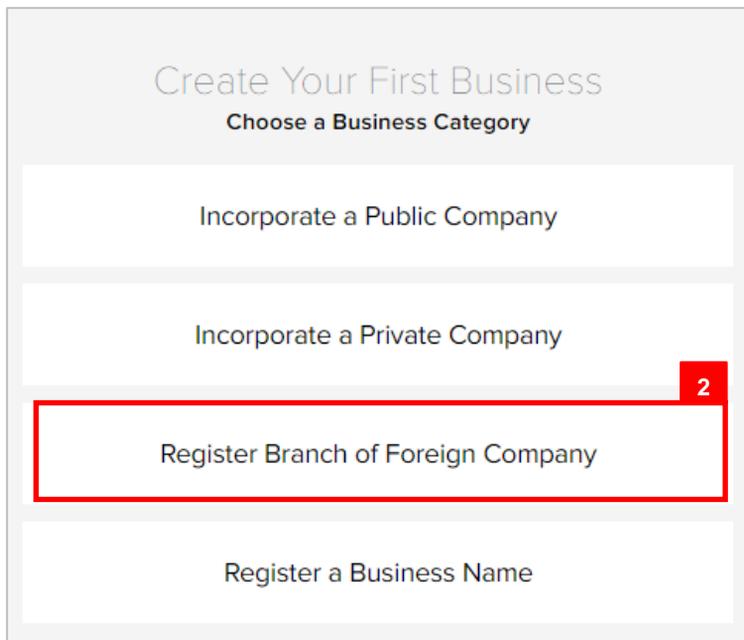
REGISTERING A BRANCH OF FOREIGN COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the  button.

The **Choose a Business Category** page will appear.



2. Click on the  button.

# OCP – Registering a Branch of a Foreign Company

The **Register Branch of Foreign Company** page will appear.

Register Branch of Foreign Company

Important Information    General Details    Addresses    Authorised Agents    Directors    Register of Controllers    Review

**Important Information**

Dear Sir / Madam,

You are about to register a foreign branch, the Registry would like to advise you to take note of the statutory requirements as stated in Part IX of the Companies Act, Cap. 39.

- a) A foreign branch is required to hold Annual General Meeting (AGM)
- b) A foreign company is required to submit its Annual Report to the Registrar of Companies after 28 days of holding its Annual General meeting (AGM)
- c) A foreign company is required to file Income Tax Returns to the Collector of Income Tax
- d) A foreign company is required to maintain beneficial ownership information in the form of an electronic register of registrable controllers.
- e) All companies must maintain an electronic Register of Members, which is a listing of all shareholders
- f) Update Register on any changes to any particulars within the stipulated timeframe.

I / We have read the above notice and understood the statutory obligations of a foreign branch company to the Registrar of Companies.

**Next**    Save & Exit    Cancel

3. Read through the important information and click on the

I / We have read the above notice and understood the statutory obligations of a foreign branch company to the Registrar of Companies. checkbox.

4. Click on the **Next** button.

# OCP – Registering a Branch of a Foreign Company

The **General Details** section will appear.

The screenshot shows the 'Register Branch of Foreign Company' form. The 'General Details' section is highlighted with a red box and a red '5' in the top right corner. The form includes the following fields and values:

Field	Value
Proposed Name of Company *	The Lots
Company Name in Original Jurisdiction *	The Lots & Co.
Company Number in Original Jurisdiction *	0010081802
Country of Incorporation *	Singapore
Commencement Date	06-Nov-2020
Business Sector *	26 - Manufacture of computers, electronic and optica
Authorized Share Capital *	25000

Below the form, there are two sections for document uploads:

- Certificate of Incorporation \* (Choose Files)
- Own memorandum and articles of association\* (Choose Files)

5. Enter the details for **General Details** section as per the example below.

Field	Example
Proposed Name of Company	The Lots
Company Name Original Jurisdiction	The Lots & Co.
Company Number Original Jurisdiction	0010081802
Country of Incorporation	Singapore
Commencement Date	06-Nov-2020
Business Sector	26 – Manufacture of computers, electronic and optical products
Authorized Share Capital	25000

## OCP – Registering a Branch of a Foreign Company

### Note:

- For more information regarding the **Business Sector**, click on the  icon and refer to the link provided.

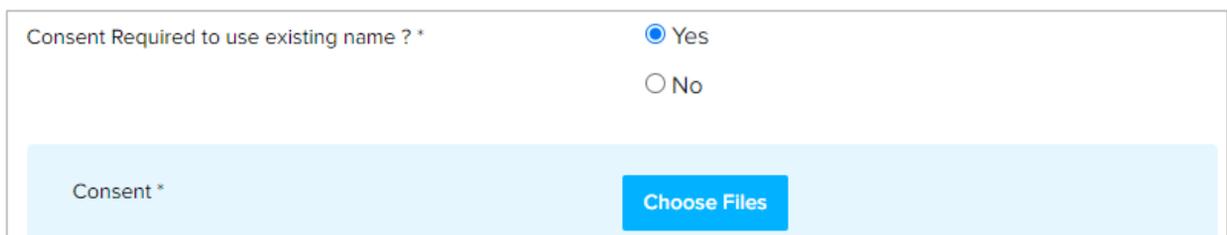


The screenshot shows a form field labeled "Business Sector \*". A blue help tooltip is displayed over the field, containing the text: "For reference, please visit: <http://www.deps.gov.bn/DEPD%20Documents%20Library/DOS/National%20Classifications/BDSIndustrialC%202011.pdf>". Other form fields visible include "Authorized Share C" and "Limited By \*".

- Companies are only allowed to have one Business Sector.
- Companies in Brunei Darussalam must have a minimum of 25000 Authorized Share Capital.
- The system will auto-validate **Proposed Name of Company** 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 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 Company Name.</b>
The proposed name is similar or identical to an existing proposed / registered Company 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 Company Name. <b>Need to provide proof of consent for using proposed Company Name.</b>

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

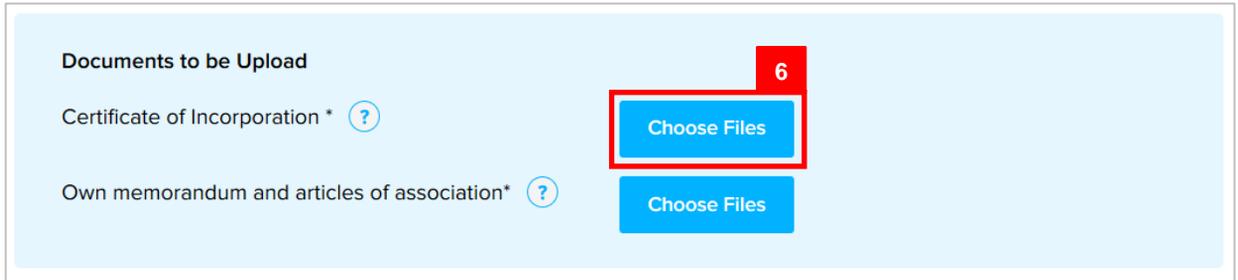


The screenshot shows a form section titled "Consent Required to use existing name ? \*". It contains two radio buttons: "Yes" (selected) and "No". Below this, there is a light blue box with the label "Consent \*" and a blue button labeled "Choose Files".

User is advised to upload a proof of consent from the owner of the registered company that the applicant has consent to use the proposed company name.

## OCP – Registering a Branch of a Foreign Company

It is compulsory to upload the **Certificate of Incorporation** and **Own memorandum and articles of association**.

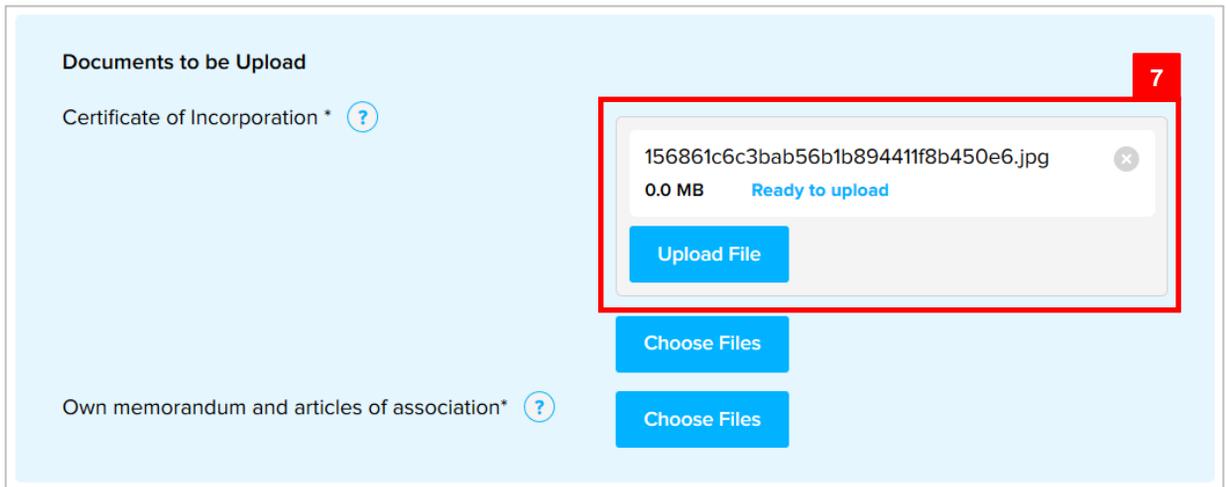


Documents to be Upload

Certificate of Incorporation \* (?) Choose Files

Own memorandum and articles of association\* (?) Choose Files

6. Click on the Choose Files button and select the **Certificate of Incorporation**.



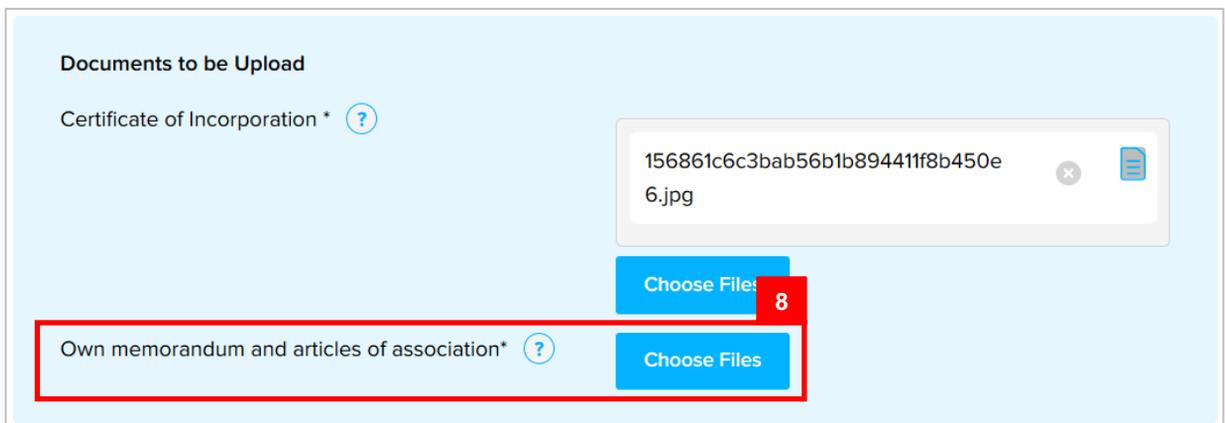
Documents to be Upload

Certificate of Incorporation \* (?) Upload File

Own memorandum and articles of association\* (?) Choose Files

7. Click on the Upload File button to upload the file.

The file will be uploaded.



Documents to be Upload

Certificate of Incorporation \* (?) Choose Files

Own memorandum and articles of association\* (?) Choose Files

8. Repeat steps 6 – 7 to upload the **Own memorandum and articles of association**.

# OCP – Registering a Branch of a Foreign Company

Once all the required details are entered/uploaded, proceed to the next section.

**Documents to be Upload**

Certificate of Incorporation \* 

156861c6c3bab56b1b89441f8b450e  

6.jpg

**Choose Files**

Own memorandum and articles of association\* 

156861c6c3bab56b1b89441f8b450e  

6.jpg

**Choose Files**

**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.

**9**

**Next** **Prev** **Save & Exit** **Cancel**

9. Click on the  button.

	To download the uploaded file.
	To delete the uploaded file.
<b>Choose Files</b>	To upload additional file.
<b>Prev</b>	To go back to the previous section.
<b>Save &amp; Exit</b>	To save application as draft and exit the page.
<b>Cancel</b>	To cancel registration.

# OCP – Registering a Branch of a Foreign Company

The **Addresses** section will appear.

**Addresses**

**Registered Office Address**

Address \* 10

54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code \*

KA 1531

Country \*

Brunei Darussalam

Mukim \*

Kuala Belait

Village \*

Kg Mumong A

District \*

Belait

Country \*

Brunei Darussalam

11

Save Clear

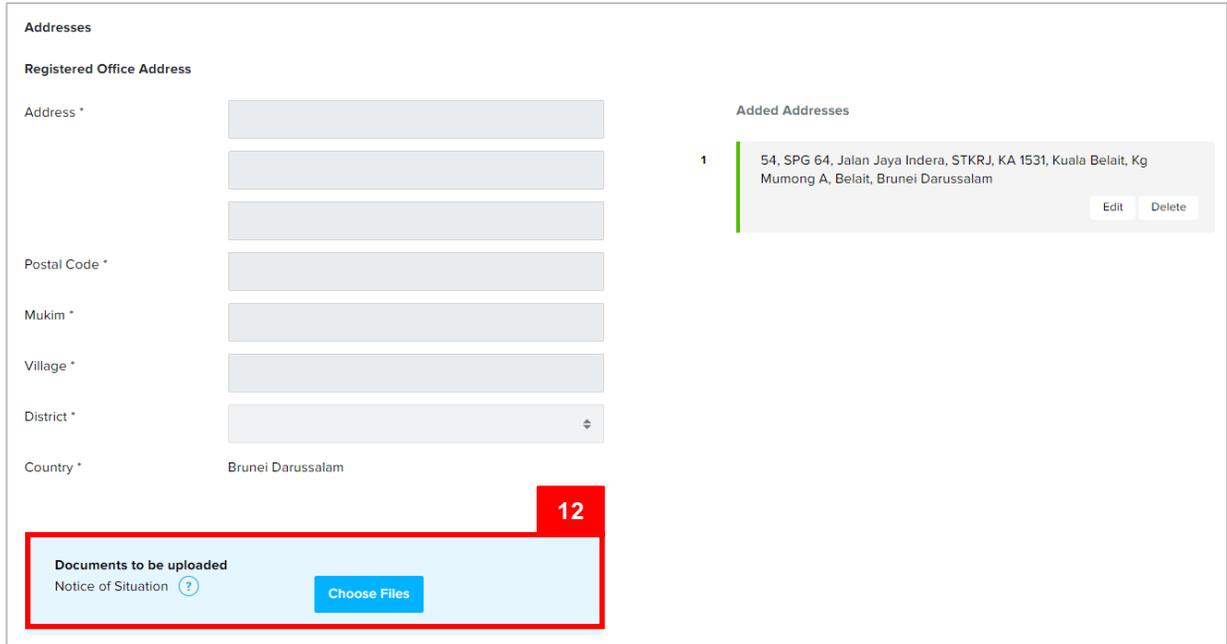
10. Enter the details for **Registered Address Details** section as per the example below.

Field	Example
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

11. Click on the Save button.

# OCP – Registering a Branch of a Foreign Company

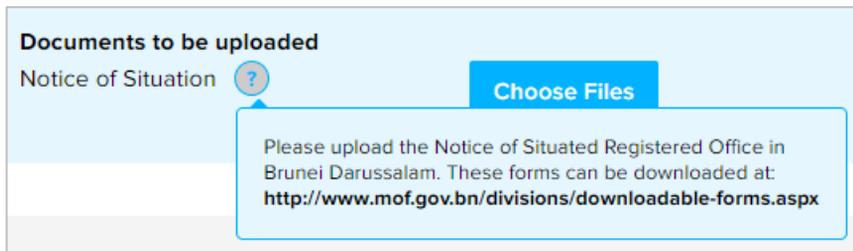
The saved **Address** will be displayed on the right side of the page.



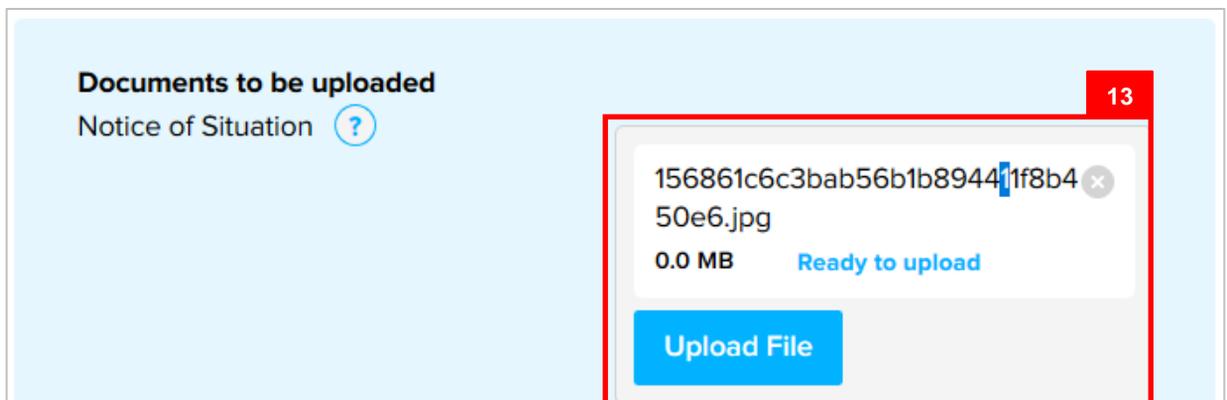
The screenshot shows a form titled "Addresses" with a section for "Registered Office Address". It contains several input fields: "Address \*", "Postal Code \*", "Mukim \*", "Village \*", "District \*", and "Country \*". The "Country \*" field is pre-filled with "Brunei Darussalam". To the right, under "Added Addresses", there is a list with one entry: "54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam", with "Edit" and "Delete" buttons. At the bottom, a section titled "Documents to be uploaded" contains "Notice of Situation" with a question mark icon and a "Choose Files" button. A red box highlights this section, and a red number "12" is placed to its right.

12. Click on the **Choose Files** button and select the **Notice of Situation**.

**Note:** For more information regarding the **Notice of Situation**, click on the  icon and refer to the link provided.



This screenshot shows a close-up of the "Documents to be uploaded" section. It features the text "Notice of Situation" with a question mark icon and a "Choose Files" button. A tooltip box is open, containing the text: "Please upload the Notice of Situated Registered Office in Brunei Darussalam. These forms can be downloaded at: <http://www.mof.gov.bn/divisions/downloadable-forms.aspx>".



This screenshot shows the "Documents to be uploaded" section with a file selected. The file name is "156861c6c3bab56b1b89441f8b450e6.jpg" and its size is "0.0 MB". The status is "Ready to upload". A blue "Upload File" button is visible below the file information. A red box highlights the file information and the "Upload File" button, and a red number "13" is placed to the right.

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

# OCP – Registering a Branch of a Foreign Company

Once the address is saved and all required documents are uploaded, proceed to the next section.

The screenshot shows a web form for registering a branch of a foreign company. The form is divided into several sections:

- Registered Office Address:** A form with fields for Address, Postal Code, Mukim, Village, District, and Country. The Country is set to Brunei Darussalam.
- Added Addresses:** A list of addresses with an 'Edit' and 'Delete' button for each. One address is listed: "54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam".
- Documents to be uploaded:** A section for uploading documents. A document named "Doc 1.png" is shown with a "Choose Files" button.

At the bottom of the form, there are navigation buttons: "Prev", "Next", "Save & Exit", and "Cancel". The "Next" button is highlighted with a red box and the number 14.

14. Click on the **Next** button.

	To edit the added address.
	To delete the added address.
	To go back to the previous section.
	To save application as draft and exit the page.
	To cancel registration.

# OCP – Registering a Branch of a Foreign Company

The **Authorised Agents** section will appear.

**Authorised Agents** **15**

Identification Document *	IC-Yellow
Identification Document Number *	01-048181
Date of Birth *	14-Jun-1992
Full Name *	Muhammad Ashraf
Nationality *	Brunei Darussalam
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address *	Address 1
Postal Code *	BB1314
Mukim *	Berakas 'A'
Village *	Kampong Lambak Kiri 'A'
District *	Brunei Muara
Country *	Brunei Darussalam
Position *	Local Agent
Country Represented *	Malaysia
Telephone *	Country * Number *
	673 8148180
	<input type="button" value="Add"/>
Email *	muhd.ashraf@g <span style="float: right;"><b>16</b></span>
	<input type="button" value="Add Authorised Agents"/> <input type="button" value="Clear"/>

**Note:**

- At least 2 person/agents must be entered.
- There is no limit to the number of persons / agents which can be specified.
- Must be an individual
- Address must be in Brunei.

## OCP – Registering a Branch of a Foreign Company

15. Enter the details for **Authorised Agents** field as per the example below.

Field		Example
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
Address		Address 1
Postal Code		BB1314
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Berakas A
Village		Kg Lambak Kiri A
District		Brunei Muara
Country		Brunei Darussalam
Position		Local Agent
Country Represented		Malaysia
Telephone	Country Code	+673
	Number	8148187
Email		muhd.ashraf@gmail.com

16. Click on the **Add Authorised Agents** button.

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## OCP – Registering a Branch of a Foreign Company

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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 [REDACTED] 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 – Registering a Branch of a Foreign Company

The added authorised agent will be displayed on the right side of the page.

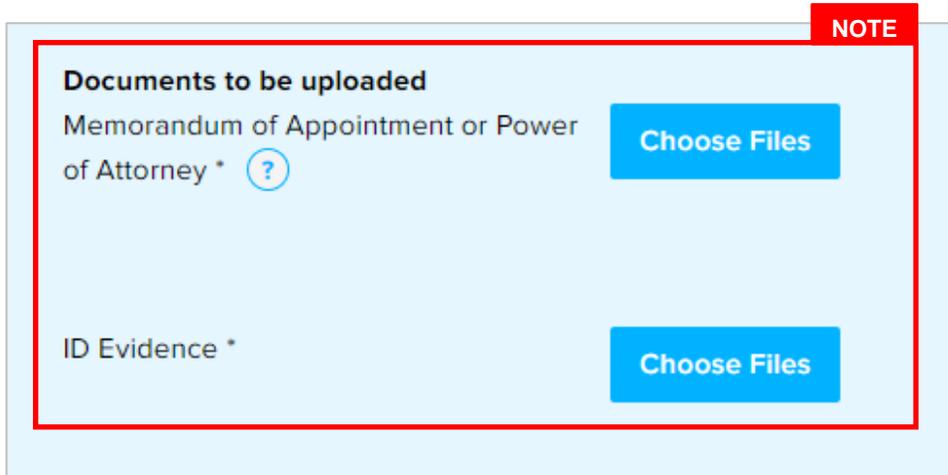
Authorised Agents	Added Authorised Agents																								
Identification Document * <input type="text"/> Identification Document Number * <input type="text" value="00-000000"/> Date of Birth * <input type="text" value="DD-MMM-YYYY"/> Full Name * <input type="text"/> Nationality * <input type="text"/> Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female Address * <input type="text"/> <input type="text"/>	1 <table border="1"> <tr> <td>Full Name</td> <td>Muhammad Ashraf</td> </tr> <tr> <td>Identification Document</td> <td>IC-Yellow</td> </tr> <tr> <td>Identification Document Number</td> <td>01-048181</td> </tr> <tr> <td>Date of Birth</td> <td>14-Jun-1992</td> </tr> <tr> <td>Gender</td> <td>Male</td> </tr> <tr> <td>Nationality</td> <td>Brunei Darussalam</td> </tr> <tr> <td>Nationality of Origin</td> <td>Andorra</td> </tr> <tr> <td>Address</td> <td>Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam</td> </tr> <tr> <td>Position</td> <td>Local Agent</td> </tr> <tr> <td>Telephone</td> <td>673 8148180</td> </tr> <tr> <td>Email</td> <td>muhd.ashraf@gmail.com</td> </tr> <tr> <td>Country Represented</td> <td>Malaysia</td> </tr> </table> <div style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>	Full Name	Muhammad Ashraf	Identification Document	IC-Yellow	Identification Document Number	01-048181	Date of Birth	14-Jun-1992	Gender	Male	Nationality	Brunei Darussalam	Nationality of Origin	Andorra	Address	Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam	Position	Local Agent	Telephone	673 8148180	Email	muhd.ashraf@gmail.com	Country Represented	Malaysia
Full Name	Muhammad Ashraf																								
Identification Document	IC-Yellow																								
Identification Document Number	01-048181																								
Date of Birth	14-Jun-1992																								
Gender	Male																								
Nationality	Brunei Darussalam																								
Nationality of Origin	Andorra																								
Address	Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam																								
Position	Local Agent																								
Telephone	673 8148180																								
Email	muhd.ashraf@gmail.com																								
Country Represented	Malaysia																								

17. Repeat steps 15 – 16 to add the second authorized agent with the example below.

Field	Example	
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	
Address	Address 1	
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	
Country	Brunei Darussalam	
Position	Local Agent	
Country Represented	Malaysia	
Telephone	Country Code	+673
	Number	8600697
Email	muhd.daniel@gmail.com	

## OCP – Registering a Branch of a Foreign Company

User must upload the **Memorandum of Appointment or Power of Attorney** and **ID Evidence**.



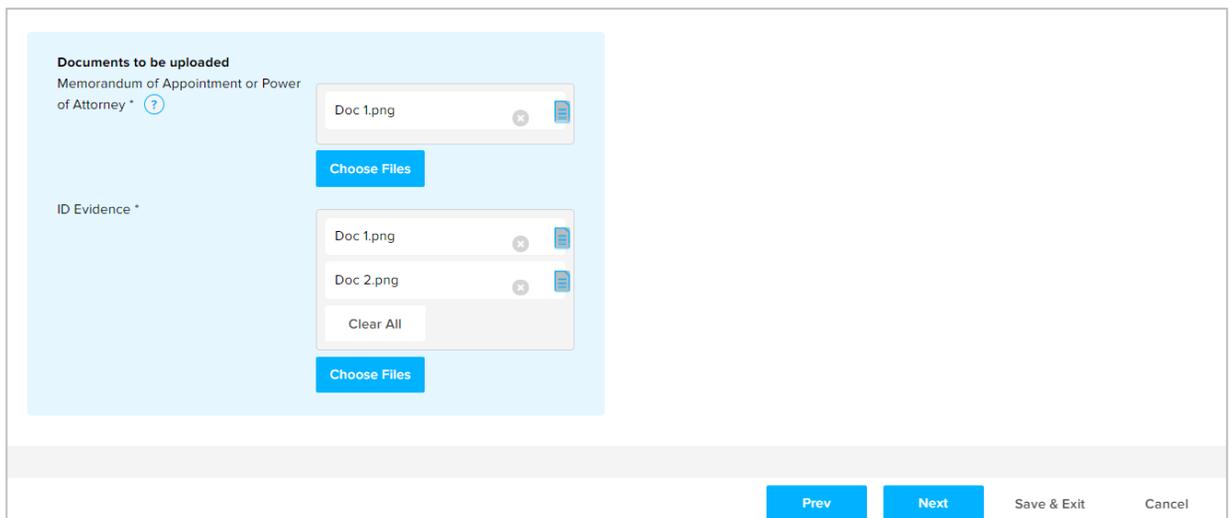
**NOTE**

**Documents to be uploaded**

Memorandum of Appointment or Power of Attorney \* (?)

ID Evidence \*

18. Repeat steps 12 – 13 to upload the required documents.



**Documents to be uploaded**

Memorandum of Appointment or Power of Attorney \* (?)

Doc 1.png

ID Evidence \*

Doc 1.png

Doc 2.png

Clear All

Once the authorized agents are saved and all required documents are uploaded, proceed to the next section.

19. Click on the  button.

# OCP – Registering a Branch of a Foreign Company

The **Directors** section will appear.

Directors **20** Added Directors

[Add Me as Director](#)

Identification Document \*

Identification Document Number \*

Date of Birth \*

Full Name \*

Nationality \*

Nationality of Origin \*

Gender \*  Male  Female

Address \*

Postal Code \*

Mukim \*

Village \*

District \*

Country \*  **21**

Business Occupation \*

Telephone \*

Email \*  **22**

**Note:**

- At least one director must be entered.
- There is no limit to the number of directors that can be specified.
- Directors must be individuals.
- Can be resident in any country.
- Director must provide Consent to act as Director form upload.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

## OCP – Registering a Branch of a Foreign Company

20. Click on the [Add Me as Director](#) if you are one of the Director's of the company.

**Note:** If the user has updated the user's profile, clicking on the [Add Me as Director](#) link will enter the user's details in all the fields except for the **Nationality of Origin** and **Business Occupation** field.

21. Enter the details for **Nationality of Origin** and **Business Occupation** field as per the example below.

Field	Example
Nationality of Origin	Brunei Darussalam
Business Occupation	Business Director

22. Click on the [Add Director](#) button.

The added director will be displayed on the right side of the page.

**Directors**

[Add Me as Director](#)

Identification Document \*

Identification Document Number \*

Date of Birth \*

Full Name \*

Nationality \*

Nationality of Origin \*

**Added Directors**

1

Full Name	Muhammad Daniel
Identification Document	IC:Yellow
Identification Document Number	01-048180
Date of Birth	30-Jul-1991
Gender	Male
Nationality	Brunei Darussalam
Nationality of Origin	Brunei Darussalam
Address	Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Darussalam
Business Occupation	Business Director
Telephone	673 2382238
Email	nick.sipun+1111@gmail.com

[Edit](#) [Remove](#)

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## OCP – Registering a Branch of a Foreign Company

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**Note:**

- Director must upload the **List of Directors IV (Form F)**.

**Documents to be uploaded**

List of Directors (Form IV (F)) \* 

Director's ID Evidence \* 

Please upload the List of directors Particulars (Form IV(F))

Click on the  icon for more information.

- ID Evidence must be supplied. Click on the  icon for more information.

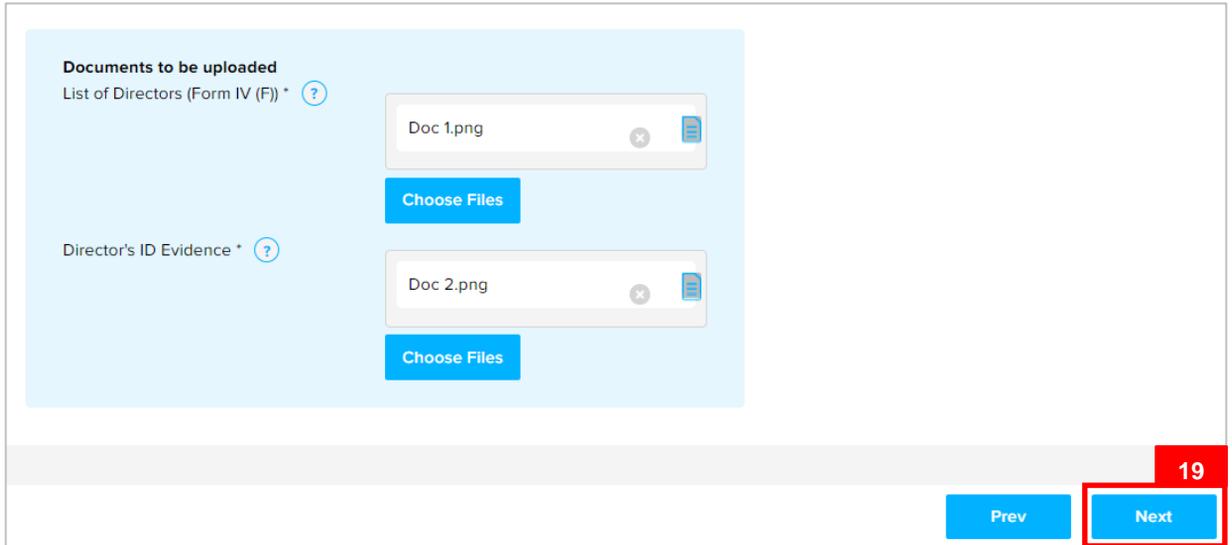
Director's ID Evidence \*

 O Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of intended directors.

18. Repeat steps 12 – 13 to upload the required documents.

## OCP – Registering a Branch of a Foreign Company

Once the directors are added and all required documents are uploaded, proceed to the next section.



The screenshot shows a light blue panel titled "Documents to be uploaded". It contains two sections: "List of Directors (Form IV (F)) \* ?" and "Director's ID Evidence \* ?". Each section has a file input field with a placeholder name (e.g., "Doc 1.png"), a "Choose Files" button, and a "Prev" button. The "Next" button is highlighted with a red border and a red box containing the number "19".

19. Click on the **Next** button.

# OCP – Registering a Branch of a Foreign Company

The **Register of Controllers** section will appear.

Register Branch of Foreign Company

Important Information    General Details    Addresses    Authorised Agents    Directors    **Register of Controllers**    Review

**Register of Controllers** 20

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?  Yes  No

**Please select the type of company that you fall under** 21

(a) A foreign company that is a Brunei Darussalam financial institution.

(b) A foreign company that is a wholly owned subsidiary of a foreign company that is a Brunei Darussalam financial institution.

(c) A foreign company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:  
Regulatory disclosure requirements; and  
Requirements relating to adequate transparency in respect of its beneficial owners,  
Imposed through securities exchange rules, law or other enforceable means.

20. If the company is exempted under the Sixteenth Schedule of the Companies Act, Cap 39, click on the  Yes radio button.

21. Select the details per the example below.

Field	Example
Please select the type of company that you fall under:	A foreign company that is a wholly owned subsidiary of a foreign company that is a Brunei Darussalam financial institution.

## OCP – Registering a Branch of a Foreign Company

22. If the company is not exempted under the Sixteenth Schedule of the Companies Act, Cap 39, click on the  No radio button.

**Register of Controllers**

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?  Yes  No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *	IC-Yellow
Identification Document Number *	01-048181
Date of Birth *	14-Jun-1992
Full Name *	Muhammad Ashraf
Aliases (if any)	
Nationality *	Brunei Darussalam

23. Enter the details for **Register of Controllers** section as per the example below.

Field	Example
Identification Document	IC-Yellow
Identification Document Number	01-048181
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>

24. Click on the  button.

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## OCP – Registering a Branch of a Foreign Company

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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 [REDACTED] 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 – Registering a Branch of a Foreign Company

The added Register of Controller(s) will be displayed on the right side of the page.

Register Branch of Foreign Company

Important Information    General Details    Addresses    Authorised Agents    Directors    **Register of Controllers**    Review

**Register of Controllers**

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?     Yes     No

Please fill in the details of the company's beneficial owner/s below:

Identification Document \*   

Identification Document Number \*   

Date of Birth \*   

Full Name \*   

Aliases (if any)   

Nationality \*   

Identifier Type    **IC-Yellow**

Identification Document Number    01-048181

Date of Birth    14-Jun-1992

Full Name    Muhammad Ashraf

Aliases (if any)

Nationality    Brunei Darussalam

   **25**           

<input type="button" value="Edit"/>	To edit the added Register of Controller
<input type="button" value="Remove"/>	To remove the added Register of Controller.
<input type="button" value="Prev"/>	To go back to the previous section.
<input type="button" value="Save &amp; Exit"/>	To save application as draft and exit the page.
<input type="button" value="Cancel"/>	To cancel registration.

25. Click on the  button.

# OCP – Registering a Branch of a Foreign Company

The **Review** section will appear.

Register Branch of Foreign Company

Important Information   General Details   Addresses   Authorised Agents   Directors   Register of Controllers   **Review**

**26** Expand All

**Review**

General Details   Edit

Address Details   Edit

Authorised Agents   Edit

Directors   Edit

Register of Controllers   Edit

**Declaration**

I, being an advocate, director, secretary of the company, hereby declare that all requirements of the Companies Act (Chapter 39) in respect of matters precedent to the incorporation of the said company incidental thereto have been complied with.

I understand that the application will be rejected if the Company 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 approved and the company has been successfully incorporated, 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 the incorporation or limited liability partnership or misleading, the Registrar can direct the company to change its name.

**27**  \* I hereby declare that the information provided to the Registrar of Companies is true and correct.

**28**   Prev   Save & Exit   Cancel   Submit

26. 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.

27. Click on the  \* I hereby declare that the information provided to the Registrar of Companies is true and correct. checkbox after all the sections have been reviewed.

28. Click on the [Submit](#) button.

The **Payment** page will appear.

- For payment via credit card, refer to *User Guide – Payment*.
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

# OCP – Registering a Branch of a Foreign Company

After **payment** has been made:

**My Entities**

Registration No	Name	User Role	Status
<a href="#">View All</a>			

**Unfinished Businesses**      **Finished Businesses**      **Correspondence Details**

No Information Available

**Payment**      [View All](#)

Super Kids Toys      30 BND  
Address Change

Paid on **25 May 2020**      Online

**Penalty**      [View All](#)

ABC Computer Services      30 BND  
Renewal Restration

Paid on **25 May 2020**

**NOTE**

**Unfinished Businesses**

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	<b>CRS20091512</b>	Tuition School	Register a Business Name	<a href="#">Pending Review</a>
<a href="#">View All</a>				

**Finished Businesses**

Application Date	Application No.	Entity Name	Description	Status
<a href="#">View All</a>				

**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 – Registering a Branch of a Foreign Company

After **payment** has been made, applicant will receive an email **Submitted - Register Branch of Foreign Company**.

Submitted - Register Branch of Foreign Company For Foreign Company 01 OQCRS20112395



كمتريڤن كوڤڤن دن اڤكوڤومي  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM



Our Ref: OQCRS20112395

Dear Sir/Madam,

Title: **The Lots**

We refer to your application dated **23 Nov 2020** on the above matter.

Please be informed that your application for **Register Branch of Foreign Company** for **Foreign Company 01** has been received by the Registry of Foreign Branches and will be duly reviewed.

The Registry of Foreign Branches will inform you of the outcome of the review as soon as possible.

Yours faithfully,

**FOR REGISTRAR OF COMPANIES**  
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.

## NOTE



**Note:** Receipt of the payment will also be attached in the email.

# OCP – Registering a Branch of a Foreign Company

After **approval** has been made:

**My Entities** **NOTE**

Registration No	Name	User Role	Status
P00000017	Tuition School	BusinessOwner	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Registered</span>

[View All](#)

**Unfinished Businesses**      **Finished Businesses**      **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 Restratorion      **30 BND**

 Paid on **25 May 2020**

**Unfinished Businesses**

Application Date	Application No.	Entity Name	Description	Status
------------------	-----------------	-------------	-------------	--------

[View All](#)

**NOTE**

**Finished Businesses**

Application Date	Application No.	Entity Name	Description	Status
07-Oct-2020	<b>CRS20100720</b>	Tuition School	Register a Business Name	<span style="background-color: #ffc107; padding: 2px 5px;">Approved</span>

[View All](#)

**Note:**

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

# OCP – Registering a Branch of a Foreign Company

After **approval** has been made, applicant will receive an email **Register Branch of Foreign Company**

## Incorporation of a Foreign Branch The Lots RFC00000021



كمتريڤن كواڠن دان ليكونومي  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM



Our Ref: **RFC00000021**

Dear Sir/Madam,

Title: The Lots

We refer to your application dated **23 Nov 2020**, together with enclosures, if any.

Please be informed that the company, **The Lots**, is now registered under the Companies Act (Chapter 39) with the registration number **RFC00000021**.

Attached is the Certificate of Incorporation of a Foreign Branch for your safekeeping.

Note: The AGM for Company **The Lots (RFC00000021)** needs to be held by **23 Nov 2021**.

Please also note that the **2021** annual return is due to be filed within 28 days of the AGM.

We are pleased to inform you also that your business entity has been registered automatically to e-Amanah, Tabung Amanah Pekerja (TAP). You will then receive your Tabung Amanah Pekerja (TAP) & Supplemental Contributory Pension (SCP) account number via email/sms.

In this regard, The Registry of Companies and Business Names Division (ROCBN) is also pleased to inform that you may be contacted via email by other government agencies (such as Fire & Safety Division, Fire & Rescue Department and Food Quality Control and Safety Division, Ministry of Health) to obtain further information regarding your business. This information will be used for the purpose of ascertaining your business premise (if any).

All businesses are required to comply to the Competition Order, 2015; the Consumer Protection (Fair Trading) Order, 2011; and the Price Control Act, Chapter 142 and its regulations, including the Price Control (Display of Prices) Order and the Price Control (Cheap Sale Price) Regulations. For more information, please visit the JPKE website at [www.depd.gov.bn/cad](http://www.depd.gov.bn/cad) or call JPKE at 2230223.

Yours faithfully,

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

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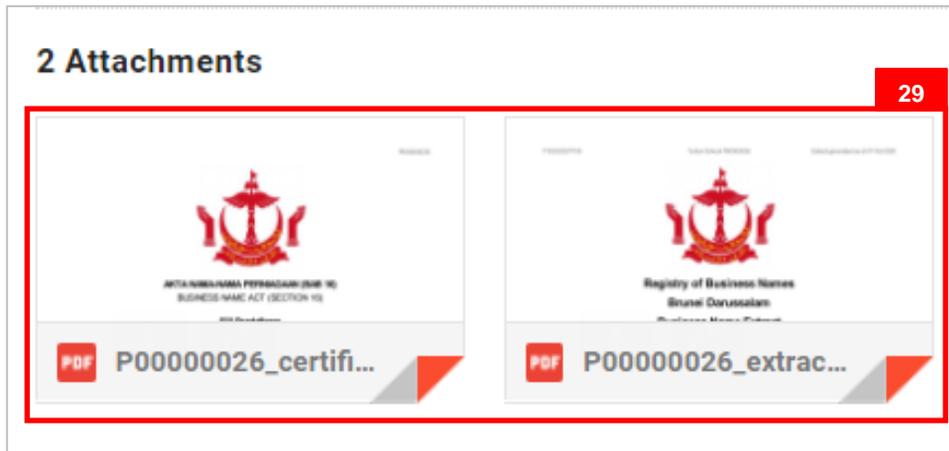
Please do not reply to this email.  
Emails sent to this address will not be answered.

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## OCP – Registering a Branch of a Foreign Company

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Also attached in the email will be the **Certificate of Incorporation of Limited Company** and **Company Extract**.



29. Click on the attachments to view the documents.

# OCP – Registering a Branch of a Foreign Company

## The Certificate of Registration of Company Incorporated Outside Brunei Darussalam



RFC00000021

### PERAKUAN PENDAFTARAN SYARIKAT YANG DITUBUHKAN DI LUAR NEGARA BRUNEI DARUSSALAM

CERTIFICATE OF REGISTRATION OF COMPANY INCORPORATED OUTSIDE BRUNEI DARUSSALAM

**Saya dengan ini memperakui bahawa sebuah syarikat yang bernama**  
I hereby certify that a company called

**THE LOTS**

**yang dibentuk atau ditubuhkan di SINGAPORE telah**  
which was formed or incorporated in **SINGAPORE** has

**pada 23 Haribulan November 2020 mematuhi dengan sepenuhnya**  
on the 23 Day of November 2020 duly complied with

**syarat-syarat Bab 299 dari Akta Syarikat-Syarikat, Penggal 39**  
the provisions of Section 299 of the Companies Act, Chapter 39

  
**Pendaftar Syarikat-Syarikat**  
**REGISTRAR OF COMPANIES**  
**NEGARA BRUNEI DARUSSALAM**



The validation code for this Certificate of Incorporation is 231120202051152. To check the validity of this certificate, enter  
<https://qa.ocp.mofe.gov.bn/VerifyDocument?code=231120202051152> in your browser.

# OCP – Registering a Branch of a Foreign Company

## The Company Extract.

231120202051154

The Lots RFC00000021

Extract generated as at 23-Nov-2020



## Registry of Companies Brunei Darussalam Company Extract

### General Details

Registration Number : RFC00000021  
Company Name : The Lots  
Company Type : Foreign Company  
Entity Status : Registered  
Incorporation Date : 23-Nov-2020  
Company Name in Original Jurisdiction : The Lots  
Company Number in Original Jurisdiction : 124124124124  
Country of Incorporation : Singapore  
Business Sector : 01 Crop and animal production, hunting and related services activities  
AGM Due Date : 23-Nov-2021  
Latest Annual Returns Filed : N/A

### Addresses

Registered Office Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam

### Directors

#### Director

Full Name : MUHAMMAD DANIEL  
Nationality : Brunei Darussalam  
Identification Document : IC-Yellow  
Identification Document Number : [REDACTED]  
Gender : Male

231120202051154

Extract Generated as at 23-Nov-2020

# OCP – Registering a Branch of a Foreign Company

231120202051154

The Lots RFC00000021

Extract generated as at 23-Nov-2020



Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ,  
Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei  
Darussalam  
Appointment Date : 23-Nov-2020

## Authorised Agents

### Agent

Full Name : MUHAMMAD DANIEL  
Nationality : Brunei Darussalam  
Identification Document : IC-Yellow  
Identification Document Number : [REDACTED]  
Gender : Male  
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ,  
Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei  
Darussalam  
Appointment Date : 23-Nov-2020

### Agent

Full Name : MUHAMMAD ASHRAF  
Nationality : Brunei Darussalam  
Identification Document : IC-Yellow  
Identification Document Number : [REDACTED]  
Gender : Male  
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ,  
Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei  
Darussalam  
Appointment Date : 23-Nov-2020

231120202051154

Extract Generated at as 23-Nov-2020

# OCP – Viewing Company Details

VIEW COMPANY DETAILS	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 OCP logo. The user's name, Muhammad Ashraf, is displayed in the top right corner. The main content area is divided into several sections:

- My Entities:** A table listing registered entities. The table has columns for Registration No, Name, User Role, and Status. The 'Steamboat Chronicles' row is highlighted with a red box and has a red '1' next to its status.
- 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 information for 'Super Kids Toys' and 'ABC Computer Services'.

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

the  icon.

1. Click on a registered **Company Name**.

# OCP – Viewing Company Details

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

Actions Admin Registry

**General Details** 2

Addresses

Directors

Shareholders

Register of Controllers

Other Information

Filings

**General Details**

Company Name 1 Sdn Bhd **RC0000001**

Company Status **Registered**

Company Type **Private Company**

Incorporation Date **04-Nov-2020**

Business Sector **01 Crop and animal production, hunting and related services activities**

Latest Annual Returns Filed **N/A**

AGM Due Date **04-May-2022**

Authorised Share Capital **25000**

Memorandum and Articles of Association **N/A**

**Note:** The **General Details** page will display the following information –

- Company Number
- Company Name
- Company Type
- Incorporation Date
- Business Sector
- Latest Annual Returns Filed
- AGM Due Date
- Authorised Share Capital

2. Click on the **Addresses** section.

# OCP – Viewing Company Details

The **Addresses** page will be displayed.

Actions Admin Registry

General Details

Addresses **3**

Directors

Shareholders

Register of Controllers

Other Information

Filings

**Addresses**

Registered Office Address  
Start Date: 04-Nov-2020  
Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Show Historical Addresses

**Note:** The **Addresses** page will display the following information –

- Principal Place of Business
  - Secondary Place of Business (if available)
  - Click on the **Show Historical Addresses** button to display historical addresses (if available).
3. Click on the **Directors** section.

# OCP – Viewing Company Details

The **Directors** page will be displayed.

Actions Admin Registry

- General Details
- Addresses
- Directors 4
- Shareholders
- Register of Controllers
- Other Information
- Filings

### Directors

**Individual**

Identification Document IC-Yellow

Identification Document Number 01-048180

Date Of Birth 30-Jul-1991

Full Name Muhammad Daniel

Nationality Afghanistan

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Director

Telephone 673 2382238

Email nick.sipun+1111@gmail.com

Appointment Date 04-Nov-2020

**Individual**

Identification Document IC-Yellow

Identification Document Number 01-048181

Date Of Birth 14-Jun-1992

Full Name Muhammad Ashraf

Nationality Brunei Darussalam

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Finance Director

Telephone 673 8600697

Email nick.sipun@gmail.com

Appointment Date 04-Nov-2020

**Individual**

Identification Document IC-Yellow

Identification Document Number 01-011011

Date Of Birth 01-Jan-1990

Full Name User 1

Nationality Brunei Darussalam

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Director

Telephone 673 8766666

Email nick.sipun@gmail.com

Appointment Date 05-Nov-2020

Show Historical Directors

## Note:

- The **Director** page will display the information of the current directors.
- Click on the Show Historical Directors button to display historical directors (if available).

4. Click on the Shareholders section.

38

# OCP – Viewing Company Details

The **Shareholders** page will be displayed.

The screenshot displays the 'Shareholders' page. On the left is a sidebar with navigation options: General Details, Addresses, Directors, Shareholders (highlighted in blue with a red '5' badge), Register of Controllers (highlighted with a red box), Other Information, and Filings. The main content area is titled 'Shareholders' and contains two individual profiles. Each profile lists personal and contact information. At the top right, there are 'Actions' buttons for 'Admin' and 'Registry'. A 'Show Historical Shareholders' button is located at the bottom of the main content area.

Shareholders	
<b>Individual</b>	<b>Individual</b>
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date Of Birth	30-Jul-1991
Full Name	Muhammad Daniel
Nationality	Afghanistan
Gender	Male
Address 1	Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam
Residential Address	Residential Address
Position	Director
Telephone	673 2382238
Email	nick.sipun+1111@gmail.com
Appointment Date	04-Nov-2020

<b>Individual</b>	<b>Individual</b>
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date Of Birth	14-Jun-1992
Full Name	Muhammad Ashraf
Nationality	Brunei Darussalam
Gender	Male
Address 1	Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam
Residential Address	Residential Address
Position	Finance Director
Telephone	673 8600697
Email	nick.sipun@gmail.com
Appointment Date	04-Nov-2020

[Show Historical Shareholders](#)

## Note:

- The **Shareholders** page will display the information of the current shareholders.
  - Click on the [Show Historical Shareholders](#) button to display historical shareholders (if available).
5. Click on the [Shareholders](#) section.

# OCP – Viewing Company Details

The **Register of Controllers** page will be displayed.

The screenshot shows a web interface for viewing company details. On the left is a navigation menu with items: General Details, Addresses, Directors, Shareholders, Register of Controllers (highlighted in blue with a red '6' in a red box), Other Information (highlighted with a red box), and Filings. The main content area is titled 'Register of Controllers' and shows 'Company Name 1 Sdn Bhd' with a blue button 'RC0000011'. Below this is a question: 'Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?' with radio buttons for 'Yes' (selected) and 'No'. A section titled 'Please select the type of company that you fall under:' contains five radio button options: (a) A company that is Brunei Darussalam financial institution. (b) A company that is wholly owned by the Government of Brunei Darussalam. (c) A company that is wholly owned by a statutory body established by or under any written law for a public purpose. (d) A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above. (e) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to: Regulatory disclosure requirements; and Requirements relating to adequate transparency in respect of its beneficial owners, Imposed through securities exchange rules, law or other enforceable means.

**Note:**

- The **Register of Controllers** page will display the information of the current register of controller information.

6. Click on the **Other Information** section.

# OCP – Viewing Company Details

The **Other Information** page will be displayed.

Other Information

Company Name 1 Sdn Bhd RC00000011

Update Details

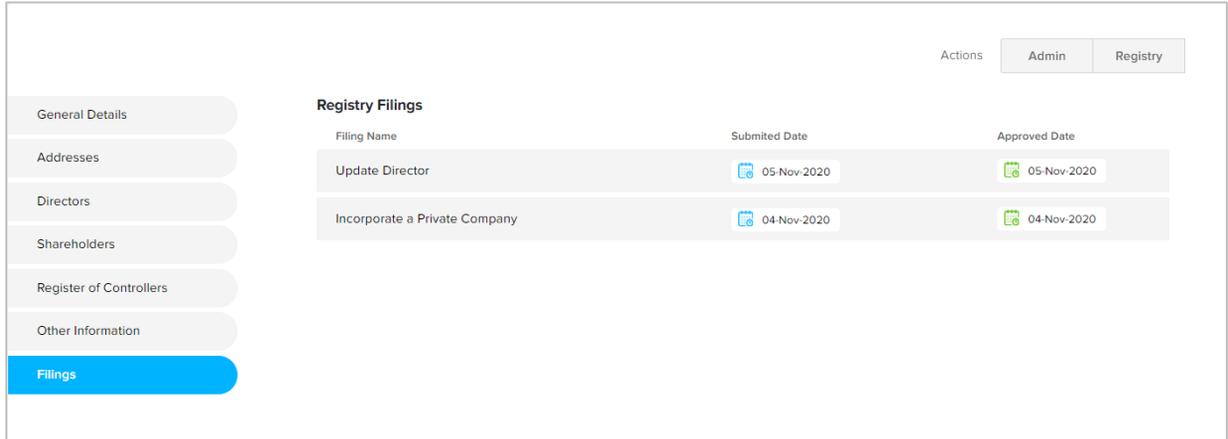
Business Sector	Crop and animal production, hunting and related services activities	Company Telephone	N/A
Business Sub Sector	N/A	Company Email Address	N/A
Business Sub Sector Details	N/A	Base Period	31/12
Complexity	3	Dormant	No
Suppression Flag	No		

**Note:** The **General Details** page will display the following information –

- Business Sector
  - Business Sub-Sector
  - Business Sub-Sector Details
  - Basic Period
  - Company Telephone
  - Dormant
  - Complexity
  - Suppression Flag
- Click on the **Update Details** button to update the details.
  - Updates can be made without any fee and approval requirement from ROCBN team
7. Click on the **Filings** section.

# OCP – Viewing Company Details

The **Registry Filings** page will be displayed.



The screenshot displays the 'Registry Filings' page. On the left is a sidebar menu with options: General Details, Addresses, Directors, Shareholders, Register of Controllers, Other Information, and Filings (highlighted in blue). The main content area is titled 'Registry Filings' and includes a table with columns for Filing Name, Submitted Date, and Approved Date. There are also 'Admin' and 'Registry' buttons in the top right corner.

Filing Name	Submitted Date	Approved Date
Update Director	05-Nov-2020	05-Nov-2020
Incorporate a Private Company	04-Nov-2020	04-Nov-2020

**Note:**

- The **Registry Filings** page will display the list of applications that have been submitted and paid.
- Click on the individual application to view the filing details.